



**FILM PRODUCTION LOCATION MANAGER TO DO:**

- Report any accident, medical incident or injury that took place in the Public Realm during the Production (including set-up and take-down) that requires First Aid or an Emergency Services response.
- Review the emergency response plan with volunteers, vendors, crew, actors, performers, Security, Fire Aid personnel or anyone else involved in the Film Production.

**1. KEY ON-SITE EMERGENCY CONTACTS:**

Film Production staff and volunteers must know who is in charge in case an emergency decision is required. The person in charge should be available at all times either through a communication device or being in a central location. If you are working in shifts, please identify the date/time frame for each contact. If more space is required, please attach a separate sheet.

| Name | Day of Film Production<br>Contact Number | Date(s) | Hours on Site |
|------|--|---------|---------------|
|      |  |         |               |
|      |  |         |               |
|      |  |         |               |
|      |  |         |               |
|      |  |         |               |

**2. ON-SITE SAFETY & SECURITY      YES      NO**

| Name | Day of Film Production<br>Contact Number | Date(s) | Hours on Site |
|------|--|---------|---------------|
|      |  |         |               |
|      |  |         |               |
|      |  |         |               |

**3. FIRST AID SERVICES ON-SITE**

| Name | Day of Film Production<br>Contact Number | Date(s) | Hours on Site |
|------|--|---------|---------------|
|      |  |         |               |
|      |  |         |               |
|      |  |         |               |

**4. EVACUATION PLAN CONTACT**

| Name | Contact Number |
|------|----------------|
|      |                |
|      |                |

**5. OTHER CONTACTS**

| Who                | When  | How |
|--------------------|---|-----|
| Emergency Services | In the event of a medical, fire or any other type of emergency. | 911 |
|                    |   |     |
|                    |   |     |
|                    |   |     |