MEDIA ARTS AND CULTURE PRODUCTION SAFETY CONTRACT

1. \_\_\_\_\_\_\_\_\_ I am required to contact Master Calendar in advance of shooting on campus to procure appropriate permissions and reservations. Off-campus shoots should follow protocol for location release and permits/certificates of insurance if needed as detailed in the Student Production Handbook (SPH): <https://www.oxy.edu/media-arts-culture/student-resources/production-handbook>
2. \_\_\_\_\_\_\_\_\_ I understand that obstructing sidewalks, traffic, or any other public space is never permitted while filming, unless one has obtained appropriate permits from Film LA Inc. or the relevant city film office. See Locations section in the SPH.
3. \_\_\_\_\_\_\_\_\_ I understand that I may drive myself to and from an approved class project location, but if driving others, whether in a personal vehicle or College-owned vehicle, I must be an Oxy Authorized Driver and follow associated College protocol. See College Authorized Driver Procedures: <http://www.oxy.edu/facilities-management/authorized-driver-procedures>

4. \_\_\_\_\_\_\_\_\_ The equipment I am borrowing from Occidental College can injure or kill others or me. I will never use a piece of equipment before getting appropriately instructed on its usage. It is my personal responsibility to seek out such instruction and to ask questions if anything is unclear. Failure to follow such protocol or my misuse of equipment may result in my loss of equipment privileges and potential disciplinary and legal action by the College and the City of Los Angeles. I also understand that I am financially responsible for Occidental equipment in my charge and care and that use of non-Oxy equipment or rental of equipment from outside vendors is prohibited without faculty approval.

5. \_\_\_\_\_\_\_\_\_ It is always possible to do something more safely. Quite often, the safest method is also more creatively original and interesting. When in doubt, I will stop and ask my professor or the Manager of Digital Production before proceeding. Potentially hazardous shooting activities including, but not restricted to shooting from a moving vehicle; talent or crew operating a moving vehicle/transport device; weapons (even if toy or fake); stunts; pyrotechnics/fire; shooting in or near water; and use of animals are all forbidden from Occidental Productions. If I feel that a potentially hazardous activity is achievable without undue risk, I will follow the formal proposal procedure outlined in the SPH to secure College pre-approval. Failure to do so will result in potential disciplinary and legal action by the College and the City of Los Angeles.

6. \_\_\_\_\_\_\_\_\_ Any actors or human subjects must provide a written release, using departmental forms, before I can commence shooting. For any documentary projects containing human subjects, ethical considerations must be carefully thought through with, and approved by, my faculty supervisor before I am permitted to begin shooting. Refer to the SPH for Actor and Documentary Release Form templates and further information on Documentary Projects.

7. \_\_\_\_\_\_\_\_\_ I should be aware of the nearest hospital and emergency contacts for my cast and crew before shooting. All Advanced-Level and Senior Comprehensives Projects must complete Emergency Medical Forms and Assumption of Risk Forms for all cast and crew in advance of shooting (see SPH: Keeping a Production Notebook).

8. \_\_\_\_\_\_\_\_\_ It is vital that I hydrate and feed actors, crew, and helpers during a shoot. My shoots must be carefully pre-arranged and will not exceed \_\_\_\_\_ hours in duration (varies by project level; see SPH or ask your professor) with a 12-hour turnaround for actors and crew between shoots. I understand that use of union actors or minors involve special procedures and pre-approvals detailed in the SPH.

9. \_\_\_\_\_\_\_\_\_ My actions while making a project for class reflect on the entire Occidental Community and stand to affect not just myself, but the possibilities and opportunities of my fellow classmates present and future.

10. \_\_\_\_\_\_\_\_ I certify I have read the Student Production Handbook and will adhere to all policies and guidelines detailed therein.

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Course # and Professor Student Signature Date