

# Hurricane Evacuation Plan

During filming, the Line Producer, Unit Production Manager, First A.D. and Studio Management (collectively known as “Production”) will monitor the weather conditions and make responsible decisions when implementing the plan.

The Production will contact the Locations Manager and ask him/her to address upcoming filming locations in terms of exterior versus interior filming, adequacy of protection for crew members and set pieces from weather elements, identification of safe areas for short-term storage of assets, safe areas for cast and crew for shelter-in-place or the evacuation by vehicle or aircraft, and the most practical evacuation routes.

The Production will also develop an emergency communication plan to distribute any weather-related information to cast and crew. They will select department heads to aid them in the distribution of information. The department heads will be kept informed of the weather by production management so that they may continue to communicate with their workers.

**Please read the precautionary instructions below in the event the company needs to evacuate.**

## ***Alert Level 1 – Hurricane Preparation Mode***

Personal Evacuation Preparations:

It is recommended that all crew make personal preparations, including the following:

- Fill your gas tank – maintain at least half a tank of gas in your vehicle at all times.
- Back up your computer and any production sensitive information.

## ***Alert Level 2 – Hurricane Watch***

A hurricane watch means a possible hurricane will hit the area within 24-36 hours.

Production will have a **Call Tree** in place to alert crew with instructions for a possible evacuation. The Call Tree starts with department heads. Department heads then call their respective crews.

ALL equipment, trucks, and locations will need to be secured for protection against the storm.

Personal Evacuation Preparations:

It is recommended that all crew make personal preparations, including the following:

- Pack a bag with 3 days of clean clothes, toiletries, medications, valuables, identification, rain gear and sturdy shoes.
- Back up and pack up your computer and any production sensitive information.
- Fully charge your production/personal cell phone and carry a wall and/or car charger.
- Notify a relative or friend outside of the area of your possible evacuation and the location to which you will be evacuated (when known.)

- Move items you are leaving behind away from windows.
- Close and lock blinds, curtains, shutters and the doors to all rooms within your unit.
- If you have an outdoor area, bring in any items that could be picked up by the wind.
- Empty refrigerator and freezer in case of power outage.
- Turn off all lights, computers, and electronic equipment.

### **Alert Level 3 – Hurricane Warning & Evacuation**

A hurricane warning means a hurricane will hit the area within 24 hours or less.

Production will put the Call Tree to use again, alerting department heads of the plan to proceed with evacuation.

IF PRODUCTION WILL BE EVACUATING TOGETHER, AN EVACUATION MEETING PLACE AND MODES OF TRANSPORTATION SHALL BE DETERMINED IN ADVANCE AND COMMUNICATED TO ALL CREW.

### **During the Hurricane**

If you cannot evacuate before the storm hits, STAY INDOORS. Keep away from windows and glassdoors.

### **After the Hurricane**

Production management will determine when it is safe to return to work. The Call Tree will be used to communicate information to department heads who will then notify their crews.

### **General Emergency Information**

#### **National Weather Service**

<http://www.nws.noaa.gov/>

#### **National Hurricane Center**

<http://www.nhc.noaa.gov/>

#### **Local Emergency Preparedness**

#### **Department Local Evacuation Map**

#### **Local Red Cross Evacuation Guide**

#### **Crew Members Home Evacuation Checklist (Attached)**

#### **[AMPTP Safety Bulletin #38 – Guidelines for Inclement or Severe Weather](#)**

# HOME EVACUATION CHECKLIST

**If you have only moments before leaving, grab these things and go!**

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

**If local officials haven't advised an immediate evacuation:**

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have not asked you to leave.

***Protect your home.***

**Bring things indoors.** Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.

**Leave trees and shrubs alone.** If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

**Look for potential hazards.** Look for coconuts, unripened fruit, and other objects in trees around your property that could blow or break off and fly around in high winds. Cut them off and store them indoors until the storm is over.

**Turn off electricity and water.** Turn off electricity at the main fuse or breaker. Turn off water at the main valve.

**Leave natural gas on.** Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

**Turn off propane gas service.** Propane tanks often become dislodged in disasters.

**If flooding is expected, consider using sandbags to keep water away from your home.** It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

**Remember.** Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

**Cover the outside of windows with shutters or plywood.** Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

**Protect your valuables.**

**Move objects that may get damaged by wind or water to safer areas of your home.** Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

**Make a visual or written record of all of your household possessions. Record model and serial numbers.** This list could help you prove the value of what you owned if those possessions are damaged or destroyed and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

**If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.**

**Gather essential supplies and papers.**

**You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:**

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

**Important papers to take with you:**

- Driver's license or personal identification
- Social Security card

- Proof of residence (deed or lease)
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns