

## LOCATION EMERGENCY RESPONSE

The Location Manager will ensure that a *Production Emergency Response Plan* is completed for all locations and that production is meeting the requirements of the plan ( See Appendix for an *Emergency Response Plan* template )

Location staff shall work with the First Aid/Craft services to ensure that all necessary Emergency Response procedures and facilities are in place.

Where travel to a hospital is greater than 20 minutes Location and First Aid/Craft Service shall review the requirements of Part 33 – Occupational First Aid as it pertains to emergency transportation.

Location staff must also consider Emergency Response for the days before and after shooting days where set up and dismantling operations are going on. This shall be included when completing the Location Hazard Checklist (LOC).

The Location Manager shall be responsible for ensuring that adequate first aid and other emergency response is available for the crew whenever working at a location, not just on the shooting days.

### Emergency Operations Coordinator

The emergency operations coordinator (EOC) is the person who serves as the main contact person for the Production in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the production, the primary contact will serve as the EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

#### Primary contact

Name:

Telephone number:

#### Secondary contact

Name:

Telephone number:

### Emergency contact numbers

Police/Fire: 911

Hospital:

Other:

### Building Address:

## Building Evacuation Signals:

1. Continuous Alarm
2. Continuous Air Horn Blast (5 seconds)

## Muster Station:

**Accountability Procedures:** Department heads must, as soon as possible, provide the EOC with a list of all department members, contractors and visitors present at the worksite in order that the EOC may undertake an accurate head count.

**Building Re-entry:** The building may be re-entered only after the EOC has determined it is safe to do so.

## Medical

All injuries or illnesses must be reported

## First Aid Attendant

Name:

Radio Channel:

Phone Number:

Air Horn: **3 SHORT BLASTS**

## Collapse or Serious Injury

Person closest to injured person:

Ensure the accident scene is safe and that there is no further danger to you or the injured person.

1. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so.
2. Keep calm and do not leave the injured worker unattended.
3. Contact the Occupational First Aid Attendant immediately via radio, phone or air horn.

The attendant will need to know:

- Location of casualty/accident
  - Type of accident/injuries
  - Number of casualties
  - Need for special equipment
  - If an Ambulance is required
4. Be prepared to assist when directed by the First Aid Attendant.
    - If required or requested by the First Aid Attendant, call for an ambulance and provide as much information as possible.
    - Designate someone to meet the ambulance at the front door or other predetermined location

- Ensure that the Production Manager is informed that there has been a medical emergency

## **Minor Injury or Illness**

Contact the First Aid Attendant immediately.

1. Follow the First Aid Attendant's instructions and provide as much information as possible.
3. Ensure that your manager is informed that you have reported to the First Aid Attendant.

## **Alarm Bells or Continuous Air Horn Blast** (5 seconds)

1. Evacuate the building as quickly as possible and assemble at the Muster station
2. Do not re-enter the building until given the all clear by the Emergency Operations Coordinator
3. **Muster Station Location:**

## **Fire**

### **In the event of a fire:**

1. KEEP CALM.
2. EVACUATE: all occupants from the room in which the fire has occurred.
3. CLOSE THE DOORS AND WINDOWS and leave the room.
4. PULL THE FIRE ALARM, USE THE AIR HORN TO SIGNAL AN EVACUATION (ONE LONG BLAST) OR CALL THE FIRE DEPARTMENT. Tell them your exact location and the nature of the emergency.
5. ONLY IF IT IS COMPLETELY SAFE TO DO SO, return to fight the fire with a fire extinguisher until the Fire Dept. arrives. (see FIRE EXTINGUISHERS)
6. EVACUATE OCCUPANTS FROM THE ADJOINING AREA if there is any danger from spreading fire, smoke, fumes or extreme heat.

### **Fire Extinguishers:**

1. Use a fire extinguisher only if it is completely safe to do so. If there is any danger at all from fire, smoke, fumes or extreme heat, LEAVE THE AREA IMMEDIATELY.
2. Determine what type of fire you have and check the label on the extinguisher to make sure it is intended for your type of fire. Letters on the label indicate the type of fire it will fight:
  - a) A = wood, cardboard, paper, cloth
  - b) B = flammable liquids and gases
  - c) C = electrical equipment
  - d) D = metals(Never use water on an electrical fire – water can cause a fatal shock.)
3. Use the PASS system to put out the fire:
  - a) Pull the pin or ring. Some units require releasing of a lock latch, pressing a puncture lever, or other motion.
  - b) Aim the extinguisher nozzle at the base of the fire.
  - c) Squeeze or press the handle.
  - d) Sweep from side to side slowly at the base of the fire until it goes out.
4. If the fire gets big, GET OUT! Close the door to slow the spread of the fire.

## Building Emergency

If you discover building damage that is an immediate hazard

Take reasonable measures to protect employees from the hazard or send a co-worker to report the damage (and report back to you) while you stand and watch over the hazard.

Report the hazard to the Production Manager, including location and description of damage

### **The Production will ensure the following measures have been taken:**

- Production has located, copied, and posted building and site maps.
- Production has ensured that exits are clearly marked.
- Production will practice evacuation procedures at least once per year.
- All stages have an unobstructed fire lane around the perimeter of the interior walls
- The building exterior maintains adequate fire lanes (20') for firefighting apparatus
- Fire extinguishers are present and have clear signage to indicate their location
- Air Horns are located at each stage entrance with signage indicating signals for evacuation (one long continuous blast of 5 seconds or more) and for First Aid response (3 short blasts of one second)
- All employees have been trained in the procedures outlined in this document
- Procedures are conspicuously posted in each stage or building and at the office safety board