



SECURITY ON THE LOT

Toolbox Talk

HOW TO CALL THINGS INTO DISPATCH

When reporting to dispatch, be clear, concise, and calm. Use the following format:

What to Include:

- Your Name & Location
 - e.g., “This is Daffy at Stage 12.”
- Nature of the Issue
 - e.g., “There’s an unbadged individual near the loading dock.”
- Urgency Level
 - e.g., “No immediate threat, but they’re refusing to leave.”
- Any Actions Taken
 - e.g., “I’ve asked them to wait while I call.”

Dispatch Contact:

- Phone: 818-954-1248
 - Internal: x4-1248
- Emergency Line: 818-954-3333
 - Internal: x4-3333

Examples of What to Report:

- Suspicious behavior or loitering
- Unauthorized photography or filming
- Vehicle accidents or unsafe driving
- Lost or stolen items
- Medical emergencies
- Fire or hazardous conditions

WHY IT MATTERS

- Our lot is a very dynamic environment with high-value assets, sensitive productions, and a mix of employees, talent, and visitors. Maintaining a secure lot is essential for safety, confidentiality, and operations.

KEY SECURITY PRACTICES

- Badge & Access Control
 - Always wear your studio-issued badge.
 - Challenge individuals without visible credentials.
 - Do not allow tailgating through secure doors or gates.
- Visitor Management
 - Ensure all visitors are pre-registered and escorted.
 - Report any unauthorized or suspicious individuals immediately.
- Asset Protection
 - Lock doors, trailers, and equipment when not in use.
 - Report missing or damaged property to Security.
- Situational Awareness
 - Stay alert to your surroundings.
 - Trust your instincts — if something feels off, report it.

SECURITY IS EVERYONE’S RESPONSIBILITY. IF YOU SEE SOMETHING, SAY SOMETHING — AND SAY IT TO DISPATCH.