

Film Project Pre-Planning Questions
Site and Activities Risk Assessment (SARA) Form
Revised for COVID-19 Protocols

Date: _____

Student Name(s): _____ Phone: _____

Instructor: _____ Phone: _____

Project Name: _____

Filming Date(s): _____

Filming Location(s): _____

x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x x

We need more information about your proposed film project. Please provide your responses below and return this completed SARA form to Jennifer Geertsen in Environmental Health, Safety, and Risk Management (EHSRM) at risk@csumb.edu and also required to send a copy to your instructor.

Project:

1. Provide a description of your project explaining what will happen during filming.
Include answers about the following items:
 - a. Will you have simulated violence, loud noises, fight scenes, pyrotechnics or stunts?
 - b. Will you simulate law enforcement, chase scenes on car or on foot, activity in or around water?
 - c. Any weapons, including replica guns? What kind?
 - d. Are you using animals in your production?
 - e. Will you use any fake dead bodies or fake blood, etc.?

Participants:

2. List the names of all participants and their project status. (student, staff, guest, consultant, actor, medical staff, etc.)
3. Describe what each of the participants will be doing. (actor, director, crew, writer, etc.)
4. Do you have emergency contact information for all participants before filming starts?

Waivers and Health Insurance:

5. Have you obtained a signed waiver/release from each participant in your film project?
 - Be sure to use the standard CSUMB [Release of Liability/Photo Release waiver](#) on the [Environmental Health, Safety & Risk Management website](#).
6. Do all students and non-students have health insurance?
7. Have all participants been provided with COVID-19 safety guidance from the CDC?
8. Have all participants been reminded to follow the COVID-19 Public Health protocol for the county they are in including the use of face coverings?

Equipment:

9. Provide details if you will be using any motorized or non-motorized vehicles. (ie: automobiles, aircraft, watercraft, motorcycles, mopeds, trailers, ATVs, skateboards or bicycles?)

10. What equipment will you be using? (filming, lighting, ladders, lifts, etc.)

Location:

11. Does your film project take place on campus, off campus or both? On-campus film projects would require specific approval by the Vice President for Academic Affairs. Contact Jennifer Geertsen in ESHSRM for guidance on the process at risk@csumb.edu.

12. Do you have photos readily available of the location & surrounding areas you are planning to film?

11. What signs will you display to let others know you are filming? Be sure to post sufficient signs along the perimeter of the filming location so that the signs would be visible to people approaching the set from any direction.

13. What is your plan to notify individuals or businesses in a close proximity to your filming location(s) of your filming schedule, and the nature of your film?

14. Do you have written permission to use each location? Have you communicated and confirmed with key groups? (Police, neighbors, facility managers, etc.?)

Contracts:

15. Have you signed (or do you plan to sign) any agreement(s) on behalf of the University?

- Any agreements on behalf of the University must be signed by an official university agent.

16. Is a certificate of insurance required? Yes ___ No ___

Safety Planning:

17. What are your plans if anything should go wrong? Examples would be inclement weather, accidents or injury. What back-up plans have you made about calling off the shoot if conditions become unsafe?

18. What is your plan and criteria for daily pre-filming risk assessments? List any mitigation steps.

19. What is your plan for giving pre-filming safety orientations of on-site hazards and film hazards for all participants?

20. What plan do you have to ensure the safe handling and cleaning of equipment in light of COVID-19?

21. Will you ensure that no project will require participants to do anything that would require the use of Personal Protective Equipment (PPE) beyond COVID-19 face coverings?

Special:

22. Are there any unique activities or areas in your film shoot that might warrant extra precautions or present concerns?

23. Is there anything else we should know about or be aware of?

Instructor Review and Approval:

24. Have you reviewed your film project plan with your instructor and received approval?

Instructor Printed Name: _____ Instructor Signature: _____