



Media Center Room 103
TUPD: 410.704.4444
EMF Office: 410.704.3184
EMF Production Labs: 410.704.2592
Website - towson.edu/emf

Safety is a priority within the film and media industries. Effective set safety measures reduce the numbers of injuries, increase the productivity of your day, facilitate workflow, and enable more open and effective communication between departments. This document emulates official industry handbooks released by production companies and unions to inform and protect their workers, and was adapted for student-level productions to offer simple measures to ensure the safety of your crew.

A Note Before We Begin	5
What to do in case of Emergency?	5
Civility Code and Discrimination	5
Reporting Sexual Harassment	6
Resources for Mental Health	7
The Basics of Set Safety	7
The Role and Responsibility of Set Safety Officers	8
Intimacy Coordination and Consent	8
Notes for Call Sheets	11

Students Testing Positive for COVID

Students should notify their professors directly of their illness and need for isolation. Students will need to make arrangements with their professors regarding class attendance and assignments for the duration of their isolation period in accordance with attendance policy. Students who need further assistance with academic concerns should contact Student Outreach and Support at 410-704-2055.

Students living in residential housing are strongly encouraged to go to their home residence for their isolation period. If this is not possible, residential students will isolate in their current room assignment with masking precautions in place.

On-Campus Isolation advising is available here:
<https://www.towson.edu/coronavirus/#isolation>

After having tested positive, you are not permitted to go to person classes, enter any campus building (other than your residence hall and dining hall to pick up a meal), attend group events, utilize any common areas in your residential hall or use public transportation.

For non-emergency medical advice, contact the Health Center at 704-2466 or message your provider through the Tiger Health Portal at tigerhealth.towson.edu.

Telehealth appointments are available. Business hours are Monday-Friday, 8 a.m.- 5 p.m. Afterhours, students can call 4704-2466 to speak to an advice nurse.

For emergencies, please call 911 or University Police at 704-444 or go to the nearest emergency room.

Continue to wear a well-fitting mask for 10 full days. KN95 masks are available for isolating students and their roommates at the Community Center desks.

Students found to be in violation of any of the above procedures will be reported to the Office of Student Accountability & Restorative Practices.

Masks

Masking is optional for most buildings on campus, including classrooms. Masks are still required in all campus medical settings, including the University Health Center if you are experiencing symptoms of COVID-19. Masks will be provided to students at the Health Center if needed.

TU is dedicated to creating a diverse space free of judgment, fear and prejudice, and to strengthening our continued efforts to fight hate and bigotry. Acts of destruction or violence which are motivated by animosity against a person or group because of race, color, religion, sexual orientation, gender, disability, national origin, or homelessness, or which infringe on the rights and freedom of others will not be tolerated at Towson University.

To foster a safe and inclusive campus, the University will investigate and respond to all reports of hate crimes and bias incidents. In order to prompt an investigation, the incident must be reported. If you have been a victim, or have witnessed or learned of a hate crime or bias incident, you can file a report using the Hate Crimes & Bias Incident Report Form at https://towson-advocate.symplicity.com/public_report/.

Requests for an accessibility accommodation or the reporting of an accessibility-related incident can be filed by e-mailing oiie@towson.edu.

In case of emergencies, contact 911 or TUPD at 410.704.4444.

Towson University is committed to ensuring a safe, productive learning environment. The university does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or intimate partner violence. This applies to student behavior both on set and during off-campus interactions.² There are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator.

Title IX offers a platform for making reports about sexual violence and misconduct at https://towson-advocate.symplicity.com/titleix_report/. They can also be reached directly at 410.704.0203. You may submit a report anonymously. If you do so, please understand that their ability to respond to the incident is extremely limited. If a non-TU affiliate engages in unacceptable sexual conduct or sexual harassment, please report to local law enforcement, the employer, as well as the Title IX office. While Towson University has no jurisdiction to investigate the conduct of non-TU affiliates, the Department may opt to terminate relationships with off-campus partners for violation of Title IX. In case of emergencies, contact 911 or TUPD at 410.704.4444.

Know that any information shared with the Title IX office will be kept private to the greatest extent possible. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the TU Counseling Center, who can be reached at 410.704.2512. Your instructor is always available to talk to or seek advice from.

² Full text of the “Policy on Sexual Misconduct” is available at: <https://www.towson.edu/about/administration/policies/documents/policies/06-policy-on-sexual-misconduct.pdf>

pertain to any new or unique situations that will arise during the day: new equipment, new crew, potential weather events, new lines-of-communication or changes in set hierarchy,

Instant Cold Compress
Disposable Gloves (non-latex)
Tweezers
Scissors
Eyewash Kit for particle debris
Hydrocortisone Ointment (topical for allergic reactions)
Aspirin and/or Ibuprofen (pain relief and inflammation reduction)
Antacid (heartburn and indigestion relief)
Benadryl (antihistamine for allergic reactions. Will cause drowsiness)
Bug Spray (Being mindful of potential allergic reaction)
Sunscreen (at least 30 SPF, mindful of potential allergic reaction)

If you'd like, Towson's Office of Public Safety

Additional PPE may become necessary – such as high visibility vests (for working around roads, cars, or at night), hard hats, steel toe shoes, safety harnesses for fall protection, safety glasses, hearing protection, respirators or dust masks, headlamps or wearable flashlights, all of which

Additional location

weapons? This good faith gesture will keep your production from being interrupted and offer peace of mind to those concerned. Limit your disruptions to neighbors as much as possible. If needed, have your Location Manager or a designated Production Assistant notify neighbors and regularly check in for when noise or disruptions will start and stop throughout the day so everyone can plan accordingly.

Keep in mind that these types of company contact

against film equipment and heavy foot traffic. If necessary, place crutch tips, gaff tape, sound blanket, or cardboard underneath stands. Be mindful of tracking dirt.

Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming. Individuals should eat within their designated meal area, during scheduled crew meals. All trash and recycling should be disposed of properly through the course of the working day. Additionally, the cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by your Producer.

Every member of the cast and crew should keep noise levels as low as possible. Do not wear clothing, post signs, or act in a manner that lacks common sense and good taste. Cast and crew should refrain from the use of lewd or improper language.

Recycling is strongly encouraged on all productions. Separate trash and recycling containers should be present on all sets and locations, and all members of a production should be encouraged to use them.

Ultimately, it is the responsibility of the Location Manager, Craft Services, and Production Assistants to do the last "once over" of set to clear any remaining trash.

Anything more than a passing drizzle should result in all lights and electrical power being brought under cover, such as under a pop-up tent or indoors.
Pop-ups and EZ-

gray-yellow or gray-blue color. The affected parts will have no feeling and blisters may be present. The tissue will feel frozen or "wooden." Other indications include swelling, itching, burning and deep pain as the area is warmed. Frostbite is more easily prevented than treated, so keep covered and mindful of these signals. , as rewarming should be conducted under medical supervision. Warm water is best for re-warming; do not rub or massage the area, or use dryheat (sunlamp, radiator, heating pad). If blisters are present, leave them intact.

If crew does not need to be outside, they should be out of the elements as much as possible. If going inside is not an option, exercise, jogging in place, and shaking your arms will increase your circulation and increase raise your body temperature. Eating healthy and frequently on cold weather sets will provide essential nutrients and increase your metabolism, circulation and ability to produce heat.

Condensation can occur on electronics and glass when alternating between cold and hot environments. Batteries drain quicker in cold weather, and should be insulated accordingly. Consider keeping them in a cooler, car, insulated case, etc. Lastly, lights need to be handled more delicately in cold weather because of the rapid heating and cooling they experience under power. Always let lenses and scrims cool with the light and remember to transport lights delicately. Kino Flo fluorescent bulbs may not strike at all if under too low a temperature. Always store gear susceptible to the cold inside before and after filming and limit their exposure to the cold when not in use.

In , crew should

Some general procedures/guidelines that are recommended prior to actual lifting are:

1. Warm up - stretch/bend gently prior to lifting.
2. When possible, break larger loads into smaller ones.
3. Wear safety shoes with non-skid soles/reinforced toes.
4. Wear tight fitting gloves - avoid loose fitting clothes.
- 5.

Other departments should _____ A hair dryer or even a cell phone charger could be the last straw to a circuit breaking.

The electrical department is responsible for knowing the location and operation of the circuit breaker box or generator when on location. Determine these locations during the scout. You don't want to waste time or pose additional risk to your crew when you are searching in the dark for a circuit breaker.

Not all circuits and/or generators are rated for every piece of film equipment, and so careful research must be done to ensure circuits are not overloaded and that equipment is protected. If a generator is to be used, the electrical department should appoint a whose job it is to make sure the generator is in safe working condition, is operated in a safe manner, is properly fueled, and is properly rated for the equipment used on it. The generator operator should be the sole individual to operate the generator.

Here are a few notes on how to avoid tripping breakers:

Most modern home interior electrical circuits are 20 amps, although many homes, businesses, and older locations will still feature 15-amp circuits. Don't assume. Most domestic residences and commercial operations are on a 120-volt system.

Additional electrical notes:

All lights become warm to the touch when operating, but several become dangerously hot to the point of burning yourself and your environment. Always wear protective gloves when operating lights and wait for lights to cool before packing away. Never set a hot light, lens, or scrim on carpet, hardwood, or floors or surfaces susceptible to heat.

Do not take electricity for granted. Temporary set-ups like film sets are intrinsically dangerous because they are new and unknown to most of the people near them. Keep this in mind at all times and always err on the side of safety.

C-stands are incredibly versatile tools for set and can be used and rigged a variety of ways. However, there are several safety pointers which should always be utilized.

Always place the longest and highest leg under the extended gobo arm. This is the leg that balances the weight of the load and the stand. Always place sandbags on this leg, wrapping the post, to counter the weight, and so it's not resting on ground. For heavier loads, use one sandbag for every extended stage of the riser. Be cautious and use more sandbags and additional tie-downs in wind or on high levels. Consider having a grip or PA "body bag" the stand when necessary, by standing by the stand and holding it. This is especially true of exterior rigging and windy situations.

In general, a single member of the crew will be deemed the Prop Master, who is responsible for the safety of the set when operating props, as well as the security of the props themselves. Only prop weapons and prop firearms will be allowed on set. The use of actual weapons at any time is strictly prohibited.

Prop weapon and firearms are to be treated with the same respect you would treat an actual weapon or firearm. All rehearsals and blocking will be conducted without the props. Only during actual takes will the Prop Master provide actors with the prop weapon or firearm. As soon as the take is cut, the Prop Master will take the prop weapon/firearm back and immediately store it safely and securely away.

The Prop Master is solely responsible for the transportation of props to and from set.

Students are responsible for obtaining all of the appropriate permits and recognizing all state and local laws when performing driving shots. Students recognize that all drivers must have a proper and valid license, and that all camera cars are properly insured. Students agree that they are solely responsible for any liability surrounding the use of driving material in their films. Student filmmakers are solely responsible for educating themselves on any additional safety, rigging, or car operation details not listed here.

the choreography of the camera car, other picture vehicle(s) in the shot, or personnel involved in the shot, a safety meeting should be held with all personnel involved to ensure everyone understands the changes and is in agreement with those changes.

Any rigging to the interior or exterior of the car (lights, camera) should not obstruct the driver's view. All rigged equipment should be securely mounted. If cameras are mounted to any part of the vehicle (either inside or out), these should be securely installed with the appropriate mounts/restraints and by a member of the crew who is qualified to perform the procedure.

The driver is the sole determiner of what they deem safe. Again, the chief concern is for the ability of the driver to simultaneously perform, drive, and remain aware of any clearance required for rigging or equipment that extends beyond the vehicle.

All non-TU affiliate actors and crew must sign a Volunteer Designation Form, noting the EMF faculty member as the Department Designee. A separate parental consent form must be signed for minors under 18. Both forms can be found here:

<https://www.towson.edu/about/administration/policies/1000-volunteerpolicy.html>

https://www.towson.edu/hr/documents/volunteer_parental_consent_form.pdf

This form is in addition to your standard consent and release form, which will be provided by your faculty member or found on the EMF website:

<https://www.towson.edu/cofac/departments/mediafilm/resources/documents/releaseform.pdf>

The State of Maryland does not provide insurance coverage for theft. Adequate measures should be taken to properly secure all State property. Any instances of theft/loss should be reported to TUPD and Property Control.

Should you have an insurance question, please contact the Media Lab Supervisor. Travis Holden mholdenii@towson.edu

On EVERY set, students are responsible for providing:

- First Aid Kit
- Clothing matched for the appropriate weather conditions
- Specialized PPE, such as gloves for operating hot lights
- Closed Toe Shoes

Students are also responsible for the following when necessary:

- Fire Extinguishers
- Specialized PPE (such as high visibility vests and eye protection)
- Specialized rigging equipment, such as harnesses
- Work Lights, such as flashlight and headlamps
- In-line GFCI outlet plugs or stingers for water hazards
- Ladders
- Layout boards (Cardboard) for protecting floors and equipment

This document heavily sources from the “Television and Feature Production Safety Manual,” which is a resource of the Producer’s Guild and Warner Bros. Injury & Illness Prevention Program: