

# Emergency Action Plan

Prior to operation, each location is evaluated and emergency action procedures are established. This Emergency Action Plan is designed to meet the requirements of *Ontario Occupational Health & Safety Regulation*. It includes the following:

## **Emergency Escape Procedures**

Emergency escape routes will be identified in advance based on location design and operation. Escape routes will be communicated to employees before work begins at a new location or when such routes are changed. Employees will be directed to assemble at a large open space away from the emergency site. If not otherwise stated herein, normally, the base camp will be used if it is reasonably accessible.

- **EVACUATION ROUTE:**

- **SAFE ASSEMBLY AREA:**

In the event of an emergency, employees will be alerted by means of a verbal announcement. Department Heads and other supervisors will communicate by two-way radios. They will then communicate to their employees. All employees will evacuate immediately, unless given other directions (such as to take shelter).

## **Procedures to Account for Employees**

Department heads are responsible for knowing which employees are present onsite and for accounting for all employees in their department at the designated assembly site. Department Heads will also be responsible for any visitors or contract employees under their direction. If filming at this location, Department Heads shall report anyone unaccounted for to the AD DEPT via two-way radio. Otherwise, report unaccounted for employees to emergency responders and to the production manager.

## **Rescue and Medical Personnel**

Each location has an onsite medic. Before shooting begins, the local hospital is notified and made aware of the types of operations to be conducted and potential emergency scenarios. In the event that a stunt or special effect gag is to be conducted, fire personnel and/or an ambulance may be present, as appropriate. Additional equipment, appropriate to respond to potential emergencies arising from the stunt or special effect, will be available onsite, as needed.

## **Means of Reporting Fires or Other Emergencies**

Means to report fires or other emergencies are established in advance.

In the event of a fire, chemical spill or other emergency, **911** will be called immediately, unless fire department personnel are onsite, in which case fire department personnel will call for backup as they determine is necessary.

In the event of a medical emergency, the onsite medic will be called using a two-way radio. Two-way radios are widely distributed for emergency and other purposes. Generally, the medic will determine whether **911** should be called. (**911** may be called immediately if circumstances warrant.)

The location of the local hospital and emergency contacts are listed on the call sheet and/or other documents readily available to cast, crew and other production personnel. Emergency contact information is also provided below.

## Critical Plant Operations

No employees will remain to address critical plant operations. All employees will evacuate immediately.

### EMERGENCY CONTACT INFORMATION

Phone Number

	UPM	
	1 <sup>st</sup> AD	
	Special FX Supervisor	
	Production Safety	

LOCAL FIRE DEPARTMENT

<b>Department:</b>	
<b>Phone Number:</b>	<b>Emergency: 911</b>

AMBULANCE

<b>Company:</b>	
<b>Phone Number:</b>	<b>Emergency: 911</b>

LOCAL POLICE DEPARTMENT

<b>Department:</b>	
<b>Phone Number:</b>	<b>Emergency: 911</b>

NEAREST HOSPITAL

<b>Address</b>	
<b>Phone:</b>	<b>Distance from set:</b>