



LOS ANGELES FIRE DEPARTMENT

Bureau of Fire Prevention & Public Safety

FILM UNIT

200 N. Main Street, Suite 1710
Los Angeles, CA 90012
(213) 978-3670

Date of Application

Empty box for Date of Application

Email questionnaire to: lafdfilm@lacity.org at least 48 hours prior to any proposed activity

Subject line of the email shall be formatted as follows: SCHOOL/CHURCH [1st Date of Activity] [FilmLA #] [Street Address]
* EXAMPLE: School/Church 10/21/15 (FilmLA# FA00123456) 200 N Main St *

LAFD FILM UNIT - SCHOOLS & CHURCHES
Filming/Basecamp/Parking Pre-Approval Questionnaire

FACILITY INFORMATION

Facility Name, Facility Contact Name, Facility Address, Facility Contact Phone #, Facility Activity(ies) Happening During Production Activity(ies). Includes BE ADVISED notice.

*Required

PRODUCTION COMPANY INFORMATION

Production Title, Production Contact, Production Company Name, Production Contact Mobile Phone #, FilmLA Permit #, FilmLA Coordinator.

*Required

PRODUCTION COMPANY ACTIVITY

FILMING (check box if applicable)

Prep Date(s), Film Date(s) & Time(s), Strike Date(s), # of Cast, # of Crew, # of Extras, # of Generators, Drone, Special Effects, Will Fire Alarm System Be Bypassed?, Location(s) of Activity.

Summary of Scene

BASECAMP (check box if applicable)

Basecamp Date(s), Additional information *INCLUDE A MAP or drawing showing where production activity will take place.

PARKING (check box if applicable)

Parking Date(s), Vehicles (Number, Size & Type) *INCLUDE A MAP or drawing showing where vehicles will land.

LAFD USE ONLY

INSPECTOR NAME, SPOT CHECK, UFSO REQUIRED, Notes

- Please note that by submitting this form for review, you agree to the above conditions and accept the responsibility of ensuring that all life/safety requirements will be followed. ANY ALTERATIONS, MODIFICATIONS AND/OR CHANGES IN STATED CONDITIONS ARE SUBJECT TO THE SAFETY OFFICER'S APPROVAL.
All pages of this document must be onsite and available for review by the Fire Inspector upon request. Failure to comply may result in the assignment of a UFSO if location is not in compliance with the fire requirements for use of the facility as stated in this document.

EMAIL PROCEDURES (MINIMUM OF 48 HOURS PRIOR TO ANY PROPOSED ACTIVITY)

A. Email questionnaire to:

1. lafdfilm@lacity.org
2. FilmLA Coordinator

B. Subject line of the email **SHALL BE FORMATTED** as follows: **School/Church [1st Date of Activity] [FilmLA #] [Street Address]**

***EXAMPLE: School/Church 10/21/15 (FilmLA# FA00123456) 200 N Main St ***

FAILURE TO FOLLOW THE ABOVE PROTOCOL MAY RESULT IN DELAYED APPROVAL AND/OR THE ASSIGNMENT OF A UFSSO.

APPROVAL OF FILMING OR PRODUCTION ACTIVITY LOCATION(S)
SHALL BE CONTINGENT UPON THE AREA(S) MEETING THE FOLLOWING CRITERIA:

- ACCESS: Fire Department access shall be maintained into the school yards, buildings, sprinkler inlets, sprinkler shutoffs and hydrants. Trucks associated with production activity shall be parked properly and as close as possible to the filming locations or production activity areas. (LAMC 57.503, 57.509.3, 57.903.3.9)
- CABLES: Cables shall be matted, flown or positioned so as not to obstruct any exit passageway. (CCR Title 19, Sec 3.11; LAMC 57.4701.4)
- CREW IDENTIFICATION: **All film crew members are required to wear visible ID at all times while on campus.** Any crew member found in any unauthorized area will result in the cessation of filming and that person will be removed from campus.
- EXITING (Students / Crew): Exiting of students and film crews shall not be co-mingled. Exits designated for students shall be for their exclusive use, no exceptions.
- FIRE ALARM ACTIVATION: Anytime the school fire alarm is activated, all members of the film company shall participate in the evacuation. (CCR Title 19, Sec. 3.10; LAMC 57.401.9)
- HALLWAYS: Corridors, hallways, stairways, exits and fire protection equipment shall be maintained unobstructed at all times. (CCR Title 19, Sec 3.11; LAMC 57.1030.3.1, 57.4701.4)
- PRODUCTION ACTIVITY: Filming or production activity shall be confined to areas remote from students or children (i.e. in a separate building, vacant wing, separate floors, etc.) Production activity shall include, but not be limited to, filming, base camp use, parking, load-in, and strike.
- STORAGE: Storage is not allowed in hallways. All equipment not in use shall be stored in vacant rooms. Equipment on "stand-by" in any corridor is prohibited unless specifically approved by the Fire Department (CCR Title 19, Sec. 3.11; LAMC 57.4701.4)
- **NO OVERCROWDING:** The overcrowding of any room is prohibited unless specifically approved by the Fire Department. (LAMC 57.107.5)
- **NO SMOKING:** Smoking is prohibited at any time while on school grounds or inside any school building. (CCR Title 19, Sec. 3.32; LAMC 57.310)
- **NO SPRINKLER TAMPERING:** Attaching lights or other items to sprinkler piping is prohibited. The blocking or covering of any sprinkler head is prohibited. (LAMC 57.903.3.9, 57.903.3.10)

The above list does not cover all code sections that would be applicable to schools, and does not abrogate the authority or responsibility of the Fire Safety Officer assigned to all school and/or church filming locations, or production activity areas.