

SCAD

FILM & TV



FILM SET SAFETY GUIDELINES & RULES

REVISED FALL 2025

SAFETY CODE OF CONDUCT

Each person on set is responsible for safety.

All students are obligated to report unsafe conditions or flagrant violations to supervising faculty.

Violations may result in failure of assignment, failure of course, or other disciplinary action.

GENERAL SAFETY



- **Never endanger yourself, crew, cast, or the public while making a film.**
- Speak up if you observe unsafe conditions.
- Closed-toe shoes must be worn on set at all times.
- First-Aid kits must be present on set at all times.
- The nearest emergency room and hospital must be listed on the call sheet.

WORK HOURS



- Maximum workday: 12 hours.
- Minimum turnaround between work days: 12 hours.
- Shoots longer than 6 hours must have a lunch break.
- Shoots must wrap by 1 AM (the supervising professor may grant exemptions).

WATER



- No film equipment is allowed in or near water without professor approval.
- Lighting must be positioned at least 30 feet from water and protected from splashes.
- Filming with actors in bodies of water requires professor approval and a licensed lifeguard on premises.
- Underwater filming requires supervision by a diving instructor. (Dedicated position, no double-duty.)

FIRE



- **Any open flame requires an "A" fire extinguisher on set and a dedicated fire safety crew member.**
- Permitted items with faculty approval:
 - Lighters, matches, candles, kerosene lamps.
 - Campfires in officially designated areas.
 - Working indoor fireplaces.
 - BBQs / grills.
- Any other pyrotechnics require faculty approval, coordination with the local fire marshal, and the presence of an approved pyrotechnician.

EQUIPMENT



- **All SCAD productions using SCAD equipment must be approved by a supervising professor.**
- To film outside of Chatham County with SCAD equipment, you must email Adrienne Boner (adickey@scad.edu). Include shooting dates, specific filming locations, and equipment storage location.
- Use of non-SCAD camera support equipment in combination with SCAD cameras requires approval from the equipment cage.

MINORS



- Minors under 18 years of age must be accompanied by their parent or legal guardian at all times.
- Georgia child labor laws must be observed when filming in the state of Georgia.
- SCAD productions must comply with local child labor laws when filming out of state.

VEHICLE USAGE



- **Moving picture vehicles are prohibited in intro-level classes.**
- Use of moving vehicles must be approved by the supervising professor.
- Moving picture vehicles are only permitted on private roads or streets closed for the production by police.
- The driver's view of the road must not be obscured by camera mounts.
- All passengers must be seated and wearing seatbelts.
- No filming from truck beds, open SUV trunks, convertibles, or sunroofs.

INTIMACY



- Scenes of physical intimacy must be clearly described in the script and approved by supervising faculty.
- At supervising professor's discretion, or upon request of an actor in the scene, an approved, professional, intimacy coordinator may be required.
- SCAD students may not perform nudity.

LOCATIONS & PERMITS



- **Permits & permissions must be secured before filming.**
- All shooting locations must be approved by supervising faculty.
- City permits may be required to shoot on public property.
- Privately owned shooting locations require a signed location agreement.
- **Filming on SCAD property requires approval from a supervising professor and the building's operations manager.**

ALCOHOL & DRUGS



- Alcohol and drugs are prohibited on set.
- Scenes of substance use must be simulated with non-intoxicating substitutes.
- No documentary filming of illegal conduct.

STUNTS



- **All stunts must be clearly described in the script and approved by a supervising professor.**
- Stunts may include fighting, falling, or weapon work.
- All stunts must be choreographed and supervised by an approved stunt coordinator.
- Glass breaking scenes require the use of film-safe "candy glass".

WEAPONS



- No weapons capable of firing a projectile are permitted on any SCAD set.
- All blades used in violent scenarios must be props.
- All weapon use must be scripted. Proof-of-purchase must be provided for prop weapons such as retracting blades or breakaway bottles.
- Use of squibs and blanks is forbidden.
- Any prop firearm requires the presence of an approved armorer.
- Any public display of a gun (even on private property that is visible to the public) requires police presence.
- Obviously fake weapons (squirt guns, futuristic lasers, etc) may be used on private property without an armorer, pending approval by supervising professor, as long as they are not modified to look realistic.
- Armorer's credentials must be submitted to the supervising professor in advance of filming and proof of payment must be submitted after wrap.

ANIMALS



- Never harm any animal.
- Filming of any animals must be scripted and approved by a supervising professor
- Filming of animals may require the presence of an approved wrangler.