

# **Hurricane Evacuation Plan**

During filming, the Line Producer, Unit Production Manager, First AD and Studio Management (collectively known as Production) will monitor the weather conditions and make responsible decisions when implementing the plan.

The Production will contact the location manager and ask him to address upcoming filming locations in terms of exterior versus interior filming, adequacy of protection for crew members and set pieces from weather elements, identification of safe areas for short-term storage of assets, safe areas for cast and crew for shelter-in-place or the evacuation by vehicle or aircraft, and the most practical evacuation routes.

The Production will also develop an emergency communication plan to distribute any weather related information to cast and crew. They will select department heads to aid them in the distribution of information. The department heads will be kept informed of the weather by production management so that they may continue to communicate with their workers.

**Please read the precautionary instructions below in the event the company has to evacuate.**

## **Alert Level 1 – Hurricane Preparation Mode**

Personal Evacuation Preparations –

We suggest that all crew make personal preparations, including the following:

- Fill your gas tank – maintain at least half a tank of gas in your vehicle at all times.
- Back up your computer and any production sensitive information.

## **Alert Level 2 – Hurricane Watch**

A hurricane watch means a possible hurricane will hit the area within 24 to 36 hours.

Production will have a “call tree” in place to alert crew with instructions for a possible evacuation. The call tree starts with department heads. Department heads then call their respective crews.

ALL equipment, trucks, and locations will need to be secured for protection against the storm.

Personal Evacuation Preparations –

We suggest all crew make personal preparations, including the following:

- Pack a bag with 3 days of clean clothes, toiletries, medications, valuables, identification, rain gear and sturdy shoes.
- Back up and pack up your computer and any production sensitive information.
- Fully charge your production/personal cell phone and carry and wall and/or car charger.
- Notify a relative or friend outside of the area of your possible evacuation and the location to which you will be evacuated (when known.)
- Move items you are leaving behind away from windows.
- Close and lock blinds, curtains, shutters and the doors to all rooms within your unit.
- If you have an outdoor area, bring in any items that could be picked up by the wind.
- Empty refrigerator and freezer in case of power outage.
- Turn off all lights, computers and electronic equipment.

### **Alert Level 3 – Hurricane Warning & Evacuation**

A hurricane warning means a hurricane will hit the area within 24 hours or less.

Production will put the call tree to use again, alerting department heads of the plan to proceed with evacuation.

IF PRODUCTION WILL BE EVACUATING TOGETHER, AN EVACUATION MEETING PLACE AND MODES OF TRANSPORTATION SHALL BE DETERMINED IN ADVANCE AND COMMUNICATED TO ALL CREW.

### **During the Hurricane**

If you cannot evacuate before the storm hits, STAY INDOORS. Keep away from windows and glass doors.

### **After the Hurricane**

Production management will determine when it is safe to return to work. The call tree will be used to communicate information to department heads who will then notify their crews.

### **General Emergency Information**

**National Weather Service**

<http://www.nws.noaa.gov/>

**National Hurricane Center**

<http://www.nhc.noaa.gov/>

**Local Emergency Preparedness Department**

**Local Evacuation Map**

**Local Red Cross Evacuation Guide**

**Crew Members Home Evacuation Checklist (Attached)**

**AMPTP Safety Bulletin #38 – Guidelines for Inclement or Severe Weather (Attached)**

# HOME EVACUATION CHECKLIST

**If you have only moments before leaving, grab these things and go!**

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

**If local officials haven't advised an immediate evacuation:**

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have not asked you to leave.

## **Protect your home.**

**Bring things indoors.** Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.

**Leave trees and shrubs alone.** If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

**Look for potential hazards.** Look for coconuts, unripened fruit, and other objects in trees around your property that could blow or break off and fly around in high winds. Cut them off and store them indoors until the storm is over.

**Turn off electricity and water.** Turn off electricity at the main fuse or breaker, and turn off water at the main valve.

**Leave natural gas on.** Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

**Turn off propane gas service.** Propane tanks often become dislodged in disasters.

**If flooding is expected, consider using sand bags to keep water away from your home.** It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

**Remember.** Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

**Cover the outside of windows with shutters or plywood.** Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

### **Protect your valuables.**

**Move objects that may get damaged by wind or water to safer areas of your home.** Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

**Make a visual or written record of all of your household possessions. Record model and serial numbers.** This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

**If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.**

### **Gather essential supplies and papers.**

**You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:**

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

### **Important papers to take with you:**

- Driver's license or personal identification
- Social Security card
- Proof of residence (deed or lease)
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #38

### GUIDELINES FOR INCLEMENT OR SEVERE WEATHER

**This bulletin identifies the safety considerations that should be addressed when working outdoors in areas where there is a potential for thunderstorms, lightning, flash flooding, extreme winds, large hail, tornados and hurricanes.**

#### PRE-PLANNING

**Pre-planning can reduce many of the potential dangers posed by inclement weather.** The location manager, his/her department representative or production management, should develop an "**action plan**" when preparing to use locations that may present an inclement or severe weather hazard.

The **action plan** should designate a person who is responsible for monitoring potential inclement weather by commercial weather services, television and radio station news casts, or other available means.

The **action plan** should include a method for communication with cast and crew members in the event of inclement or severe weather. The communication methods should reflect the conditions and circumstances at the scene. Other elements to include should be site specific procedures which include methods and routes of evacuation, meeting areas, a means of establishing a head count for cast and crew members and procedures for equipment shut-down, stowage and/or removal. If there is the possibility of inclement or severe weather, a "**safety meeting**" shall be held to review and communicate the elements of the **action plan**.

Specific hazards which may be addressed in the action plan:

#### 1. Flash Flooding

##### **Causes:**

Flash flooding is usually caused by slow moving thunderstorms and can occur within a few minutes or hours of excessive rainfall. High risk locations include low water crossings, recent burn areas in mountains and urban areas which have pavement and roofs which concentrate rainfall runoff.

Flash flooding may be worsened by topography, soil conditions and ground cover. Be especially cautious at night when it is harder to recognize flood dangers.

Realize it does not have to be raining at your specific location for a flood to occur.

### **Potential Hazards:**

- Crew and equipment could become trapped or stranded as escape routes may be damaged and/or blocked.
- Equipment and personnel could be swept away or covered by water, mud or debris.
- Drowning
- Electrocutation
- Mud slides

### **Possible Actions:**

- Activate the **action plan**.
- Secure equipment and all electrical power.
- Remove all cast and crew from elevated equipment, scaffolds, booms and sets.
- Stay clear of potential slide areas next to hillsides or on edges of cliff areas.
- Follow directions for evacuation procedures as outlined in the **action plan**.
- Gather at pre-determined evacuation point and ensure everyone is accounted for.
- If you come upon a flowing stream where water is above ankles, STOP! Turn around and go another way.
- Do not drive through moving water or a flooded roadway.
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management.

## **2. Lightning**

### **Causes:**

Lightning results from the buildup and discharge of electrical energy in clouds. Lightning may strike several miles from an associated thunderstorm and may strike when no clouds or rain are present.

### **Potential Hazards:**

- Electrocutation
- Burns
- Falling debris
- Concussion
- Fire

### **Possible Actions:**

- Activate the **action plan**
- When working in lightning prone areas, the use of a lightning detector/meter is highly recommended. If a meter is not available, it is possible to estimate the distance of lightning by the thunder. When lightning is seen, count the seconds until thunder is heard and then divide the seconds counted by five to obtain the approximate distance in miles.
- 30-30 rule: The first 30 means if you count to 30 seconds or less (from lightning to thunder), the lightning is within 6 miles of your location and you are in potential danger and should seek shelter. The second 30 means you should wait 30 minutes from the last flash or thunder to establish an "all clear."
- Seek shelter in a sturdy building, a hardtop automobile or truck with the windows rolled up. If such cover is not available seek shelter in wooded areas with thick small trees. Avoid isolated trees.
- Avoid high ground and keep clear of tall objects, towers, aerial lifts, camera booms, scaffolding, fences or other metal equipment.
- Avoid contact with any body of water.
- Avoid using a telephone or cellular phone.
- Where appropriate, shut down generators in accordance with the established action plan.
- Avoid using other electrical equipment or appliances.
- When instructed, move to the pre-determined evacuation area.
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority and/or production management or 30 minutes after the last thunder sound is heard.

### **3. High Winds**

#### **Causes:**

High winds can be associated with extreme weather phenomenon including thunderstorms, tornados, hurricanes, and high and low pressure systems. During the summer months in the Western States, thunderstorms often produce little rain but very strong wind gusts (some up to 100 mph) and dust storms.

#### **Potential Hazards:**

- Flying debris
- Dust
- Possibility of persons being swept off their feet
- Equipment can be blown over and carried for a distance
- Set destruction

- Eye injuries

**Possible Actions:**

- Activate the **action plan**
- Remove all cast and crew from elevated areas, sets, scaffolding and other high objects
- Lower all aerial, lighting, diffusion, camera boom equipment and tents
- Tie down and secure all loose equipment
- When instructed, seek refuge from the winds at your pre-determined safe area
- Be aware and protect your eyes from potential injury
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

**4. Large Hail**

**Causes:**

Hail is usually associated with thunderstorms and is caused by freezing rain that can become very large.

Potential Hazards: May cause injuries to crew and damage to equipment

**Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated and the crew should follow all instructions
- Secure and protect all equipment
- Get down from elevated areas, aerial lifts, booms, scaffold and other high areas
- When instructed, seek shelter at your pre-determined safe area
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

**5. Blizzard or Severe Snow Storms**

**Causes:**

A storm accompanied by strong winds creating blizzard conditions with blinding wind-driven snow, severe drifting and dangerous wind chill.

**Potential Hazards:**

- Blinding conditions



- Creation of snow drifts
- Dangerous wind chill factor (*refer to Safety Bulletin #34*)
- Avalanche danger, being caught and/or buried
  - Usually triggered by victim or members of victims party
  - Generally occur with clear skies, little or no snow fall and light or calm winds
  - The weak layer often consists of surface hoar, facets or depth hoar
  - On 30-40 degree slopes, often at a convex part of the slope

#### **Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated and the crew should follow all instructions
- Secure and protect all equipment
- Get down from elevated areas, aerial lifts, booms, scaffold and other high areas
- Stay clear from potential avalanche areas
- When instructed, seek shelter at your pre-determined safe area
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

## **6. Tornados**

#### **Causes:**

A tornado is a violent windstorm characterized by twisting, funnel-shaped wind. Tornados tend to occur in the afternoon and evening hours.

#### **Potential Hazards:**

- Tornados are unpredictable and may form without warning
- Winds can exceed 200 to 300 mph
- Tornados may appear nearly transparent until dust and debris are picked up or a cloud forms within the funnel
- Severe damage can occur to structures
- The precise location of a touch down point cannot be determined

#### **Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated
- The crew should be regularly updated regarding any changes to potential weather conditions
- All cast and crew members must follow all instructions given

- No employees should be working on elevated equipment. This includes aerial lifts, scaffolds, camera booms, and other high areas
- Evacuate the area immediately if instructed by a regulatory authority or production management
- Only secure equipment if there is time and it can be done safely
- Do not attempt to return to the area until an all clear signal has been given by a regulatory authority or production management

## 7. Hurricanes

### Causes:

A slow developing tropical weather phenomenon that forms over water. Its greatest impacts are felt near or on shorelines of land. You will not be surprised by a hurricane, as they are usually tracked by a weather service for many days. They are also known as cyclones or typhoons.

### Potential Hazards:

- Severe winds and rainfall, which may cause extreme flooding
- Storm surges
- High waves possibility of persons being swept off their feet
- Drowning
- Localized tornados
- Extreme damage to structures, roads, utilities, vehicles and boats
- Severe injury due to flying debris

### Possible Actions:

- In most cases, you will have several days warning to activate your **action plan**
- Do not stay by shoreline
- Pack and secure all equipment and remove to a safe area
- Lower all aerial lifts, camera booms and other equipment. Remove to a safe area as time permits
- If ordered to evacuate, leave area early -- do not hesitate
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

## **ADDITIONAL NOTES**

- OSHA mandates that aerial lifts and other like equipment are not to be operated when winds exceed 25 mph.
- Be aware that many of the same precautions (e.g., eye protection and securing equipment), can also apply to man-made wind effects such as rotor wash from airplanes or helicopters and large ritter fans.