

Missouri State University
Department of Media, Journalism & Film

REQUIRED SAFETY POLICY & PROCEDURES

Students who will be filming media production projects that include any of the following sorts of situations should notify the Springfield Police, the MSU Substation, and the Director of MSU Safety **at least 72 hours prior to undertaking the production**. Police contacts must be made during normal business hours, 8:00 a.m. to 3:00 p.m. Monday to Friday. No shoot involving any of these activities can commence without a return acknowledgment from the Director of MSU Safety.

Contact MSU security and the Springfield Police when and if your shoot will involve:

- firearms or any kind of weapon (no real firearms should ever be used in any student production)
- vehicle chases or staged vehicle accidents
- foot chases
- sexual activity of any sort (implied or graphic) if not staged on a closed set (closed to anyone who hasn't signed a release form)
- aggressive vocalization
- fake fights
- staged rallies, pickets, marches, etc.
- or any event that might be misconstrued by witnesses passing by the filmed event

WHEN IN DOUBT CLARIFY with your instructor.

Contact the following parties 72 hours in advance by email (Note: NOON deadline on Fridays).

1. Sgt. Tony Vienhage, Supervisor at MSU Substation, 836-7612, TVienhage@springfieldmo.gov
2. Safety and Transportation, SafetyandTransportation@MissouriState.edu
3. CC your class instructor.

Important: When shooting in a building on campus you must obtain written permission (an email is fine) from the dean, department head or building coordinator for the building you wish to use as a location prior to 48 hours and you must send or forward the written permission along with the safety policy form to the Director of MSU Safety at the email listed above.

Be sure to cc your instructor when you file your email report. If you do not receive an email confirmation from the Director of MSU Safety, you must confirm your plans by calling the contacts during normal business hours.

Use the report form provided. On this form you will need to provide all group member names, the shoot dates, places, times, and the kind of events involved in your shoot that the police should know about. Also indicate a rain date, makeup date, within 48 hours of the scheduled shoot in case inclement weather prevents you from shooting at the prescribed time.

Contact MSU Public Safety 836-5509 and Springfield Police 30 minutes prior to shooting as a reminder and give them time to notify dispatch.

If you have to cancel your shoot for a reason other than inclement weather, you must notify the authorities and begin the process again.

At least one student must have their MSU ID & driver's license with them on the shoot.

When shooting, please post the supplied MJF laminated signs, "Missouri State Student Film Production in Progress." Place these signs in clear view of the public.

NOTE: FAILURE TO FOLLOW THIS PRESCRIBED SAFETY POLICY will result in a 30% REDUCTION to each group member's grade for the project.

REMEMBER: SAFETY FIRST in all situations. Don't put yourself, your equipment, or other people at risk at any time.