



## **Filming and Performance Regulations & Guidelines**

### **Purpose:**

To establish minimum fire/life safety requirements for approved motion picture production studios, sound stages and production locations.

### **General Requirements:**

The applicable provisions of the Michigan Building Code, International Fire Code, NFPA 140 *Motion Picture and Television Production Studio Soundstages, Approved Production Facilities, and Production Locations*, and all referenced standards shall apply to all motion picture production studios, sound stages and production locations.

In preparation for set construction and production, please contact Southfield FD to determine any special requirements during the construction phase. Please provide 3 sets of shop drawings for Southfield FD review and approval. Upon approval, a Southfield FD stamped plan or set of plans shall remain on site for review if necessary. A production schedule complete with all contact information, lighting, rigging, audience coordinator, payroll, accounting, transportation, etc. shall be submitted at this time.

### **Smoking**

The smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking device is prohibited. When approved by Southfield FD, open flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken.

### **Housekeeping**

Proper housekeeping must be maintained at all times. Sound stages must remain free from any condition that would create a fire hazard, or contribute to the rapid spread of fire.

### **Aisles**

A minimum four-foot perimeter fire lane must be maintained within the production facility. These lanes shall also have a clear unobstructed height of seven feet. No storage will be allowed in the fire lane even on a temporary basis. All electrical cords, air and water lines, crossing the fire lanes shall be matted or ramped.

### **Exits**

All exit doors shall remain unobstructed in accordance with the provisions of Chapter 10, of the International Fire Code. The maximum travel distance to any exit within the sound stage or approved production facility shall be 200' (250' if facility is sprinkled). Illuminated exit signs shall be provided in accordance with the International Fire Code. In the event of power failure, exit path illumination shall be automatically provided by an approved emergency backup system.

### **Decorative Materials**

Drapes, backdrops, cut greens, etc., shall meet the flame-retardant requirements of Chapter 8 of the International Fire Code. Copies of all flame certification shall be required.

All scenic backings, drapes, backdrops, etc., must be treated with a flame retardant in an approved manner. Treatment is required every three years, or after washing. A flameproof certificate will be required.

All non-live foliage, i.e. cut brush, tree limbs, etc, must be treated with an approved fire retardant. Live foliage does not require treatment with a fire retardant. All foliage will be subject to a flame test by Southfield FD to determine flammability.

### **Special Permits**

#### **Open Flame on Motion Picture/Film Set:**

- Follow: "INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE SAFETY BULLETIN #19 GUIDELINES FOR THE USE OF OPEN FLAMES ON MOTION PICTURE SET."
- No flammable or combustible liquids or gases allowed in the area.
- Combustible materials to be kept at a safe distance.
- Control all other possible forms of ignition sources on stage.
- Coordinate with other departments to insure no use of flammable or combustible materials on stage.
- Fire extinguishers, class A (water) and multi-purpose (ABC) type to be immediately available for the event of a fire emergency.
- A 30 minute fire watch is needed after use of any open flame.
- No smoking in building.
- All permits are subject to revocation at discretion of the FSO.

#### **Welding and Cutting Special Permit:**

- No flammable or combustible liquids or gases allowed in the area, except those necessary for process (welding gases).

- Combustible materials to be kept out of range of sparks and other sources of ignition that are products of the welding or cutting processes.
- Coordinate with other departments to insure no use of flammable or combustible materials on stage.
- Fire extinguishers, class A (water) and multi-purpose (ABC) type to be immediately available for the event of a fire emergency.
- A 30 minute fire watch is needed after completion of hot work, e.g., welding, cutting, etc.
- Compressed gas bottles are to be properly secured so they will not fall if disrupted.
- All permits are subject to revocation at discretion of the FSO.

### **Fuel Truck Special Permit Conditions (Film Locations)**

- This permit shall be with the fuel truck assigned to this permit.
- Underwriters Laboratory approved pumps required.
- Bonded fuel delivery hose with a hand actuated nozzle and no lock open device required.
- An approved metal to metal grounding device must be used when dispensing flammable or combustible liquids.
- A fire extinguisher of, minimum, 20BC rating shall be provided and immediately available to the operator for the event of fire emergency.
- Gravity dispensing of flammable liquids is not allowed.
- Dispensing of flammable or combustible liquids is not allowed from fuel drums.
- Emergency push-pull type emergency shut-off switch is to be located on the front of the fuel truck.
- Proper D.O.T. placards and warnings are required on vehicle, e.g., "Flammable, No smoking within 100 ft."

### **Pyrotechnics/Special Effects Permit:**

#### Conditions:

- Proper State Fire Marshal credentials are to be held and in possession by the pyrotechnics operator.
- No flammable or combustible liquids or gases to be in the area.
- Control all possible ignition sources on stage or location.
- Coordinate with all other departments to insure no use of flammable or combustible materials are on or near stage.
- Fire extinguishers are to be immediately available in the event of fire. Additional fire protection equipment may be required by the Fire Safety Officer, based upon varieties and amounts of pyrotechnics or other special effects to be used..
- Proper pyrotechnics storage magazines will be kept in a safe, secure area.
- Minimal personnel, limited to those only necessary for production, will be allowed in the immediate area when pyrotechnics are in use.
- Absolutely NO SMOKING
- All pyrotechnic permits are subject to revocation at the discretion of Southfield FD.

### **Vehicles on Motion Picture Set Permit**

#### Conditions:

- The vehicle must have proper gas cap that seals with no leakage.
- The vehicle battery shall be disconnected and taped, or removed.
- Fuel capacity will be limited to two gallons or less, or gas tank removed.
- An oil drip pan shall be placed under all vehicles.
- Location of vehicles or motorized equipment shall not obstruct or block exits or any means of egress.
- If vehicles are required to be running during filming, a Fire Safety Officer will be required.
- Multiple vehicles to be parked no closer than 20 feet to each other and no closer than 30 feet from the building structure members.
- No vehicle is to be left unattended, overnight, or when production is not in progress unless approved by Southfield FD.
- No motor homes or catering trucks are allowed on stages at any time.
- Production trailers are allowed on stage with the approval of Southfield FD. Propane or fuel tanks must be empty or removed.
- Absolutely no fueling of vehicles on set.

### **Catering Permit**

#### Conditions:

- All cooking equipment must be in good working order.
- The caterer shall provide an adequate number of State Fire Marshals approved fire extinguishers.
- All extinguishers must have a service tag current within one year affixed.
- Use of open flame (i.e. sterno) requires approval from Southfield FD.
- All cooking equipment must be located at least 5ft. from any combustibles (sets, walls, ect.) and a least 10ft. From any exit. The equipment shall not block means of egress.

### **Set Construction**

- All solid ceiling sets over 600 square feet in area, shall be protected by automatic fire sprinklers. Automatic fire sprinklers shall protect platforms over 600 square feet in area and which exceed 3 feet in height.

#### *Exception:*

- An approved and listed heat detector system is installed in accordance with NFPA 72 and or the manufacturer's recommendation. Detectors shall be connected to an approved and listed central, proprietary or remote station service or a local alarm, which will give an audible signal at a constantly attended location.
- Raised set shall be wrapped by (chicken wire) to prevent accumulation of combustible or flammable materials from being stored underneath.
- The ceiling is designed to be lifted or "flown" after filming has been completed for the day.
- Heat detectors may be removed during actual shooting but must be installed after the daily shooting is finished.

- A Southfield FD Fire Safety Officer may be assigned.

### **Practical Fireplaces for Motion Picture, TV and Live Audience**

- Reference shall be made to (ASEPO's), Alliance of Special Effects and Pyrotechnic Operators, recommended guidelines for practical shop-built fireplaces.
- A factory-made, UL approved fireplace installed to factory specifications.

### **Live Audience Sets**

- A Fire Safety Officer is required for all live audience sets.
- Absolutely no storage will be allowed under audience seating.
- Additional illuminate signage will be required depending on set arrangements and will be in accordance with Chapter 10, of the International Fire Code.
- Construction of audience seating must be in accordance with Chapter 10, International Fire Code.

### **A Fire Safety Officer (FSO) Requirements Guidelines**

FSO are normally required for:

- Use of any amount of flammable or combustible liquids for a special effect, (e.g. mortar, fire ball, uncontrolled flame effect).
- Any production that includes a live audience in a structure, including tents, not designed as assembly occupancy.
- Any production that includes large numbers of 'extras' unfamiliar with sound stage or location.
- Film production inside buildings not considered a legitimate sound stage or approved production facility.
- Pyrotechnics use inside or outside a structure.
- Open flame inside a structure; e.g., stove, fireplace, candles.
- Flame bars with propane or natural gas inside a structure.
- Film production on City property.
- Anything else deemed necessary because of fire or life safety concerns.

### **Exterior Fire Lane Access**

- Designated fire lanes throughout studio lots must remain clear for fire department access in case of a fire or medical emergency.
- Unless specifically permitted by Southfield FD, production vehicles or equipment shall not obstruct fire lanes, fire equipment, or building exits.
- Vehicle drivers shall remain with the vehicle when stopping in a roadway or fire lane.
- Violators will be cited and will risk being towed at the owner's expense.

### **Mechanical and Electrical Equipment**

- All electrical equipment including lighting, cabling, and temporary power shall be maintained in good working order and comply with the provisions of the National Electrical Code. Such equipment shall not block exits, means of egress, fire protection equipment, or fire department access.

- Portable, mobile, or stationary power generating equipment may be used to supplement building electrical power for temporary wiring.
- A minimum 3ft. clearance must be maintained around all electrical equipment.

**Paint, Flammable Liquids and Gases**

- Non-flammable paints and cleansers should be used whenever possible.
- All flammable liquids must be stored in approved safety cans with a maximum capacity of 5-gallons, and stored in an approved flammable liquids cabinet.
- No more than 3 flammable liquids cabinets will be allowed on the stage.
- Cabinets shall not be located near exits, or in areas which would impede egress out of the building.
- All liquids shall be clearly labeled and have MSDS available for immediate review.