

SAFETY MEETING REPORT

*The First Assistant Director (or designee) is responsible for completing this report at each safety meeting.
Safety meetings must be held at the start of each day (during the morning meeting) and at each new location.*

Show #	Meeting Conducted By	Production Location	Today's Date

Check each box to confirm that this information was communicated at the safety meeting

Emergency Plan:	<p>Point out all emergency exits, escape routes, and fire alarm pull stations</p> <p>Point out location of fire extinguishers, for use on small fires</p> <p>Inform cast and crew of the local emergency response telephone number</p> <p>Tell cast and crew members to be aware of who is working with them, in case they need to notify emergency personnel of missing persons</p> <p>Designate a post-evacuation assembly area, where cast and crew should gather by department and Department Heads should note anyone missing</p> <p>Tell cast and crew to never re-enter an evacuated building until after emergency personnel say it is safe to do so</p>												
Location Hazards:	<p>Inform cast and crew of any location-specific hazards:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Physical hazards</td> <td><input type="checkbox"/> Chemical hazards</td> <td><input type="checkbox"/> Biohazards</td> </tr> <tr> <td><input type="checkbox"/> Animal hazards</td> <td><input type="checkbox"/> Plant hazards</td> <td><input type="checkbox"/> Electrical hazards</td> </tr> <tr> <td><input type="checkbox"/> Falling hazards</td> <td><input type="checkbox"/> Vehicular hazards</td> <td><input type="checkbox"/> Fire hazards</td> </tr> <tr> <td><input type="checkbox"/> Airborne hazards</td> <td><input type="checkbox"/> Water hazards</td> <td><input type="checkbox"/> Facility hazards</td> </tr> </table>	<input type="checkbox"/> Physical hazards	<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Biohazards	<input type="checkbox"/> Animal hazards	<input type="checkbox"/> Plant hazards	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Falling hazards	<input type="checkbox"/> Vehicular hazards	<input type="checkbox"/> Fire hazards	<input type="checkbox"/> Airborne hazards	<input type="checkbox"/> Water hazards	<input type="checkbox"/> Facility hazards
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Production Safety:	<p>Review pertinent safety bulletin information for the day</p> <p><u>Summary of production-related safety information discussed:</u></p>												