

EMERGENCY NOTIFICATION PROCEDURES

In the event of a serious accident or set emergency, the **Unit Production Manager / Line Producer (UPM/LP)** or in his/her absence, the **First Assistant Director (1st AD)**, is to follow the steps listed below to secure emergency assistance and make required notifications. Notifications are to be made as soon as practically possible (but no longer than 8 hours from receipt of knowledge of the incident) by phone, regardless of the time of day or night. **The person making the phone notifications is to speak personally with each individual; messages are unacceptable.**

A serious accident or set emergency includes but is not limited to the following:

- If a person, whether a worker or not, has been critically injured* or killed from any cause at a workplace
*Serious injury to cast or crew member includes life-threatening injury, amputation, hospitalization, possible permanent disfigurement, etc. (See Page 12-2 for full list of reportable injuries);
- Injury to member(s) of the public as a direct result of the production;
- A major leak or release of a hazardous substance;
- A major structural failure or collapse;
- An accident, explosion or fire occurs;
- An incident of workplace violence, and a person is disabled or requires medical attention;
- Occurrence of an earthquake, fire, flood or other event seriously impacting the production.

An injury or illness to cast or crew member(s) may also require notification to the Ministry of Labour. (See **Ministry of Labour Requirements**, section 12).

Further notifications to Labor Relations and the worker's represented Union (if applicable) might be necessary. Contact the Production EHS Representative for information.

Emergency Contact information (nearest hospital, emergency phone numbers, etc.) must be completed for all locations. This information must be included on the call sheet and/or location map.

STEP 1 SUMMON EMERGENCY HELP IMMEDIATELY:

FIRE, POLICE & AMBULANCE (phone number)	
NEAREST HOSPITAL (address & phone number)	

STEP 2 CONTACT PRODUCTION EXECUTIVE:

NAME	WORK PHONE	MOBILE PHONE	EMAIL ADDRESS

STEP 3 CONTACT PRODUCTION EHS REPRESENTATIVE(S):

NAME	WORK PHONE	MOBILE PHONE	EMAIL ADDRESS

STEP 4 CONTACT PRODUCTION SERVICES (Television Productions Only):

NAME	WORK PHONE	MOBILE PHONE	EMAIL ADDRESS