

Appendix A

General Film Safety and Security Declaration

All students intending to undertake film and media projects that are filmed either on on-campus or off-campus are required to conduct themselves in a manner with respect to the NU-Q Student Codes of Conduct. Students should take personal responsibility for ensuring projects are planned and managed with safety and consideration for all in mind. Students are therefore required to disclose elements of their productions that may contain potential safety or security issues in order that they can be risk assessed, in order that control measures can be planned and applied prior to the start of the project.

General Film Safety and Security Declaration				
Name of Film Project				
Name of Student Lead Producer				
Name of Student Director				
Filming or Photography Project Questionnaire				
<p>You should complete the questionnaire below prior to commencing any film or photography project to identify any potential safety, security, or other hazards.</p> <p>For any questions where the answer is 'YES', please provide brief details and include any control measures before emailing the completed Appendix A to hsse@qatar.northwestern.edu. The HSSE Department will then review the form and either sign it for approval or return the form for more information. The project director/producer may be invited to attend a short meeting to discuss any identified hazard control measures in person.</p> <p>Note, for all Studio 20Q Projects, even if filmed on NU-Q property, if you answer 'YES' to any questions, your script must be reviewed by the Studio 20Q Board, and Faculty Advisor or the Director in your program, with any specific safety or security instructions identified before the approval to film the script is approved.</p> <p>If there are 'NO' answers to all questions, there is no requirement to have HSSE sign off this form. If in doubt, please contact the HSSE Department.</p>				
Will your film shoot include any of the following? Please circle YES or NO				
	<p>Risk</p> <p>If you mark any questions with 'YES', you must write your control measures, or acknowledge permissions.</p>			<p>Provide brief details of control <u>your</u> measures. Examples include but are not exclusive to the following:</p> <ul style="list-style-type: none"> We have received permission in writing from parents. Seatbelts will be always worn while vehicle is moving. Driver will comply with speed limit. Owner of building filming locations has provided written permission. Simulation fight will take place but take place within closed set or private location. Animals' welfare will be respected at all times
1	Casting of actors under the age of 18	YES	NO	
2	Weapons of any kind including imitation weapons	YES	NO	
3	Simulation of physical violence of any kind (fighting, falling, etc.)	YES	NO	
4	Use of pyrotechnics, or live fires (smoking excluded)	YES	NO	
5	Moving vehicles of any kind (parked vehicles excluded)	YES	NO	

6	Use of live animals	YES	NO	
7	Filming at height (involving climbing or scaffold/rigging, roof top etc i.e., above 2 meters)	YES	NO	
8	Filming outside Education City	YES	NO	
9	Filming that requires the use of a drone or UAV	YES	NO	

Additional requirements

In addition, the following requirements must always be observed:

- If you are filming anywhere inside Education City, you **MUST** obtain approval where required from the appropriate departments or individuals as described in Appendix B - Checklist for Filming within Education City.
- It is expected that all projects filmed outside Education City on private or public property will be conducted responsibly with students obtaining all proper permissions and city permits.
- All students must carry their Qatar ID and NU-Q ID, or passports for visiting students.
- Students must also provide written permission from their project faculty leader that may need to be presented at any time.
- Students cannot work more than thirteen (13) hours during a 24-hour filming period.
- Adequate food and water must be supplied during filming of the project.
- Access to proper restroom facilities for cast and crew.
- Consider having a first aid kit available when filming at remote locations.

NU-Q HSSE comments following review of questionnaire / and or meeting with student leaders of project

I understand and will adhere to this General Film Safety and Security Declaration for this production. I further understand that failure to adhere to the NU-Q Campus and Student Filming Policy either by failing to disclose required information, failure to meet for the mandatory Safety and Security Review, or by failing to follow specific safety instructions and guidelines provided by your program may result in disciplinary measures.

Print this form and bring it to your Safety and Security Review in all cases where any questions above are answered YES.

For all filming/photography projects this form should be signed by your Faculty Advisor or Program Director For all Studio 20Q Projects you must provide a copy of this form to the Studio 20Q Production Chair even if you do not need to attend a Safety and Security Review.

Signed by HSSE (if yes to any questions)		Date	
Signed by Student Lead Producer		Date	
Signed by Student Lead Director		Date	
Faculty Advisor or Program Director (if yes to any questions)		Date	
Studio 20Q Board President (for Studio 20Q projects)		Date	