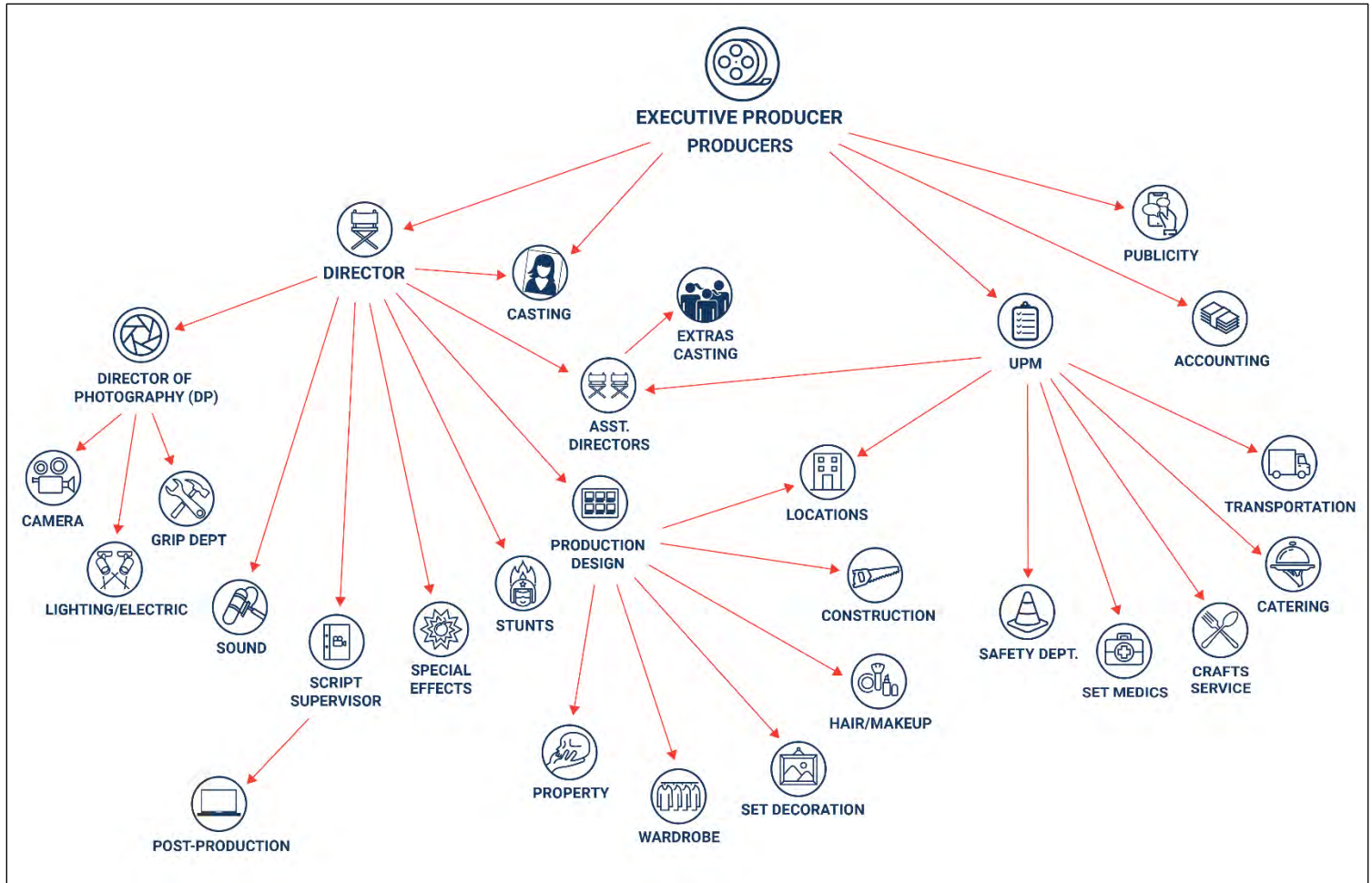


PRODUCTION CHAIN OF COMMAND



INTERFACING WITH OTHER DEPARTMENTS: BASIC GUIDELINES

- Check the call sheet or crew list to identify the key personnel for each department. Get to know who the best person is to communicate with, regardless of their title.
- Discuss potential risks during planning meetings. Use clear protocols and communicate in writing.
- Be willing to learn from the experts and be willing to question them in a respectful way. Develop an understanding of their work processes to build rapport.
- Ensure that proper qualifications and certifications have been obtained for specific activities (drone use, pyrotechnics, dive operations, etc.).
- Identify, as soon as possible, the designated person of authority or other decisionmakers on production if there is a problem on set.

KEY PLAYERS ON PRODUCTION

Production Department

- Key Players:
 - Director
 - Showrunner/Producer
 - Executive Producer
 - Line Producer
 - Unit Production Manager (UPM)
 - Assistant Director (AD)
 - Production Coordinator
- Communicating with Production Department:
 - Safety briefing
 - Safety resource and training allocation
 - Risk assessment for production plan
 - Collaboration for safety guidelines implementation

Production Design/Art Department

- Key Players:
 - Art Director
 - Assistant Art Director
 - Set Designer
- Communicating with Art Department:
 - The art department's focus is often more aesthetic than practical--approach safety mitigation solutions with the intention to collaborate with their artistic vision.
 - Safety measures (emergency egress, fall protection, etc.) can be built into sets or complex designs when discussed ahead of time.

Camera and Sound

- Key Players:
 - Director of Photography (DP)
 - 1st Assistant Camera
 - 2nd Assistant Camera
 - Drone Operator
 - Sound Mixer
 - Boom Operator
 - Sound Utility

- Communicating with Camera and Sound:
 - Ensure secure set-ups.
 - For drones, confirm operators are licensed, establish safety zones, and pre-plan flight paths.
 - Secure set-up of camera mounts for vehicles and unconventional rigs.

Catering and Craft Service

- Key Players:
 - Head Chef
 - Assistant Chef
 - Key Craft Service
 - Assistant Craft Service

Construction

- Key Players:
 - Construction Coordinator
 - Construction Foreman
 - Carpenter
 - Painter
- Communicating with Construction:
 - Use clear instructions during site /stage inspections.
 - Offer solutions rather than critiques. ("Let's reinforce this area to prevent accidents")
 - Be present on-site to address issues in real time.

Grip Department

- Key Players:
 - Key Grip
 - Key Rigging Grip
 - Best Boy Grip
 - Best Boy Rigging Grip
 - Dolly Grip
 - Grip
- Communicating with Grip Department:
 - Ask grips for details on rigging safety or load capacities.
 - Engage in on-site walkthroughs, offer practical suggestions.

Hair and Make-Up

- Key Players:
 - Department Head Hair Stylist
 - Key Hair Stylist
 - Department Head Make-Up Artist
 - Key Make-Up Artist

Lighting/Electric

- Key Players:
 - Gaffer
 - Best Boy Electric
 - Rigging Gaffer
 - Best Boy Rigger
- Communicating with Lighting/Electric:
 - Engage the Gaffer and team early to understand their lighting setup and any unique challenges.
 - Encourage open dialogue by checking in regularly and inviting the team to share concerns or suggest improvements.

Location Department

- Key Players:
 - Location Manager
 - Assistant Location Manager
 - Location Scout
 - Location Assistant
 - Location Department Coordinator
- Communicating with Location Department:
 - Discuss potential hazards during scouts.
 - Environmental and engineering reports are often ordered through/by Locations.

Production Design

- Key Players:
 - Production Designer
 - Art Director
 - Set Designer
 - Art Department Coordinator

Property Department

- Key Players:
 - Property Master
 - Assistant Prop Master
 - Armorer
- Communicating with Property Department:
 - Discuss specific safety requirements for props in preproduction.
 - Ask questions for a pivot. ("Could this material break down during use? Is there an alternative?")

Safety Department

- Key Players:
 - Safety Advisor
 - Studio Safety Representative

Set Medics

- Key Players:
 - Emergency Medical Technician (EMT)
 - Paramedic
 - Registered Nurse (RN)
- Communicating with Set Medics:
 - Use straightforward language to ensure the medic quickly understands safety concerns or updates.
 - Maintain a composed tone, especially in emergencies, to help the medic focus and act efficiently.

Special Effects (SPFX)

- Key Players:
 - SPFX Supervisor
 - SPFX Foreman
 - SPFX Technician
 - SPFX Office Coordinator
- Communicating with SPFX:
 - Discuss risks during planning meetings.
 - Use clear protocols and communicate in writing.
 - Show an understanding of SPFX processes to build rapport.
 - Be willing to learn from the experts.

Stunts

- Key Players:
 - Stunt Coordinator
 - Assistant Stunt Coordinator
 - Stunt Rigger
 - Stunt Performer
- Communicating with Stunts:
 - Review the stunt plan for risk assessment and mitigation.
 - Review the proper use of safety equipment.
 - Check the safety of stunt elements.
 - Ensure coordination with medical staff.

Transportation

- Key Players:
 - Transportation Coordinator
 - Transportation Captain
 - Transportation Drivers
 - Generator Operators

Wardrobe

- Key Players:
 - Costume Designer
 - Costume Supervisor
 - Assistant Costume Designer
 - Key Costumer
 - Set Costumer