

H1005 – OCCUPATIONAL HEALTH AND SAFETY

WEAPONS USE IN ON-CAMPUS MOTION PICTURE PRODUCTIONS PROCEDURES

1. General

1.1 Definitions

Academic activity means any activity required by or in direct support of the requirements of a program of study at Langara College.

Armourer means the specifically identified member of the production team who is responsible for maintaining control of any weapons used in a motion picture production.

Campus Security means employees or contractors reporting to and operating under the direction of the Manager, Security and Emergency Management.

Person responsible means the College employee, including staff or faculty, who is identified as the primary contact for matters related to the on-campus motion picture production, including oversight and compliance.

Reasonable person principle is an objective benchmark for determining whether something is reasonable or not, considering a hypothetical person who demonstrates average judgment or skill with generalized attributes of sound judgement.

Weapon means anything that is or resembles something used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person. A weapon includes, but is not limited, to firearms, explosives, large knives, machetes, swords, conducted-energy devices (stun gun or “taser”), whether legal, restricted, illegal, real, inert, facsimile, replica, or otherwise.

1.2 Scope

This procedure applies to academic activities, which occur on College campuses related to the production of motion pictures where weapons are used. It does not apply to professional or external on-campus film and television productions approved by the Facilities department, or to any other activity or performance on-campus which is governed by other College policies and/or procedures related to the use of weapons.

This procedure may also be used to inform or guide off-campus Film Arts productions involving weapons; however, it does not replace or supersede any other authority, guidelines, law, bylaw, policy, or any other applicable requirement.

1.3 Rationale

Langara College is committed to making our campuses safe for all students, staff, and community members. The primary function of the use of College premises is to support the delivery of the College’s teaching, learning, student services, applied research, and athletic activities.

The College fully supports students’ right to artistic expression and recognizes the merits of the use of weapons in and the importance of the teaching of this aspect of motion picture production, as related to College academic offerings.

2. Approval Procedure

2.1 General Approval Required

All proposed on-campus filming must be approved by the College's Facilities Department through an established process, as amended from time-to-time. While Facilities Department approval is required for on-campus filming to proceed, additional approval is required for the proposed use of weapons related to the motion picture production.

2.2 Specific Approval Required for Weapon Use

The person responsible for the event is required to submit a specific request for the use of a weapon(s) in the motion picture production. Submissions may be made by email, as a clearly identified attachment to the request to film on-campus.

The request related to weapon use must include the following information, at minimum:

- location(s) of filming where the weapon will be used,
- the type and quantity of weapons used,
- the context of the scene in which the weapon will be used,
- a plan for handling of the weapon during non-filming times, including
 - transport and custody of the weapon while being brought to and from the filming location while on campus
 - care-and-control of the weapon during the production, and
 - obscuring the weapon from view when not in-use,
- a copy of the Safety Briefing that will be delivered on-set immediately prior to the weapon being used,
- confirmation of the name and contact information for the member of College faculty or staff, typically the person responsible, will be present on set for the entire time the weapon is on campus, to directly supervise the handling and use of the weapon.

The Safety Briefing must include, at minimum:

- identify the armourer,
- identify the type and quantity of weapons used,
- a demonstration to all persons on set that the weapon is non-loaded or otherwise rendered safe,
- outline the safe handling procedures for the weapon, before, during, and after use in filming, including limited handling of the weapon,
- any emergency response procedures required, based on the type and use of the weapon,
- the manner in which production can be halted if a safety concern is identified, including that any person on set may halt production if they believe there is a safety concern or danger present, and
- the requirement to halt production and make secure the weapon if the responsible person must leave the immediate filming location.

The Manager, Security and Emergency Management and Manager, Health and Safety, or designated and trained alternates, will review the request. If required and appropriate, consultation will be made with Risk Management, legal counsel, and/or police of jurisdiction.

The Manager, Security and Emergency Management, or designated alternate, will notify the person responsible for the event of the decision. The decision will include approval, conditional approval,

or rejection of the use of weapons in the motion picture production, including a rationale and changes or additional requirements, if any.

2.3 Costs

All costs associated with the use of weapons in a motion picture production are the responsibility of the department or person responsible for the event.

2.4 Reconsideration process

If the request is declined or conditions are unable to be met by the person responsible, the request may be amended and resubmitted for further review. Insofar as frequency of resubmission, reconsideration is subject to the reasonable person principle.

3. Production Procedures

3.1 Responsibility

The person responsible for the event is required to ensure safety at all times of all persons involved in the production, including that all legislative, regulatory, and College-directed conditions are met and maintained for the duration of the motion picture production.

3.2 Specific Requirements

To allow Campus Security to respond to any reports of a weapon that may be related to the motion picture production, while remaining able to act on any real threats on campus, the person responsible must notify Campus Security:

- Within one (1) business date preceding the filming, by email to security@langara.ca, with copy to the Manager, Security and Emergency Management, all details of the filming involving the use of a weapon:
 - details of the request,
 - a copy of the Safety Briefing, and
 - any changes, conditions, or modifications made in response to conditions of approval.
- By telephone, immediately before filming with the weapon 'in play' - that is, when someone could observe the weapon.
- By telephone, immediately upon completion of filming using the weapon.

For filming locations where members of the College community or the public could observe the weapon in use, visible signs from every direction of approach must be placed that indicate filming is in progress and that prop weapons are in use. Signs must be of a reasonably conspicuous size; a standard A-frame sign would ordinarily satisfy this requirement.