



DEKALB COUNTY FIRE RESCUE DEPARTMENT

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AUTHORITY

The authority for this procedure is based on:

- (1) DeKalb County Code Ordinance Chapter 12
- (2) OCGA 25-2-1
- (3) The Fire Chief of DeKalb County Fire Rescue

PURPOSE

The purpose of this procedure is for the DeKalb County Fire & Rescue to review applications for film, motion picture, television production studio soundstages, approved production facilities, and production locations. DeKalb County Fire Marshal's Office (FMO) performs inspections following activities as needed or required by the permits listed in the permits section of this document. Fire Safety Officer (FSO) assignments will be conducted through DCFR-approved off-duty personnel. Fire Safety Advisor (FSA) assignments can be conducted through DCFR off-duty personnel or other individuals who meet the requirements of service.

SCOPE

This procedure applies to all entities as defined by the DEC. The scope will define fire watch procedures, the duties of assigned personnel, and how to conduct safety meetings while onsite. The Fire Chief and his/her designee reserve the right to apply this procedure at his/her discretion.

DEFINITIONS

- (1) Authority Having Jurisdiction (AHJ)- As defined by OCGA 25-2-1 and the DeKalb County Code Ordinance Chapter 12.
- (2) DeKalb Entertainment Commission (DEC)- The DeKalb Entertainment Commission offers businesses in Georgia's fast-growing entertainment industry access to a collaborative, supportive infrastructure that stimulates the growth and success of creative ventures in film, television, music, and digital entertainment.
- (3) Fire Marshal's Office (FMO)- The Fire Marshal's office is a division of DeKalb County Fire Rescue. The Fire Marshal's Office has the responsibility to conduct fire and life safety inspections of existing buildings and structures, review plans and specifications

for proposed buildings and structures, maintain records, and respond to customer questions and concerns relating to fire hazards.

- (4) Fire Safety Advisor (FSA) – Persons who have had fire watch training and are authorized by the Fire Marshal to conduct fire watch inspections only. Fire Safety Advisor personnel can be assigned to activities that do not utilize flame effects or pyrotechnics while alerting systems are deactivated.
- (5) Production Liaison – Assigned production personnel that have direct contact with FSA/O regarding addressing safety needs and all communication during the assigned production time.
- (6) Fire Safety Officer (FSO) – Persons trained to conduct fire watch inspections where flame effects, combustibles, and pyrotechnics are in use. FSO personnel will be required for all specialty activities using flame effects and pyrotechnics with alerting system deactivations. All FSO personnel are required to have a Georgia (GA) State Inspector Certification and a minimum of Inspector I training.
- (7) Fire Watch- The assignment of a person(s) to an area for the express purpose of notifying the fire department and/or building occupants of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. (NFPA 101-3.3.91)
- (8) Permit Sites- Sites that have been properly permitted through DEC and are inclusive of sound stages, approved production facilities, and production locations.
- (9) Third-Party Contractor- Individual hired by the production company or business that meets the requirements mandated by the Fire Marshal.

PROCEDURE

The FMO will process and review film applications for permits, and FSA/O assignments needed in tandem with the DEC. There is a 5-business day advance requirement to fill any assignment requests.

GENERAL

In addition to the DEC permit, additional permitting may be required through the DCFR FMO as required by the Fire Chief or his/her designee.

PERMITS

A permit shall be obtained for any of the following activities:

- (1) Use of the site as a production location
- (2) Use of pyrotechnic special effects
- (3) Use of open flames
- (4) Welding*

- (5) Use of aircraft
- (6) Use of flammable or combustible liquids or gases
- (7) Presence of motor vehicles within a building & productions with live audiences**
- (8) Change of use or change of occupancy classification

** Welding on sets, soundstages, and film locations et al, will require a hot work permit or the issuance of authorization for a hot work program. Annual operational permits for welding operations may be permissible for continuous operations at fixed locations.*

The use of pyrotechnic special effects and open flames shall be subject to the approval of the AHJ. Further approvals and/or permits may be required:

**When an audience is present, NFPA 160 to regulate any flame effects use and NFPA 1126 shall be used to regulate any pyrotechnic use.

Additional permits may be required that fall outside of the scope of NFPA 140 but are presented as part of a film application.

PERMIT REVIEW & INSPECTIONS

The following items are subject to review and inspection for film applications at soundstages, production locations, and approved production facilities:

- (1) Pyrotechnic Special Effect
- (2) Open Flames
- (3) Other Hazards
- (4) Decorative Materials
- (5) Smoking
- (6) Structural Loads
- (7) Electrical Requirements
- (8) Fire Department Access
- (9) Means of Egress
- (10) Fire Protection Equipment Requirements
- (11) Fire Alarm System

APPROVED PRODUCTION LOCATIONS/STUDIO FACILITIES

All production locations and basecamps will be inspected for compliance with NFPA 140. See code references below. Other code references could be applicable as determined by the Fire Marshal or his/her designee. Additional safeguards may be required by the Fire Marshal if it is

necessary for the preservation of life and/or property, due to the hazardous nature of an event, production, or operation.

DUTIES OF FSA/FSO

(1) The FSA/O shall:

- 1) Conduct an initial inspection of the set utilizing a checklist that requires the signature of both the FSA/O and the Production Manager on location.
- 2) Monitor mandatory fire and life safety requirements throughout the assigned time.
- 3) Monitor and correct all life safety violations. Violations found, will be halted until corrected and will be reported to FMO and/or the on-call inspector.

(2) Once assigned, the FSA/O shall:

- 1) Always have access to the film production liaison by maintaining in-person contact.
- 2) Have direct communication with radio command centers to report and dispatch emergency equipment if the need arises via information from the Firewatch checklist.
- 3) Be familiar with the area and know the location of nearby hospitals, fire stations, contacts, escape routes, fire hydrants, and other fire protection equipment and services.

SPECIAL EFFECTS SITE SAFETY MEETINGS

The safety meeting should include the participation of all persons who will be present during the special effect. The meeting discussion should also include consideration of the following:

- (1) Conducting a test in an approved location of all devices and materials intended to be used in the special effect.
- (2) Excluding non-essential persons from the area of the effect until special effects personnel and a representative of the AHJ declare the area to be safe.
- (3) Evaluating the potential impact of the special effect on the uninvolved public.
- (4) Establishing an emergency plan that includes initial actions to take if the special effect exceeds its intended size, intensity, or duration.
- (5) Maintaining safe escape routes from the special effects area.
- (6) Ping methods of communication to be used during the special effect.
- (7) Identifying the individuals authorized to require that emergency actions be taken.

- (8) Specifying the licensing requirements for the individuals initiating the special effect.
- (9) Specifying the clothing to be worn by all special effects and safety personnel.
- (10) Evaluating the assignments and required abilities of all special effects and safety personnel.
- (11) Assigning the appropriate number of safety personnel to implement the plan.
- (12) Determining adequate and appropriate fire protection tailored to the materials used.
- (13) Establishing primary and backup methods for requesting additional fire suppression resources.
- (14) Identifying a definitive point when the special effect is complete.

FSO FIRE WATCH

FSO Fire Watch assignments will be required for pyrotechnic special effects, flame effects, and other hazards as prescribed by film permit review. FSO personnel will perform according to the assignment sheet provided by the FMO permit review. FSO will:

- (1) Upon arrival at the sound stage or film location, the FSO will meet with the location representative and verify assignment sheet duties. Only prescribed assignment duties are authorized. **No assignments outside of the approved permit duties are authorized.**
- (2) Will perform a site inspection and film set walk-through shall be performed with the permit checklist.
- (3) Will review the site and safety plan.
- (4) Will conduct a safety meeting with the production liaison.
- (5) Will perform an evacuation drill at their desecration.
- (6) Will attain signatures for all checklists and email them to dekalbfmo@dekalbcountyga.gov

COMPENSATION RATES

- (1) Compensation will be at a rate agreed upon by the FSA/O or the third-party contractor.
- (2) The minimum rate is \$50 per hour.
- (3) There is a 4- hour minimum per person, per event. Over 4 hours is an additional \$50.
- (4) Notice of cancellation should be given within no less than 48 hours before the event. If the notification timeline is not met, payment is required based on the minimum time requested \$200.
- (5) All monies for contracted services should be paid directly to the assigned FSA/O at the end of the shift.
- (6) Any documentation related to compensation should be handled before the start of the shift.
- (7) If the assigned personnel do not receive timely compensation from the payee, all future compensation will be required in advance.

APPLICATION CODE REFERENCES

- (1) 2018 NFPA 140 - 1.1.1* *This standard shall address fire protection, property protection, and life safety in motion picture and television industry soundstages approved production facilities and production locations.*
- (2) 2018 NFPA 140 - 1.4 *Equivalency. Nothing in this standard shall be intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety as alternatives to those prescribed by this standard, provided that technical documentation is submitted to the authority having jurisdiction to demonstrate equivalency, and the system, method, or device is approved for the intended purpose*
- (3) 2018 NFPA 140 - 3.3.1 *Approved Production Facility. An existing building, portion of a building, or group of buildings renovated, modified, or reconstructed for use by the entertainment industry and approved by the authority having jurisdiction for the purposes of a motion picture, television, or commercial production.*
- (4) 2018 NFPA 140 - 3.3.5 *Production Location. Any site other than a soundstage or approved production facility used for the purpose of a motion picture, television, or commercial production.*
- (5) 2018 NFPA 140 - 3.3.6 *Production Studio. A building, a portion of a building, or a group of buildings designed and constructed for use by the entertainment industry for the purpose of a motion picture, television, commercial productions, or broadcasting television programs utilizing a soundstage.*
- (6) 2018 NFPA 140 - 4.4.1 *Where required by the AHJ, a fire watch shall be provided for soundstages and approved production facilities where pyrotechnic special effects are used.*
- (7) 2018 NFPA 140 - 4.4.2 *Other Hazards. Where required by the AHJ, a fire watch shall be provided for hazardous operations other than pyrotechnic special effects.*
- (8) *NFPA 101, Life Safety Code 2018 Edition*
- (9) *International Fire Code, 2018 Edition*
- (10) *NFPA 140, Standard on Motion Picture and Television Production Studio Soundstages, Approved Production Facilities, and Production Locations, 2018 Edition*
- (11) *NFPA 1126, Standard for the Use of Pyrotechnics Before a Proximate Audience, 2016 Edition*
- (12) *NFPA 160, Standard for the use of Flame Effects Before an Audience, 2016 Edition*