

**CITY OF DECATUR FIRE/RESCUE  
DEPARTMENT**

230 East Trinity Place  
Decatur GA 30030  
404-373-5092

**FILM LOCATION FIRE SAFETY INSPECTION CHECKLIST**

Film Permit #:	Date/Time Filming:
Production Name:	Location Address:

**THIS CHECKLIST SHALL BE COMPLETED DAILY FOR EACH PERMITTED FILMING LOCATION.** This checklist shall be provided to any Fire Safety Inspector visiting the filming location.

*INSTRUCTIONS: Indicate "YES", "NO" or "N/A" (i.e. Not Applicable) for every numbered item below. For each "NO" answer, corrective actions must be noted and executed before filming can continue.*

ACCESS / FIRE PROTECTION		YES	NO	N/A
1	<b>911 Reporting:</b> Methods of reporting an emergency are available (e.g. mobile phone, landline, etc.)			
2	<b>Clearance (Fire Equipment):</b> Fire hydrants, extinguishers, sprinklers & standpipe connections are readily accessible and clear of all equipment & vehicles (e.g. no parking in front of hydrants, nothing hung from sprinklers, etc.)			
3	<b>Clearance (Fire Lanes):</b> Fire lane access must be maintained ( <b>20 feet wide</b> )			
4	<b>Extinguishers:</b> Extinguishers present ( <b>2A-10BC min. rating</b> ), serviced, ready for use and <b>within 75 ft. of travel</b>			
5	<b>Fire Equipment Bypass (e.g. alarm):</b> <u>Fire alarm equipment shall not be disconnected without Fire Dept. approval</u>			

CORRECTIVE ACTION TO BE TAKEN:

BASECAMP / CATERING / TENTS		YES	NO	N/A
6	<b>Extinguisher(s):</b> Catering trucks and cooking services provided with fire extinguishers ( <b>2A-10BC minimum rating</b> )			
7	<b>Location (Cooking/Vehicles):</b> Catering located in safe area to operate; <b>Catering vehicles prohibited from cooking inside buildings, tents or other enclosures</b>			
8	<b>LPG Tanks (Cooking/Location/Protection):</b> <b>LPG cooking prohibited inside buildings; LPG tanks shall be stored outside;</b> Portable LPG containers shall be stored within a suitable enclosure or otherwise protected against tampering			
9	<b>TENT Permit:</b> 'Specific Action or Project' Permit for tent (or aggregate of tents) over <b>700 sq. ft.</b> [EXCEPTION: Tent (or aggregate of tents) over 700 sq. ft. which are open on all sides and maintain a clearance of 12 feet to all structures or tents]			
10	<b>TENT Specifications:</b> Tent complies with Fire Codes (e.g. flame retardant, properly secured, etc.)			

CORRECTIVE ACTION TO BE TAKEN:

ELECTRICAL & LIGHTING		YES	NO	N/A
11	<b>Clearance (3 ft. around Electrical Panels):</b> Maintain <b>3 ft. clearance</b> around electrical panels in buildings			
12	<b>Clearance (4 ft. Perimeter):</b> No distribution boxes or spiders within <b>4 ft. perimeter</b> unless approved by Fire Dept.			
13	<b>Cables, Cords &amp; Connectors:</b> Cables properly protected, dressed and kept clear of possible of exits; cords and connectors of an approved type			
14	<b>Distance from Heat Sources:</b> Lighting adequately separated from flammable/combustible materials and surfaces			
15	<b>Generators (Inspected, Grounded/Insulated &amp; Location):</b> Generators have been inspected, are grounded or insulated, and have been placed in approved locations (e.g. so that the exhaust will not enter buildings and/or heat from the exhaust will not cause a fire, etc.)			
16	<b>Grounded:</b> All electrical equipment, lighting, portable A/C, etc. shall be properly grounded			
17	<b>Hookup to Panel (Permit &amp; Over-Current Hookup):</b> Electrical panel hookup must be done by certified person and hookup must be linked to over-current protection device			
18	<b>Water/Damp Areas:</b> Ground Fault Circuit Interrupters (GFCI) in use when cables, cords and connectors are within 10 feet of a water hazard.			

CORRECTIVE ACTION TO BE TAKEN:

EXITING		YES	NO	N/A
19	<b>Clearance (Exiting):</b> <u>Production equipment may not obstruct any part of the exiting system.</u> All designated fire, emergency and regular exits shall be kept clear & unobstructed, including aisles, corridors, doors (i.e. regular exit doors, fire doors, etc.), hallways, sidewalks, stairways, etc., and the <b>4 ft. perimeter</b> around applicable sets.			
20	<b>Fire Escapes:</b> <u>Fire escapes cannot be used for storage or operational activity</u> , and must be kept clear as escape routes			
21	<b>Roof/Basement/Mezzanine:</b> Roof, basement, mezzanine areas <b>limited to 10 persons</b> without Fire Dept. approval			
22	<b>Visible:</b> All exits must be adequate, visible, lit and well-marked			

CORRECTIVE ACTION TO BE TAKEN:

FLAMMABLE/COMBUSTIBLE LIQUIDS & GASES		YES	NO	N/A
23	<b>Distance from Heat Sources:</b> Flammable/combustible liquids and gases kept <b>25 feet away</b> from heat sources			
24	<b>Pressurized Gas (Hoses/Valves):</b> Approved hoses and valves used for pressurized gases (e.g. propane)			
25	<b>Refueling (Permit/Location/Vessels Bonded/Stop Motor):</b> Refueling vehicle must possess a valid <i>'Specific Action or Project'</i> permit; refueling must be conducted in approved area; supply and receiving vessels bonded together; <i>NO refueling while equipment is in operation. No smoking within 25 feet of vehicle.</i>			
26	<b>Spray Painting/Lacquer Application &amp; Cleanup:</b> Spray painting and lacquer application approved and performed safely in a properly ventilated area to prevent flammable vapors from accumulating. Rags used with paints solvents and other flammables shall be safely disposed of in containers with a tight-fitting lid.			
27	<b>Storage (Approved Containers, Secured, "NO SMOKING" Signage):</b> Proper storage of flammable liquids in approved containers ( <b>Max. 5-gallon containers</b> ); pressure vessels secured and stored with "No Smoking" signs, and protected from vehicle traffic.			

CORRECTIVE ACTION TO BE TAKEN:

PYROTECHNIC SPECIAL EFFECTS (SPFX) & SPECIAL PERMITS		YES	NO	N/A
28	<b>Extinguishers:</b> Fire extinguishers provided by pyrotechnic operator onsite, charged and in good working order			
29	<b>License:</b> Proper license in possession of pyrotechnic operator			
30	<b>Permit:</b> <i>'Special Permit'</i> required for open flame (e.g. candles), hot work, pyrotechnics, etc.			
31	<b>Safety Meeting:</b> A safety meeting shall be conducted prior to pyrotechnic activity			
32	<b>Special Effects Used:</b> Special effects used as per code.			

CORRECTIVE ACTION TO BE TAKEN:

SETS/CONSTRUCTION		YES	NO	N/A
33	<b>Auto/Motor Craft on Stage:</b> Fuel in tank not to exceed <b>1/4 tank or 5 gallons (whichever is less)</b> ; fuel tanks and fill openings closed & sealed to prevent tampering; no fueling/de-fueling within building; batteries disconnected on applicable auto/motor craft			
34	<b>Clean Work Area (Saw Dust &amp; Scraps):</b> Light combustibles in carpenter shop and other work areas removed frequently			
35	<b>Distance from Brush:</b> Sets must be at least <b>20 feet from brush</b>			
36	<b>Flame Retardant:</b> Curtains, backdrops, window covering, trees, bushes, hay, etc., if not fresh must be flame retardant			
37	<b>NO SMOKING:</b> Set construction areas kept clean with "NO SMOKING" signs			
38	<b>Sets Requiring Approval:</b> Sets requiring Fire Dept. approval are (1) Interior Raised Floor > 600 sq. ft. (2) Hard Ceiling > 600 sq. ft. (3) Foam sets (4) Sets impacted by Special Effects			

CORRECTIVE ACTION TO BE TAKEN:

SMOKING (DESIGNATED & NO SMOKING AREAS)		YES	NO	N/A
39	<b>DESIGNATED SMOKING (Location):</b> Where smoking areas are allowed, those areas are clearly marked and supplied with butt cans			
40	<b>NO SMOKING (Signage):</b> "NO SMOKING" signs prominently visible where smoking is prohibited			
41	<b>NO SMOKING (Prohibited Areas = Near Brush, SPFX &amp; Flammables/Combustibles):</b> Smoking <b>prohibited</b> near brush, pyrotechnics/special effects, flammable liquid storage and dispensing areas			

CORRECTIVE ACTION TO BE TAKEN:

Failure to comply with the requirements identified within this document may result in the dispatch of a **City of Decatur Fire Department**, the revocation of permit and/or cancellation of film production.

Should there be a need for further information regarding the completion of this form, please contact:

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Inspector Signature \_\_\_\_\_