

SERIOUS ACCIDENT OR EMERGENCY NOTIFICATION PROCEDURES

In the event of a serious accident or emergency, the **Department Head** or in his/her absence, the department employee, is to follow the steps listed below to secure emergency assistance and make required notifications to WB Safety. Notifications are made by phone, regardless of time.

Department:

Department Location:

Today's Date:

Special Instructions:

The contact information on this form should be verified and updated at least twice per year and whenever personnel or contact information changes.

A serious accident/set emergency includes, but is not limited to, the following:

- 1. Fatality**
- 2. Injury to member(s) of the public** as a direct result of the production
- 3. Serious injury to cast or crew**
- 4. Earthquake, fire, flood, etc.** or other occurrence seriously impacting the production.

An injury or illness to a department employee may also require notification to the nearest Occupational Health and Safety Administration office. WB Safety will make this call.

This form is to be readily available and posted at all times.

Step 1: *SUMMON EMERGENCY HELP IMMEDIATELY BY CALLING 4-3333*

Step 2: *CONTACT WB SAFETY*

NAME:

Lowell Moore, VP WB Safety & Environmental Affairs

OFFICE PHONE #:

(818) 954-2890

CELL PHONE #:

(818) 652-8341

Step 3: *CONTACT YOUR DEPARTMENT HEAD*

NAME:

OFFICE PHONE #:

CELL PHONE #: