



InFocus Film School
306 Abbott Street
Vancouver, BC
604.915.6900
info@infocusfilmschool.com

Health and Safety Policies

In Case of Illness or Injury

Please immediately report any injuries received while on campus to program administrators, even if minor.

InFocus will maintain a first aid kit easily accessible in the school office. At least one staff member trained in first aid response will be designated as the first aid attendant and should be available during all office hours.

Minor Injury or Illness Procedure

1. Immediately notify program administrators of location and nature of injury. Ensure one person remains with injured party. Do not leave the injured party unattended at any time.
2. The first aid attendant will treat the injured party and arrange transport to medical services, if necessary.

Serious Injury or Illness Procedure

1. Immediately notify program administrators of location and nature of injury. Ensure one person remains with injured party. Do not leave the injured party unattended at any time.
2. The first aid attendant will assess the injured party and determine if emergency response procedures should be activated.
3. If emergency response procedures are activated, a school employee or bystander designated by the first aid attendant will take the following steps:
 - a. Dial 911 and ask for an ambulance to be dispatched. Provide any information asked for by 911 operators.
 - b. Remain on the phone with the 911 operator and act as liaison between operator and first aid attendant.

4. The first aid attendant will treat the injured party until emergency officials arrive.

In Case of Fire

Program administrators will ensure that adequate fire suppression equipment is available as needed throughout the campus and that it is inspected annually or as required by a qualified inspector.

In the event of a fire emergency, the office administrator will activate the fire alarm and dial 911, advising the fire department of location and nature of emergency, as well as the location of the school.

Fire Evacuation Procedure

1. If a fire alarm sounds, all employees, students and instructors must immediately evacuate the building and gather in the Woodward's Atrium. All doors should be closed upon exiting.
2. Instructors will escort their students to the Woodward's Atrium, ensuring they take the class list with them.
3. Once safely inside the atrium, the instructor will check the students present against the list of students in attendance that day.
4. If any student is missing, the instructor will immediately notify the office administrator.
5. The office administrator will act as liaison between fire officials and students/employees.
6. No student, employee, or instructor will re-enter the building until authorized by fire officials.

In Case of Earthquake

If an earthquake occurs, immediately stop what you are doing and take the following steps:

- Protect yourself by taking cover under the nearest table or desk. Hold onto a leg of that table until shaking stops. Face away from windows and glass, if possible.
- If no table is nearby, take refuge in a doorway, or squat with back against an interior wall with head down and hands covering back of neck.
- DO NOT take refuge near windows or under hanging appliances or light fixtures.
- DO NOT leave cover until shaking has completely stopped.

Earthquake Evacuation Procedure

1. DO NOT attempt to leave the building or evacuate until advised safe to do so. It may be much more dangerous outside than inside.
2. If evacuation is required due to fire or other dangerous situation, follow instructions of InFocus employees. All employees, students, and instructors should gather in the Impark parking lot to the south of InFocus, well away from buildings and other structures.
3. Instructors will escort their students to the Impark parking lot, ensuring they take the class list with them.
4. When evacuating keep calm. Watch for falling debris or electrical wires. Do not run.
5. Once safely gathered in the parking lot, the instructor will check the students present against the list of students in attendance that day.
6. If any student is missing, the instructor will immediately notify the office administrator.
7. The office administrator will act as liaison between rescue officials and students/employees.
8. No student, employee, or instructor will re-enter the building until deemed safe to do so by the program director.

Safety on Location Shoots

Follow these general safety guidelines before filming on location:

1. Check your local weather conditions. Make sure everyone at the location is dressed for the weather.
2. Before arriving at a building site, ask the building owner about the presence of any hazardous materials or other health or safety issues at the location.
3. Make first aid equipment available at the location.
4. Explain safety precautions to all cast and crew.
5. Set up a means of contacting people outside the location in case of an emergency. In remote locations, you may need a short-wave radio or a cellphone.
6. Prepare an emergency rescue plan tailored to your location and filming activity. Explain emergency procedures to all cast and crew.

In the event of an emergency on set, follow Step 1 through to Step 3.

Step 1: Contact emergency response (911) and inform them of the incident. Await further instruction from the Emergency Response Operator.

Step 1A: If Emergency Transport is administered (ambulance), travel with the injured person to the hospital and remain with the injured person until a family member or school representative relieves you.

Step 2: Call the school (604-915-6900) and inform them of the situation.

Step 3: Complete the incident report form on the following page, and email it to info@infocusfilmschool.com



InFocus Film School - Incident Report Form

1. Incident Type

- Injury Environment Security/Theft Other
- Illness Allergic Reaction Vandalism Behavioral (Abandoned set/role)

Specific Location: _____

Date and time occurred: _____

2. Personal Details (person involved in the incident)

Full name: _____ Contact number: _____

3. Incident Details

4. Injury/Illness Details

Did the person: Return to set/class Go to a hospital Go to a doctor Go home

Is the person currently: Hospitalized Released from hospital N/A

5. Follow-up Contact/Witness (person completing this form)

Full name: _____ Student ID: _____

Address: _____ Contact number: _____

