USC Filming Requirements

Office of Fire Safety & Emergency Planning

- **By City of Los Angeles ordinance, a filming permit is required for all location filming.**

  By contract, FilmL.A. is responsible for coordinating and approving on location filming permits within the City of Los Angeles. Permit information can be submitted to a FilmL.A. production coordinator by email, fax, phone or in person. The FilmL.A. Permit Application form contains all the information about your production and requested activities required to process your permit request. Call (213) 977-8600 for more information about filming in the City of Los Angeles.

  In order to film on the USC campus, a copy of the FilmLA permit and the LAFD Spot Check Inspection List must be submitted to the Fire Safety / Emergency Planning office or the Senior Campus Filming Coordinator prior to filming. The following links are provided for your convenience.

  http://www.eidc.com/html/permit_application.html

  http://www.eidc.com/SPOT_CHECK_FORM.pdf

- Fill out the **required** online USC Event Permit which can be found at http://capsnet.usc.edu/events/eventplanning/index.cfm

  This form notifies multiple departments that filming will be taking place and the location of the filming. This also notifies USC if special effects, generators, or smoke machines will be used.

- All cast and crew will be allowed to park in any parking structure on campus, provided that each vehicle has a valid parking permit (available at the gate) and there is available space as allotted by the USC Transportation Services.

- Tow plant generators will be allowed on campus in the designated areas that have been predetermined by the Office of Fire Safety on the technical scout, and be no closer than 10 feet to any university building. Metal barriers must be placed around the generator(s) to prevent pedestrians from accidentally entering hazardous areas.

- No movie production vehicles will be allowed to park in the following: Red Fire Lanes, Green Zones, White Zones. Yellow Zones may be used for loading / unloading.

- No movie production passenger vans will be allowed to drive on campus. It is recommended that the movie production company use the perimeter to drop off members of the cast and crew.

- Movie production equipment should not block any designated fire lanes and fire truck access must be maintained (20 feet wide). If approved in advance, the filming company may designate one (1) driver per vehicle who must remain within 50 feet of said vehicle, and maintain possession of the keys to their vehicle.

- Requests for use of heavy equipment shall be cleared through the Office of Fire Safety. Heavy equipment that has been approved for use in a movie production will not be allowed to stage on university property for any period of time for which it is not in use. All heavy equipment must have one (1) flag person per vehicle when moving through campus.

- Movie production fuel trucks are allowed to fuel generators while on campus as long as they adhere to the following safety regulations:

    - Fuel trucks need to be staged off campus until needed for refueling only.
    - The refueling vehicle needs to be properly permitted and properly equipped.
    - Generators **MUST** be shut down before refueling - no "*hot pumping*" on campus.
    - Both the Fire Safety Office and DPS shall be contacted prior to any refueling.
    - An exclusion zone with a perimeter of a minimum 50-foot radius shall be established prior to any refueling operation.
    - Refueling will be a two-person operation, with one person pumping and the other with a 2A-10BC fire extinguisher **IN HAND** and at the ready.
    - The vehicle shall be equipped with safety systems such as vapor recovery nozzles, automatic emergency shut off valves, and fire extinguishing systems.
    - The refueling equipment must also be bonded and grounded to prevent the creation of sparks, and thus igniting the fuel.

- Movie production personnel shall not remove, alter, tamper, or destroy any university owned property without the permission of the Senior Campus Filming Coordinator.

- All wires and/or cords used in the movie production should be properly covered utilizing bridges.

- All handicap access and emergency phone access shall remain unobstructed at all times.

- Campus construction projects have priority over any movie production.

- Catering trucks will be permitted in either or both of the following locations:

    - Parking Lot H, which is adjacent to Gate 1 on Exposition.
    - School of Business South Lawn, with the catering truck on Trousdale in front of
    - Mudd Hall.
    - Additional locations may be addressed on a case-by-case basis.

- When utilizing exterior scene lighting, no lights are to extend into any trees and shall maintain at least five (5) feet from such trees. This five (5) foot requirement is also to be enforced when shooting near painted pieces of property such as doors, windows and any similar items.

The Office of Fire Safety may make exceptions on a case-by-case basis.

Contact Information

Jeff Pendley – USC Fire safety / Emergency Specialist (213) 740-6838 or cell (310) 922-4917
Robert Forsberg - USC Fire safety / Emergency Specialist (213) 440-0381
Steve Goldfarb - USC Fire safety / Emergency Specialist (213) 740-3962
On-Duty Lieutenant. – USC Department of Public Safety – 213.740.6000