

DOCUMENT ID	TITLE	EFFECTIVE DATE	PREPARED BY
MCD602_v2.2	Weapons Policy	10.15.2021	George Larkin Chair, Filmmaking

PROP AND SIMULATED WEAPONS POLICY

On Campus Regulations

Real guns may never be used under any circumstances. It is against University policy to bring any type of firearm, weapon, simulated or prop weapon onto the Woodbury campus, stored in your car, while on campus, or on your person without following the procedures listed below. This includes, but is not limited to, pistols, rifles, carbines, shotguns, swords, sabers, daggers, knives, axe's chainsaws, muskets, replicas and any other weapon that is real, modified, rubber, plastic, or capable of firing any type of projectile. Failure to comply with these policies is severe and will lead to disciplinary action. Students are required to adhere to the following procedures:

1. Treat all firearms, including prop and simulated weapons as though they are loaded. Live ammunition, blanks or any projectiles are never to be used nor brought onto campus or into any studio or stage.
2. The only type of weapon that will be approved by the Filmmaking department for student productions are rubber/resin weapons (or similar material). These approved weapons will be referred to as Prop Weapons. Non-firing (plugged barrel) weapons, blunt or filed down weapons or replica weapons with the firing trigger removed **are not allowed**. You may not use any prop weapons that are capable of propelling any sort of projectile.
3. The prop weapon must be rented from an approved rental house. You may not use personal or purchased toys, models or replica firearms.
4. Live ammunition, blanks, squibs and other pyrotechnic devices may never be used on campus or off campus for cinema production.
5. Use of prop weapons are only allowed for thesis film productions. Under no circumstances are they allowed for other classes or projects.

The above referenced approved prop weapons can be used in cinema productions only if they adhere to the following procedures:

1. Prior to a prop weapon being brought on campus, a Prop Weapon Use form must be completed, signed by supervising faculty, and submitted for review to both the Chair of Filmmaking, and to the Security Coordinator. Forms are available from the equipment cage.
2. You will be notified by Security that your form has been reviewed and a date will be scheduled for you to bring the prop weapon on campus for inspection. Upon notification for inspection, reserve a lock box from the equipment cage. When transporting the prop weapon on campus it must be stored in the locked box.

3. Students must alert the officer at the main gate that they will be bringing a prop weapon onto campus. They will be directed to the Security Coordinator who will inspect and photograph the weapon/s and escort the student to their destination. Under no circumstances may a prop weapon be brandished, played with or otherwise displayed when transporting onto campus or while on campus.
4. Once approved, and when not in use, the prop weapon must be stored in a locked box and in a secure location in the equipment cage. Whenever a prop weapon is transported from one location to another, including within the same building, it must be placed in the locked box in such a manner that it cannot be observed.
5. The designated weapons handler determined by supervising faculty and security, will act in the interest of the producer or director in obtaining, maintaining, and handling all firearms for the production. This designee will work in conjunction with the production's safety representative to assure that the following standards are adhered to:
 - a. A safety meeting will be held for cast and crew communicating a prop weapon will be used on that day. The use of the prop weapon must be noted on the call-sheet each day prop/simulated weapons are scheduled for use.
 - b. In all campus locations where a prop weapon is in use, approved signage must be posted communicating the use of a prop weapon. Signage is available from the equipment cage.
6. Prop weapons found unattended, in violation of weapon regulations, or deemed to be brought on campus for reasons other than department approved filming, will be confiscated by campus security. The production will be suspended until the department chair approves a resumption of production in accordance with University policy. Violations to this policy will result in conduct proceedings and failure of the class assignment.

Off Campus Regulations

The prop weapon must be rented from an approved rental company. Students may not use personal or purchased toys, models, or replica firearms. The procedures listed, for on campus use must also be observed off campus. Live ammunition, blanks, squibs and other pyrotechnic devices may never be used for any type of cinema production off campus. Students are required to adhere to the following procedures:

1. Schedule a meeting with the equipment supervisor and the faculty overseeing the assignment to discuss the use of the prop weapon and safety requirements.
2. Obtain a film permit from the governing city in which you will be filming. The permit form requires applicants to specify if a prop weapon will be used. Check the city requirements for any usage restrictions at your filming locations. Students are required to post signs in visible locations reading "FILMING" and "PROP WEAPON IS USE." Additionally, a crew member should be posted in specific locations to watch for passers-by and give the all-clear. Yellow caution tape can also be used to block off filming areas.
3. If the production requires brandishing weapons outdoors and there is a chance that the public might see the activities, students must notify the police department. Brandishing prop weapons in a public place usually requires the presence of a police officer. This typically, involves the hire of an off-duty officer.
4. Students must inform the local police precinct at least a week before the planned filming date so that the production can be scheduled on the police docket. Contact the Watch Commander of the precinct covering your location to confirm your filming the day before the shoot, as well as the day of the shoot.

The Los Angeles Police Department has 18 different stations, each covering a different area of the city (Hollywood, West LA, Van Nuys, Devonshire, etc.). To find the precinct office for your location consult the LAPD Website: http://lapdonline.org/our_communities.

***Note:** The Watch Commander dispatches officers to a scene so it is important that they are made aware of any film productions utilizing prop weapons. This way if they receive an incident report for a specific location and time, the commander knows that it is not necessary to dispatch squad cars. Officers who approach a scene where weapons have been reported are understandably apprehensive and this creates a very dangerous situation for actors and crew. Failure to comply with these policies and procedures will result in disciplinary action including failure of the class.*

PURPOSE

This policy is intended to provide requirements on the safe handling, use, and storage of prop firearms used for both on and off campus filming purposes.

RESPONSIBILITIES

The department chair and faculty are responsible for communicating the policy and procedures to students, insuring compliance, and arbitrating any disputes.

Woodbury Filmmaking Department 10/15/21 Request Inspection Prop Weapon Use Form

Date _____

Student Name _____

Phone/Text: _____

Email: _____

Name of Class and Assignment: _____

Date(s) and Time(s) of Proposed Use of Prop Weapon(s)

Location of Prop Weapon Use

Name of prop rental house used to rent prop weapon. Please attach a copy of the prop weapon receipt when applying for prop weapon use.

Description of Prop Weapon(s)

Please attach a photo below

I have read and understand the Woodbury University and the Department of Filmmaking's Policy on Weapons real, simulated and prop. I am requesting an inspection and authorization to use a prop weapon on my class cinema production.

Signature/Student

Name of Supervising Faculty: _____

Signature/Supervising Faculty

Date

Name of Dept. Head, Filmmaking: _____

Signature/Dept. Head, Filmmaking

Date

Name of Head of Security: _____

Date and Time for Inspection: _____
A locked box from the MCD Equipment Cage needs to be obtained prior to bringing prop weapon on campus

Signature/Head of Security

Date