

Establishing a secure production

The following is a list of general production security topics, for consideration when assisting a production with their security planning. Not all will be relevant to every production.

- ☐ **1. Security oversight.** Please ensure that SPE's Global Security Operations Center (GSOC) and your regional SPE Security, Safety and Sustainability (S3) representative are informed of key production dates and locations so that events can be appropriately tracked and monitored: [GSOC Veoci Intake Form](#).
- ☐ **2. Risk assessment.** Have physical security risk assessments been conducted for the studio and all locations?
- ☐ **3. Threat assessment.** Have any specific security threats been identified as regards the production, locations, cast or crew?
- ☐ **4. Security vendor.** Have you selected appropriate security vendors to provide 24/7 production security coverage? (consider manned guarding, close protection, security coordinator).
- ☐ **5. Physical security control measures.** Are effective physical security control measures established for production office, studio, stages and all locations? (see further checklist below)
- ☐ **6. High value assets.** Have any particularly high-value assets been identified e.g. operational equipment, costumes, cash, etc?
- ☐ **7. VIPs/talent.** Consider whether additional security measures may be necessary for those who may be considered VIPs or talent, for reasons of safeguarding them and others.
- ☐ **8. Night watch.** Have overnight asset protection, set watch and fire watch procedures been established?
- ☐ **9. Emergency response.** Have security incident and other emergency plans been established? (see further checklist below)
- ☐ **10. Security training.** Is any physical security training required for cast and crew?
- ☐ **11. Security awareness.** Have all cast and crew been briefed on security procedures and are there regular opportunities for reminders? (e.g. briefings, memos).
- ☐ **12. External liaison.** Is any security liaison required with external agencies e.g. Police?

Physical security control measures

The following is a list of physical security control measures, for consideration when formulating a security plan for production offices, studios, stages and external filming locations. Not all will be relevant to every production or location.

- ☐ **1. Secure perimeter.** Secure all entry/exit points of the facility at all times, including loading dock doors and windows. Closely control access to areas where content is handled by segregating the content area from other facility areas.
- ☐ **2. Key holding.** Limit the distribution of master and other keys to authorised personnel only.
- ☐ **3. Access control.** Establish a system to control access to the location 24/7, whether electronic (e.g. swipe cards into production office) or manual (e.g. 24/7 manned guarding on stage door).
- ☐ **4. Identification.** An ID system for all production staff should be in place, for instance a badge or card (ideally a photo ID badge visible at all times).
- ☐ **5. Visitor management.** Additionally, an ID/credential check system should be in place for all visitors, with a separate means of identifying authorised visitors, for instance a different colour badge or card which must be returned upon exit.
- ☐ **6. Alarm system.** Consider the installation of alarms at every entrance point to alert of unauthorised entry to the site.
- ☐ **7. CCTV.** Consider installing a surveillance camera system (analogue CCTV or IP cameras) that records all facility entry/exit points.
- ☐ **8. Inventory tracking.** Implement an asset management system to provide detailed tracking of physical assets.