Caltech

Safety Checklist for Filming in Laboratories

This checklist was developed to inform media personnel of their roles and responsibilities when entering a laboratory space at Caltech. Please review the checklist prior to entering a laboratory and ensure everyone involved with the film shoot are aware of these guidelines. If any safety concerns arise when filming in a laboratory, please contact EHS at 626-395-6727 or safety@caltech.edu.

- ☐ **Proper Lab Attire:** All personnel entering the lab must wear full-length pants or the equivalent and closed-toe shoes. There should be no unprotected skin from the waist down. Ask the Lab Safety Officer about lab-specific minimum attire requirements prior to entering the lab.
- ☐ **Lab Specific Safety:** Prior to filming, check in with the Principal Investigator or Lab Safety Officer for general hazard awareness and the precautions film personnel must take to protect themselves.
- ☐ **No food or Drinks allowed in the labs**
- ☐ **Equipment Storage:** Refrain from storing items on lab surfaces such as benches and tables and ask the Lab Safety Officer about the best place to store items before bringing them into the lab.
- ☐ **Emergency Equipment must be kept clear of obstruction:** Safety showers, eye washes, and fire extinguisher areas must be kept clear at all times.
- ☐ **Clear Routes of Egress:** The exit routes leading into the main corridor from the lab must be kept clear at all times.
- ☐ **Lab Conditions to Consider Prior to Filming:**
    - If filmed researchers are working with materials, ensure have on a fully buttoned lab coat, eye protection, and gloves.
    - Good housekeeping is essential to safety in the lab. Ensure work surfaces, fume hoods, and background settings are free of excess clutter.
    - Unlabeled containers do not meet safety requirements; all containers being filmed must be labeled.
    - When chemicals are not in use, they must be closed.
    - Filming of lab animals and human subjects is strictly prohibited.
    - Avoid identifying the laboratory location.
- ☐ **Hazardous Material Exposure:** Rinse/flush affected area with water for at least 15 minutes using the emergency safety shower or eyewash, if necessary. Contact Campus Security by calling x5000 (campus phone) or 626-395-5000 (cell phone) and seek medical attention.
- ☐ **Medical Emergency:** Contact Campus Security by calling x5000 (campus phone) or 626-395-5000 (cell phone) and seek medical attention.
- ☐ **Evacuations:** In the event of an alarm, evacuate the lab immediately utilizing the lab's evacuation route and go to the designated assembly area.
- ☐ **If Using a Vacant Lab to Film:** Ensure that the lab is returned to its original state and verify this with the Division Administrator.
- ☐ **Before Exiting the Lab:** Wash hands thoroughly with soap and hot water.