



FILM SET SECURITY PLANNING CHECKLIST

BC PRODUCERS | UPMs | PRODUCTION COORDINATORS | LOCATION TEAMS

ZENTRA PROTECTION

Modern Security Operations in BC

PRODUCTION: _____

LOCATION: _____

DATE / SHIFT: _____

PLAN VERSION: _____

1 SCOPE & AUTHORITY

- ☐ Name the production contact who owns the security scope.
- ☐ Mark the approved film-permit footprint and operating times.
- ☐ Define access points, public boundaries and restricted zones.
- ☐ Separate guard duties from safety, traffic, fire and police roles.
- ☐ List who may move a post, approve an exception or release a guard.
- ☐ Verify the provider business licence and assigned worker licences.

2 PEOPLE & ACCESS

- ☐ Choose the credential method for crew, vendors and visitors.
- ☐ Issue one controlled, time-stamped access-list version.
- ☐ Set the approval path for late additions and replacements.
- ☐ Give security only the personal information required for the post.
- ☐ Approve public, media, neighbour and photography instructions.
- ☐ Plan accessible entry and an approved contact for route changes.

3 SITE & ASSETS

- ☐ Map unit base, crew parking, equipment, deliveries and exits.
- ☐ Check gates, locks, lighting, sightlines and communication dead zones.
- ☐ Record keys, access cards, alarms and trailer-seal responsibility.
- ☐ Define prep, meal, company-move, wrap and overnight coverage.
- ☐ Confirm the last-person-out and first-person-in handoff.
- ☐ Identify weather, wildlife, remote-access and after-hours conditions.

4 POST ORDERS & COMMS

- ☐ Write each post's purpose, hours, boundaries and relief process.
- ☐ Set routine, urgent, emergency and 911 escalation instructions.
- ☐ Test radio or phone coverage at every planned post.
- ☐ Provide relevant site orientation, muster point and hazard exclusions.
- ☐ Confirm breaks, shelter, washrooms and relief for long assignments.
- ☐ Require acknowledgement when schedule or post instructions change.

5 REPORTING & HANDOFF

- ☐ Approve shift, patrol, access-exception and incident report formats.
- ☐ State when photos are allowed and where records are delivered.
- ☐ Set access, retention and disposal rules for lists and reports.
- ☐ Review a redacted sample incident report before deployment.
- ☐ Document unresolved items at every shift and location handoff.
- ☐ Debrief incidents and update the next shift's post orders.

6 FINAL GO / NO-GO

- ☐ Permit and location conditions received by the security lead.
- ☐ Site map, posts, coverage hours and contacts are current.
- ☐ Licensing and production insurance requirements are confirmed.
- ☐ Traffic-control and public-interface responsibilities are assigned.
- ☐ Privacy, confidentiality and personal-device rules are briefed.
- ☐ Production and security leads approve the deployment handoff.

HANDOFF COMPLETE

Production lead: _____

Security lead: _____

Time: _____

Next review: _____

Record post changes, exceptions and unresolved items in the controlled shift log. Do not circulate confidential access lists or reports beyond approved recipients.