

# WATER SAFETY LETTER SAMPLE #1

WATER SAFETY INC.  
555 HOTEL STREET HONOLULU, HI 96813  
808-321-1234 [info@watersafetyinc.com](mailto:info@watersafetyinc.com)  
[www.watersafetyinc.com](http://www.watersafetyinc.com)

January 22, 2022

Oahu District Manager  
DLNR Boating Division  
4 Sand Island Access Road, Honolulu,  
HI 96819  
Phone: 832-3520, Fax: 832-3419

SUBJECT: Water safety information for We Film Productions LLC

Dear Jenna Kawasugi,

I will be providing water safety support for We Film Productions LLC still photo shoot at Aweoweo Beach, one day between 1/29-1/31 from 8-11 am for their “*Chocolate Snack Bites*” TV commercial. As far as I am aware, the shoot will be taking place inside the reef area.

I will advise the cast and crew of any hazards and risks with the water activity. I will conduct a water safety briefing with the cast and crew and include water safety information on the call sheet. I will stay close to the talent as possible without impeding the filming activity. The depth of the water will be shallow to a little overhead with a rising tide. I will be standing by with a rescue board, mask, snorkel, fins, cell phone, and first-aid kit in case of emergency.

I am currently a Firefighter with the Honolulu Fire Department. My certifications are attached.

Sincerely,

John Smith

**WATER SAFETY LETTER  
SAMPLE #2 (with vessels)**

WATER SAFETY INC.  
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Oahu District Manager  
DLNR Boating Division  
4 Sand Island Access Road, Honolulu,  
HI 96819  
Phone: 832-3520, Fax: 832-3419

Dear Jenna Kawasugi,

To meet the film permit requirements for, "*Chocolate Snack Bites*," Water Safety Inc. will be providing water and ocean safety on the following dates and at the following place:

Wednesday, January 31, 2022 at Kawaikui Beach from 6am to 6pm. I'm sending this information on behalf of We Film Productions LLC. We will be using the following registered rescue watercrafts/jet skis:

**HA # 0888 CC (operated by Joe Smith)**  
**HA # 0813 CC (operated by Jack Smith)**

We will advise the cast and crew of any hazards and risks with the water activity. We will conduct a water safety briefing with the cast and crew and include water safety information on the call sheet. We will stay close to the talent as possible without impeding the filming activity. In the event of an emergency, we will use the watercrafts to perform rescue operations and provide any necessary first aid or life support to the individual(s). We will have a first aid kit on site in case and a marine VHF radio and cell phones to contact emergency personnel for assistance. We will have information on site as to the nearest Emergency room as well. Our Red Cross and DLNR-DOBOR certifications are attached for each watercraft/jet ski operator.

Mahalo and Aloha,

John Smith

**If you have any questions, please call John Smith at (808) 321-1234.**

## **DLNR Contacts and Addresses for Water Safety Letters for Film Permit Applications**

Please address the Water Safety Letter to the appropriate District Manager based on the island that the water safety will be provided:

### **Big Island**

Jeremy Sommer  
Hawaii District Manager  
DLNR, Boating Division  
74-380 Kealakehe Parkway  
Kailua-Kona, HI 96740-2704

### **Kauai**

Mana Brown  
Acting Kauai District Manager  
DLNR, Boating Division  
2494 Niumalu Road  
Lihue, HI 96766

### **Maui, Molokai and Lanai Counties**

Paul Sensano  
Maui District Manager  
DLNR, Boating Division  
101 Maalaea Boat Harbor Road  
Wailuku, HI 96793

### **Oahu**

Bruce Swartz, Oahu District Manager  
Jenna Kawasugi, Assistant Oahu District Manager  
DLNR, Boating Division  
4 Sand Island Access Road  
Honolulu, HI 96819

**WATER SAFETY LETTERS SHALL BE SUBMITTED WITH THE FILM PERMIT APPLICATION.  
DO NOT SUBMIT DIRECTLY TO THE DLNR DISTRICT MANAGER.**