FOX

Word Bridge







HEALTH AND SAFETY PLAN







PREPARED BY

Micah Auerbach
6/17/2024

PREPARED FOR

Fox Corporation
Environmental, Health and Safety
10201 West Pico Boulevard
Los Angeles, CA 90064
310.369.2671
email: safety@fox.com
web: foxsafety.com

CONTENTS

1. Production/Event Details 5
2. Event Information 5
3. Emergency Responders 5
4. Evacuation Assembly Areas 5
5. Emergency Contacts and EAP Team 5
6. Introduction 6
7. Health and Safety Requirements 6
8. Cable Pulling 11
9. Camera Carts and Vehicles 12
10. Catering and Food Handling 14
11. Compressed and LP Gas Cylinders 15
12. Electrical Safety 16
13. Equipment Staging 17
14. Fall Protection 18
15. Fog and Haze 19
16. Forklifts 20
17. Golf Carts and Utility Vehicles 20
18. Heat Stress 21
19. Ladders 23
20. Lighting 24
21. Manual Material Handling 24
22. Noise 24
23. Tents and Canopies 25
24. Decorations 27
25. Utilities/Site Services 27
26. Vehicle Safety 27
27. Walking and Working Surfaces 28
28. Waste Management 28
29. Weather Conditions 30
30. Security and control 32
31. Persons with Visual Disabilities 32
32. Shelter in Place 33
33. Evacuation 34
34. Responsibilities 36
35. Bomb Threat 37
36. Chemical Release 38
37. Civil Disturbance 39
38. Earthquake 40
39. Fire or Explosion 43
40. Medical 44

41. Utility Emergency 45
42. Workplace Violence 46

1. PRODUCTION/EVENT DETAILS

Start Date: 06/17/2024
End Date: 06/21/2024
Number of Crew/Staff: 80
Number of Guests: 50
Description: Live audience game show.

2. EVENT INFORMATION

Word Bridge
12501 Gladstone Ave #5323, Sylmar, CA, USA

3. EMERGENCY RESPONDERS

Name	Address	Phone
Olive View Medical Center	14445 Olive View Dr, Sylmar, CA 91342, USA	(747) 210-8000
San Fernando Police Department	910 1st St, San Fernando, CA 91340, USA	(818) 898-1267
Los Angeles Fire Department Station 98	13035 Van Nuys Blvd, Pacoima, CA 91331, USA	(818) 756-8698

4. EVACUATION ASSEMBLY AREAS

Name	Area
Gladstone SRA	Gladstone Ave. north cul de sac

5. EMERGENCY CONTACTS AND EAP TEAM

Hotline	866-369-2225, Option 9 to report an incident, injury, illness or hazard
General	FOX GSOC - Contact the FOX GSOC at 310-369-6555

Name	Title	Company	Phone	Email	Role
Shakila Balkhi	EHS Director	FOX	(805) 501-9014	shakila.balkhi@fox.com	Emergency Contact
Micah Auerbach	EHS Manager	FOX	(310)487-0076	Micah.Auerbach@fox.com	Emergency Contact
Jamie McClusky Kussro	Line Producer	FOX	(951)323-6341	Jaymi1028@gmail.com	Emergency Coordinator
Richard Valenzuela	Executive In Charge	FOX		Richardv43@gmail.com	Emergency Contact
Charlie Krestul	Vice President	FOX	(310)369-2243	Charlie.krestul@fox.com	Emergency Contact

6. INTRODUCTION

Health and Safety Policy

This Health and Safety Plan (HASP) addresses the requirements for Fox, contractor, supplier and vendor personnel involved?in this event. In addition to the requirements if this HASP, all additional EHS requirements posed by federal, state, provincial or local agencies will be followed. The requirements of this HASP apply to FOX-managed operations only. No change to this HASP that could affect the health or safety of personnel, the community, or the environment may be made without prior approval of the FOX management and the Environmental, Health & Safety (EHS) Department.

Resources

This HASP meets the intent and follows the guidelines established by various state regulations and the Federal Occupational Safety and Health Administration (OSHA):

- Code of Federal Regulation Title 29, Part 1910 (29 CFR Part 1910), Occupational Safety and Health Standards
- Code of Federal Regulation Title 29, Part 1926 (29 CFR Part 1926), Safety and Health Regulations for Construction
- Industry standards applicable to productions and special events.

7. HEALTH AND SAFETY REQUIREMENTS

Responsibilities

Specific program responsibilities related to this HASP are listed below. For additional information on responsibilities associated with Fox's EHS program, see EHS 001 Health and Safety Policy.

Senior Management

Provide visible guidance and operational leadership for implementing EHS management program consistent with Fox's EHS policy in all locations and operations.

Directors, Department Heads, and Managers

1. Communicate and implement EHS-related requirements to employees, visitors, contractors and vendors.
2. Instruct workers under their supervision to accomplish any required EHS-related training.
3. Participate in ensuring EHS-related objectives and needs for units/departments are met.
4. Investigate all accidents, injuries and illnesses promptly and thoroughly to determine cause and contributing factors and take the necessary action to prevent reoccurrence.
5. Identify necessary budget requirements in order to ensure compliance with established EHS policies and procedures.

Supervisors

Supervisors will:

1. Implement the EHS management programs and other organizational safety practices and

programs under their supervision or control.
2. Require all staff members to successfully complete required EHS-related training.
3. Collect, recommend and implement EHS program improvements.
4. Collect appropriate data needed to maintain the EHS program.
5. Ensure there is a process in place to maintain workplaces and equipment under their direction that are safe, well kept, and in compliance with FOX's EHS Policy.
6. Investigate all accidents, injuries and illnesses promptly and thoroughly to determine cause and contributing factors and take the necessary?action to prevent reoccurrence.
7. Provide timely and necessary information to Workers' Compensation Department personnel to satisfy the requirements for claims management.

4. Informing their supervisor of any EHS-related hazards or deficiencies in the workplace.

Contractors and Vendors

In addition to compliance with the employee responsibilities outlined above, contractors and vendors may be asked to assign a representative to monitor compliance with EHS requirements. The Contractor's Safety Representative may be an individual located away from the worksite.

Contractor and Vendor Orientation

Contractors may be required to attend an orientation session, which covers Fox Contractor Safety requirements. Contractors are expected to review this document with their sub-contractors and employees.

Competent Persons

Regulations require "competent persons" for situations, such as, crane operations, electrical safety, excavations, fall protection, and scaffolds. Fox expects (where applicable) contractors to have trained competent persons within line of sight of such activities. Fox management will periodically audit projects requiring competent persons. If a qualified competent person is not available, work will be stopped.

Incident Reporting and Investigation

Requirements for reporting occupational injuries, illnesses, and accidents can be found in Fox Safety Policy EHS 102, *Incident Reporting & Investigation*. The supervisor/manager of the injured or ill employee must be contacted immediately. Options for the supervisor include calling and leaving a detailed message on the Employee Hotline (866-FOX-CABLE/866-369-2225, Option 9) or completing the online Supervisor's Report of Incident found on the EHS website (www.foxsafety.com).

Report COVID-19 related symptoms or any concerns with COVID-19 protocols to the COVID-19 Compliance Officer or the EHS Department.

Training

Personnel who participate in, or oversee activities that are performed by or controlled by Fox must receive training appropriate to the hazards they are potentially exposed to. Refresher training, also called retraining, may be required periodically if the affected worker is engaged in specific activities. The EHS Department or applicable locations or productions will track required training and retraining. When appropriate, a training needs assessment will be performed that determines the training requirements relevant to?regulated activities.

All cast and crew will be trained on the following COVID-19 protocols:

- Symptoms
- PPE
- Personal Hygiene
- Cleaning and Disinfecting Protocols
- Psychological Impacts
- Protecting Yourself at Home
- Preventing Cross-Contamination
- Additional Policies and Procedures Related to COVID-19

Please refer to the COVID-19 document for specifics.

Stop Work Authority

A Stop Work Order is a directive to immediately cease work, issued for failure to follow established procedures, the presence of?an imminent danger situation, etc. Stop work authority applies to all work performed at Fox locations.

1. All personnel are authorized to issue a Stop Work Order if an identified unsafe condition exists.
2. FOX Management may also issue a Stop Work Order to an on-site contractor organization when, in their opinion, the work area or work practices are not safely managed or maintained.
3. When a Stop Work Order is invoked, the work operations must cease until the responsible organization resolves the problem(s) and brings the work area(s) to satisfactory conformance with established EHS requirements.
4. The EHS Department must be notified immediately by the person issuing a Stop Work Order. The EHS Department can be reached at 310.369.2671 or via email at safety@fox.com.
5. The EHS Department must evaluate the circumstances involved and will terminate or extend the order, as necessary, to ensure that proper worksite health and safety is maintained.

Those employees, who do not wish to be identified, but have significant concerns pertaining to worker health and safety, are encouraged to use FOX's Safety Hotline to anonymously report safety-related

concerns, if desired (866-FOX-CABLE/866-369-2225, Option 9).

Inspections and Assessments

Self inspections will be conducted by each organization performing work activities at the event to ensure that any necessary corrective actions are taken to eliminate all EHS discrepancies. Corrective actions shall be documented according to the procedures set forth in EHS 003, EHS Audits, Inspections, and Corrective Action. Copies of any reports, checklists and/or inspection results will be maintained and available for review upon request.

Prohibited Items

Fox prohibits worker use of alcoholic beverages, illegal drugs, firearms, ammunition, and other weapons (other than those items specifically used for special effects and props). Cameras and recording devices are strictly controlled and require prior authorization and approval by the Fox EHS Department. Fox may refuse entry to any person possessing such items, or suspected of being under the influence of alcohol or drugs. Smoking is only permitted outside buildings and/or in designated areas. Smoking is not permitted near outdoor storage areas for flammable chemicals or when using flammable or combustible liquids outdoors.

Personal Protective Equipment

General requirements for the use of personal protective equipment (PPE) by Fox managed employees can be found in Fox Safety Policy EHS 301, *Personal Protective Equipment*. This procedure is available for review at on the EHS website at www.foxsafety.com.

Three points to remember regarding PPE are:

1. All tasks being performed must be assessed for PPE requirements before starting.
2. PPE is provided if needed (e.g., hearing protection, fall protection, gloves, etc.) and is in good condition and working order.
3. Applicable personnel are trained in using, maintaining and storing PPE.

This section provides a general overview for the selection of appropriate?clothing and certain types of PPE recommended for specific types of work being done. This information does not include or apply to clothing or PPE for persons subject to blood borne pathogens or needing respirator protection. Please refer to those separate sections as needed.

- Clothing determined by the employer to be appropriate for the work being done shall be worn.
- Jewelry, loose sleeves, exposed shirt tails, neckties, lapels, loose cuffs, or other loose clothing shall not be worn around machinery in which it might become entangled.
- Long hair shall be tied back when working around machinery and or equipment with moving parts.

Foot Protection

Appropriate foot protection is required of workers?who are:

- Exposed to foot injuries from hot surfaces, corrosive materials, hazardous substances, falling objects, crushing or penetrating actions which may cause injuries.
- Performing work?in abnormally, wet or cold locations, or where there is the chance of electrical shock or any other recognizable hazard.

Hand Protection

- Gloves or equivalent are required for work involving unusual and excessive exposure to cuts, burns, harmful physical hazards, chemical agents, or electrical hazards which are encountered and capable of causing injury or impairments.
- Hand protection should not be worn where there is a danger of it becoming entangled in moving machinery.
- Hand protection should be appropriate for the type of?exposure (e.g. porous where exposure is to cuts; non-porous; or nonporous over porous where exposure is to harmful chemicals).
- Gloves should be properly discarded if they become impregnated with materials which may cause dermatitis or other damaging skin conditions.

Eye and Face Protection

- Employees working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections, or injurious light rays which are?inherent in the work or environment, shall be safeguarded by suitable and properly fitting face protection.
- Side shield protection shall also be used when employees are exposed to the risk of flying objects/particles/materials entering the eyes from the side.
- Suitable screens or shields isolating the hazardous exposure may be used if they provide adequate safeguarding for nearby employees. Specialized forms of eye protection are required for certain types of work such as welding.

Hearing Protection

When workers are exposed to an eight hour time weighted average (TWA) of 85 decibels or greater or 135 decibels or higher peak sound level, the employer must implement a hearing conservation program. As part of this program employers have the responsibility to implement one or more of the following options:

1. Eliminate the hazard
2. Implement administrative procedures, or
3. Offer workers a variety of suitable hearing protection which would include, training workers in the care and use of the device and ensuring proper initial fit.

Head Protection

- Employees exposed to flying or falling objects and/or electric shock and burns or other harmful contacts shall be safeguarded by means of approved head protection.
- Examples of falling object hazards are working below other workers who are using tools and materials which could fall, and working below machinery or processes which might cause material or objects to fall.
- Chin straps or other means of retention are to be used at height or where high winds or other conditions may cause loss of the headgear.

Respiratory Protection

The use of respiratory protection for the control of worker exposures to airborne hazards represents an

interim solution to the management of occupational exposures (see EHS 302, *Respiratory Protection*). Whenever possible, controlling or eliminating workers' exposures to airborne chemical hazards, is desirable.

Whenever possible, controlling or eliminating workers' exposures to airborne chemical hazards, is desirable in the following?order of preference:

1. Product replacement – Eliminate the exposure hazard through elimination of the hazardous material.
2. Installation of engineering controls – Use ventilation systems or other equipment to capture/control the hazard to an acceptable level.
3. Implementation of administrative controls – Use work procedures or other processes that control exposures to acceptable levels.

The use of respiratory protection represents a last effort at exposure control, and should be viewed as an interim solution, pending implementation of one or more of the above procedures.

1. Identification of the need for the use of respiratory protection must be based on recommendation of the EHS Department, by professional evaluation of potential worker exposures.
2. Only the EHS Department may specify a requirement for the use of respiratory protection during Fox activities, and respiratory protection cannot be used without the approval of the EHS Department.
3. Any worker may make a request for *voluntary* use of respiratory protection; however, the request must be approved by the EHS Department prior to implementation.

Fall Protection

FOX requires the implementation of fall protection whenever an employee is exposed to fall hazards when work is conducted:

1. At unprotected (without standard guardrails or similar protection) heights at or exceeding four (4) feet above a lower level, or
2. At any height above dangerous equipment or processes

The requirements outlined in EHS 401, *Fall Protection*, applies to all?operations, including?production or event activities, which occur when performing work for FOX. Exemptions from any requirement must be obtained from FOX's EHS Department prior to implementation.

For all COVID-19 related PPE, please refer to the COVID-19 document.

Sanitation

PPE must be capable of being cleaned easily and disinfected or disposed of after use. Employees must keep PPE clean and in good repair.

Electronic Communication

Other than posted signage, all EHS documents should be distributed electronically to the entire cast and crew. If documents need to be printed, then print double-sided and assign copies to specific people.

8. CABLE PULLING

Workers routinely run or pull wire throughout event and production sites. This involves pulling at one

end of the run and if necessary,?feeding at the other. Wire comes with the truck then?carried and strung out over significant distances to connect audio/visual equipment (e.g., cameras, microphones, sound boards) to the?truck. The cable takes a number of paths usually throughout the compound, around the field, court or set, pre-wired facility locations, worker pick-up/carry locations, etc.

Hazards

When these tasks are performed manually, they often require employees to:

- Exert significant force
- Perform repetitive motions
- Be exposed to vibration and contact stress
- Pull larger size cable requiring greater effort than pulling smaller cable. This increased effort can stress the hands, arms, shoulders, and back.
- Carrying, unwinding and rewinding cable from coils may be strenuous, especially when large and heavy
- Running cable while standing on ladders, while reaching over handrails, or in other unique areas the events create fall hazards and?results in twisting torso and awkward posture of the upper extremities

Possible Solutions

- Appropriately positioned portable pulleys allow employees to exert larger forces when in proper postures. Employees standing on the ground or other stable surfaces and working with the elbows close to the body and the torso upright can increase effectiveness of the task.
- Employees should be provided with platforms, scaffolds or lifts so that they can raise themselves to do pulling tasks within easy reach and minimize overhead or low-location pulls.
- When manual pulling is required:
    - Take regular breaks from manual pulling, allowing muscles to rest
    - Rotate employees between pulling and feeding, installation and repair tasks
    - Use gloves that improve coupling and protect the hands from contact stress and cuts
- Use platform ladders or equivalent equipment when necessary which provide a work surface where employees may stand and turn to face the direction of work when pulling. This allows employees to exert force in ergonomically correct postures improving efficiency and reduces fatigue. A regular ladder is generally?not as desirable since it restricts repositioning, forcing employees to reach and twist the torso when performing pulling tasks.

9. CAMERA CARTS AND VEHICLES

Carts include any self propelled vehicle specifically engineered for the mounting and manning of cameras and other equipment for the?purpose of filming from a stationary or moving vehicle. Excluded from these guidelines are specialty tracking vehicles, including but not limited to, motorized process vehicles, and powered camera vehicles (such as ATVs, golf carts, snowmobiles, rally cars, camera bikes, side cars and other like vehicles). Note:?operator has the authority to suspend operation of the vehicle for any reason that he/she deems to be unsafe.

Camera Car Use Considerations

1. When the action of the performer interferes with their ability to drive.

2. Impaired vision?- when the driver's (performer's) vision will be substantially impaired by:
    - Dust
    - Spray (when driving through water, mud, etc.)
    - Blinding lights
    - Restrictive covering over the windshield
    - Smoke
    - Any other conditions which will substantially restrict the driver
3. The speed of the vehicle varies from what is normally safe for the conditions of the driving surface.
4. When other conditions such as obstacles or difficulty of terrain will exist.
5. Whenever speed or close proximity of two (2) or more vehicles create conditions dangerous to the drivers, performers, passengers, film crew or vehicles.

Prior to Operation

1. A camera car must be inspected before and after use. Inspection items include, but are not limited to: brakes, tires, steering, engine, drive train, vehicle's electrical system, and all safety equipment.
2. Any items not fully functioning must be repaired by a qualified person before use.
3. All rigging of equipment, including any changes, is to be performed by qualified personnel in an area secured for the purpose of rigging, which is free of known hazards, including other vehicular traffic.
4. All personnel riding on the camera car must be provided a safe and secure place to ride to avoid the possibility of a fall hazard. Such safety precautions include, but are not limited to: railings, restraints, harnesses, etc. This may be accomplished either by a safety railing placed at the appropriate height for the layout of the camera car or by a properly secured safety restraint/harness.
5. Malfunctioning or broken equipment must be reported immediately, taken out of service, and replaced or repaired prior to use.
6. No more passengers shall be transported than the number whose weight, in addition to the weight of any equipment, can be carried without exceeding the manufacturer's maximum gross vehicle weight rating (GVWR) or the combined maximum rating of the tires supporting each axle.
7. Only those persons absolutely required to perform work during the actual shot sequences shall be allowed on the camera car as determined by the driver/operator and/or trained personnel.
8. The performance, operation and capacity of the camera car will vary when all factors are taken into consideration. The camera car driver has the authority to make the final determination regarding the operation of the camera car.

Operating the Camera Car

1. All items placed on the camera car are to be properly secured. Extra equipment, that is not essential for the shot should be placed in a staging area.
2. A car-specific safety meeting should be held involving all personnel riding on the camera car or in close proximity (e.g., security, spotters, etc.). This meeting should include a "walk-through". An understanding of the intended action, possible changes due to hazards, and authority to abort, including signals to be used, should be made clear.
3. If for any reason there is a change in the route/path of the camera car or personnel involved in the shot, a safety meeting must be held with all personnel involved to ensure everyone understand the

changes and is in agreement with those changes.
4. No personnel are allowed on the tow bar or “cattle guard” while the camera car is in motion.
5. Personnel are not allowed to get on or off the camera car while it is in motion. If the engine of the camera car is running and the vehicle is stopped, personnel should not enter or exit the vehicle unless instructed to do so by the driver.
6. Personnel riding on the camera car should protect themselves from changes in speed or direction by:
    - Remaining seated at all times while the car is moving
    - Placing both feet on the floor, or on a foot rest
    - Firmly gripping the grab rail (safety railing)
    - Riding only in a protected, safe and secure area on the camera car
    - Staying alert, expecting the unexpected

Camera Boom Vehicles

1. The speed of the camera boom vehicle shall never exceed the safe operating speed set forth by the individual manufacturer or which may endanger the safe handling of the vehicle or safe operation of the boom arm as determined by the driver/operator.
2. Any person riding the boom arm shall wear an approved seat belt at all times.
3. Always rehearse shots under controlled conditions to ascertain safety in movement not only of the vehicle but the boom arm as well.
4. Camera personnel shall only mount and dismount when given permission by the operator in control of the camera arm. Arm balance must always be maintained.
5. Always use wheel chocks to prevent crane movement on a sloped surface. Ratchet lock brakes for added temporary security. Never trust hydraulic brakes for permanent hold.
6. Maximum payload on boom arm nose should never be more than can be balanced by the counter weight system supplied with the crane.
7. Payloads must be decreased in proportion to length of extensions.
8. For extension configuration, check with manufacturer or qualified operator for allowable load.
9. The camera boom vehicle and boom arm shall be checked before and after use by a qualified experienced driver/operator, and that operator must be present during any use of the vehicle or boom arm. The driver/operator shall have the authority to make any adjustments that may affect the safe operation of the vehicle and or boom arm.

10. CATERING AND FOOD HANDLING

These?guidelines?assist your event or production in understanding federal, state, provincial and local health authority requirements for the preparation and serving of food to your crew. However, to insure compliance, always refer to the local food handling guidelines. Violation of established food-handling requirements may lead to the spread of food-borne illness and may be punishable by a fine and/or imprisonment.

1. Food-borne illnesses are caused by bacteria that are easily transmitted by food service workers due to improper personal hygiene, poor food handling practices and/or inadequate cold and hot food holding temperatures. Careful attention to safe food handling practices, personal hygiene and cleanliness can help reduce the potential of spreading illness.
2. All food serving areas should be kept clean, healthful, and free from debris, pests and other unsanitary conditions. Please ensure that your production meets the safe food handling

requirements outlined below. Should you have any questions, please contact the local health authority.

Mobile Food Facilities

1. Local health authorities regulate how food is prepared and stored on a vehicle. Typically, any wheeled vehicle upon which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution, is considered a Mobile Food Preparation Vehicle and must have a valid Permit issued under local food handling regulations.
2. All catering vehicles must have a valid license issued by the local health authority to operate. Health permits must be posted or kept within the vehicle at all times as required.

All Other Food Provided

1. Any personnel may be allowed to handle individually wrapped prepackaged foods purchased from an approved facility (such as a grocery store), or serve hot meals purchased from a licensed restaurant and transported to the work site, such as:
    - Individually wrapped or prepackaged foods for individual consumption
    - Single servings of sodas, juice boxes, and milk
    - Other hot beverages such as coffee and tea
2. Such prepackaged food must be purchased from licensed food establishments. Food that could be potentially hazardous food should be consumed within two (2) hours. Potentially hazardous food products not consumed within two (2) hours should be discarded. Delivery vehicles may not be utilized for the storage of food products; they are limited to the conveyance of food product.

Food Service and Preparation

Food prepared and served on a production must meet the requirements of the local Health Authority. For a comprehensive overview of these requirements refer to local food handling regulations.

11. COMPRESSED AND LP GAS CYLINDERS

1. Cylinders are not to be used unless they bear Department of Transportation (DOT) markings showing that they have been tested as required by DOT regulations.
2. Cylinders must never be dropped, struck, or permitted to strike each other violently. Cylinders may be moved by tilting and rolling them on their bottom edges.
3. Valve protection caps must always be kept on cylinders when they are being moved or stored, and until ready for use.
4. Cylinder valves are to be kept closed except when gas is being used or when connected to a permanent manifold. Valves of empty cylinders must be closed.
5. Cylinders must never be used as rollers or supports, or for any purpose other than carrying gas.
6. Cylinders of compressed gas shall be stored in areas where they are protected from external heat sources such as flame impingement, intense radiant heat, electric arc, or high-temperature steam lines.
7. Cylinders are to be stored in an assigned area, with full and empty cylinders stored separately. Stored fuel gases and oxygen cylinders are to be separated by at least 20 feet, or by a fire wall at least 5 feet high that has a fire-resistance rating of at least hour.
8. Oxygen, nitrogen, helium, or freon cylinders may be stored or transported either in an upright or

horizontal position. Acetylene cylinders must always be kept in an upright position. All horizontally placed cylinders are to be secured by chocks or ties to prevent rolling.

9. Cylinders are to be secured to a fixed object by chain or equivalent fastening device whenever they are placed in an upright position. The protective cap is not to be removed or the cylinder valve opened until the cylinder is secured.
10. Repair of leaks must never be attempted on a pressurized system. System pressure should be reduced to atmospheric pressure as rapidly as possible, and the supervisor notified immediately.
11. Compressed gas cylinders must be legibly marked for the purpose of identifying the gas content with either the chemical or the trade name of the gas. Such marking is to be by means of stenciling, stamping or labeling, and must not be readily removable. Whenever practical, the marking is to be located on the shoulder of the cylinder. Positive identification of the gas in any cylinder is required before connecting cylinders for use.
12. Compressed gas cylinders in portable service are to be conveyed by suitable trucks, to which they are securely fastened. All gas cylinders in service must be securely held in substantial racks or secured to other rigid structures so that they will not fall or be knocked over.
13. Gas cylinders moved by hoist must be handled in suitable cradles or skip boxes. Any slings used for this purpose must be specifically designed for that cylinder handling.
14. Cylinders must not be placed where they might form part of an electrical circuit.
15. Transfer of acetylene from one cylinder to another, or mixing of gases in a cylinder, is prohibited.
16. Compressed oxygen is never to be used.
17. Use of a cylinder’s contents for purposes other than those intended by the supplier is prohibited.

LPG Cylinders

1. Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
2. LPG cylinders are secured to increase stability
3. LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with *AS/NZS 1596:2002 – the Storage and Handling of LP Gas*
4. All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date
5. Compliance with *AS/NZS 1596:2002 – the Storage and Handling of LP Gas*
6. A license is held if keeping over 250 kilograms of LPG in cylinders or tanks

12. ELECTRICAL SAFETY

Electrical hazards can cause burns, shocks and electrocution (death).

1. All sets, set pieces and production locations that require energizing must be wired by a qualified electrician with a certification corresponding to the work being performed, using approved and supervised electrical equipment.
2. It may be necessary to complete the work under a valid electrical permit as required by the jurisdiction involved (city, municipality, facility or province) and is subject to inspection by the authority issuing the permit.
3. All electrical work must be performed by qualified and certified employees of the event/production, or by individuals who are employees of the event/production that are supervised in accordance with the applicable regulations.
4. Only persons with electrical safety and lockout/tagout training (qualified and competent persons) are permitted to work on energized circuits. Specific procedures and protective equipment are

required for tasks such as handling live coaxial cable, connecting power to mobile units, changing fuses and troubleshooting electrical problems.
5. Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
6. Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
7. Stay at least 10 feet (3 meters) away from overhead wires during setup, lift operations, strike, cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of?overhead wires.
8. If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
9. Never operate electrical equipment while you are standing in water.
10. Have a qualified electrician inspect electrical equipment that gets wet before energizing it.
11. If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
12. Always use caution when working near electricity.
13. WARNING: TRIAX cable used for cameras may carry 120 Volts after it is connected to the camera.
14. Cover extension cords and cables with cable trays, treadle pads, or “yellow jackets” in traffic areas.
15. De-energize power using lockout/tagout procedures before switching, making connections or working on electrical equipment. Use GFCIs when power is needed outdoors or wet areas.

Hazardous Energy Control – Lockout/Tagout

Hazardous energy sources such as electrical, mechanical, and RFR must be identified and positively isolated using the following sequence prior to performing service or maintenance on equipment in accordance with EHS Procedure 403, Lockout/Tagout including but not limited to:

1. Power down using normal shut-down procedures.
2. Disconnect energy-isolating devices.
3. Apply lockout and/or tagout devices.
4. Dissipate or restrain any stored energy.
5. Verify energy isolation.
6. Specific procedures must be established & followed for equipment with multiple sources of energy.

13. EQUIPMENT STAGING

To protect personnel and the public from hazards associated with equipment operation and staging, a controlled secure area must be established at each work location at the event.

Considerations

1. Enough area for maneuvering anticipated equipment
2. Space for receiving, temporary storage, maintenance, and deployment of equipment
3. Space and equipment for repair and refurbishment of response equipment
4. Adequate communications systems (e.g., emergency, disaster, terrorist act)

5. Medical first aid and shelter for event/production personnel
6. Space for storing and distributing supplies for event/production personnel
7. Area for providing food, water, shelter, and sanitation facilities
8. Space for storing and providing supplies, fuel, and parts for equipment
9. Decontamination areas for personnel and equipment, if appropriate
10. Ease and safety in accessing with the anticipated modes of transport (trucks, boats, etc.)
11. Close proximity with easy access to the event/production
12. Electric power, telephone and fax and adequate office space

General Guidelines

1. Whenever possible, maintain adequate distance (e.g., 10 feet) in all directions from the immediate work area.
2. Operating (e.g., scissor lift, camera crane, or equivalent operating footprint) and staging areas will be maintained to minimize near misses and/or incidents using visual control (event/production personnel watching the perimeter of the work area) and/or setting up and maintaining physical barriers, cones, tape, etc. The crew must clear the immediate work area prior to operating equipment (i.e., up/down, side-to-side).
3. Equipment operators must stay alert and recruit spotters when necessary while traveling to/from staging areas to each work location. Equipment relocation should be performed during times of low work/public activity.
4. All safety policies and regulations apply during all equipment maintenance activities being performed inside or outside of the staging area(s).
5. All equipment will be fueled where it is being used by means of delivery vehicles. The onsite equipment fueling operations will never be left unattended; equipment operator and delivery truck driver will observe fueling and correct any problems. Unless prior approval is obtained by facility and/or local authorities, fueling vehicles will only be onsite while fueling the equipment and will not be stored at the event or production.
6. Always be aware of, mark if required, overhead power lines and other utilities.

14. FALL PROTECTION

FOX requires the implementation of fall prevention measures whenever employees are exposed to a fall hazard when protection is not available:

- Greater than 30 inches (general industry/California)
- More than four (4) feet above work surface in general?industry U.S. locations outside California
- At any height above dangerous equipment or processes.

This requirement applies to all event and production activities, as well as all facility maintenance operations, which occur when performing work for FOX. Exemptions from any requirement must be obtained from FOX’s EHS Department prior to implementation.

Unprotected Work Areas

Unprotected work areas such as platforms, sets, walkways, scaffolds, cliffs, floor openings, shafts and rooftops when within six (6) feet of roof’s edge require the use of approved fall prevention measures. These measures include but are not limited to guardrails, barriers, safety net systems, a written fall

protection plan, and/or the use of personal fall restraint, fall arrest or work positioning systems.

Guidelines

1. Identify all potential tripping and fall hazards before work starts
2. Look for fall hazards such as unprotected floor openings/edges, camera platforms, shafts, skylights, stairwells and roof openings/edges
3. Do not use fall protection equipment without proper training and instruction
4. Select, wear, and use fall protection equipment appropriate for the task
5. Inspect fall protection equipment for defects before use
6. Only use appropriate?anchorage points
7. Secure and stabilize all ladders before climbing them
8. Never stand on the top rung/step of a ladder
9. Use handrails when you go up or down stairs
10. Practice good housekeeping
11. Keep cords, cables, electrical wiring and air hoses out of walkways or adjacent work areas
12. See EHS 401, *Fall Protection*
13. Sports production freelancers/day hires please visit spsgonline.com for applicable Fall Prevention Policy.

15. FOG AND HAZE

General Guidelines

1. When creating smoke or fog effects on any set, Producer(s) will utilize the minimum concentration necessary to achieve the desired effect.
2. When smoke or fog effects are created on an interior set, the stage shall be periodically ventilated or exhausted, vertically and laterally, or all personnel and animals shall be given a break away from the stage at appropriate intervals.
3. When creating smoke or fog effects on interior sets, Producer(s) shall make available on request respirators of the appropriate type (consult MSDS).
4. When smoke or fog effects are utilized on any interior set, all non-essential personnel shall be excluded from the set. Whenever possible, personnel shall be vacated from all dressing rooms located on the stage. School rooms located on the stage shall be vacated.
5. When utilizing smoke on an interior set on location, Producer(s) shall provide means to safely exhaust or ventilate the set.
6. When creating smoke or fog effects on an exterior location, Producer(s) shall exercise all reasonable precautions to prevent smoke and fog inhalation and Producer(s) shall make available on request respirators of the appropriate type.
7. When smoke or fog effects are scheduled to be created on any set, prior notification as to use and type shall be given to all personnel and whenever possible, the call sheet shall state that smoke or fog effects are to be used. The person responsible for providing respirators shall be designated.

Substances That May Be Used for Fog and Haze

1. Propylene glycol, Butylene glycol, Polyethylene glycol and Triethylene glycol
2. Other glycol products should not be used;
3. Glycerin products [Caution: Glycerin and the listed glycol products should not be heated beyond

the minimum temperature necessary to aerosolize the fluid]
4. In no event should glycerin or glycol be heated above their decomposition temperature of 554 F (290 C)
5. Cryogenic gases (e.g., carbon dioxide, liquid nitrogen) may be used but care must be exercised to avoid depleting oxygen levels, especially enclosed areas. Use care also to avoid adverse effects of cooled air on exposed persons.
6. Material Safety Data Sheets (MSDS) are to be consulted prior to acquisition and use of these products.

Substances That Should Not Be Used For Fog and Haze

Known human carcinogens including any particulates of combustion, including:

1. Tobacco smoke
2. Fumed and hydrolyzed chlorides
3. Ethylene glycol and Diethylene glycol
4. Mineral oils
5. Aliphatic and aromatic hydrocarbons including petroleum distillates
6. Hexachloroethane and Cyclohexylamine

16. FORKLIFTS

1. Do not jump from an overturning, sit-down type forklift. Stay with the truck, holding on firmly and leaning in the opposite direction of the overturn
2. Exit from a stand-up type forklift with rear-entry access by stepping backward if a lateral tipover occurs
3. On grades, tilt the load back and raise it only as far as needed to clear the road surface
4. Do not raise or lower the forks while the forklift is moving
5. Do not handle loads that are heavier than the weight capacity of the forklift
6. When dismounting from a forklift, set the parking brake, lower the forks or lifting carriage and neutralize the controls
7. Do not allow passengers to ride on the forklift unless a seat is provided
8. When a truck is used to elevate personnel, secure the elevating platform to the lifting carriage or forks of the forklift
9. See EHS 412, Forklifts, for additional FOX-specific requirements.

17. GOLF CARTS AND UTILITY VEHICLES

These guidelines address utility vehicles and non-camera utility vehicles used for event or production support, such as golf carts, ATVs, snowmobiles and utility vehicles with small engines and/or electric powered. Vehicle operators must observe all applicable rules and regulations. In order to provide a safe workplace, the following vehicle guidelines have been established regardless of the type of vehicle used:

1. Horseplay or careless operation is not allowed and will not be tolerated.
2. Inspect the vehicle before use.
3. Understand the vehicle controls. If you do not know how to operate the vehicle, ask for instruction. Employers/production has the obligation to ensure that employees are instructed in the safe use and operation of the vehicle.
4. Operators have the responsibility for the safe transportation of passengers and equipment.

5. Operators should hold a valid driver’s license and if not held, notify production.
6. Each passenger must have a seat. No sitting on laps, standing on bumpers or riding on tailgates. Multiple people sitting in a seat designated for one and riding on parts of the vehicle that are not designed for that purpose are strictly prohibited.
7. Wear a seat belt, if provided.
8. Keep arms and legs in the vehicle at all times.
9. If the vehicle is not equipped with a windshield, eye protection is recommended.
10. A helmet may be necessary in certain situations. Refer to operator manual for manufacturer recommended practices.
11. If the vehicle is equipped to carry loads, secure or place them in a manner that will not allow them to shift or fall from the vehicle or down to?the floorboard/pedals.
12. Do not exceed the manufacturers’ load recommendations as overloading can affect braking and control of the vehicle. Loads should be appropriately balanced.
13. Do not operate the vehicle in a manner that is dangerous to you or to others.
14. Always use caution around people and animals. Pedestrians always have the right of way.
15. Exercise caution going around corners. Look for hazards, such as other vehicles and people.
16. Be familiar with the terrain.
17. To reduce the risk of rollovers, avoid driving off curbs, from one level to another, and/or turning on inclines.
18. Drive at speeds appropriate to the surface, road and weather conditions (e.g., driving in dirt or gravel,?steep inclines,?ice,?rain, etc.).
19. In poor visibility, vehicles should not be operated unless equipped with headlights or sufficient lighting is provided.
20. Towing should only be performed in a manner specified by the manufacturer.

Using and working safely around non-camera utility vehicles requires the full attention and care of the entire crew. Horseplay and excessive speed are the primary causes of accidents and injuries. Extreme caution should be used when operating these vehicles. Operators are responsible to follow?safety/employer guidelines and manufacturer operating manuals for the safe operation of these types of vehicles.

18. HEAT STRESS

When the body is unable to cool by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

- High temperature and humidity
- Direct sun or heat
- Limited air movement
- Physical exertion
- Poor physical condition
- Some medicines
- Inadequate tolerance for hot workplaces

Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting.

- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting

Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions

Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers
- Block out direct sun or other heat sources
- Use cooling fans/air-conditioning; rest regularly
- Drink lots of water; about 1 cup every 15 minutes
- Wear lightweight, light colored, loose-fitting clothes
- Avoid alcohol, caffeinated drinks, or heavy meals

What To Do For Heat-Related Illness

Call 911 (or local emergency number) at once. While waiting for help to arrive:

1. Move the worker to a cool, shaded area.
2. Loosen or remove heavy clothing.
3. Provide cool drinking water.
4. Fan and mist the person with water.

Responding To Heat-Related Illness

The guidance below will be used in identifying and treating heat-related illness.

Identification and Treatment of Heat-Related Illness

Type of Heat-Related Illness	Description	First Aid
Mild Heat Strain	The mildest form of heat-related illness. Victims exhibit irritability, lethargy, and significant sweating. The victim may complain of headache or nausea. This is the initial stage of overheating, and prompt action at this point may prevent more severe heat-related illness from occurring.	• Provide the victim with a work break during which he/she may relax, remove any excess protective clothing, and drink cool fluids. • If an air-conditioned spot is available, this is an ideal break location. • Once the victim shows improvement, he/she may resume working; however, the work pace should be moderated to prevent recurrence of the symptoms.
Heat Exhaustion	Usually begins with muscular weakness and cramping, dizziness, staggering gait, and nausea. The victim will have pale, clammy moist skin and may perspire profusely. The pulse is weak and fast and the victim may faint unless they lie down. The bowels may move involuntarily.	• Immediately remove the victim from the work area to a shady or cool area with good air circulation (avoid drafts or sudden chilling). • Remove all protective outerwear. • Call a physician. • Treat the victim for shock. (Make the victim lie down, raise his or her feet 6-12 inches, and keep him or her cool by loosening all clothing). • If the victim is conscious, it may be helpful to give him or her sips of water. • Transport victim to a medical facility as soon as possible.

Heat Stroke	The most serious of heat illness, heat stroke represents the collapse of the body's cooling mechanisms. As a result, body temperature may rise to 104 degrees Fahrenheit or higher. As the victim progresses toward heat stroke, symptoms such as headache, dizziness, nausea can be noted, and the skin is observed to be dry, red, and hot. Sudden collapse and loss of consciousness follows quickly and death is imminent if exposure continues. Heat stroke can occur suddenly.	• Immediately evacuate the victim to a cool and shady area. • Remove all protective outerwear and as much personal clothing as decency permits. • Lay the victim on his or her back with the feet slightly elevated. • Apply cold wet towels or ice bags to the head, armpits, and thighs. • Sponge off the bare skin with cool water or rubbing alcohol, if available. • The main objective is to cool without chilling the victim. • Give no stimulants or hot drinks. • Since heat stroke is a severe medical condition requiring professional medical attention, emergency medical help should be summoned immediately to provide onsite treatment of the victim and proper transport to a medical facility.

Solar Protection

To protect against exposure to solar radiation, workers will observe the following requirements:

1. All workers will wear sunglass-type safety glasses at all times when working outdoors during daylight hours.
2. Workers will use a commercial sun block with a minimum solar protection factor (SPF) of 15.

19. LADDERS

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

1. Read and follow all labels/markings on the ladder
2. Avoid electrical hazards! Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
3. Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
4. Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
5. Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
6. Ladders must be free of any slippery material on the rungs, steps or feet.
7. Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
8. Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
9. Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
10. Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
11. Do not move or shift a ladder while a person or equipment is on the ladder.
12. An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
13. The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
14. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

15. Be sure that all locks on an extension ladder are properly engaged.
16. Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

20. LIGHTING

1. Adequate natural or artificial lighting provided for setting up, conducting and dismantling/striking the event.
2. Portable lighting is tested and in date
3. Suitable emergency lighting is available

21. MANUAL MATERIAL HANDLING

1. All staff and volunteers must assess each task and use safe technique when lifting or carrying
2. Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g., trolleys, trucks, forklifts)
3. Light, small loads and physical aids (assistance from second person or team lift where needed) are used
4. Staff and volunteers should use the S-M-A-R-T lifting technique where possible and appropriate

   S?-?Size up the load
   M?-?Move in close
   A?-?Always bend the knees
   R?-?Raise object using your legs
   T?-?Turn using your feet

22. NOISE

Identification of Hazardous Noise

1. FOX will monitor applicable workplace noise levels using direct-reading instrumentation and noise dosimetry to identify the need for employees to be enrolled in the Hearing Conservation Program (HCP)
2. All FOX employees exposed to noise at, or above, eighty-five (85) dBA TWA for eight (8) hours, or eighty (80) dBA TWA for twelve (12) hours will be enrolled in the FOX HCP

Hearing Protection

1. Hearing protection is mandatory for all employees exposed to ninety (90) dBA for eight (8) hours and eighty-five (85) dBA for twelve (12) hours.
2. Hearing protection must be made available to all employees exposed to eighty-five (85) dBA for eight (8) hours or greater.
3. Hearing protection is mandatory for all employees exposed to eighty-five (85) dBA for eight (8) hours and who have experienced an STS.
4. Hearing protection must be approved by the EHS Department, and must provide a minimum noise reduction rating (NRR) of twenty-five (25) dBA.
5. All employees must be trained in the proper use, care, and maintenance of the protectors

Training

Personnel enrolled in the HCP will participate in annual training, which addresses:

- The effects of noise
- The purpose and procedure of audiometer testing
- The purpose of hearing protectors, the advantages and disadvantages, and use/care

23. TENTS AND CANOPIES

Local fire departments or building safety departments are responsible for enforcing tent safety regulations for all tents. When tents or canopies are to be used, the following requirements apply unless more stringent local requirements are required. A Tent Rules and Guidelines Checklist should be used whenever a tent of any size is erected. Completed forms should be forwarded to the Director of EH&S.

Flame Resistance and Structure

1. All tent fabric must be flame resistant. A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance. A copy of the certificate must be posted in the tent. These certificates should be available from the tent supplier.
2. Tent suppliers must be able to certify that tents have been erected in accordance with manufacturer recommendations, industry standards, and code requirements.

Floor Coverings

1. The area enclosed by any tent and not less than 10 feet outside of such tent, must be cleared of all flammable or combustible material or vegetation. Prior to erecting the tent. The premises must be kept free from such flammable or combustible materials during the period for which the area is used.
2. No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant. A certificate or other proof of approval by a testing laboratory indicating that the material has been properly treated is acceptable as evidence. A copy of certificates must be provided to the local Fire Inspector prior to placing the material within a tent. These certificates are available from the material manufacturer or supplier.

Exits and Occupant Load for Enclosed Tents

1. Tents that have sides attached and rolled up are capable of being enclosed and must meet these requirements even if it is intended for the tent to remain unenclosed during the event.
2. The number of separate exits required for enclosed tents is based on the floor area of the tent. The maximum number of occupants, called the occupant load, is also based on the floor area of the tent.

Occupant Load (floor area of tent)	Number of Exits (minimum)
49 (343 sq ft) or less	1
between 50 (350 sq ft) and 499 (3,493 sq ft)	2
between 500 (3,500 sq ft) and 999 (6,993 sq ft)	3
1000 or more (7,000 sq ft)	4

The occupant load is decreased when tables and chairs are used (banquet style) – the number of required exits remains the same because exits are based on floor area. The area of stages or other platforms are subtracted from the usable floor area.

The following basic calculation will determine the occupant load with tables and chairs:

Net square footage of tent floor area/15?= Occupant load with tables and chairs

Example: A 50’X50′ tent with a 10’X20′ stage, equipped with tables and chairs: 2,500 square feet (floor area) – 200 square feet (stage area) / 15 = 153 persons

1. Each exit must be provided with an exit sign. The word “EXIT” must be plainly legible in letters at least 6 inches high and with strokes not less than?3/4 inch wide.
2. If the tent is to be occupied after sunset, emergency lighting must be provided. The tent company is responsible for providing exit signs and emergency lighting.
3. Where two or more exits are required due to tent size and/or occupant load, exit signs and emergency lights shall be powered from at least two separate circuits.

Exit Requirements For All Tents

1. The minimum width of an exit must not be less than 32 inches.
2. Guy wires or guy ropes must not cross an exit at a height of less than 7 feet.
3. Where tents are placed near fences or other obstructions, a clear exit path must be maintained to an area sufficiently away from the tent. Tent stakes must be railed off, capped, or covered.

Fire Protection

1. One portable fire extinguisher (dry chemical ABC type) must be furnished at each exit of an enclosed tent. The host or sponsor for the event using the tent is responsible for ensuring that fire extinguishers are provided.
2. Smoking is prohibited in any tent.
3. Pyrotechnics, open flames (including use of sterno and other food warming devices), and cooking equipment must be approved in advance by the local?Fire Inspector. Commercial cooking equipment such as grills and broilers, when used within a tent, must meet the same requirements for indoor commercial kitchens (i.e., proper ventilation, fire suppression systems). Commercial cooking operations must be protected by an approved kitchen fire suppression system.

Electrical Safety

1. Electrical Installations must comply with the National Electrical code (NFPA 70).
2. Electrical cords should be suitable for outside use and sufficient size to handle the electric load.
3. The electrical system and equipment must be isolated from the public by proper elevation or guarding.
4. All electrical fuses and switches must be enclosed in approved enclosures.
5. Cables on the ground in areas travel by the public must be placed in trenches or protected by approved covers (yellow jacket etc.).
6. All electrical systems must be properly grounded.
7. Generators must be placed so that exhaust fumes do not enter tents and be at least 15 feet from tents.

Heating Systems

1. Heaters located inside a tent shall be placed away from walkways, aisles, and means of egress.
2. Heaters may be either electric or liquefied petroleum gases sources. Containers of propane shall be installed no closer 10 feet from any tent and placed away from aisles or walkways or means of egress.
3. Propane tanks shall be secured in an upright position and protected from vehicle traffic.
4. All propane tanks shall be labeled.
5. All propane tanks shall be stored in the upright position. The heating system shall be installed in accordance with its listing.

24. DECORATIONS

Procure, rent and use the safest decorations available:

SAFE	NOT SAFE
Decorations that are "UL listed" and/or "flame retardant" or don't burn easily, such as those listed below:	**Decorations that burn easily, cannot be effectively treated with flame-retardant or can ignite nearby items, such as:**
Artificial trees and wreaths	Natural evergreen trees, wreaths, boughs and other cut greenery
Streamers or other Paper decorations (labeled by the manufacturer)	Paper, plastic, Styrofoam decorations (not labeled by the manufacturer)
Fabrics that are professionally treated with flame retardant	Sheer, mesh, gauze-type fabrics
Miniature light-bulb strands (for indoor use)	Large light-bulb strands (generate heat)
Fresh flowers, pumpkins/ gourds, indoor plants, fruits, vegetables	Dried flowers, leaves, grasses, corn stalks, hay and straw

1. Secure helium cylinders for balloons with a chain to a cylinder cart or column.
2. Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
3. Don't hang decorations from overhead pipes or sprinkler heads.
4. Remove decorations immediately after the event.

Safety considerations should be made when decorations are planned for:

- Atriums
- Auditoriums and other large rooms (check with facilities before purchasing and installing)
- Corridors
- Lobbies
- Exit Doorways (prohibited by Fire Prevention regulations)
- Stairways (prohibited by Fire Prevention regulations)
- Elevators (prohibited by Elevator regulations)

25. UTILITIES/SITE SERVICES

1. Location of all site underground services (power, gas, mains, etc.) and overhead power lines identified
2. Relevant maintenance and event personnel have maps and are aware of locations
3. Maintain a minimum clearance of at least 10 feet (3 meters) away from the nearest overhead lines

26. VEHICLE SAFETY

You are your employer's most valuable asset! The way that you drive says everything about you and

your company. Make a positive statement by following these work-related safe driving practices.

Stay Safe

1. Only qualified employees will be assigned by event management to operate motor vehicles.
2. Use a seat belt at all times?- driver and passenger(s).
3. Follow all speed limits and traffic signs and operate vehicles in designated areas.
4. Be well-rested before driving.
5. Avoid taking medications that make you drowsy.
6. Set a realistic goal for the number of miles that you can drive safely each day.
7. Wear high visibility clothing while working in high-traffic zones.
8. Chock wheels of parked vehicles and trailers.
9. If you are impaired by alcohol or any drug, do not drive.

Stay Focused

1. Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
2. Continually search the roadway to be alert to situations requiring quick action.
3. Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

Avoid Aggressive Driving

1. Keep your cool in traffic!
2. Be patient and courteous to other drivers.
3. Do not take other drivers' actions personally.
4. Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times. For more information on safe driving for work, refer to?"Guidelines for Employers to Reduce Motor Vehicle Crashes" at www.osha.gov/SLTC/motorvehiclesafety/index.html.

27. WALKING AND WORKING SURFACES

1. Check the area for uneven walking surfaces and step heights (risers).
2. Walking surfaces can become slippery because of rain/ice or spills.
3. Secure the edges of rugs and cords to prevent tripping.
4. Raised platforms should have railings to prevent workers, talent, guests and chairs from falling off.
5. Provide steps with railings so people can safely move on and off the platforms.
6. Prior to moving cameras check for clearances between people or objects.
7. Locate cable out of walkways to minimize tripping hazards.

28. WASTE MANAGEMENT

FOX Corporation strives to maintain compliance with all local, state and federal regulations that pertain to environmental compliance. The following materials are prohibited from being disposed of as regular trash or solid wastes.

Lights, Batteries, and Electronics

1. Fluorescent lambs and tubes. Includes fluorescent tubes, compact fluorescent lamps, metal halide lamps, and sodium vapor lamps.
2. Batteries. Includes all batteries. AAA, AA, C, D, button cell 9-volt, and all others, both rechargeable and single use. Also lead-acid batteries such as car batteries.
3. Computer and television monitors. Most monitors are currently considered hazardous waste when they have lived their life and are ready for recycling or disposal, including cathode ray tube (CRT), liquid crystal diode (LCD), and plasma monitors.
4. Electronic devices. Includes computers, printer, VCRs, cell phones, telephones, radios, and microwave ovens.

Mercury-Containing Items

1. Electrical switches and relays. These typically contain about 3.5 grams of mercury each. Mercury switches can be found in some chest freezers, pre-1972 washing machines, sump pumps, electric space heaters, clothes irons, silent light switches, automobile hood and trunk lights, and ABS brakes.
2. Thermostats that contain mercury. There is mercury inside the sealed glass “tilt switch” of the old style thermostats (not the newer electronic kind).
3. Pilot light sensors. Mercury-containing switches are found in some gas appliances such as stoves, ovens, clothes dryers, water heaters, furnaces, and space heaters.
4. Mercury gauges. Some gauges, such as barometers, manometers, blood pressure, and vacuum gauges contain mercury.
5. Mercury thermometers. Mercury thermometers typically contain about a half gram of mercury. Many health clinics, pharmacies and doctor’s offices have thermometer exchange programs that will give you a new mercury-free fever thermometer in exchange?for your old one.
6. Mercury-added novelties. Examples include greeting cards that play music when opened; athletic shoes (made before 1997) with flashing lights in soles; and mercury maze games.

Household and Landscape Chemicals

1. Flammables and poisons. Includes solvent-based (oil) paints and reactive and explosive materials.
2. Acids, oxidizers, and bases. Includes some pool chemicals and cleaners.
3. Pesticides and herbicides. Many pesticides and herbicides cannot be disposed in the trash.

Paints and Solvents

1. Latex paint.
2. Oil-based paint (also listed under flammables).
3. Nonempty aerosol paint or solvent cans (all nonempty aerosol cans are banned from the trash).
4. Solvents. Including materials such as paint thinners, finger nail polish remover,?etc.

Building Materials

1. Asbestos. Includes some older kinds of cement, roofing, flooring and siding.
2. Treated Wood. Includes wood that is treated with chromium copper arsenate (CCA).

Automobile-Related

1. Antifreeze.
2. Batteries.
3. Motor oil and filters.
4. Tires (note that tires are not considered hazardous, but automotive tires are banned from the trash for other reasons).

Other

1. Compressed gas cylinders. Includes propane tanks used for BBQ or plumbing. Needles and sharps generated in home health care. Includes hypodermic needles, hypodermic needles with syringes, blades, needles with attached tubing, syringes contaminated with biohazardous waste, acupuncture needles, root canal files, broken glass items such as Pasteur pipettes, and blood vials.
2. PCB-containing materials. Includes paint and ballasts that contain polychlorinated biphenyls (PCB).
3. Photo waste (silver bearing).
4. Nonempty aerosol cans that contain hazardous materials. Many products in aerosol cans are toxic. And many aerosol cans contain flammables, like butane, as propellants for products like paint. If your aerosol can is labeled with words like TOXIC or FLAMMABLE don’t put it in the trash unless it is completely?empty.

29. WEATHER CONDITIONS

Safety considerations should be addressed when working outdoors in areas where there is a potential for thunderstorms, lightning, flash flooding, extreme winds, snow/ice storms, large hail, tornadoes and hurricanes.

Planning

- Planning can reduce many of the potential dangers posed by inclement weather. The location manager, his/her event or production manager or their designee must develop and/or implement an existing EAP (e.g., Section 5 of this document if developed by EHS) when preparing to use locations that may present severe weather hazards.
- The EAP should designate a person who is responsible for monitoring potential inclement weather by commercial weather services, Internet providers, television and radio station news casts, or other available means.
- The action plan should include a method for communication with production crew members in the event of severe weather.
- Communication methods should reflect the conditions and circumstances at the facility, production or event.
- Other elements to include should be site-specific procedures which include methods and routes of evacuation or shelter-in-place, safe refuge areas, a means of establishing a head count for crew members and procedures for equipment shutdown, stowage and/or removal.
- If there is the possibility of severe weather, a safety meeting must be held to review and communicate the elements of the EAP.

Lightning Protection

Thunderstorms and lightning are the most frequent weather hazards impacting our production events. It is imperative for crew member safety that we develop and implement a thunderstorm/lightning safety policy for our operations. To ensure the effectiveness of this policy it mandatory for all to comply to ensure the safety of all involved.

Policy Steps:

1. Responsibilities – Designate a person (e.g., Technical Producer, Operations Manager), to monitor threatening weather and to make the decision to remove the crew members from their work areas/ stations, and to develop an evacuation plan to identify safe refuge areas.
2. Monitoring Use local weather reports each day before any setup, event or strike.? Be diligently aware of potential thunderstorms that may form during scheduled events. Weather information can be found through local television news coverage, paid weather service subscriptions, the Internet, cable and satellite weather programming, or the National Weather Service (NWS) website at www.weather.gov.
3. Thunderstorm Watches and Warnings Are issued by the National Weather Service when inclement weather conditions are likely to develop.? A Watch? means conditions are favorable for severe weather to develop.? A Warning? means that severe weather has been reported in the area and for everyone to take proper precautions.
4. Lightning Threat – Because light travels much faster than sound, lightning flashes can be seen long before the resulting thunder is heard. As a general rule of thumb, you are in danger from lightning if you can hear thunder.? Estimate the number of miles you are from a thunderstorm by counting the number of seconds between a flash of lightning and the next clap of thunder. Divide this number by five. Take immediate action to seek shelter when lightning is determined to be eight (8) miles away or less.
5. Actions 1) TV Production Compound – Check the compound for hazards.? Dead or rotting trees and branches can fall during a severe thunderstorm and cause injury and damage. Secure outdoor objects in the compound that could blow away or cause damage or injury. Take light objects inside. Close windows securely and brace outside doors. Listen to a battery operated radio or television for the latest storm information. Do not handle any electrical equipment or telephones because lightning could follow the wire. Control rooms and audio booths may present a hazard during these times. Headsets should be removed.? 2) If outdoors, attempt to get into a building, car, or mobile unit.? If no structure is available, get to an open space and squat low to the ground as quickly as possible (if in the woods, find an area protected by low clump of trees–never stand underneath a single large tree in the open). Be aware of the potential for flooding in low-lying areas. Crouch with hands on knees. Avoid tall structures such as towers, tall trees, fences, telephone lines, and/or power lines.? Stay away from natural lightning rods such as mobile aerial platforms, forklifts or equivalent equipment, bicycles, fencing, or recreational equipment (golf clubs, fishing rods, etc.). Stay from rivers, lakes or other bodies of water.? If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees.? A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.
6. Resume Activities The All Clear/Resume Activities? shall be communicated to all crew by the designated onsite manager or emergency coordinator (e.g., Technical Producer, Operations Manager). The following process can be used to determine an All Clear/Resume Activities? for the event;

1. When the site monitoring system has indicated that the severe weather is no longer a threat in the area, or if not available,
2. Wait 30 minutes after both the last sound of thunder and last flash of lightning has occurred. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on re-setting the 30-minute return-to-work? clock before resuming activities.

30. SECURITY AND CONTROL

Fox Entertainment Group (hereafter?referred to as Fox?) offers?Global Event Guidelines?that establish a consistent framework for the design and conduct of security operations for all Fox events and productions.

Use

The Global Event Guidelines?document is intended for use by all Fox business units which require security at events and/or productions globally.

Responsibility

The subject Guidelines?have been prepared by the Fox Security Operations Department, which has the responsibility of ensuring that a comprehensive security plan is in place for all Fox events and productions. Note: the?standard is intended to be general in scope and supplemental procedures may be required on an as needed basis.

The Global Event Guidelines:

- Provide cost-effective security staffing recommendations
- Assess local and regional threats and risks
- Asset, content and personnel protection
- Manage security of events
- Liaison with law enforcement and other local agencies
- Co-develop and implement an emergency action plan

Contacts

Please contact the Fox Global Security Event Manager for all of event and production needs at clinton.barley@fox.com or 310-369-5495, or the FOX Global Security Operation Center at fox.security@fox.com or 310-369-6555 available 24 hours a day 7 days a week.

31. PERSONS WITH VISUAL DISABILITIES

1. In most cases, evacuation will not be necessary or advisable. Do not evacuate unless instructed to do so by emergency personnel, the fire alarm is activated or danger is imminent.
2. All persons should proceed toward the nearest safe exit as instructed by emergency personnel. When a person with a disability reaches an obstruction, such as a staircase, he/she should request

assistance from others in the area.

3. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor becomes dangerous (smoke, fire), proceed into the stairway, if possible, and stay at the stairway landing. Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke. Call 9-1-1 and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
4. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

Note: It is suggested that individuals with mobility, visual or hearing disabilities prepare for an emergency ahead of time by informing their building coordinators, floor wardens, co-workers and classmates of the best methods of assistance during an emergency.

ASSISTING PERSONS WITH DISABILITIES DURING EMERGENCY EVACUATION

Persons Who Cannot Walk (Non-Ambulatory)

Always consult the person about the following:

- Preferred ways of being removed from wheelchair. Wheelchairs should not be used in stairwells, if at all possible.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e., would they prefer either a stretcher, chair with pad, or medical assistance).

Persons with Visual Disabilities

- Tell the person the nature of the emergency. Offer to guide him or her to safety. As you walk, say where you are and advise of any obstacles. When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

Person with Hearing Disabilities (persons who may not hear audible alarms and are in buildings that do not have visual alarm devices)

- Write a note explaining the nature of the emergency. Include “Go to the nearest exit – NOW” or turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

32. SHELTER IN PLACE

Announcement of Emergency

Announcements to move to protective shelter within the building or nearby building (for compound workers) will be made using the public address/intercom system or equivalent. If the these systems are

not operational, the Emergency?Coordinator, Receptionist, and/or other member of the EAP Team will notify workers in person and request that they direct other employees to the designated shelter location. Please assist those who may not see or hear the notification.

Shelter-In-Place Plan

The following emergency conditions have the potential to require that employees seek protective shelter within the building:

- Severe Weather
- Earthquake
- Civil Unrest
- Other emergency outside of the facility

Shelter-In-Place Procedures

1. Upon notification, all employees should move promptly to designate shelter areas within the building. Neither the employees nor visitors will be allowed to leave the building. The areas for sheltering in place are window-free?hallways, training and break rooms located in the center of the building.
2. Employees are responsible for ensuring that any visitors they have in the building follow this procedure.
3. If employees feel able to do so, they should assist physically challenged individuals?to the shelter areas. If they do not feel able, they should seek assistance from other employees.
4. If time permits, employees should close all interior doors behind them.
5. Employees should move to shelter areas closest to their location at the time the movement to shelter is announced.

Shelter-In-Place All-Clear Procedure

1. Employees must remain in protective shelter until informed by the?Emergency?Coordinator or team member that it is safe to leave.
2. Employees should not leave the shelter area for any reason until the ALL CLEAR is communicated by the EAP Team or Coordinator.
3. The EAP Team or Coordinator will consult with local emergency management personnel if the incident involves a utility emergency or after a tornado warning has been lifted by the National Weather Service.
4. If the building has sustained damage due to severe weather, the EAP Team, Coordinator and management will assess the safest route out of the shelter area prior to communicating the all clear.
5. All employees and visitors exiting the shelter area must follow exit instructions to avoid any unsafe areas of the building.

33. EVACUATION

Evacuation Procedures

- All building occupants or crew members should evacuate the building promptly, using the closest building exit.
- Occupants of the building should proceed to the designated safe refuge areas (SRAs). Visitors should accompany the employee they are visiting to the designated assembly area.
- All building occupants should report directly to the EAP Team in their safe refuge area to confirm that they have left the building.
- If employees feel able to do so, they should assist individuals with physical handicaps out of the building and to the assembly area. If they do not feel able, they should seek assistance from other employees or EAP Team members.
- Those with assigned roles during emergency evacuations shall fulfill them as described below.

Evacuation Roles

1. **Employees:** During an evacuation all employees without an assigned emergency role will leave the building promptly. They will use the emergency exit closest to their location at the time of the evacuation alarms(s), announcement or?the?activation of the sprinkler system.Employees shall NOT return to their work area to retrieve personal belongings. Once outside the building, employees shall NOT be allowed to leave the property, or to go to their vehicles, until authorized via all clear communications by the EAP Team.
2. **Visitors:** During an evacuation, all visitors shall exit the building using the nearest emergency exit to their location at the time of the evacuation announcement.Visitors shall NOT deviate from this exit route for any reason, including the retrieval of personal belongings. Once outside the building, visitors shall NOT be allowed to leave the property, or go to their vehicles, until authorized to do so by the EAP Team.
3. **EAP Team:** At the time an evacuation is announced, or the sprinkler system is activated, the EAP Team will begin to monitor the evacuation or situation. The EAP Team should bring the personnel/crew member checklist to the Safe Refuge or Shelter Area. Once they have established that all personnel have safely left the building, they are to proceed immediately to the Safe Refuge or Shelter Area to complete the check off list of employees who have gathered in the area.In the event an employee is not accounted for, the EAP Team will obtain the following:
   – Employee name, department, section or area employee is assigned.
   – Location where missing employee was last seen, if available.After obtaining this information the assigned person shall immediately provide this information via portable communication device to the?designated Manager (e.g., Technical Producer, Department Head).
4. **Emergency?Coordinator:** will be responsible for the decision to evacuate the building and for notifying the appropriate emergency response personnel of the situation.

   - The Emergency Coordinator (or alternate) will remain in continuous communication with the EAP Team using a portable communication device. When emergency response personnel arrive on the scene, the EAP Coordinator will be the primary contact for communications with the EAP Team.
   - During an evacuation, the Emergency Coordinator is responsible for coordinating any medical assistance necessary with on-site first responders as well as emergency medical personnel arriving on site. Emergency Coordinator will also assist in securing the site and controlling the on-site movement of vehicles responding to the

emergency.

- The Emergency Coordinator will also communicate with the EAP Team using a portable communication device and act as liaison to top management responsible for the facility (e.g., General Manager,?VP Operations) for matters involving the safety and security of individuals at the scene of the emergency.
- Fox Facilities: The Coordinator will notify the EAP Team of the situation and will decide whether building utility companies and/or the fire department should be contacted to shut down services to the building.
- Another role of the Emergency Coordinator is to ensure that the status of utilities serving the building is monitored so that service can be shut off if necessary to prevent harm to employees, or damage to the building. The Coordinator is also responsible for making sure that building plans are available for emergency responders and other resources are maintained in good operating condition (i.e., fire extinguishers, sprinkler system, etc.).
- In the event of an evacuation, the Coordinator is also responsible to ensure that access to the building is maintained. This responsibility includes maintaining sufficient driveway access for responding vehicles and ensuring a means by which to enter the building. Building access can be ensured by carrying a physical metal key outside during the evacuation so that building doors may be unlocked in the event of a power outage.
- The Coordinator is also responsible for ensuring that all communications equipment is maintained in operating condition (i.e., cell phones, emergency flashlights, weather radio, public address system, etc.).

Evacuation Plan: All-Clear Procedure

Employees shall remain in their Safe Refuge Area until one of two events occurs:

1. The EAP Team communicates to management/personnel that it is safe to return to the building; or
2. The EAP Team and management communicate to employees to leave the premises.

Employees/crew members should not get into their vehicles, re-enter the building, or leave the premises until they are told they may do so by the EAP Team. The EAP Team will communicate the all-clear only after consultation with the Emergency Management personnel who responded to the emergency, and after he/she and management have entered and assessed the condition of the building.

34. RESPONSIBILITIES

Training

FOX and/or approved training providers will train the personnel assigned tasks and responsibilities within this program.

Emergency evacuation and shelter in place drills will be held twice annually for each type of procedure. EHS recommends shelter-in-place drills take place in the spring and winter while evacuation drills take place in the summer and fall.

The EAP Team and?Coordinator(s) will review the EAP with all employees at the following times:

1. When the plan is developed.
2. If an employee's responsibilities or designated actions under the plan change.
3. If the plan is changed.
4. Upon initial assignment, those parts of the plan that the new employee must know to protect the employee in an emergency.

This written plan will be made available to all employees.

Site Emergency Team

1. Assign an Emergency?or EAP Coordinator to perform tasks as described in this plan.
2. Authorizing/endorsing and maintaining site EAP.
3. Appointing personnel to perform emergency tasks.
4. Deciding what protective actions should be taken for emergency or disaster situations.
5. Authorizing the use of organization resources.
6. Testing the EAP regularly.
7. Activating the EAP and coordinating onsite response.
8. Notifying local government authorities of onsite emergency/disaster situation.
9. Implementing recall of all evacuated and/or sheltered persons.
10. As necessary, providing for the emergency housing and feeding needs of personnel isolated on site due to emergency/disaster.
11. Obtain emergency contact information from Human Resources staff.
12. Notify EHS via the Employee Hotline (866-369-2225 or 866-FOX-CABLE) when the building is evacuated. In addition, updating the Hotline's outgoing post-emergency message for applicable?personnel.
13. Coordinating shut-down (and start-up) procedures if applicable with appropriate personnel.
14. Participating in site EAP review and updates.
15. Ensuring that emergency medical care is provided to injured persons (as necessary).
16. Coordinating ambulance calling, pick-up, medical assistance, etc.
17. Controlling the movement of people and vehicles at the site and maintaining access lanes for emergency vehicles and personnel.
18. Directing media representatives to the Corporate Communications Department (Los Angeles, CA).

Rescue and Medical Tasks

- No FOX employee is assigned, implied, or otherwise directed to provide medical treatment to injured employees unless part of their formal job description/duties (e.g., nurse, fire, rescue, etc.).? In the event of a serious injury, outside medical services will be called immediately via 911 or equivalent.
- If an employee wishes to assist an injured employee, he or she is doing so as a Good Samaritan.
- Employees trained in First Aid/Cardio-Pulmonary Resuscitation (CPR) who wish to assist an injured employee by applying techniques learned should use the personal protective equipment available in the infection control kits at each first aid cabinet.
- If injured employees need to be evacuated from the building, they should be transported to the parking lot area to ensure rapid medical attention.

35. BOMB THREAT

Call 911 to notify emergency services and immediately evacuate the building while tasking an employee to contact the EAP Team.

Experience shows that the majority of written or telephone bomb threats are hoaxes. However, the possibility always exists that a threat may be authentic, so each one must be taken seriously. The following procedure should be used to instigate an appropriate response for any bomb threat or potentially violent incident.

1. A bomb threat may be received by anyone in the building and could be received by telephone, mail or e-mail message at any time.
2. When a bomb threat is received, someone must be tasked with contacting 911 or the local Fire and Rescue using a cellular phone.
3. It is recommended that a Bomb Threat Call Checklist is used by the person receiving a telephone bomb threat (see EAP Team for distribution) to obtain as many details as possible about the caller and the alleged bomb and its location.
4. If a letter threat is received, it should be preserved for investigators. To preserve fingerprints, it should not be handled once the letter is opened.
5. The EAP Team in cooperation with law enforcement and fire officials at the scene shall determine the necessity of searching and/or evacuating the premises.

Bomb Threat Notification

1. Notification of a bomb threat against this facility/venue may be received by telephone, mail, or message at any time.
2. Telephone threats may be received at the entry point, administrative offices, over telephones located on the property or may be directed to the personal phones (e.g., cell, home, etc.) of FOX personnel, contractors or partners.
3. When a bomb threat is received, the Emergency Coordinator or acting employee will dial 911 to provide details to the local Fire and Police Departments.
4. Facility employees and/or visitors will be notified via intercom or equivalent system.

Bomb Threat Response

- Employees will be notified of a bomb threat or a potentially dangerous violent incident by the public address system and/or verbal commands from the EAP Team.
- At that time, employees will be instructed whether there is an area of the building to be avoided, and should use evacuation routes to the applicable Safe Refuge Area accordingly.
- An accounting of personnel and attendees will be taken in the Safe Refuge Area. Employees shall report promptly to the EAP Team in the designated area.

36. CHEMICAL RELEASE

Although very unlikely in FOX work areas or production locations, the potential for a chemical release still exists. Hazardous material incidents can occur anywhere (e.g., truck or generator fuel, off-site source). Work centers located near major transportation routes or in areas with other facilities using chemicals, should be aware of the possibility of a hazardous material incident and have provisions in place for protecting employees or visitors.

- Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used.
- The incident could be a transportation accident, explosion, fire, or release of toxic materials causing environmental contamination.
- Incidents could potentially cause injury or loss of life to persons coming in contact with or inhaling the material.
- Some hazardous materials cannot be detected by human senses because they are colorless and odorless.
- These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures.
- A large incident could disrupt operations for several days or more.

Chemical Release Notification and Warning

1. Notification of a chemical release is received via commercial radio, television, weather communication systems or observed and reported by employee/visitor.
2. If a chemical release occurs or is reported, personnel will follow the shelter in place or evacuation instructions issued by local health agencies, government officials or first responders.
3. Evacuation information will be disseminated to personnel through the Emergency Coordinators or their alternates via intercom, email and/or telephone.

Chemical Release Response

1. The Emergency Coordinator will monitor conditions and determine appropriate response actions.
2. If conditions warrant, precautionary protective actions, including protective sheltering and/or evacuation, may be initiated.
3. If containment and/or site restoration is needed, contact **BELFOR** 24/7 at **1-800-856-3333** and reference FOX **#101058** (phone numbers also listed in emergency contact table).
4. The Emergency Coordinator will contact the FOX EHS in order to make the necessary decisions regarding protective actions.
5. Protective sheltering generally involves staying indoors, shutting all doors and windows and shutting off the ventilation system(s) as soon as reasonably possible.
6. If a precautionary evacuation is warranted, personnel should report to the assembly area located upwind of the release. See evacuation routes and Safe Refuge Area map.
7. Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate action.
8. Unit Emergency Coordinators will account for their personnel at the Safe Refuge Area and report this information to the Emergency Team Leader.
9. Personnel should remain at the assembly area for further instructions.
10. Personnel will be updated and recalled when conditions permit by announcement and/or through the Employee Hotline reporting system at 866-369-2225 or 866-FOX-CABLE. Follow the automated voice prompts for your region or office.

37. CIVIL DISTURBANCE

Demonstrations, riots, looting and other forms of civil disturbance can threaten operations and the safety of employees or visitors.

- Evacuation or other protective measures may be required to protect people onsite in those extreme cases where violence may result in injury or loss of life.
- Property damage resulting from civil disturbance is often extensive and costly, both in terms of dollars and in diminished operating ability.
- Damage to utility systems may cause a disruption of service to the site for several days or more, forcing a reduction or curtailment of essential operations until utility service can be restored and the disturbance can be terminated by law enforcement officials.
- Fear and reluctance on the part of citizens to enter areas perceived to be dangerous can interrupt the normal functioning of the site if it is located within such an area.
- These procedures are designed for disturbances and/or demonstrations originating offsite. If the workplace or facility is susceptible to internal disturbances, the Emergency Team should develop an alternate set of response procedures including provisions for maintaining essential operations or services.

Civil Disturbance Notification and Warning

1. Notification of a civil disturbance is received via commercial radio, television, other news communication or observed/reported by employee/visitor.
2. Personnel will be given instructions by the Emergency Coordinator or equivalent.

Civil Disturbance Response

1. The EAP Coordinator will fully activate the Emergency Control Center (ECC) to monitor conditions and determine appropriate response actions.
2. The?EAP Coordinator will assess the situation and determine what actions are needed to protect personnel. The type of protective actions taken will depend upon several factors, including the size, type, and location of the disturbance, and the level of violence and property destruction involved.
3. Assistance from law enforcement personnel will be requested if necessary.
4. The EAP Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. EAP Coordinators will brief persons within their work areas.
5. Personnel may be released early as deemed appropriate. Onsite operations may be minimized or curtailed as necessary.
6. Personnel dismissed early will be updated and recalled when conditions permit by announcement and/or through the Employee Hotline reporting system at (866) 369.2225 or 866-FOX-CABLE. Follow the automated voice prompts for your region or office.
7. If conditions do not warrant or allow the early release of personnel, all points of entry into the work location will be secured and access limited to those persons transacting legitimate business. Assistance from law enforcement personnel will be requested as deemed necessary to prevent unauthorized access onto the site.

38. EARTHQUAKE

Notify employees to seek cover in designated areas.

Prepare for an earthquake (plan, kits, etc.).

- **During an Earthquake (indoors):** Be aware that some earthquakes are actually foreshocks

and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

1. When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Watch out for falling plaster and ceiling tiles. Stay undercover until the shaking stops and hold onto your cover. If it moves, move with it.
2. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway. Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
4. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. DO NOT use the elevators. If you are in a HIGH-RISE BUILDING, and not near a desk or table, move against an interior wall and protect your head with your arms. Stay indoors. Glass windows can dislodge during the quake and sail for hundreds of feet.
5. If you're in a WHEELCHAIR, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.
6. If you're in the KITCHEN, move away from the refrigerator, stove, and overhead cupboards. (EAP Team should work with the Facility Manager to anchor appliances/furniture, install security latches on cupboard doors, etc. to reduce hazards)
7. If in a stadium or other venue, stay in your area/seat and protect your head with your arms. Do not try to leave until the shaking is over then leave in a calm, orderly manner. Avoid rushing toward exits.

• **During an Earthquake (outdoors):** Stay there. If you're OUTDOORS, move to a clear area away from trees, signs, buildings, electrical wires and poles. Move away from buildings, streetlights, and utility wires.

1. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many fatalities occur when people run outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass and falling objects.
2. If you're on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris. If you're driving , pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

• **After the Earthquake:** Be prepared for aftershocks, and plan where you will take cover when they occur. Check for injuries. Give first aid, as necessary. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to

weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Stay informed; listen for the latest emergency information. Tune to the emergency broadcast station for bulletins/guidance.

1. Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves (mistakenly called “tidal waves”). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
2. Help injured or trapped persons. Remember to help others who may require special assistance such as people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help. Leave the area if you smell gas or fumes from other chemicals.

Earthquake Notification

Notification for immediate facility action will be limited since most will experience/feel the earthquake first hand. However, each facility or compound will notify personnel via intercom system and email of earthquakes adjacent to or outside the immediate work area so adequate provisions can be made regarding travel routes, personal situations, etc.

Earthquake Response

1. **DUCK** or DROP down on the floor.
2. Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
3. If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Do not run outdoors.
4. DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards. If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and supplies only if convenient and safe to do so. Follow directions of emergency responders.

Crowded Stadium, Theatre, or Lecture Hall

- Stay in your work area or seat, protect your head and neck. Do not rush for the exits and follow the directions of emergency personnel.

Elevator

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

Outdoors

- Move to a clear area if safe to do so avoiding falling hazards.
- Duck, cover and hold in an open area. Protect your head and neck especially if in an area with high-rise structures.
- Follow directions of emergency personnel.

Vehicle

- Pull over and stop in clear area. Avoid overpasses, power lines and structural hazards.
- Stay with your vehicle.

AFTER THE SHAKING STOPS

Buildings

Expect aftershocks over the next hours or days. Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel. If trained, use it to provide first aid, use fire extinguishers, clean-up spills, etc. Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel. Phone systems may be severely impacted. Limit phone use to emergency calls only.

Outdoors

Stay clear of buildings, trees or other falling hazard areas. Move to Safe Refuge Areas while following directions of emergency personnel.

WHEN TO LEAVE

In the event of a major earthquake, be prepared to stay at work. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized.

39. FIRE OR EXPLOSION

Evacuate the building and proceed to designated assembly areas. Allow clearance for fire fighting and emergency service vehicles.

When employees observe a fire they should make an effort to extinguish it using the proper fire extinguisher as long as it is safe to do so, and as long as the employee has been trained in the use of fire extinguishers. Fire extinguishers are located throughout the building.

1. While the fire is being put out, others observing shall immediately notify the Department Manager, Facility Manager, the Environmental, Health and Safety, and/or Security. He/She will investigate the incident to verify the source and correct any hazard associated with it.
2. In the event the fire cannot be quickly put out due to a remote source or rapid progress, the employee shall immediately notify other employees via the public address system if the sprinkler system has not already activated.
3. Certain personnel shall be notified in the event of a fire, or other emergency, at any time of day or night. This list of personnel to notify is included in the Emergency Contact List above.

Fire or Explosion Notification

1. Notification of a fire or explosion onsite is made by the fire alarm and verbal communications.
2. The warning signal consists of series of loud electronic beeping or siren sounds.
3. The first person spotting a fire or explosion should activate the alarm system and contact the local Fire Department by calling 911.
4. The site is protected by fire protection equipment/systems; i.e., smoke detectors, alarm system with pull boxes, sprinkler
system, and fire extinguishers.

Fire Response

TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT’S A FALSE ALARM!

1. Follow emergency personnel directions.
2. Walk – do not run – to the nearest safe exit. Alarm may not sound continuously. If alarm stops,

continue to evacuate.
3. Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells and stay to the right.
4. If willing and able, assist persons with disabilities (see section on “Evacuation of Persons with Disabilities”).
5. Feel doors top and bottom for heat using the back of your hand. If hot, do not open. If not hot, open door slowly, stand behind and to one side. Be prepared to close quickly if fire is present.
6. Notify emergency personnel if you suspect someone may be trapped in the building.
7. Proceed to your Safe Refuge Area.

If using a fire extinguisher:

P – Pull Pin from handle
A – Aim at base of fire
S – Squeeze handle completely
S – Sweep from side to side

- If fire is extinguished, back away. Watch for re-ignition.
- Use fire extinguishers on small fires only – trash cans or smaller.
- Receive training on proper use of extinguishers (www.foxsafety.com)

If caught in smoke:

- Drop to hands and knees and crawl to exit.
- Hold breath as much as possible.
- Breathe shallowly through nose and use clothing (shirt, jacket, other) as filter.

If forced to advance through flames:

- Hold your breath.
- Move quickly.
- Cover head and hair.
- Keep head down and eyes closed as much as possible.

If clothing catches fire:?

- STOP, DROP and ROLL

Explosion Response

In the event of an explosion, employees should make their way via the evacuation route to the nearest exit not affected or blocked by the explosion. If the explosion causes a fire, the sprinkler system will be activated. If the explosion is not extensive enough to be noticeable throughout the building, the public address system will be used to notify employees of the need to evacuate. EVERYONE must evacuate the building when the sprinkler system activates, or an evacuation is announced. EVERYONE must follow the Emergency Route Assignments and Escape Procedures.

40. MEDICAL

A medical emergency is any accident or illness in which the victim is in distress, is unconscious, is bleeding uncontrollably, or is manifesting any responses other than obviously minor ones.

Medical Emergency Notification and Warning

1. Notification of a medical emergency is received via the intercom or alternative alarm system or

reported by employee/visitor. The specific communications being practiced at this facility is addressed in EAP training.
2. The first person becoming aware of the medical emergency immediately calls 911 or requests someone on the scene to do so minimizing delays while assessing the situation.
3. Personnel will be given instructions by the Emergency Coordinator, voluntary personnel trained in the area of first aid and/or CPR.

Medical Emergency Response

1. An employee or crew member who is aware of the emergency shall notify 911 immediately to request emergency personnel and then notify the receptionist (office) or equivalent production assistant. See emergency call procedures outlined in this Plan.
2. Notify the Emergency Coordinator listed in this Plan.
3. Use the public address system or equivalent to request voluntary assistance from certified CPR, First Aid and/or AED trained employees.
4. When outside emergency personnel have been summoned, the notifying employee or equivalent personnel must direct emergency personnel to the injured employee.
5. If safe to do so, leave the injured person in place. If the victim is in imminent danger due to his or her location or other external circumstance, employees may move the victim to a nearby safe location if, in doing so, they will not be endangered.
6. Any employee trained in First Aid/CPR may render aid to the victim, at his or her discretion.

41. UTILITY EMERGENCY

Immediately evacuate the building if the emergency is a gas release. Contact the EAP Team and appropriate utility company.

Depending on utility; for potential gas release, evacuate the building, venue, compound or equivalent. Water or other non-life threatening utility, employees will continue working until further notice. Portable latrines with sink services may be required.

Utility Emergency Notification and Warning

1. Warning of a gas line rupture/release onsite is disseminated via the intercom system, telephone and/or?in person?by the Emergency Coordinator.
2. A major gas line rupture/release could lead to an explosion. Every effort should be made to evacuate affected persons from the site as quickly as possible.
3. The Emergency Team will determine the extent of the utility emergency and contact the appropriate repair and emergency response personnel as necessary.
4. Situations of an isolated nature (i.e., power outage or water main break affecting one building or unit) that can be resolved quickly and safely may only require a partial evacuation or temporary shutdown of operations.

Utility Emergency Response

1. An Emergency Control Center (ECC) will be fully activated by local Emergency Services (Police, Fire, utility provider, etc.) for a gas line rupture/release due to the serious nature of the threat.
2. If evacuation is necessary, the Emergency Coordinator will ensure that all persons in their department have received the warning and taken the appropriate action.

3. If conditions warrant, the ECC may be partially activated for a water main break or electric power failure.
4. If the situation cannot be resolved within a reasonable amount of time, personnel may be dismissed early or relocated to another work area and operations minimized as necessary.
5. Personnel dismissed early will be updated and recalled when conditions permit by announcement and/or through the Employee Hotline reporting system at (866) 369.2225 or 866-FOX-CABLE. Follow the automated voice prompts for your region or office.

42. WORKPLACE VIOLENCE

Immediately evacuate the building. Contact police and the EAP Team as necessary.

A potentially violent incident may occur in any part of the building or grounds. The threat could come from an employee or from an outside party.

1. Employees should not hesitate to report any suspicion of the potential for violence to the EAP Team and/or authorities as soon as a threat is perceived.
2. The EAP Team may be contacted via telephone, public address system,?or in person. Notification should be made in a way that does not exacerbate the situation if possible. As many details as possible should be communicated.
3. If necessary, the Police Department should be contacted via 911 from a safe location using a cellular phone, with details of the situation.
4. Employees should remain calm and seek shelter or escape if possible.

All too often we hear news accounts of incidents involving disgruntled employees, dissatisfied customers, estranged spouses, alienated students, and other individuals who, for whatever reason, decide to resolve situations through acts of violence. Such acts have occurred in post offices, factories, office buildings, and schools. Although infrequent in occurrence, these incidents have the potential to strike any workplace environment. The incident may be isolated and pose a minimal threat to the entire site, or it may be wildly indiscriminant and result in a serious threat to every person on site. The unpredictable and variable nature of these events makes the development of procedures difficult, but certain fundamental concepts do apply. Combining these concepts with procedures developed for other emergency events will provide a basis upon which response efforts can be maximized. It must be recognized, however, that the nature of a violent event and the manner in which it unfolds will determine the response. The event may be a one-on-one physical assault and require a routine local law enforcement response or the event may unfold as a mass casualty incident and require immediate protective measures, establishment of staging areas, implementation of family reunification procedures, the opening of a media center, and overall coordination of community resources. Life safety concerns are paramount in these incidents and immediate evacuation or other protective actions must be taken to ensure the safety of all people on site. The accountability of everyone on site at the time of the incident is an important concern to the first responders arriving at the scene.

Workplace Violence Notification and Warning

1. Notification of workplace violence is received via the intercom or alternative alarm system or reported by employee/visitor.
2. The warning signal consists of continuous intercom beeping or equivalent as determined by the facility with no verbal communications. This location-specific signal is addressed in EAP training.
3. The first person becoming aware of the incident should activate the warning system as soon as they are able to safely do so. Immediate contact should be made to the local Police/Sheriff

Department by calling 911.
4. Personnel will be given instructions by the Emergency Coordinator or equivalent.

Workplace Violence Incident Response

1. Assistance from law enforcement and emergency medical personnel will be requested.
2. The type of protective actions taken will depend upon several factors, including the magnitude, type, and location of the incident, the types of weapons being used, the number of individuals involved, and the level of property destruction taking place.
3. Unless otherwise directed the Emergency Coordinators will decide the type of protective actions to take as soon as they are aware of the circumstances of the incident.
4. Individuals evacuating the site will report to the Safe Refuge Area.
5. Emergency Coordinators will account for their personnel at the safe refuge area and report this information to Emergency Services (Police, Fire, etc.) as needed.
6. Emergency Services will fully activate the Emergency Control Center (ECC), if safe to do so.
7. Evacuated individuals will remain at the assembly areas for further instructions.
8. If necessary, a Family Reunification Center will be established away from the site. Assistance from law enforcement personnel will be requested to prevent unauthorized access.
9. Maps, blueprints, and other schematics of the site to law enforcement personnel.
10. The Emergency Coordinator will report to the first responders all known information pertaining to the incident (i.e., number and location of persons involved, types of weapons involved, number of unaccounted personnel, number of Hostages if any, number of injuries and fatalities, etc.).
11. If instructed by Corporate Communications, the EAP?Team will establish a Media Center.
12. Emergency Services will secure entry points to the site. Site security will be coordinated with arriving law enforcement personnel.
13. The Emergency Coordinator will brief office and facility management on the situation.
14. The Emergency Coordinator will brief FOX management of the situation as soon as possible and inform them of actions being taken.
15. Individuals will be released as deemed appropriate.
16. Personnel dismissed early will be updated and recalled when conditions permit by announcement and/or through the Employee Hotline reporting system at (866) 369.2225 or 866-FOX-CABLE. Follow the automated voice prompts for your region or office.