


West Los Angeles budget,
revenues & expenditures

Request 8: Copies of short term
sharing agreements



60. Sharing Agreement Number V691S-6135
(Sep 19-Oct. 31, 2005)



Department of Veterans Affairs
Greater Los Angeles Healthcare System
Enhanced Sharing Agreement

Campus Ladies Productions, Inc.

Attachments "A", "B", "C", "D", "E" and "F" are part of this agreement.

1. **Sharing Agreement:** This Contract V691S-6135 is a Sharing Agreement pursuant to Title 38, U.S.C. Section 8153.

This Contract provides for the use of VA Greater Los Angeles Healthcare System, West Los Angeles Healthcare System building space, land use and/or other resources, as specified in subparagraph 1B below. The terms of the Contract are as follows:

- A. **Parties:** Campus Ladies Productions, Inc. referred to as "Sharing Partner" and VA Greater Los Angeles Healthcare System, West Los Angeles Healthcare Center.
- B. **Purpose:** To provide a location for the production company to film the television series "Campus Ladies Productions, Inc"
- C. **Resources to be shared:** Locations and parking lots as described in Attachment "A".
- D. **Period of Performance:** September 19, 2005 – October 31, 2005
- E. **Pricing and Payment Terms:** As mutually negotiated and agreed. See Attachment "B" for details
- F. **Payment:**
Filming Fees: The Sharing Partner shall make all payments (user fees) payable to Department of Veterans Affairs/Agent Cashier, referencing this Enhanced Sharing Agreement Number. The Sharing Partner shall submit said payment and/or fee as mutually negotiated and agreed. Payment must be received PRIOR to the commencement of the location shoot. Payment(s) shall be in the form of a **certified or cashier's check, bank draft, or US Postal Money Order** and delivered to the address stated below:

Department of Veterans Affairs
VA Greater Los Angeles Healthcare System
Attention: Asset Management
11301 Wilshire Boulevard
Building #500, Room #6428
West Los Angeles, CA 90073

G. **Security Deposit:**

A security deposit of Five Thousand Dollars and no cents (\$5,000.00) is required for use of VA facilities/grounds. A payment instrument for the Security Deposit is not to be combined with the payment instrument for the Filming Use. A walk through inspection of the facilities will be conducted following the event to assess any damages. Upon VA determination of the condition of the facilities/grounds utilized, the Security Deposit will be refunded as deemed

appropriate by the VA. Sharing Partner shall make the security deposit amount payable to Department of Veterans Affairs /Agent Cashier. The Sharing Partner shall submit the mutually negotiated and agreed upon security deposit amount prior to the start date of the prep (9/19/05). Payment shall be in the form of a **certified or cashier's check, bank draft or U.S. Postal Money Order**. The monetary payment shall be delivered to:

Department of Veterans Affairs
VA Greater Los Angeles Healthcare System
Attention: Asset Management
Building #500, Room #6428
West Los Angeles, CA 90073

H. Authorization to Act on Behalf of the VA GREATER LOS ANGELES HEALTHCARE SYSTEM: The Contracting Officer (hereinafter: "CO") is the only Government official who shall be authorized to handle contractual matters involving changes, direction, work, and money. The CO shall give all direction for these areas. Nothing is to be decided without consultation with the CO.

I. Restriction: The Department of Veterans Affairs (hereinafter: "DVA") prohibits the use of VA property for the purpose of carnivals (i.e., amusement rides of any kind and animal displays/acts). The DVA prohibits the parking of vehicles on grass and tree areas of the grounds, unless prior approval of the DVA has been obtained and such approval is incorporated into this Contract. The DVA prohibits the carrying of firearms by any person(s) employed or hired by the Sharing Partner, other than duly sworn law enforcement personnel such as LAPD or LA County Sheriff. No explosive devices, smokescreens, etc. will be permitted on Government property. No tobacco smoking is permitted in Government buildings. Photography within patient areas or of patients is strictly prohibited. There will be no disruption of Medical Center operations. Courtesy to patients, visitors and employees is **MANDATORY**.

J. Security: The Production Company shall provide security. Should other security arrangements be requested or required, this Contract will specify such arrangements. Random inspections by the Contracting Officer, the Contracting Officer's Technical Representative (COTR) or VA GREATER LOS ANGELES HEALTHCARE SYSTEM, West Los Angeles Healthcare Center Security Police, may be conducted during the period of performance, provided that said random inspections do not materially interfere with Sharing Partners filming activities.

K. Insurance: The Sharing Partner shall provide a minimum of \$1,000,000.00 (One Million Dollars) Liability Insurance prior to commencement of performance, and such insurance will be effective throughout period of performance. Proof of such insurance shall be hand-delivered or mailed to the Contracting Officer prior to commencement of performance of this Contract.

L. Sharing Partner will ensure performance area(s) is/are restored to pre-existing conditions (fair wear and/or tear excepted) at expiration of performance. The Sharing Partner shall be responsible for all damages to VA GREATER LOS ANGELES HEALTHCARE SYSTEM, West Los Angeles Healthcare Center property caused by their negligence. Any repairs, if necessary, will be at the expense of Sharing Partner.

2. General terms and conditions shall be as follows:

- A. Relationship:** The relationship of the parties is not and shall not be construed or interpreted to be partnership, joint venture, or agency. The relationship of the parties shall be an independent contractor relationship.
- B. Termination:** Either party may terminate this Contract by giving at least two (2) weeks prior written notice. In the event of termination, the Sharing Partner shall be responsible for payment for all services rendered VA GREATER LOS ANGELES HEALTHCARE SYSTEM, prior to the effective date of termination.
- C. Modification:** This Contract may need to be modified during the term. All modifications shall be in writing and, except for termination, have the written consent of both parties.
- D. Governing Law:** This Contract shall be governed, construed, and enforced in accordance with Federal law.
- E. Contractor Disputes:** All disputes arising under or relating to this Contract shall be resolved in accordance with this clause
1. As used herein, "controversy or claim" means a written demand or assertion by one of the parties seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising or relating to the contract.
 2. Any controversy or claim arising out of or relating to this Contract on behalf of the Sharing Partner shall be presented initially to the CO for consideration. The CO shall promptly furnish a written reply on the claim to the Sharing Partner.
 3. In the event the parties cannot amicably resolve the matter, any controversy or claim arising out of or relating to this contract, or breach thereof, shall be settled by arbitration at the VA Board of Contract Appeals in accordance with procedures set forth in the Alternative Disputes Resolution Act of 1996, and judgment upon any award rendered by the Arbitrator(s) may be entered into any court having jurisdiction thereof.
- F. Use of the VA GREATER LOS ANGELES HEALTHCARE SYSTEM, WLA Healthcare Center's Name (Advertising):** Sharing Partner shall not use any marketing material, logo, trade name, service mark, or other materials belonging to DVA, directly or indirectly, in any form of advertising without the written consent of the DVA. (Endorsements (advertising) subject to 5 C.F.R. 2635.702)
- G. Indemnification:** Sharing Partner shall hold harmless and indemnify VA GREATER LOS ANGELES HEALTHCARE SYSTEM, WLA Healthcare Center, from any and all claims, losses, damages, liabilities, costs, expenses, or obligations arising out of or resulting from Sharing Partner's wrongful or negligent conduct in the performance of this Contract. As determined under and to the extent permitted by the provisions of the Federal Tort Claims Act (28 USC Sections 2671-2680), the United States shall be liable for and hold harmless **Campus Ladies, Production, Inc.** its agents and employees from any and all claims, suits, losses, damages or expenses for injuries to any and all persons whomsoever, and all property

damage, arising or growing out of or in any manner connected with activities performed under the authority of the Agreement.

H. Independent Contractor: VA GREATER LOS ANGELES HEALTHCARE SYSTEM is an independent contractor with respect to the services performed under this Contract. Nothing contained herein shall be construed as an employment relationship or partnership between VA GREATER LOS ANGELES HEALTHCARE SYSTEM, West LA Healthcare Center and Sharing Partner.

I. Grant of Rights: The DVA, GLAHS hereby agrees to permit the undersigned Sharing Partner, its employees and such other persons or entities as Sharing Partner may authorize or designate, to use both real and personal property located at the premises generally described in Attachment "A" (the "Property") in connection with the **Campus Ladies Production, Inc.** production of the television series "**Campus Ladies Production, Inc.**" for the purpose of rehearsing, photographing, filming and recording scenes and sounds for the picture. Such use includes, without limitation, all interior and exterior areas of the Property (including displays, furniture, fixtures, etc.) as outlined in Attachment "A" and the right to attribute any fictitious events in connection with and as occurring on the Property.

Grantor hereby irrevocably grants Sharing Partner and its licensees, sponsors, assigns and successors the right throughout the universe in perpetuity to exploit, exhibit, advertise and promote the Picture or any portion thereof, whether or not such uses contain audio and/or visual reproductions of the Property, in any and all media which currently exist or which may exist in the future. All rights of every kind to photography and sound recording made hereunder shall be and remain the sole property of the Sharing Partner, its licensees, successors, and assigns.

Grantor agrees that Sharing Partner shall not be required to depict the Property in any particular manner in the Picture. However, the Sharing Partner under no circumstances can use the sound or photography in any way that violates the Department guidelines, rules and regulations regarding endorsements and advertising as set forth in Section 2(f) of the Sharing Agreement. Nothing contained in this agreement shall be construed as obligating Sharing Partner to use the Property, produce, exploit the Picture, or include material photographed or recorded pursuant to this agreement.

J. No Injunctive Relief: The DVA, GLAHS's rights and remedies in connection with any claims relating in any way to this Agreement, the performance area, the Picture, or any breach of this Agreement or use of the performance area are limited to the right, if any, to recover damages in an action at law. The DVA, GLAHS shall not be entitled for any reason, (other than those indicated in section 2.b. termination of this agreement), to terminate this Agreement or to enjoin or interfere with the distribution, exploitation or exhibition of the Picture, its advertising, its promotion or its publicizing.

L. Notification: All legal notices to be given by either party to the other shall be made in writing by hand delivery or by registered or certified mail, return receipt requested or by other method reasonably capable of proof of receipt thereof and addressed to the attention of:

ESA # 6135
Campus Ladies Productions, Inc.
WLA Healthcare Center 9/19 - 10/31/05

Department of Veterans Affairs
VA Greater Los Angeles Healthcare System
Ralph D. Tillman, Director
Asset Management
11301 Wilshire Blvd.
Bldg. 500, Room #6428
Los Angeles, CA 90073
Telephone: [REDACTED]
Facsimile: [REDACTED]

Campus Ladies Productions
9465 Wilshire Blvd., # -
Beverly Hills, CA 90212
Brian Hall, Production
Office: [REDACTED]
Fax: [REDACTED]
Cell: [REDACTED]
Tax ID: [REDACTED]

Stonemeyer and Genow
Attn: Richard Genow
9665 Wilshire Blvd., #
Beverly Hills, CA 90212

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed -
the date(s) indicated below.

United States of America
Department of Veterans Affairs
VA Greater Los Angeles Healthcare System

Sharing Partner

By

By

(fw) *Ralph D. Tillman*
Ralph D. Tillman

Brian Hall
Brian Hall

9/27/05
Date

9/2
Date

Attachment "A"

Place of Contract Performance: Bldg. #158 - Interior
Bldg. #209 - Interior & Exterior
Quad Area outside Bldg. #209
Bldg. #300 - 1st Floor Cafeteria
Parking Lot #38

- **Time, dates and locations of performance: September 19, 2005 - October 31, 2005**

Date	Action	Location	Parking	Time
9/19/05 & 9/20/05	Prep	Bldg. 158	Lot #38	7:00am - 7:00pm
9/21 - 9/23/05	Prep	Bldg. 158 & Bldg. 209 Quad Area	"	"
9/26/05 - 9/29/05	Shoot	Bldg. 158 Quad Area	"	"
9/30/05	Hold	Bldg. 158	"	"
10/3/05 - 10/5/05	Shoot	Bldg. 158	"	"
10/6 - 10/7/05	Hole	Bldg. 158	"	"
10/10/05 - 10/12/05	Shoot	Bldg. 158	"	"
10/13 - 10/14/05	Hold	Bldg. 158	"	"
10/17/05 - 10/19/05	Shoot	Bldg. 158	"	"
10/20/05 - 10/31/05	Strike	Bldg. 158	"	"

An ACTIVE LA Fire Inspector Will Be On Set At All Times During the Actual Shoot

- The Sharing Partner shall comply with VA Safety Directive SOM 92 - 007
- Sharing Partner shall restore any interior/exterior area that was used to "equal to or better than" condition prior to the conclusion of the event.

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- DVA Point of Contact and/or DVA Police Security reserve the right to perform random inspections of the area during the event.
- There shall be no possession or consumption of alcoholic beverages on VA grounds.
- Smoking shall be confined to designated smoking shelters.
- Sharing Partner shall comply with DVA signage policy as indicated on Attachment "C".
- Sharing Partner shall provide dumpsters and shall remove all food, waste, and trash at the end of each day, prior to leaving VA grounds. Dumpsters must be emptied twice a week or when completely full. The dumpsters must be locked and covered when not in use.
- Sharing Partner shall notify the Contracting Officer three (3) days in advance for usage of Bldg. #300 cafeteria.
- Sharing Partner shall not be permitted usage of any other location without approval of the Contracting Officer & VA Safety and three (3) days prior notice.
- Sharing Partner will be permitted to change the lock in Bldg. #158 outside door (east side, mail room entrance) to room #4 on the basement floor. The Sharing Partner shall provide one (1) additional key to VA Police and one (1) additional key to Contracting Officer. The VA lock will be installed immediately after completion of contact.
- Sharing Partner will repaint all hallways and rooms used by production (Bldg. #158) to the original color.
- Special effects shots shall be approved 24-48 hrs in advance by the Contracting Office and Safety Officer.
- Sharing Partner shall notify the contracting Officer 24 hrs in advance of any scene involving scenes involving the appearance of alcohol or with any scene involving smoking.
- Sharing Partner shall keep Bldg. #158 center lane at the dock clear at all times. Working trucks may load/unload at this area as long as a driver remains in the vehicle at all times.
- Sharing Partner is permitted to wrap *noodles* around the electrical lines on the rooftop of Bldg. #158.
- Sharing Partner shall keep all tripping hazards clear at all times.
- Sharing Partner shall keep hallways/corridors clear at all times or staged on one side of hallway/corridor.

Attachment "B"
Fee Schedule
 Campus Ladies Productions Inc.

Security Deposit Check #5478 - \$5,000.00 dated 9/21/05

Any additional hour beyond the 12 hr (daily) contracted period shall be charged at a rate of \$500/hr, filming fee plus staffing fees.

Date	Action	Time	Fee
9/19/05 - 9/23/05	Prep	7:00am - 7:00pm 5 days @ \$1,000/day	\$5,000.00
9/26/05 - 9/30/05	Shoot	7:00am - 7:00pm 5 days @ \$2,500/day	12,500.00
		Site Rep. 4 hrs. @ \$45/hr.	900.00
		Safety 4 hrs @ \$60/hr	1,200.00
10/3/05 - 10/7/05	Shoot	7:00am - 7:00pm 5 days @ \$2,500/day	12,500.00
		Site Rep. 4 hrs. @ \$45/hr.	900.00
		Safety 4 hrs @ \$60/hr	1,200.00
		Sub-Total	\$34,200.00
		Total Amount Due	\$34,200.00

All negotiated fees are due and payable on/before the 1st day of contracted period.
 Failure to do so may result in the Sharing Partner being denied access to the DVA grounds.

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**Attachment "B" (1)
 Fee Schedule
 Campus Ladies Productions Inc.**

Any additional hour beyond the 12 hr (daily) contracted period shall be charged at a rate of \$500/hr, filming fee plus staffing fees.

Date	Action	Time	Fee
10/11/05	Shoot	7:00am - 7:00pm	2,500.00
		Site Rep. 4 hrs. @ \$45/hr.	180.00
		Safety 4 hrs @ \$60/hr	240.00
10/12/05	Shoot	7:00am - 7:00pm	2,500.00
		Site Rep. 4 hrs. @ \$45/hr.	180.00
		Safety 4 hrs @ \$60/hr	240.00
10/13/05	Shoot	7:00am - 7:00pm	2,500.00
		Site Rep. 4 hrs. @ \$45/hr.	180.00
		Safety 4 hrs @ \$60/hr	240.00
10/14/05	Shoot	7:00am - 7:00pm	2,500.00
		Site Rep. 4 hrs. @ \$45/hr.	180.00
		Safety 4 hrs @ \$60/hr	240.00
	Overtime	Site Rep OT, Contract Balance & Strike Day,	2,800.00
		Sub-total	14,480.00
		Total Amount Due	\$14,480.00

All negotiated fees are due and payable on/before the 1st day of contracted period.
 Failure to do so may result in the Sharing Partner being denied access to the DVA grounds.

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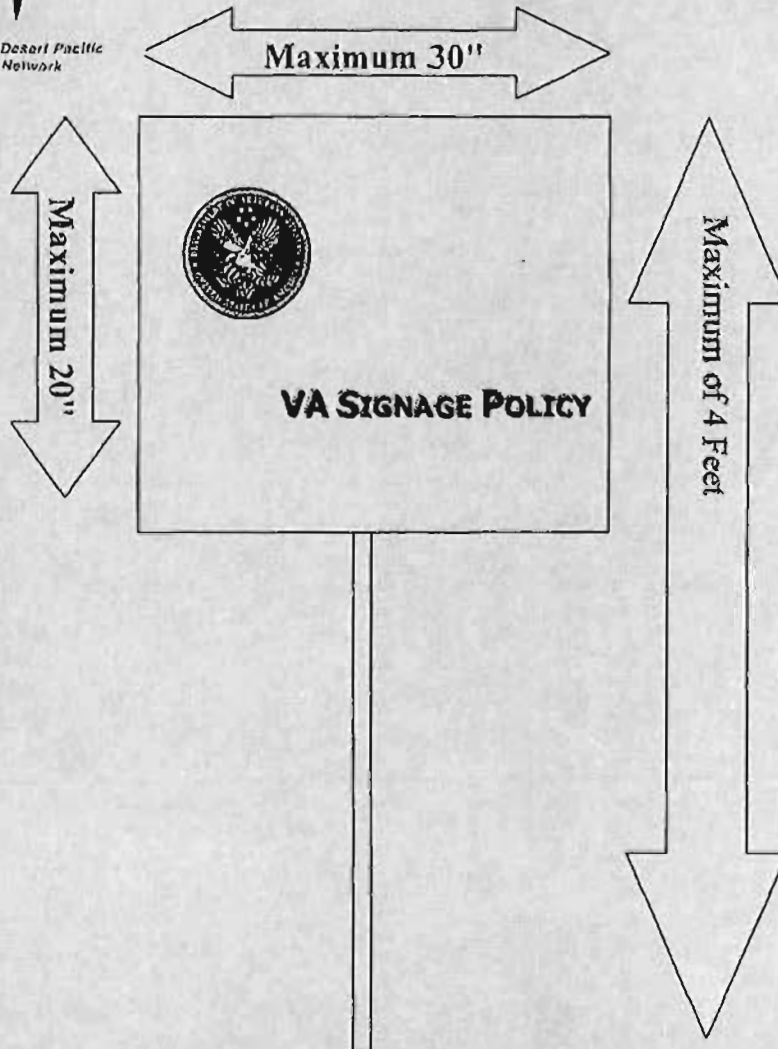
**VA GREATER LOS ANGELES
HEALTHCARE SYSTEM**



*A Division of VA Desert Pacific
Healthcare Network*

Attachment "C"

Sign Posting for Special Events



Signage indicating events or directions shall be constructed of 20" X 30" foam core or poster board mounted on four (4) foot wooden or metal stakes using staples, nails or ties, (nylon or wire twist).

Banners shall be 60" x 204".

Event signage shall flank any existing DVA sign by at least 24 inches. Never place event signage in front of any existing DVA signs! NEVER ATTACH SIGNS TO VA FENCING!

Signage shall be placed on freestanding poles or imbedded in concrete supports.

All signage and/or banners shall be removed immediately following the event.

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VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



A Division of VA Desert Pacific
Healthcare Network

CORPORATE POLICY

Attachment "D"

December 1999

00-10A-132-03

MOTOR VEHICLE TRAFFIC AND PARKING POLICY Specific to Location Shoots

PURPOSE: The purpose of this policy is to establish a policy governing parking, traffic control and regulations on VA Greater Los Angeles Healthcare System grounds.

POLICY: It is the policy of the VA Greater Los Angeles Healthcare System to provide parking space for patients, visitors, volunteers and employees within the criteria established by the Department of Veteran Affairs and consistent with the mission of the VA Greater Los Angeles Healthcare System. Also, it is the policy to establish control and traffic regulations applicable to motor vehicles operated on VA Greater Los Angeles Healthcare System property. All motor vehicles operated on VA Greater Los Angeles Healthcare System property must comply with all posted regulations and this policy. The Department of Veterans Affairs is not responsible for damage, theft, etc., to automobiles parked on the grounds. Operators of all vehicles on the grounds will drive their vehicles in such a manner as to protect all persons and property from damage.

RESPONSIBILITIES:

Chief, Police & Security:

- (1) Develop traffic, parking control and vehicle registration system for the facility. The VA Police will issue vehicle registration decals and enforce traffic and parking regulations.
- (2) Will ensure roadways and parking areas are posted with signs clearly designating speed limits, time limits, reserved/restricted spaces, and enforcement methods in use.

PROCEDURES:

A. ENFORCEMENT:

- (1) The Department of Veterans Affairs Police is empowered to enforce State and Federal laws, and applicable VA regulations, CFR 1.218, concerning the operation and parking of motor vehicles on government property.
- (2) Except for parking of vehicles in designated fire lanes, emergency vehicle areas and other essential lanes, a Courtesy Violation Notice (if vehicle registered with VA Greater Los

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Angeles Healthcare System) will be issued for the first and second offense within a one-year period which conforms to the AFGE Union Agreement. Unregistered vehicles are not protected by this (AFGE Union) clause, and police officer discretion will prevail. A "U.S. District Court Violation Notice" will be issued for third and subsequent offenses, with appropriate fines.

- (3) Information relevant to the issuance of courtesy citations will be forwarded to the appropriate Department for their action.
- (4) Counseling letters may be issued through Department Directors for their employees who violate traffic and parking regulations. Persons failing to comply with verbal instructions given by a VA Police Officer will be subject to issuance of a "U.S. DISTRICT COURT VIOLATION NOTICE".
- (6) Any person receiving a "Warning Violation Notice" or a "U.S. District Court Violation Notice" is required to comply with the instructions contained on the citation, at the time of issuance.
- (7) Specific traffic offenses committed at VA Greater Los Angeles Healthcare System care facilities, which require mandatory appearances before the U.S. Magistrate, are subject to legal enforcement as prescribed by law.
- (8) Any other violation of posted parking restrictions or moving violations, that are in contradiction with the VA Greater Los Angeles Healthcare System Policy as provided in the enabling legislation passed by the Congress of the United States and signed by the President, will result in the issuance of a "U.S. District Court Standardized Violation Notice".
- (9) All vehicles parked illegally, or for more than 24 hours on the VA Greater Los Angeles Healthcare System grounds, are subject to removal by towing; all costs of which are the responsibility of the owner or driver of the motor vehicle.
- (10) The enforcement of parking regulations will be consistent.

POSTED AREAS (HANDICAP, GOVERNMENT VEHICLES, DIALYSIS):

- (1) Unauthorized parking in posted areas is prohibited. Unauthorized employees and public parking in these areas will be subject to appropriate citations.
- (2) Repeat violators of established parking policy may be denied the privilege of having a vehicle on the grounds or vehicles may be towed by private contractor and stored at the owner's expense.

REGULATIONS:

- (1) Temporary permits shall be issued by the Chief of Police & Security or designee to those who have extenuating circumstances and are issued on a case-by-case basis, not to exceed one (1) day.

- (2) Parking is permitted in designated parking lots only. Parking in roadways, fire lanes, ambulance entrances, crosswalks, yellow and red-curbed areas, grassy areas, receiving/delivery/loading areas, etc., is prohibited. Only a VA Police Officer has the authority to park a motor vehicle in these areas.
- (3) Motor vehicles operated on VA Greater Los Angeles Healthcare System grounds must have a current valid state registration and license plates.
- (4) Drivers operating motor vehicles or bicycles on Government property are responsible for operating in a safe manner and observing the VA Greater Los Angeles Healthcare System traffic regulations and the "Rules of the Road", State of California motor vehicle laws.
- (5) All unattended motor vehicles and bicycles on this property must be locked.

ACCIDENTS:

All accidents involving motor vehicles operated on VA Greater Los Angeles Healthcare System grounds, whether with other vehicles, pedestrians, or Government property, will be reported immediately to Police & Security.

The Department of Veterans Affairs assumes no responsibility for accidents occurring on Medical Center grounds between privately owned motor vehicles; however, such accidents should be reported to the VA Police & Security.

HANDICAP PARKING:

(1) Handicapped persons are defined as those so severely handicapped as to require parking in areas to afford barrier free paths to treatment facilities or the employees' work locations. Employees eligible for "temporary" reserved handicap parking include:

- (a) Those confined to wheelchairs.
- (b) Single or double lower limb amputees.
- (c) Those with lower limb impairments, which require the use of assist or devices for ambulation.
- (d) Those with medical conditions, which severely restrict ambulation.

(2) Any handicapped employee (as defined in paragraphs 1, a, b, c, & d above, who desires reserved parking privileges in a handicap area must meet all required criteria, along with a medical justification from their attending physician. They must then present themselves to the Police & Security and if approved, a temporary permit for thirty (30) days will be authorized. If the disability should continue past thirty (30) days, it is incumbent upon the employee to apply for a State of California Handicap placard.

Handicapped parking spaces will be allocated according to VHA Headquarters mandates and will be located closest to treatment areas and employees' work sites accordingly. Under state law,

handicapped parking spaces cannot be reserved for a specific category of person, (i.e.: employee). Handicapped placards must be predominately displayed within the vehicle.

PARKING OF CAMPERS, TRAILERS AND MOTOR HOMES ON VA GREATER LOS ANGELES HEALTHCARE SYSTEM CONTROLLED PROPERTY:

- (1) VA Police Officers, when confronted with a request by a patient/visitor or an employee to park or sleep overnight in a trailer, camper, or motor home at the VA Greater Los Angeles Healthcare System, will inform the requester that such parking is prohibited for safety and liability reasons, unless prior approval is received from the Chief Executive Officer or the Administrative Officer of the Day (AOD).
- (2) VA Police Officers will also investigate all trailers, campers, or motor homes found parking on VA grounds after hours or on weekends/holidays. If found to be occupied, inhabitants should be informed of this policy and asked to remove their vehicle from the grounds.

TRAFFIC CONTROL:

- (1) All vehicles must be registered and operated in accordance with State of California laws.
- (2) All vehicle operators must possess a valid state operator's license and comply with the restrictions thereon.
- (3) The speed limit on all VA Greater Los Angeles Healthcare System roads is 20 MPH at West Los Angeles Healthcare Center and 15 MPH at the Sepulveda Ambulatory Care Center, unless otherwise posted, and 5 MPH in parking lots. For safety purposes, VA Police may use radar to monitor and enforce vehicle speed rules on station.
- (4) Vehicles will be operated on paved roads only. (This does not apply to Government maintenance vehicles being operated in the performance of official duties).
- (5) Vehicle operators must be continually on the alert for pedestrians, particularly patients, and be prepared to stop at any time.

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VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



A Division of VA Desert Pacific
Healthcare Network

Attachment "E"

SOM92-007

Fire/Life Safety Requirements
VA GLAHS Safety Office 130A
Filming Production Crew

1. PURPOSE:

- A. It is in the best interest of the Patients and Employees that the Occupational Safety & Health Office regulates activities involving Commercial Film Production when companies are working in areas where the nature of the activities and the number of persons involved, could create a Fire or Life/Safety Hazard. Demonstrations and activities involving hazardous materials and other specialized situations such as public assemblage activities, fireworks and fire watches may also need to be regulated by the Safety Office (130).
- B. An **ACTIVE Los Angeles City Fire Department Inspector shall be present at all filming, whether interior or exterior shots are done.**
- C. The Safety Office and LAFD Inspector assures Patients and Employee's safety within the following categories.
1. Exiting for Patients and Employee's and for the general public.
 2. Non-interference with Fire Protection Systems and Building Utilities.
 3. Access to buildings.
 4. Regulation of Flammable liquids and gases.
 5. Regulation of pyrotechnic special effects.
 6. Regulation of smoking materials, open flames and heating devices.
- D. Once the Safety Office has reviewed the proposed activities of the production companies, an inspection and brief meeting as to mutual concerns should be reviewed prior to the first day of construction or production.

2. GENERAL DUTIES AND RESPONSIBILITIES

The Occupational Safety & Health Official and LAFD Inspector shall enforce all pertinent laws and regulations and;

- B. Shall exercise their authority to summarily abate any condition in violation of NFPA Fire Codes and VAMC regulations.

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- C. The Occupational Safety & Health Official and LAFD Inspector shall advise or direct the placement of vehicles and (equipment) to guarantee emergency access, and to safeguard against Fire or Life Safety Hazards only.
- D. The Occupational Safety & Health Official and LAFD Inspector shall inspect the premises. This inspection shall include:
1. Extinguisher: (or other first aid fire protection equipment), location and availability. The Filming Production Company shall supply extinguisher.
 2. Exiting, well lighted, and unobstructed.
 3. Telephone availability and location.
 4. First aid personnel and/or equipment when required.
- E. The Occupational Safety & Health Official and LAFD Inspector shall communicate with the Assistant Director or the Unit Manager. The Safety Office/LAFD Inspector shall be included in all production meetings involving special effects, and shall insure compliance with all Fire Safety regulations set forth by NFPA and VAMC.
- F. The Safety Official and LAFD Inspector shall determine the most efficient means of contracting the Fire Department or other emergency personnel in the event of an emergency.
- G. When obstructions (such as wiring, cables, etc.) are created by the production company, they are to be arranged in such a manner as to prevent blockage of the required aisles or exits, and to eliminate any danger of tripping.
- H. Electrical connections and all power sources shall be routinely inspected for possible Fire Safety Hazards.
- I. Electrical equipment provides significant heat sources for accidental fire at filming location sites.
1. Lighting: Proximity of lamps to combustibles, electrical arcs, and sparks from shorting, also heat sources in the form of high-wattage lamps.
 2. Power Sources and Cables: Arcs from deteriorated cables, distribution plugging boxes (spiders), and improperly splice cables.
 3. Fixed Wiring: Over fusing, open junction boxes and use of flexible (extension) cords instead of permanent wiring.
 4. Portable Generators: Must be periodically supervised and properly grounded.
 5. Cables: Should not be nailed to woodwork, or taped to metal surfaces, including building plumbing and sprinkler systems.

- a. Cables if frayed or damaged shall be replaced. Care shall be taken in placement to avoid damage by traffic.
 - b. Cables that feel abnormally warm should be investigated.
 - c. Cables should not be spliced, but should terminate in an approved connector or terminal.
- J. Special consideration shall be given to hazards that may cause injury to Patients or Employees.
- K. Required aisles and exits shall be well defined and maintained in all buildings. Corridor shall not be blocked; equipment shall be stored in adjacent rooms.
1. Adequate lighting must be provided.
 2. The maximum distance of travel to a required exit must not exceed 150 feet in a building with a sprinkler system, or 200 feet in a building w/sprinkler system.
 3. Electrical cables, lying across exit pathways, shall be rapped and taped. Cables passing through exit doors shall be wrapped or taped to the side of the door.
- L. The Safety Office/LAFD Inspector shall determine the occupant load for any room or area not posted. Occupant loads shall not be exceeded.
- M. The Safety Office/LAFD Inspector shall meet with first aid personnel, when present and determine the location of the nearest emergency medical center (UCLA).
- N. Any violation of Fire Codes, or VA Regulations or any other noted unsafe conditions shall be reported to the Assistant Director or Unit Manager for correction, except in situations that the Safety Office/LAFD Inspector considers to be eminent danger, in which case work will be stopped immediately.
- O. Housekeeping standards shall be established and maintained at filming location. Housekeeping hazards include the following:
1. Accumulation of sawdust and wood scrapes from set construction.
 2. Combustible litter and rubbish.
 3. Stored materials obstructing exits, fire access, or Fire Protection Equipment.
 4. All combustibles or waste materials shall be stored in approved containers or disposed of in a manner acceptable to the Safety Office/LAFD.

3. Special Effects

A. Pyrotechnic Special Effects

1. "Pyrotechnic Special Effects" is defined as articles composition manufactured and assembled, designed, produce a visual or audible effect, used in connect television, or motion picture production, which may presented before a live audience, and;
2. The use of all types of fireworks, blank cartridges, C paper, and special effects pyrotechnics for the sole visual or audible effect.
3. When these articles are used for the above-mentioned exempt from explosive laws and regulations. In C Effects are regulated as fireworks.
4. Black Power bombs (in aggregate quantities under smokeless power (aggregated quantities under 20 lbs.) as fireworks when used as special effects.

B. Upon arrival the Safety Office/LAFD Inspector shall contact the Spe technician and verify their California State License.

1. Class I, last number on the licenses are -06. This lice any phase of effects.
2. Class II, last numbers on the license are -07. This lice large effects under the direct supervision of a Class I, front of an audience.
3. Class III, last numbers on license are -08. This is a p and may not be in charge of large effects. A trainee may direct supervision of a Class I, Class II or a Theatrical L
4. Theatrical Effects, last numbers are -09. May do an licensee is allowed.
5. Pyrotechnic Operator, Theatrical Trainee, last numbers are under the direct supervision of a Theatrical Effects licensee.

C. Required information on the front of the card is:

1. Pyro-technician's name
2. Pyro-technician's photograph
3. Social Security Number

4. Signature

- D. The following information is contained on the rear of the card:
1. Type of special effects license, (indicated in two (2) ways).
 2. An "X" will appear in the appropriate box.
 3. A three (3) to six (6) digit number will be printed above the "Special Effects" line.
- E. Proper storage of pyrotechnic material and flammable gasses or liquids shall be done in accordance with NFPA and local regulations.
- F. No smoking is allowed within 25 feet of the work area in which special effects are stored or used. "NO SMOKING" signs shall be posted.
- G. The Safety Office/LAFD Inspector shall communicate with the pyrotechnic operator to determine what is to be simulated and how the effects will be done.
- H. Mixing (preparing) of explosive shall be done only by a Class I Pyrotechnic Operator.
- I. The Safety Office/LAFD Inspector shall check the location of effects for proximity to structures and overhead obstructions, and be aware of exposures, open windows, bystanders, etc.
- J. If the Safety Office/LAFD Inspector determines that any aspect of the effect is not safe, it shall not be allowed. The Safety Office/LAFD Inspector may approve variations if it can be done safely.
- K. Power sources for firing shall be restricted to batteries or individually isolated underground generators. Commercial Circuits or House Power shall not be used under any circumstances to fire special effects.
- L. No special effect pyrotechnic item shall be fired unless it is in full view of the pyrotechnician.

4. Safety of Personnel

- A. When working explosives at filming instances, prior notification shall be given to all personnel. The call sheet shall state that explosives are to be used.
- B. Before explosives are used, all concerned persons shall be thoroughly briefed, and a "walk through" is suggested. Such avenues of escape shall provide absolute passage to safety.
- C. Only persons and crew necessary for filming shall be in the explosives area. All others will be removed to an approved area.

- D. After each shoot, no one shall enter the explosives area until the pyro-technician has declared it to be safe.
- E. No child under the age of 16 years of age shall be in the area where explosives are to be used.

5. **Aircraft Landings**

All aircraft landings shall be done with the approval of the VA GLAHS CEO's Office and VAMC Police & Security Department. Safety Office/LAFD Inspector shall be present at all landings/take offs and approve the landing site.

6. **Hospital**

- A. The Safety Office and LAFD Inspector shall make sure that filming is to be confined to areas remote from Patient Care. Hospital main lobbies, elevator lobbies, and emergency room areas and entrances etc., are prohibited.
- B. Cables are to be run directly to the floor of use, (through windows, etc.). Cables shall not be used for patient's evacuation.
- C. No storage is allowed in patient areas. Equipment not in use shall be stored in a vacant room(s). Equipment on "standby" in any corridor is prohibited.
- D. The Safety Office and LAFD Inspector shall ensure that Fire Department access to the building is maintained.
- E. Hospital main lobby, elevator lobby, emergency rooms are not to be used for filming or film related activities.
- F. It is not permissible to tie into the Hospital's main electrical power supply to provide power to any production equipment, or to plug appliances into any Hospital outlet.

7. **SMOKING POLICY**

No smoking will be permitted inside any building on VA Grounds and "No Smoking" signs shall be posted. Exception: If a scene requires cigarette smoking (etc.), pre-approval from the Safety Office is needed. Pre-approval is determined on a case-to-case basis.

8. **"Fire/Life Safety Requirements Filming Information Form"**

A "Fire/Life Safety Requirement Filming Information Form" shall be filled out completely before any filming on VA property, whether interior or exterior shots are done.

60-26

VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



A Division of VA Desert Pacific
Healthcare Network

Filming Information

Safety, Health and Fire Prevention

DATE 9/26/05

Company Name:

CAMPUS LADIES PRODUCTIONS

UPM:

ERIAN KELL

Telephone #:

[REDACTED]

If any of the below questions are answered with a YES, please give a brief description.

Yes No

Smoke Generation

ATMOSPHERE SMOKE IN ROOM(S)

Yes No

Flammable Liquids

Yes No

Fires/Open Flames

Yes No

Explosions

Yes No

Set Construction (see Attachment "A")

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Location Manager (please initial)

Emergency Phone Number (911)

Nearest Emergency Room (UCLA)

Copy of Facility Fire/Life Safety Requirements

ACTIVE LAFD Inspector shall be present at all filming

Initials

[Handwritten Initials]

[Handwritten Initials]

[Handwritten Initials]

[Handwritten Initials]

Special Note:

- It is not permissible to tie into the Hospital's main electrical power supply to provide power to any production equipment, or to plug appliances, laptops, coffeepots, makeup equipment etc. into any VA Building outlet.
- A walk through of the contracted areas shall be conducted throughout the day. A \$500.00 fine shall be assessed for each outlet used.
- Tripping or setting off fire alarms and/or flow switches, without proper notification is a violation fineable at the minimum of \$2,500.00 per offense plus expenses.
- Forklifts or any fuel burning equipment shall not be left unattended while motor is running. Placement of any fuel burning equipment shall be coordinated with VA facilities and site monitor.

Deborah Price

Location Manager - Print Name

Signature

[Handwritten Signature]

Date:

9/26/05