

West Los Angeles budget,
revenues & expenditures

Request 8: Copies of short term
sharing agreements

65. Sharing Agreement Number V691S-2006/20
(Feb. 27-Mar 1, 2006)



DVA, Greater Los Angeles Healthcare System Enhanced Health Care Resources Sharing Agreement

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

1. **Sharing Agreement:** This Contract, V691S-2006/20, is a Sharing Agreement pursuant to Title 38, U.S.C. Section 8153.

This Contract provides for the use of **Department of Veterans Affairs (DVA), VA Greater Los Angeles Healthcare System (VA GLAHS)** building space, land use and/or other resources, as specified in subparagraph 1B below.

The terms of the Contract are as follows:

A. Parties: Hunter Freeman Photography, referred to as "Sharing Partner" and the Department of Veterans Affairs, VA Greater Los Angeles Healthcare System.

B. Purpose: To provide a location for a still photo shoot.

C. Resources to be shared: Locations as described in Attachment "A".

D. Period of Performance: February 27, 2006 and March 1, 2006.

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** payable to the **Department of Veterans Affairs / Agent Cashier** and delivered to the address stated below:

Department of Veterans Affairs, GLAHS
Attention: Asset Management
16111 Plummer Street
Building #1, Room #A162
North Hills, CA 91343

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 parking lots will be conducted following the location shoot 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 no later than February 27, 2006. Payment shall be in the form of a **certified or cashiers check bank draft or U.S.**

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Postal Money Order. The monetary payment shall be delivered to:

Department of Veterans Affairs, GLAHS
Attention: Asset Management
16111 Plummer Street
Building #1, Room #A162
North Hills, CA 91343

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 Healthcare 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 GLAHS Security Police, may be conducted during the period of performance, provided that said random inspections do not materially interfere with Sharing Partner's 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 the DVA, GLAHS 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.

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B. Termination: Either party may terminate this Contract by giving at least Forty-Eight (48) hours prior written notice. In the event of termination, the Sharing Partner shall be responsible for payment for all services rendered the DVA, GLAHS, 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 Department of Veterans Affairs, Greater Los Angeles Healthcare System'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 the Department of Veterans Affairs, Greater Los Angeles Healthcare System, 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 **Hunter Freeman Photography**, 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: The DVA, GLAHS, 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 the DVA, GLAHS and Sharing Partner.

I. 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:

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])

Hunter Freeman Photography
Connie Conway, Producer
152 Mississippi St.
San Francisco, CA 94107
Office: [REDACTED]
Fax: [REDACTED]
Cell: [REDACTED]
E-Mail: [REDACTED]@att.net
Tax ID: [REDACTED]

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date(s) indicated below.

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

Sharing Partner

By

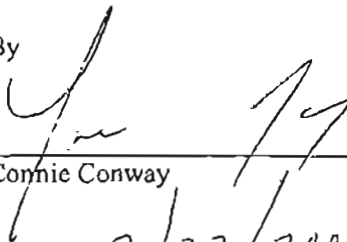


Ralph D. Tillman

Date

2/27/06

By



Connie Conway

Date

2/27/2006

Attachment "A"

Place of Contract Performance:

WLA Healthcare Center
11301 Wilshire Boulevard
Los Angeles, CA 90073

Sepulveda Ambulatory Care Center
16111 Plummer Street
North Hills, CA 91343

Date, Time and Location of Performance:

February 27, 2005	8:00am – 6:00pm	Building #5, Sepulveda ACC
March 1, 2006	8:00am – 6:00pm	Building #158, WLA Healthcare Center

- 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.**
- **Building #99 Nursing Home Parking Lot (in front of Bldg #5)**
Parking in this lot is prohibited. A courtesy warning will be issued. If this fails and the violator continues to park, a citation will be issued and the vehicle may be subject to impound at the owner's expense. Parking on the street is authorized in designated parking spaces (ask your site rep).

65.5

Attachment "B"
Fee Schedule

Still Photography - \$200/hr (per campus)
Site Rep - \$50/hr

Shoot 2/27/06 Sepulveda Bldg #5 8:00am - 6:00pm	\$2,000.00
Site Monitor 7:00am - 7:00pm 12 hrs. @ \$45/hr.	\$600.00
Shoot (2/1/06) WLA, Bldg # 158 8:00am - 6:00pm	\$2,000.00
Site Monitor 7:00am - 7:00pm 12 hrs. @ \$50/hr.	\$600.00
Sub-total	\$5,200.00
Security Deposit	\$5,000.00
Total Due	\$10,200.00

All negotiated fees are due and payable on 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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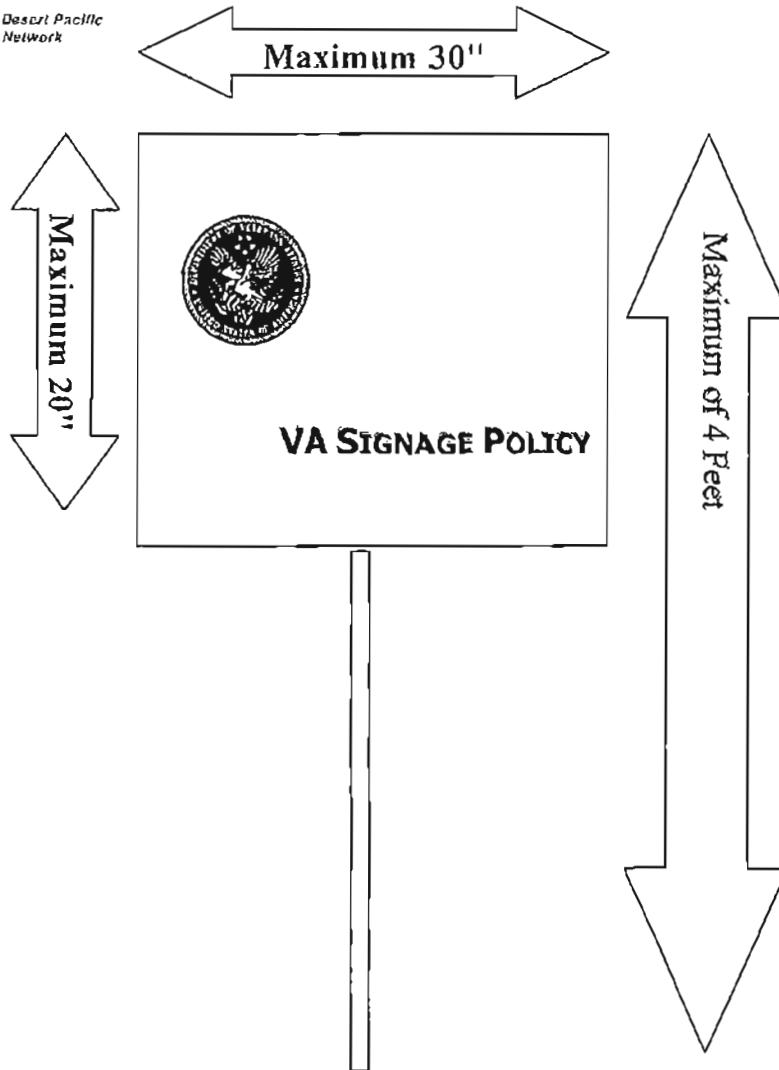
VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



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 and mounted 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.

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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:

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.

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:

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.

1. 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 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.

2. Information relevant to the issuance of courtesy citations will be forwarded to the appropriate Department for their action.

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3. 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".
4. 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.
5. 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.
6. 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".
7. 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.
8. The enforcement of parking regulations will be consistent.

SITE SPECIFIC PARKING:

Site-specific regulations will be included in Attachment "A" for Sepulveda Ambulatory Care Center.

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.

3. 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:

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- (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.

REFERENCES:

- A. MP-1, Part 1, Chapter 37
- B. MP-1, Part 1, Chapter 34
- C. MP-1, Part 1, Chapter 43
- D. MP-1, Part 1, Chapter 2, Section B Paragraph 16

RESCISSION:

- A. CM 1-132-03, West Los Angeles Healthcare Center

REVIEW DATE: As needed and/or December 2007

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Attachment "E"

VA Greater Los Angeles Healthcare System

March 01, 2004

SOM92-007

**Fire/Life Safety Requirements
VAMC WLA 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 Productions 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. Other specialized situations such as public assemblage activities, fire watches, fireworks, demonstrations and activities involving hazardous materials also need to be regulated by the Safety Office (130 & 001EHS) and an LAFD Active Inspector.
- B. Los Angeles City Fire Department Active Inspector shall be present at all filming, whether interior or exterior shots are done.
- C. The Safety Office/ LAFD Active Inspector assure 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

- A. The Occupational Safety & Health Office/LAFD Active 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 Office/LAFD Active 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 Office/LAFD Active 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 extinguishers.
2. Exiting, well lighted, and unobstructed.
3. Telephone availability and location.
4. First aid personnel and/or equipment when required.

E. The Safety Office/LAFD Active Inspector shall communicate with the Assistant Director or the Unit Manager. The Safety Office/LAFD Active 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 Office/LAFD Active 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 should be replaced. Care should 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 should be given to hazards, which 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 w/sprinkler system, or 200 feet in a building w/out sprinkler system.

3. Electrical cables, lying across exit pathways, shall be rapped and taped. Cables passing through exit doors shall be rapped or taped to the side of the door.

L. The Safety Office/LAFD Active Inspector shall determine the occupant load for any room or area not posted. Occupant loads shall not be exceeded.

M. The Safety Office/LAFD Active Inspector shall meet with first aid personnel, when present and determine the location of the nearest emergency medical center.

N. Any violation of Fire Codes, or VA Regulations or any other noted unsafe conditions shall be reported to the Assistant Director or Location Manager for correction, except in situations that the Safety Office/LAFD Active 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" means articles containing any composition manufactured and assembled, designed, or discharged to produce a visual or audible effect, used in connection with theater, television, or motion picture production, which may or may not be presented before a live audience, and;

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2. The use of all types of fireworks, blank cartridges, colored fire, flash paper, and special effects pyrotechnics for the sole use of creating a visual or audible effect.

3. When these articles are used for the above-mentioned purpose, they are exempt from explosive laws and regulations. In California, Special Effects are regulated as fireworks.

4. Black Power bombs (in aggregate quantities under 5 pounds), or smokeless powder (aggregated quantities under 20 lbs.) are also regulated as fireworks when used as special effects.

B. Upon arrival the Safety Office/LAFD Active Inspector shall contact the Special Effects Pyro-technician and verify their California State License.

1. Class I, last number on the licenses are -06. This licensee may conduct any phase of effects.

2. Class II, last numbers on the license are -07. This license may conduct large effects under the direct supervision of a Class I, and may work in front of an audience.

3. Class III, last numbers on license are -08. This is a pyrotechnic trainee and may not be in charge of large effects. A trainee must work under the direct supervision of a Class I, Class II or a Theatrical Licensee.

4. Theatrical Effects, last numbers are -09. May do anything a Class II licensee is allowed.

5. Pyrotechnic Operator, Theatrical Trainee, last numbers are -10 must work 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. On the rear of the card is contained:

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 Active 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.

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I. The Safety Office/LAFD Active 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 Active Inspector determines that any aspect of the effect is not safe, it shall not be allowed. The Safety Office/LAFD Active 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 pyro-technician.

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 will 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 Director's Office and VA Police & Security. The Safety Office & LAFD Inspector shall be present at all landings/take offs and approve the landing site. No hot fueling shall be done.

6. Medical Center

A. The Safety Office/LAFD Active 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 where it would interfere with patients' 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/LAFD Active 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 or any other buildings main electrical power supply to provide power to any production equipment, or to plug appliances into any Hospital or any building's 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. Smoking shall be done in approved areas.

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

_____/s/_____
Ben K. Spivey
Acting Chief, Environment of Care
██████████

Review Date:
Initials:

Filming Information

Safety, Health and Fire Prevention

DATE _____

Production Company Name:

Film/Movie Title:

Producer & Cell #:

UPM & Cell #:

Yes No

Smoke Generation

Yes No

Flammable Liquids

Yes No

Fires/Open Flames

Yes No

Explosions

Yes No

Minor Set Construction

Yes No

Major Set Construction

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Hunter Freeman Photography
ESA #2006/20
Still Photo Shoot Bldgs. #5 & #158

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VA Greater Los Angeles Healthcare Systems, WLA
11301 Wilshire Blvd.
Los Angeles, Ca. 90073
Building 218, Room 308
[REDACTED]

Note: This document shall be returned to the Contracting Officer prior to any and all prep/filming.

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Location Manager: I reviewed and understand the following.

Initials

- 1) Facility Fire/Life/Safety Procedures _____
- 2) Facility Smoking Policy _____
- 3) Emergency Phone Numbers _____
- 4) Pyrotechnic Special Effects _____
- 5) A uniformed LAFD Inspector shall be present during all filming _____

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 or wardrobe 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 by any member of the production staff.
- Tripping, setting off of 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.
- **Building #99 Nursing Home Parking Lot (in front of Bldg #5)**
Parking in this lot is prohibited unless otherwise permitted by CO. A courtesy warning will be issued. If this fails and the violator continues to park, a citation will be issued and the vehicle may be subject to impound at the owner's expense. Parking on the street is authorized in designated parking spaces (ask your site rep).

Producer:

Signature _____

Date _____

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