

Herring Networks Inc. Emergency Response Plan

1.0 Overview

Herring Networks has developed the following response plan for the safety of our employees during an emergency situation. This plan and the procedures listed in it are designed to evacuate our facility in a safe and timely manner.

2.0 Reporting of Unsafe Conditions

It is the responsibility of each employee to contribute to safe working conditions. If an accident or situation occurs which creates an unsafe condition, it must be reported immediately to your supervisor.

3.0 Alarm Procedure

In the case of a fire, other industrial or natural condition that is deemed unsafe by any member of Herring Networks management or supervisor, an emergency condition will prevail. The page button (or 7011) on the Herring Networks phone will be used to advise all areas of the need to evacuate the facility. The following announcement should be made clearly and calmly and repeated twice. **"This is an emergency announcement, please leave your workstation and evacuate the facility through the nearest exit state the emergency and location"**. Upon hearing the announcement on the paging system, the Master Control Operator will repeat the announcement over the RTS system. After hours, the Master Control Operator will make both announcements. A phone call to the Evacuation Coordinator or other management personnel should only be made via cell phone from the staging area.

4.0 Evacuation Procedure

Once the announcement has been made to evacuate the facility cease all work and immediately proceed to your nearest exit. Evacuate the facility and report to your assigned meeting area outside the building. The meeting area is the **Herring Networks sign** in the far corner of the parking lot. Team Leaders will ensure all departments are cleared with no personnel remaining. You are to remain at this location until the emergency has passed or until you receive instructions from your assigned evacuation team leader.

Business Hours:**Evacuation Coordinator:** Ryan Critchley**Alternate:** Brandon Gadow

<u>Department</u>	<u>Team Leader</u>	<u>Alternate</u>
Audio Control A	Chris Schickedanz	Ryan Critchley
Production Control A	Chris Schickedanz	Ryan Critchley
Studio A	Chris Schickedanz	Ryan Critchley
Master Control	Chris Schickedanz	Ryan Critchley
Central Equipment Room A	Chris Schickedanz	Ryan Critchley
Technical Office	Chris Schickedanz	Ryan Critchley
Traffic	Chris Schickedanz	Ryan Critchley
Pro Tools – Audio	Chris Schickedanz	Ryan Critchley
Upstairs Edit Bays	Chris Schickedanz	Ryan Critchley
Upstairs Cubicles / Offices	Chris Schickedanz	Ryan Critchley
Reception	Make-up	News Pilot
Studio C	Make-up	News Pilot
Central equipment Room C	Make-up	News Pilot
Make-up / Green Room	Make-up	News Pilot
Break Room	Make-up	News Pilot
Upstairs Restrooms	Make-up	News Pilot
News Room	Marco Rodriguez	Chloe Hauxwell
Downstairs Offices	Marco Rodriguez	Chloe Hauxwell
Downstairs Edit Bays	Marco Rodriguez	Chloe Hauxwell
Talk Show Offices	Marco Rodriguez	Chloe Hauxwell
Uplink	Marco Rodriguez	Chloe Hauxwell
Conference Room	Marco Rodriguez	Chloe Hauxwell
Downstairs Restrooms	Marco Rodriguez	Chloe Hauxwell
Anchor Room / Accounting	Chloe Hauxwell	Tim Robertson
Theater	Chloe Hauxwell	Tim Robertson
Camera – Cages	Chloe Hauxwell	Tim Robertson
Studio D	Chloe Hauxwell	Tim Robertson

AFTER HOURS:**Evacuation Coordinator:** Master Control Op. **Alternate:** Lead Writer

<u>Department</u>	<u>Team Leader</u>
Audio Control A	Master Control Op.
Production Control A	Master Control Op.
Studio A	Master Control Op.
Master Control	Master Control Op.
Central Equipment Room A	Master Control Op.
Technical Office	Master Control Op.
Traffic	Master Control Op.
Pro Tools – Audio	Master Control Op.
Upstairs Edit Bays	Master Control Op.
Upstairs Cubicles / Offices	Master Control Op.
Reception	News Pilot
Studio C	News Pilot
Central equipment Room C	News Pilot
Make-up / Green Room	News Pilot
Break Room	News Pilot
Upstairs Restrooms	News Pilot
Downstairs Edit Bays	News Pilot
Talk Show Offices	News Pilot
News Room	Lead Writer
Downstairs Offices	Lead Writer
Uplink	Lead Editor
Conference Room	Lead Editor
Downstairs Restrooms	Lead Editor
Anchor Room / IT / Accounting	Lead Editor
Theater	Lead Editor
Camera – Cages	Lead Editor
Studio D	Lead Editor

5.0 Accountability and Supervision

Upon evacuation and convergence to the assigned meeting areas, each team leader will conduct a head count. The team leader will inform the Evacuation Coordinator that the entire group is clear of the facility or report of any missing individuals.

The role of the Evacuation Coordinator is to verify that the facility is clear or direct any re-entry to the facility.

6.0 Training

This evacuation plan will be presented to all current employees annually and at new employee time of hire. The Emergency Response Plan will be posted on the **employee.herringnetwork.com** website and in the Hazardous Material Business Plan notebook, located in Bobby Herring's office. If the plan is modified additional training will be conducted to advise employees of all changes and the posted plan will be updated.

The Evacuation Coordinator or a Team Leader will conduct each training session. A sign-off sheet will be included in each employee's personnel file.

7.0 Drills

Evacuation drills will be conducted annually. In the case of an evacuation drill or an actual event the team leader or alternate is responsible for orderly evacuation of their department through the closest exit and collection of all employees at their designated meeting area. Each team leader or alternate will be required to turn in an employee roster to the Evacuation Coordinator or Evacuation Coordinator Alternate following his or her role-call. At this time team leaders or alternates will communicate the status of all employees in their charge to the Coordinator to assess any further emergency action. Verification of drills, and the employee rosters will be maintained in the Hazardous Material Business Plan notebook, located in Bobby Herring's office.

SMOKING IS NOT ALLOWED DURING ALL DRILLS OR ACTUAL EVENTS.

Herring Networks Emergency Response Plan Employee Roster– Upstairs Offices/Cubes

TEAM LEADER

Chris Schickedanz

ALTERNATE

Ryan Critchley

After Hours:

Master Control Op.

When completed communicate the status of all employees to the Evacuation Coordinator or Evacuation Coordinator Alternate.

Employee	Reported for Work	Accounted	Missing
Anderson, Christopher	Yes or No		
Bravo, Luis J	Yes or No		
Brock, Brittany	Yes or No		
Buchwitz, Jared	Yes or No		
Burra, Viswanag	Yes or No		
Cella, Christopher	Yes or No		
Cornils, Aaron	Yes or No		
Danh, Hang	Yes or No		
De La Rosa, Allen	Yes or No		
De La Rosa, Aaron	Yes or No		
Dell, Julie	Yes or No		
DeVelasco, Seth	Yes or No		
Flores, Eduardo	Yes or No		
Gadow, Brandon	Yes or No		
Garcia, Robert P	Yes or No		
Gomez, Jose	Yes or No		
Gonzalez, Jose	Yes or No		
Hernandez, Angelina	Yes or No		
Herring, Charles P	Yes or No		
Herring, Chase	Yes or No		
Herring, Robert S	Yes or No		
Herring, Robert T	Yes or No		
Howard, Blake	Yes or No		
Imperial, Kenneth	Yes or No		
Lewis, Brayden	Yes or No		
Llamas, Emmanuel	Yes or No		
Lopez, Esteban	Yes or No		
Packmore, Michael	Yes or No		

Padua, Yasmine	Yes or No		
Petersen, Zach	Yes or No		
Rangel, Abisai	Yes or No		
Rangel, Ruben	Yes or No		
Rightmire, Andrew	Yes or No		
Robbins-Critchley, Ryan	Yes or No		
Schickedanz, Christopher	Yes or No		
Schuler, Noah	Yes or No		
Scott, Zachary	Yes or No		
Sharp, Garrett	Yes or No		
Strauss, Stephen	Yes or No		
Ward, Benjamin	Yes or No		

Signature:_____

Date:_____

Herring Networks Emergency Response Plan Employee Roster – Reception/Makeup/Breakroom

TEAM LEADER

Make-up

ALTERNATE

News Pilot

After Hours:

Master Control

When completed communicate the status of all employees to the Evacuation Coordinator or Evacuation Coordinator Alternate.

Employee	Reported for Work	Accounted	Missing
Gadow, Leia	Yes or No		
Laririt, Ariana	Yes or No		
Long, Kelsey	Yes or No		
Tafolla, Christina	Yes or No		

Signature: _____

Date: _____

Herring Networks Emergency Response Plan Employee Roster – Editors/ Talk Show Offices

TEAM LEADER

Marco Rodriguez

ALTERNATE

Chloe Hauxwell

After Hours:

Lead Editor

When completed communicate the status of all employees to the Evacuation Coordinator or Evacuation Coordinator Alternate.

Employee	Reported for Work	Accounted	Missing
Anderson, Jared	Yes or No		
Ball, Daniel	Yes or No		
Ball, Peyton	Yes or No		
Berryhill, Deven	Yes or No		
Burgher, Travis	Yes or No		
Burgueno, Andres	Yes or No		
Camberos, Oscar	Yes or No		
Carino, Jerick	Yes or No		
Chiaramonte, Vincent	Yes or No		
Chomthakham, Chris	Yes or No		
Galindo, Rafael	Yes or No		
Grant, Dylan	Yes or No		
Guzman, Miguel	Yes or No		
Hoffman, Delaney	Yes or No		
Huerta, Roberto	Yes or No		
Lewis, Riley	Yes or No		
Lucas, Lauren	Yes or No		
Maldonado, Andrea	Yes or No		
Malstrom, Cameron	Yes or No		
Marrone, Jonathan	Yes or No		
Mitchell, Patricia	Yes or No		
Monk, McKenzie	Yes or No		
North, Lilia Sofia	Yes or No		
Perez Ibarra, Julian Adrian Carlos	Yes or No		
Rodriguez, Marco	Yes or No		
Romero, Michelle	Yes or No		
Russell, Angelica	Yes or No		
Towry, Ryan	Yes or No		
Walters, Caitlin	Yes or No		

Signature:_____

Date:_____

Herring Networks Inc. Emergency Response Plan Employee Roster – Writers/Anchors Downstairs Offices

TEAM LEADER

Chloe Hauxwell

ALTERNATE

Tim Robertson

After Hours:

Lead Writer

When completed communicate the status of all employees to the Evacuation Coordinator or Evacuation Coordinator Alternate.

Employee	Reported for Work	Accounted	Missing
Blackman, Makenna	Yes or No		
Boyle, Chris	Yes or No		
Brambila, Alma	Yes or No		
Broadwater, Bailey	Yes or No		
Cohen, Dana	Yes or No		
Concepcion, Alexander	Yes or No		
Cooney, Brennan	Yes or No		
Dancel, Jericho	Yes or No		
Dinow, Michael	Yes or No		
Elfi, Abril	Yes or No		
Fifield, Lilia	Yes or No		
Flores, Christian	Yes or No		
Flores, Sophia	Yes or No		
Francis, Roy	Yes or No		
Gomez, Ricardo	Yes or No		
Hauxwell, Chloe	Yes or No		
Hernandez, Michael	Yes or No		
Herrman, Maxwell	Yes or No		
Inger, Stella	Yes or No		
Ingersoll, Alexandra	Yes or No		
Lara-Risco, Frank	Yes or No		
Love, Jeremy	Yes or No		
Mallory, Brooke	Yes or No		
Mannor, Nathaniel	Yes or No		
McKinney, Kara	Yes or No		
Meyers, James	Yes or No		
Miller, Jacob C	Yes or No		
Myers, Stephanie E	Yes or No		
Ngo, Jeannie	Yes or No		
Padilla, Eddie	Yes or No		

Ramirez, Jorge	Yes or No		
Robertson, Timothy M	Yes or No		
Skiles, Amber	Yes or No		
Strauss, Alison	Yes or No		
Summers, Alicia	Yes or No		
Tinsley, Taylor	Yes or No		
Unutoa, Fa'amasani	Yes or No		
Unutoa, Rayana	Yes or No		
Valk, Samuel	Yes or No		
Walker, Cameron	Yes or No		
Wolf, Blake	Yes or No		

Signature:_____

Date:_____

Herring Networks Inc.

Employee Emergency Response Plan Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Emergency Response Plan. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have.

Employee Name: _____ Date: _____

Signature: _____

Evacuation Coordinator or Team Leader: _____

EMERGENCY CONTACT (Name): _____

(Relation): _____

(Phone Number): _____