

# 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. 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:** Taylor Scott **Alternate:** Master Control Op.

<u>Department</u>	<u>Staging Area</u>	<u>Team Leader</u>	<u>Alternate</u>
Audio Control A	*	Chris Schickedanz	Amber Coakley
Production Control A	*	Chris Schickedanz	Amber Coakley
Studio A	*	Chris Schickedanz	Amber Coakley
Master Control	*	Chris Schickedanz	Amber Coakley
Central Equipment	*	Chris Schickedanz	Amber Coakley
Technical Office	*	Chris Schickedanz	Amber Coakley
Traffic	*	Chris Schickedanz	Amber Coakley
Pro Tools - Audio	*	Chris Schickedanz	Amber Coakley
Upstairs Edit Bays	*	Chris Schickedanz	Amber Coakley
Upstairs Cubicles/Offices	*	Chris Schickedanz	Amber Coakley
Reception	*	Josie LaValle	Make Up
Studio C	*	Josie LaValle	Make Up
Central Equipment Room C	*	Josie LaValle	Make Up
Makeup/Green Room	*	Josie LaValle	Make Up
Break Room	*	Josie LaValle	Make Up
Upstairs Restrooms	*	Josie LaValle	Make Up
Downstairs Edit Bays	*	Ivan Burgueno	Lead Editor
Talk Show Offices	*	Ivan Burgueno	Lead Editor
Uplink	*	Ivan Burgueno	Lead Editor
Conference Room	*	Ivan Burgueno	Lead Editor
Downstairs Restrooms	*	Ivan Burgueno	Lead Editor
Anchor Room/ IT/ Accounting	*	Lindsay Oakley	Tim Robertson
Theater	*	Lindsay Oakley	Tim Robertson
Camera - Cages	*	Lindsay Oakley	Tim Robertson
Studio D	*	Lindsay Oakley	Tim Robertson

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

<u>Department</u>	<u>Staging Area</u>	<u>Team Leader</u>
Audio Control	*	Master Control Op.
Production Control	*	Master Control Op.
Studio A	*	Master Control Op.
Master Control	*	Master Control Op.
Central Equipment	*	Master Control Op.
Technical Office	*	Master Control Op.
Traffic	*	Master Control Op.
Pro Tools	*	Master Control Op.
Upstairs Edit Bays	*	Master Control Op.
Upstairs Cubicles	*	Master Control Op.
Reception	*	News Pilot
Studio C	*	News Pilot
Makeup/Green Room	*	News Pilot
Break Room	*	News Pilot
Upstairs Restrooms	*	News Pilot
News Room	*	Lead Writer
Downstairs Offices	*	Lead Writer
Downstairs Edit Bays	*	Lead Editor
Camera	*	Lead Editor
Uplink	*	Lead Editor
Conference Room	*	Lead Editor
Downstairs Restrooms	*	Lead Editor
Theater	*	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**

**ALTERNATE**

**Chris Schickedanz**  
**Master Control Op.**

**Amber Coakley**

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

Employee	Reported for Work	Accounted	Missing
<b>Coakley, Amber</b>	Yes or No		
<b>Cornils, Aaron</b>	Yes or No		
<b>Gadow, Brandon</b>	Yes or No		
<b>Hernandez, Angelina</b>	Yes or No		
<b>Herring, Bobby</b>	Yes or No		
<b>Herring, Charles</b>	Yes or No		
<b>Herring, Robert Sr.</b>	Yes or No		
<b>Brock, Kenny</b>	Yes or No		
<b>Molo, Alfred</b>	Yes or No		
<b>Padua, Yasmine</b>	Yes or No		
<b>Packmore, Michael</b>	Yes or No		
<b>Rangel, Abisai</b>	Yes or No		
<b>Rangel, Ruben</b>	Yes or No		
<b>Danh, Hang</b>	Yes or No		
<b>Scott, Taylor</b>	Yes or No		
<b>Sharp, Pearson</b>	Yes or No		
<b>Scott, Zach</b>	Yes or No		
<b>Castello, Chaz</b>	Yes or No		
<b>Kurlej, Aleksander</b>	Yes or No		
<b>Dell, Julie</b>	Yes or No		
<b>Miller, Daren</b>	Yes or No		
<b>Buchwitz, Jared</b>	Yes or No		

<b>Brock, Brittany</b>	<b>Yes or No</b>		
<b>Imperial, Kenneth</b>	<b>Yes or No</b>		
<b>Camarena, Genaro</b>	<b>Yes or No</b>		
<b>Abalos, Roddel</b>	<b>Yes or No</b>		
<b>Zamora, Angel</b>	<b>Yes or No</b>		
<b>Serrano, Carlos</b>	<b>Yes or No</b>		
<b>Anaya, Robert</b>	<b>Yes or No</b>		
<b>Butler, Ravi</b>	<b>Yes or No</b>		
<b>Newkirk, William</b>	<b>Yes or No</b>		
<b>Holland, Darian</b>	<b>Yes or No</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Herring Networks Emergency Response Plan Employee Roster – Master Control**

**TEAM LEADER**

**ALTERNATE**

**Luis Bravo**

**Master Control Operator**

**After Hours:**

**Master Control**

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

<b>Employee</b>	<b>Reported for Work</b>	<b>Accounted</b>	<b>Missing</b>
<b>Anderson, Christopher</b>	<b>Yes or No</b>		
<b>Bravo, Luis</b>	<b>Yes or No</b>		
<b>Carlson, Alex</b>	<b>Yes or No</b>		
<b>Cox, Bryson</b>	<b>Yes or No</b>		

<b>LLamas, Emmanuel</b>	<b>Yes or No</b>		
<b>Rodriguez, Kenneth</b>	<b>Yes or No</b>		
<b>Schuler, Noah</b>	<b>Yes or No</b>		
<b>Garcia, Robert</b>	<b>Yes or No</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**TEAM LEADER**

**ALTERNATE**

**Josie LaValle**

**Make Up**

**After Hours:**

**Master Control**

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

<b>Employee</b>	<b>Reported for Work</b>	<b>Accounted</b>	<b>Missing</b>
<b>Gomez, Ricardo</b>	<b>Yes or No</b>		
<b>Torres, Estella</b>	<b>Yes or No</b>		
<b>Lopez, LaTasha</b>	<b>Yes or No</b>		
<b>Luque, Lily</b>	<b>Yes or No</b>		
<b>Tokunaga, Junta</b>	<b>Yes or No</b>		
<b>LaValle, Josie</b>	<b>Yes or No</b>		
<b>Overnight Security</b>	<b>Yes or No</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

TEAM LEADER

ALTERNATE

**Burgueno, Ivan**

**Lead Editor**

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
Rodriguez, Marco	Yes or No		
Galindo, Rafael	Yes or No		
Lucas, Lauran	Yes or No		
Burgher, Travis	Yes or No		
Burgueno, Ivan	Yes or No		
Castro-Duenas, Cecilia	Yes or No		
Hall, Miles	Yes or No		
Lesky, Brandon	Yes or No		
Guzman, Miguel	Yes or No		
Provido, Khen	Yes or No		
Grant, Dylan	Yes or No		
Poteet, Anna	Yes or No		
Marrone, Jonathan E	Yes or No		
Walters, Caitlin	Yes or No		



<b>Vaughn, Peter</b>	<b>Yes or No</b>		
<b>Schwalbe, Alex</b>	<b>Yes or No</b>		
<b>Chomthakham, Chris</b>	<b>Yes or No</b>		
<b>Hamill, Stephanie</b>	<b>Yes or No</b>		
<b>Shippen, Olivia</b>	<b>Yes or No</b>		
<b>Goebel, Adrienne</b>	<b>Yes or No</b>		
<b>Mooney, Natalie</b>	<b>Yes or No</b>		
<b>McKinney, Kara</b>	<b>Yes or No</b>		
<b>Bennett, Makenzie</b>	<b>Yes or No</b>		
<b>Bennett, Robert</b>	<b>Yes or No</b>		
<b>Wolk, Jezzamine</b>	<b>Yes or No</b>		
<b>Harp, Natalie</b>	<b>Yes or No</b>		
<b>Shaffer, Carley</b>	<b>Yes or No</b>		
<b>Rejon Perez, Guadalupe</b>	<b>Yes or No</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

TEAM LEADER

ALTERNATE

**Oakley, Lindsay**

**Tim Robertson**

After Hours:

**Producer**

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

Employee	Reported for Work	Accounted	Missing
Buddie, Victoria	Yes or No		
Brown, Justin	Yes or No		
Lara-Risco, Frank	Yes or No		
Viveiros, Ethan	Yes or No		
Demille, Jacob	Yes or No		
Schmidt, Morgan	Yes or No		
Harris, Kyarra	Yes or No		
Hubbard, Hans	Yes or No		
Kitchen, Daniel	Yes or No		
Yphantides, Alexander	Yes or No		
Unutoa, Rayana	Yes or No		
Hovey, Jasmin	Yes or No		
Bunner, Rachel	Yes or No		
Aksalic, Elma	Yes or No		

Boyd, Andrea	Yes or No		
Cohen, Dana	Yes or No		
Unutoa, Fa'amasani	Yes or No		
Flores, Christian	Yes or No		
Rouz, Kristian	Yes or No		
Hartley, Jeremy	Yes or No		
Howitson, Christina	Yes or No		
Hauxwell, Chloe	Yes or No		
Miller, Jacob C	Yes or No		
Tinsley, Taylor	Yes or No		
Kadesky, Kendell	Yes or No		
Hunsberger, Peyton Drew	Yes or No		
Althaus, Shane	Yes or No		
Fifield, Lilia	Yes or No		
Franco, Jennifer	Yes or No		
Dinow, Michael	Yes or No		
Myers, Stephanie E	Yes or No		
Easter, Margaret	Yes or No		
Peterson, Zach	Yes or No		
Yaffe, Gabriel	Yes or No		
Barreto, Azucena	Yes or No		
Ball, Dan	Yes or No		
Boyle, Chris	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: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Evacuation Coordinator or Team Leader: \_\_\_\_\_

**EMERGENCY CONTACT** (Name): \_\_\_\_\_

(Relation): \_\_\_\_\_

(Phone Number): \_\_\_\_\_