

Emergency Action Plan (EAP) | HEALTH & SAFETY GUIDELINES

- In an emergency or when in doubt, call 911.
- Follow emergency procedures specific to your location and respect the local venue authority.
- Remain aware and alert to your surroundings. If you see something, say something to the appropriate law enforcement or venue security immediately.

IN THE EVENT OF SERIOUS INJURY, INCLUDING BUT NOT LIMITED TO: DEATH, DISMEMBERMENT, LOSS OF AN EYE, LOSS OF CONSCIOUSNESS, OR IF YOU BELIEVE YOUR, OR ANOTHER EMPLOYEE'S, HEALTH AND WELL-BEING ARE IN DANGER **CALL 911**

Next, contact venue security and follow their guidance, and any venue/stadium announcements or procedures.

EVACUATION MEETING AREAS - If meeting areas are not safe or accessible, find a place out of harm's way and contact the POC and Crewing Manager to report your location and status.

- Location 1: Mobile unit
- Location 2: Crew Parking

NON-EMERGENCY ACTION PLAN - In the event of an active or potentially non-life-threatening incident, or threat of violence, contact venue security immediately. If you or someone around you is in danger, or if you know of the presence of a weapon, call security immediately. Non-emergency incidents may also include the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- Employees who believe they have been subjected to workplace violence, or who have observed any such behavior, are required to report the incident to the Crewing Manager as soon as possible.
- Employees who have suffered violence or a credible threat of violence from any individual should seek a protective order or other appropriate law enforcement intervention.

INJURY AND/OR INCIDENT ACTION GUIDELINES SUMMARY

- When in doubt, call 911
- Remain aware and alert to your surroundings. If you see something, say something.
- Follow emergency procedures specific to your location and respect local stadium/arena authority.
- Upon arrival familiarize yourself with the location of key safety items such as: AED, First Aid Kit, Fire Extinguisher, Emergency Exits
- In the event of an evacuation of your work area, report to the designated evacuation meeting areas. If the designated area is not accessible, proceed to a safe location and contact your supervisor.
 - It is important that you report your status and location ASAP.
- If the injury is to yourself, and you are able, contact the appropriate supervisor on site for assistance
- If the injury is to someone else, call or send someone for help. Stay with the injured person until help arrives.
- In the case of an incident that creates a hazardous environment, be observant of your area and ensure you remain in a safe space. Call the appropriate Supervisor to report the incident.
- *Injuries and incidents will be investigated by Kingsbridge Shared Services Human Resources.*