


West Los Angeles budget,
revenues & expenditures

Request 8: Copies of short term
sharing agreements



66. Sharing Agreement Number V691S-2006/27
(Mar 20, 2006)



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

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

1. **Sharing Agreement:** This Contract V691S-2006/27 is a Sharing Agreement pursuant to Title 38, U.S.C. Section 8153.

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

- A. **Parties:** Expired LLC/United Film fund referred to as "**Sharing Partner**" and the Department of Veterans Affairs, Greater Los Angeles Healthcare System (GLAHS).
- B. **Purpose:** To provide a location for the production company to film a commercial.
- C. **Resources to be shared:** Locations as described in Attachment "A".
- D. **Period of Performance:** **March 20, 2006**
- E. **Pricing and Payment Terms:** As mutually negotiated and agreed and as described in Attachment "C".
- 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 (ESA) 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
16111 Plummer Street
Building #1, Room #A-162
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 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 the 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 and/or filming

661

February 24, 2006. 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
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"), GLAHS, prohibits the use of VA property for the purpose of carnivals (i.e., amusement rides of any kind and animal displays/acts). The DVA, GLAHS, prohibits the parking of vehicles on grass and tree areas of the grounds, unless prior approval of the DVA, GLAHS, has been obtained and such approval is incorporated into this Contract. The DVA, GLAHS, 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 DVA GLAHS 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 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.

B. Termination: Either party may terminate this contract by giving at least forty eight (48) hours 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, Alternate Dispute Resolution using Mediation or Arbitration is recommended and should be considered by the parties.

F. Use of the DVA, GLAHS's Name (Advertising): Sharing Partner shall not use any marketing material, logo, trade name, service mark, or other materials belonging to DVA, GLAHS directly or indirectly, in any form of advertising without the written consent of the DVA, GLAHS. (Endorsements (advertising) subject to 5 C.F.R. 2635.702)

G. Indemnification: Sharing Partner shall hold harmless and indemnify the DVA, GLAHS, 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 Expired LLC/United Film Fund, 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. 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 this commercial shoot 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. Force Majeure: If the development, pre-production, production or post-production of the Picture is interrupted or prevented by matters beyond the control of the Sharing Partner ("force majeure events"), including (without limitation), the death, disability, or default of any essential person or entity, weather (e.g. rain, snow, etc.), fire, earthquake, flood or other natural disaster, riot, war, governmental order, or labor dispute (or threat thereof). Sharing Partner shall have the right to use the Property at a later date to be mutually agreed upon by both parties hereto without payment of additional fees, or to cancel any unused portion of days outlined, herein, without penalty.

K. 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 it's 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:

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]

Expired LLC/United Film Fund
Patrick Stapleton, UPM
216 Main St.
Venice, CA 90291
Office: [REDACTED]
Fax: [REDACTED]
Tax ID: [REDACTED]

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

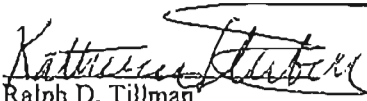
66-4

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

Sharing Partner

By

By

for 
Ralph D. Tillman

Patrick Stapleton

3/20/06
Date

Date

66-5

Attachment "A"
Expired LLC/United Film Fund

**UNIFORMED LOS ANGELES FIRE INSPECTOR SHALL BE PRESENT
AT ALL TIMES DURING THE ACTUAL SHOOT**

Place of Contract Performance:
Department of Veterans Affairs
VA Greater Los Angeles Healthcare Center
11301 Wilshire Boulevard
Los Angeles, CA 90073

Date/Time/Location/Action of Performance:

Date	Time	Location	Action
3/20/06	2:00pm -Midnight	Parking Lot #6, WLA	Parking
3/21/06	Midnight -6:00am		

Miscellaneous

- The Sharing Partner shall comply with VA Safety Directive SOM 92 - 007
- The Sharing Partner shall not be permitted to use any patient care area during normal hours of VA Ambulatory Care Center operation.
- 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.
- 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 provide dumpsters and shall remove all food, waste
and trash at the end of each day, prior to leaving VA grounds**

Attachment "B"
Fee Schedule

Expired LLC/United Film Fund

VA Site Rep (\$50/hr)
VA Safety (\$60/hr)

3/18/06, 3/19/06 3/20/06	VA Site Rep 11 hrs @ \$50/hr	550.00
3/20 - 21, 2006	Parking (3) trucks	300.00
	Overnight Parking (3) trucks	300.00
	Sub-total	1,150.00
	Security Deposit	\$10,000.00
	Total Due	\$11,150.00

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.

66-7

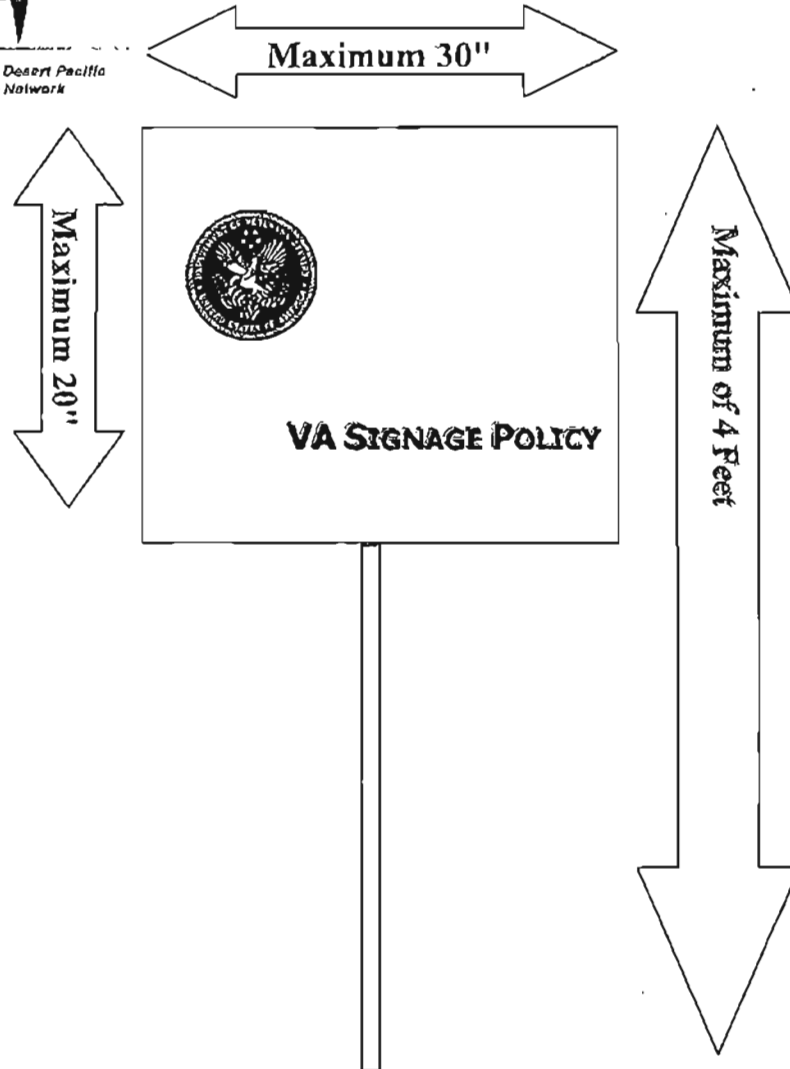
VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



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 sign! NEVER ATTACH SIGNS TO VA FENCING!

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

VA GREATER LOS ANGELES
HEALTHCARE SYSTEM



A Division of VA Desert Pacific
Healthcare Network

GLA
POLICY

MAY 2004

00-10A-07B-03

MOTOR VEHICLE TRAFFIC AND PARKING POLICY

1. **PURPOSE:** The purpose of this policy is to establish a policy governing parking, traffic control and regulations on VA Greater Los Angeles Healthcare System (GLA) grounds.
2. **POLICY:** It is the policy of GLA to provide parking space for patients, visitors, volunteers, and employees within the criteria established by the Department of Veteran Affairs (VA) and consistent with the mission of GLA. Also, it is the policy to establish control and traffic regulations applicable to motor vehicles operated on GLA property. All motor vehicles operated on GLA property must comply with all posted regulations and this Policy. Motor vehicles owned and operated by VA employees on GLA grounds must be registered with the VA Police Service within 24 hours after reporting for duty. The VA is not responsible for damage, theft, etc., to automobiles parked on the grounds. To encourage carpooling as part of a national effort in energy conservation, and the most effective use of motor vehicles, GLA has provided a number of parking areas specifically designated for carpool parking. Operators of all vehicles on the grounds will drive their vehicles in such a manner as to protect all persons and property from damage.
3. **DEFINITIONS:**
 - A. Proprietary jurisdiction is the term applied in those instances wherein the Federal Government has acquired some right or title in an area in a State, but has not obtained any measure of the State's authority over the area. In this instance, the State has sole criminal jurisdiction except for all violations of Federal statutes. GLA Community Based Outpatient Clinics fall under proprietary jurisdiction.
 - B. Concurrent jurisdiction is the term applied in those instances wherein the Federal Government has acquired some right or title in an area in a State, and the State has reserved to itself the right to jointly exercise authority with the Federal Government. Specific circumstances of each case and local arrangements determine which entity enforces the law. West Los Angeles Healthcare Center, Los Angeles Ambulatory Care Center, and Sepulveda Ambulatory Care Center and Nursing Home fall under concurrent jurisdiction.

4. RESPONSIBILITIES:

A. Chief, VA Police Service:

(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.

B. Associate Director, Primary and Ambulatory Care Service will instruct prospective inpatients to the Nursing Home Care Unit and Inpatient Care Wards that there is no on station long-term parking. If, at any time, a patient must leave his/her vehicle overnight on the grounds during his/her stay at the facility, or subsequent transfer to another VA facility, the patient may be advised to park the vehicle in a specific parking lot. VA Police may assist in moving the vehicle to that lot. In the event of a scheduled transfer to another VA facility, every effort will be made to have the patient relocate the vehicle to the receiving facility or off VA property.

C. Chief, Human Resources Management (HR) will inform new employees where and how to register their vehicles(s).

D. Directors of their respective facilities, with the assistance of the Chief, VA Police Service, will ensure compliance with this policy to the extent it is applicable to that facility.

E. Department Chiefs will encourage employees to register their vehicles with the VA Police and display the decal in conformance with policy and will ensure their employees are familiar with the requirements of this policy.

F. Employees shall conform to the posted restrictive signs on the grounds and to the regulations (VAR 1.218) posted in the lobbies of all main facility buildings.

G. Employee Ridesharing Committee Chairperson will maintain a list of rideshare employees and will issue car/van pool decals accordingly.

5. PROCEDURES:

A. ENFORCEMENT:

(1) The VA 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 is registered with GLA) 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 the Police Officer's 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 Chiefs for their employees who violate traffic and parking regulations.
- (5) 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 "Courtesy 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 GLA facilities that 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 GLA 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 Violation Notice".
- (9) All vehicles parked illegally, or for more than 24 hours on GLA grounds, are subject to removal by towing and all costs will be the responsibility of the owner or driver of the motor vehicle.
- (10) The enforcement of parking regulations will be consistent.

B. REGISTRATION:

- (1) All privately owned motor vehicles and motorcycles belonging to GLA personnel, and to persons occupying consulting positions within GLA, will be registered through the VA Police Service.
- (2) Request for cardkeys and/or decals for personnel authorized for consideration of restricted area(s) will be submitted by memorandum, through their respective Department Chief, to the Chief of Police for recommended approval or disapproval.
- (3) Upon issuance, the decal will be displayed on the right rear bumper or window of the vehicle, or front fender of the motorcycle for those vehicles registered at the West Los Angeles Healthcare Center. The decal will be displayed on the left front window of vehicles registered at Sepulveda Ambulatory Care Center. The decal will be displayed on the left rear window of the vehicle for those vehicles registered at Los Angeles Ambulatory Care Center. The decal must be visible at all times. Failure to properly display the decal may result in that vehicle being barred from GLA property.
- (4) Changes in vehicles or license plates require re-registration with VA Police Service.
- (5) GLA decals are the property of GLA. Return of decal and cardkey is required prior to termination of employment when clearing from GLA.

- (6) HR is responsible for providing new employees with instructions and procedures for registering their vehicle(s) and directions to the different parking locations for employees.
- (7) Registration is accomplished by completing VA Form 10-6196, Privately Owned Motor Vehicle Registration, with VA Police during normal administrative hours.
- (8) Parking decals are the same in appearance at West Los Angeles Healthcare Center, Sepulveda Ambulatory Care Center, and the Los Angeles Ambulatory Care Center.

C. SITE SPECIFIC PARKING: Site specific parking regulations will be included in Attachment "A" for the West Los Angeles Healthcare Center, Attachment "B" for Sepulveda Ambulatory Care Center, and Attachment "C" for Los Angeles Ambulatory Care Center.

D. POSTED AREAS (HANDICAP, GOVERNMENT VEHICLES AND DIALYSIS):

- (1) Unauthorized parking in posted areas is prohibited. Unauthorized employees 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.

E. REGULATIONS:

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

F. ACCIDENTS:

- (1) All accidents involving motor vehicles operated on GLA grounds, whether with other vehicles, pedestrians, or Government property, will be reported immediately to the VA Police Service.

66-12

(2) The VA 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 Service.

G. CARPOOL:

(1) A carpool consists of two (2) or more GLA employees who work a similar tour of duty, and ride together at least three (3) to five (5) consecutive days each week (approved leave excluded). All carpool requests must be approved by the Chief, VA Police Service or by his/her designee.

(2) Employees, once authorized to participate in the carpool program, must obtain from the VA Police Service, a special decal that must be displayed on the vehicle. Employee(s) must also possess and display on the vehicle the required GLA vehicle decal.

(3) The employees are required to complete the carpool registration forms annually. These forms may be obtained through the carpool coordinator, located at the VA Police Service office.

(4) The driver will provide a listing of all employees (two or more) who are a part of that particular carpool group, including the number of vehicles to be used to carpool.

(5) The Chief, VA Police Service or designee will determine when the parking space is no longer needed.

(6) If all the carpool participants are absent, the driver **must** park in the regular employees' parking lot.

(7) Carpool parking at Los Angeles Ambulatory Care Center will be addressed in Attachment C.

H. 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 that severely restrict ambulation.

(2) Any handicapped employee (as defined in paragraphs 1, a, b, c, and 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 VA Police Service 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.

I. CONTRACTORS/SUBCONTRACTORS:

(1) It is the responsibility of all contractors and subcontractors to comply with parking regulations and direct orders from VA Police Officers in their duties of directing traffic. Failure to comply could lead to citations and the loss of parking privileges.

(2) The contractor and subcontractor are issued a "Temporary Parking Authorization" permit from Engineering. This authorization is signed by the Chief, Police Service and expires when the job is completed.

(3) The "Temporary Parking Authorization" permit must be mounted on the front dashboard of the contractor/subcontractor's vehicle. The expiration date is noted on the permit.

J. PARKING OF CAMPERS, TRAILERS, AND MOTOR HOMES ON GLA 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 GLA, will inform the requester that such parking is prohibited for safety and liability reasons, unless prior approval is received from the GLA Director or designee.

(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 will be asked to remove their vehicle from the grounds, and should be informed of this policy.

K. TRAFFIC CONTROL:

(1) All vehicles must be registered and operated in accordance with the 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 GLA roads is 20 MPH at the 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.

6. 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
- E. Key Words: Parking Enforcement; Handicap Parking; Traffic Control

7. RESCISSION:

Corporate Policy 00-10A-132-03, dated December 1999, VA Greater Los Angeles Healthcare System.

8. REVIEW DATE: As needed and/or December 2007.

Charles M. Dorman, FACHE
Director

Date

ATTACHMENTS: 3

66-15

WEST LOS ANGELES HEALTHCARE CENTER, SITE SPECIFIC

1. GENERAL PARKING, NORTH OF WILSHIRE, West Los Angeles Healthcare Center:

A. Lots 7, 9, 16, 17, 20, 22, 23, 25, 26, 28, 35, 39 and 40 have been designated as employee parking lots.

B. Street parking prohibited except:

(1) Loading and unloading in front of Buildings 256, 257 and 210, loading dock area of Building 500, where it is posted Government parking. This area will be opened parking from 3:00 p.m. to 6:30 a.m. All other times will be for "Government Vehicle" parking only. Exception: All parking behind Buildings 300 and 500 loading dock areas will be enforced at all times.

(2) Vandergrift Avenue and Bonsall Avenue: Parking will be allowed between the hours of 3:00 p.m. to 8:00 a.m., Monday through Friday, and all day Saturdays, Sundays, and holidays.

2. GENERAL PARKING, SOUTH OF WILSHIRE, West Los Angeles Healthcare Center:

A. Lots 2, 3, 6 and 6A have been designated as employee parking lots.

B. Parking lots 42 and 43: Employee parking prohibited during the hours of 8:00 a.m. to 3:00 p.m. Swing shift and graveyard personnel are authorized to park in these lots in non-designated stalls during the period of 3:00 p.m. to 8:00 a.m., and all day Saturdays, Sundays, and holidays.

SEPULVEDA AMBULATORY CARE CENTER, SITE SPECIFIC

Instruct prospective inpatients to the Nursing Home Care Unit that there is no on station, long-term parking. If, at any time, a patient must leave his/her vehicle overnight on the grounds during his/her stay at the facility, or subsequent transfer to another VA facility, the patient will be advised to park the vehicle in lot "X". VA Police may assist in moving the vehicle to that lot. In the event of a scheduled transfer to another VA facility, every effort will be made to have the patient relocate the vehicle to the receiving facility or off VA property.

The following parking decals will be issued at Sepulveda Ambulatory Care Center:

Blue decals will be issued to all employees at the Service Chief's level and above.

Black decals will be issued to volunteers.

Gold decals will be issued to physicians.

Red decals will be issued to all other employees.

Attachment "E"

March 01, 2004 VA Greater Los Angeles Healthcare System 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 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

- 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.

- 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/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;

66-19

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 power (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.

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.

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:

66-21

Filming Information

Safety, Health and Fire Prevention

DATE _____

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

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 Safety Officer prior to any and all prep/filming.

66-22

Location Manager or Unit Production Manager: (Please initial the following)

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.
- Hospital/Ambulatory Care Center main lobby, elevator lobby, emergency rooms and other related patient care area is restricted to filming or film related activities.

UPM or Location Manager: _____

Cell # _____

Signature: _____

Date: _____