



# SAFETY & SECURITY PROTOCOLS

## FOR NON-PRODUCTION EVENTS

### PURPOSE:

The purpose of these protocols is to minimize safety & security risk exposures while delivering an event that meets the parameters of the event host(s) and business unit.

### EVENT TEAMS

Since there are multiple business units/departments that plan special events, it is advised to have a single point of contact for your departments as opposed to having multiple people from the same department reaching out to safety and/or security.

### EVENT FORM

1. [Safety and Security Special Event Form](#) MUST be completed in its entirety for every formal non-production/special event. The form will be reviewed and approved by your Safety representative and your Corporate Security representative. Exception: entirely internal events that are hosted in a Paramount Global facility.
2. Activations that will be executed for your special event must include details and renderings uploaded to the Event Form. There may be a need to schedule a 30-minute touch base with Safety to review the activations and discuss the potential risk.
  - a. High risk activations – those that involve the public that involve physical activity at an elevated level.
  - b. Moderate risk activations – those that involve invited guests/clients and include some level of physical activity.
  - c. Low risk activations – those that involve invited guests/clients without physical activity (i.e., photo booth)
3. Emergency Action Plan (EAP)
  - a. Enter a local hospital, police, and fire – choose the close locations within proximity to your event venue. Enter your EAP members into your event form.



- b. Executive in Charge – this individual has the responsibility and authority to make a decision in case of an emergency and must be accessible via telephone at any point during your event. They are not required to be onsite.
- c. Manager on Duty – this individual will execute the EAP and must have familiarity with the event and the Plan. They are required to be onsite.
- d. Not every event will have a corporate safety and/or security personnel present, but your corporate internal contacts shall be included in your EAP.
  - i. Safety POC – Tiffany Felix (213) 219-9974 shall be indicated as an EAP member in your event form.
  - ii. Security POC – Based on event location indicate your security POC in your event form.
- e. Complete the Event Form – download, review and be prepared to execute in the event of an emergency.

## EVENT SAFETY

The safety of staff, guests and/or the public is always a priority. These are the minimum safety parameters for an event:

1. Employees & Staff must adhere to the following:
  - a. Wear closed-toed shoes during the build of all events.
  - b. Report all incidents to risk management (this can be done through the event form)
  - c. Administer CPR/First Aid/AED if needed.
    - i. Training is available to all Paramount Global staff and is administered by the Red Cross. If interested, please reach out to Lori DelVaglio at [lori.delvaglio@redcross.org](mailto:lori.delvaglio@redcross.org)
2. Third Party Production (TPP) that is responsible for the build must adhere to the following:
  - a. TPP must follow all federal, state and local regulations.
  - b. TPP is responsible for the safety of “their” employees. Paramount Global will generally step in if there are egregious safety violations that pose imminent danger or that could lead to a serious injury/fatality.
3. Venue/Location must adhere to the following:
  - a. Comply will all applicable federal, state and local codes/regulations related to safety, building, fire protection, ADA, etc.



- b. Document any issues of non-compliance using the incident escalation report that can be completed from the special event form.
- c. An AED and First Aid Kit must be on the premises.

## ADA COMPLIANCE

Paramount Global is committed to being an inclusive company for anyone that has accessibility and/or disability limitations. EHS & DEI are currently developing ADA (American Disability Act) protocols in collaboration with in-house and outside counsel that will be published in June. In the meantime, non-productions shall adhere to the following:

1. Include the following language (or a close derivative of this language) in your event invitation/communication to read as follows: *[Paramount Global] is committed to the inclusivity of all and will provide accessibility and reasonable disability accommodations as needed. Please contact us at [XYZ@xyz.com] to best address your needs.*
  - a. Ensure all reasonable accessibility and disability accommodation requests are addressed.
  - b. If your event will be held at a venue with multiple floors, please ensure there is an operable elevator that provides accessibility to all usable levels of the venue,
  - c. If accessibility is being addressed, ensure curbs and stairs are addressed to ensure full access (i.e., ramps for curbs and elevator for stairs)
2. Assistive Listening Devices (ALDs) are required when you have amplified sound and must be provided by the movie theater anytime you have a screening, EVEN if there was no request made by an attendee for an ALD.
  - a. It is advised to check with the movie theater to ensure they have ALDs available. You are only required to have ALDs in a movie theater, which is defined as a venue that sells tickets to the public to view movies.
  - b. There is a requirement for your content to be in a DCP (digital cinema package) format for the ALDs to be used with your content.
3. A more comprehensive Accessibility & Disability Protocols is available and must be adhered to.



## RISK MANAGEMENT

This function is headed up by Barrie Wexler (from NY) and is supported by Corrine Hu (responsible for COIs) and Sharon Brennan (responsible for claims).

1. Go to “actions” from your completed Event Form and then click on the Incident Report Escalation (see screenshot)

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Form Entry', 'New', and 'Tools'. Below this is a main content area with a title 'Tell us about your event/project request' and a red warning message: '(If held at a Paramount Global Office/Facility and there are no external guests of any kind and everyone works for the company – No Form Required)'. To the right of the main content is a sidebar menu with tabs for 'COMMENTS', 'INFO', 'RELATIONSHIPS', and 'ACTIONS'. The 'ACTIONS' tab is selected, and it contains a link for 'Incident Report Escalation'.

## EVENT SECURITY

Support for special events will be provided by the security contact that you selected on your special event form. The support will be provided in the following in one or all the forms:

1. Staff from the Global Corporate Security Department
2. Contracted security that has been obtained through the Global Corporate Security Department
3. Venue Security