

PRODUCTION SAFETY STANDARDS

Fire Safety Standard

Document PSS13 Rev 0

17/11/2023

PRODUCTION SAFETY STANDARDS

Record of Revisions

The following tabulation provides information on the latest revision to this manual.

| Date | Description of Revision | Rev |
|------------|--|-----|
| 11/17/2023 | This is the initial release of document PSS13, Fire Safety Standard. The following related documents were released on the same date: <ul style="list-style-type: none">• PSSFRM13-1 Personal Emergency Evacuation Plan (PEEP)• PSSFRM13-2 Emergency Drill Report | 0 |

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1 INTRODUCTION

1.1 Purpose

Fire safety is paramount to our continued Production operations. Good fire safety management will be proactive and include controls to prevent a fire from occurring. In the event of a fire, the plan for evacuation, extinguishment and containment is necessary to protect life and property.

By implementing this fire safety standard (**Standard**), the Production aims to fulfil all relevant legal obligations and ensure hazards and associated risks from fire are lowered as far as reasonably practicable.

1.2 Scope

This Standard outlines arrangements for the Production to provide adequate and consistent standards of fire safety across the Production through risk assessment and a combination of preventative and protective measures.

This Standard is designed to provide a framework to fulfil the legal requirements of fire safety legislation. The Production safety department will consult applicable legislation, government publications, building regulations and enforcing authority guidance alongside this Standard when planning for fire safety. In England and Wales, fire safety is enforced by the local fire & rescue service (**FRS**) through The Regulatory Reform (Fire Safety) Order 2005 (**RR(FS)O 2005**); Scotland and Ireland have their own specific fire safety legislation. Productions operating outside of England and Wales shall seek advice from the Production Safety Department to ensure they comply with local legislation.

In the event of a FRS visit, the Production may be required to provide evidence of management arrangements and how the Production complies with legislative requirements. This documented evidence must be kept on site and applying this Standard forms the basis of building necessary evidence.

1.3 Fire Safety Standard Objectives

- Manage work activities through effective and practical fire risk management.
- Develop working practices that eliminate or reduce fire hazards and associated risks that may lead to injury, damage or loss whilst undertaking activities on the Production.
- Assist Production management and Heads of Department (**HODs**) in understanding and discharging their responsibilities for managing fire risks within their areas of control.
- Enable consultation and involvement of the workforce.
- Increase awareness of fire risk and methods of control.
- Assist cast, crew, vendors and contractors (hereafter, together known as **Crew**) in managing fire risk for themselves and others.

2 REFERENCES

2.1 Referenced Documents

The following is a list of reference documents related to PSS1.3, Risk Assessment.

| Reference Documents | |
|----------------------------|---|
| Document Number | Title |
| PSSFRM13-1 | Personal Emergency Evacuation Plan (PEEP) |
| PSSFRM13-2 | Emergency Drill Report |

2.2 Definitions

The following table lists definitions for commonly used terminology.

| Terminology Definitions | |
|----------------------------------|---|
| Term | Definition |
| Buddies | Select Crew members whose role is to ensure anyone who needs assistance is evacuated to a safe place in an emergency. |
| Competent Fire Risk Assessor | A suitably qualified Crew member or vendor appointed to carry out fire risk assessments and advise on fire safety arrangements. |
| Corporate Production Safety Team | Enterprise risk management employees engaged by The Company to support all production activity across EMEA. |
| Fire Hazard | Anything with the potential to cause or increase the risk of fire. For example; naked flames, electricity, hot works such as welding, storage of flammable materials on stages. |
| Fire Incident Controller | A member of the Production safety department, appointed by the Producer, who will coordinate the evacuation and response during an emergency. |
| Fire Marshals | Crew members appointed by the Production to support a fire evacuation. |
| Fire & Rescue Service | The local fire & rescue service which acts as both the emergency responder for fire incidents, contactable via 999, and the regulator for the RR(FS)O 2005. |
| Fire Risk | A combination of the likelihood that a fire occurs, the severity of the fire and its potential outcomes in terms of injury, illness or damage to property. |
| Locations Department | Department engaged by the Production to manage facilities on location. |
| Production | The live action feature film, streaming project or television project in respect of which Crew are engaged and this Standard applies. |
| Production Safety Department | Production specific crew engaged by the Producer to provide health and safety support, advice and management. |
| Responsible Person | The person (Producer) who has overall control of the Production. Whilst this duty cannot be delegated the responsible person is required to appoint competent Crew to carry out fire risk assessments and advise on preventative and protective measures. |

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| Studio Department | Department engaged by the Production to manage facilities at the studio the Production is based at. |
|-------------------|---|

3 RESPONSIBILITIES

3.1 The Responsible Person (Producer with overall control of the Production)

- Ensure the appointment of a Competent Person to provide safety assistance with regards to fire- related preventative and protective measures.
- Ensure the provision of suitable and sufficient fire risk assessment by a competent fire risk assessor and support necessary protective measures to reduce the risk of fire.
- Ensure the provision of an emergency evacuation plan and ensure that all Crew are instructed and trained in its use and that information and instruction is provided to all Crew and visitors as per section 6.0.
- Ensure sufficient financial resources are available to test, inspect, service and maintain all devices and systems related to fire safety installed by the Production. Where installed by the landlord, the Production shall confirm with the landlord or site representative all necessary tests, inspections, servicing and maintenance is taking place. This is covered in detail in section 4.2.
- Ensure where a building is shared by an unconnected 3rd party, effective cooperation, coordination and communication when developing fire risk assessment and emergency plans.
- Ensure open and free communication between the Responsible Person and their Crew.
- Ensure emergency plans and departmental procedures are in place for the evacuation of all crew in Production controlled space.
- Ensure all HODs, fire marshals and Competent Persons are trained and qualified to discharge their duties.
- Ensure corporate risk management, the studio banner and the special purpose vehicle board of directors are informed of any fires or emergency evacuation on the same day the incident occurs.
- Ensure any relevant accident, incident and near misses are reported the same day or as soon as safe to do so.
- Ensure the 1st Assistant Director (AD) is aware of emergency evacuation plans.

3.2 Line Producer/Unit Production Manager(s)

- Ensure evacuation procedures are developed for all occupied buildings and premises within the Production area of control.
- Ensure fire safety is considered during planning.
- Ensure HODs are instructing Crew members for which they are responsible in the Production emergency evacuation procedures.

3.3 1st AD

- Ensure fire safety is considered during planning, e.g., meetings, while budgeting, scheduling, recce's and shoot.
- Ensure compliance with fire risk assessments.
- Ensure adequate access and fire lanes are maintained.
- Communicates emergency evacuation plans to Crew in the daily briefing or ahead of a significant planned fire activity.

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3.4 Safety Assistance

The Responsible Person has a statutory duty under the RR(FS)O 2005 in appointing one or more Competent Persons to assist them in undertaking the preventative and protective measures required under the order. This may mean the appointment of one or more specific fire safety advisor(s).

To ensure the person (hereafter known as the fire safety advisor) is competent, it shall be verified that they have sufficient skills, knowledge, ability, training and experience. The minimum qualification to work as a fire safety advisor is NEBOSH Fire Safety and Risk Management Certificate or level 3 equivalent qualification.

3.4.1 Responsibilities

- Ensure suitable and sufficient fire risk assessments are carried out.
- Complete fire risk assessments if suitably trained, qualified and competent to do so or ensure the engagement of a suitable vendor.
- Support the studio and locations department in liaising with the landlord during the risk assessment process and any activities relating to fire prevention.
- Be present and act as a point of contact during any visits from the fire authority.
- Advise the Responsible Person on matters relating to fire safety, consulting and applicable legislation, government publications, building regulations, enforcing authority guidance and property insurance carriers as appropriate.
- Ensure emergency evacuation plans are developed and all Crew are instructed and trained in their use.
- Facilitate fire safety awareness and fire marshal training for Crew.
- Carry out inspections of workspaces at regular intervals to identify fire hazards.
- Ensure fire alarm testing and drills are carried out and recorded as required.
- Support the production safety supervisor in other safety areas as needed.

3.5 HODs

- Implement this Standard within their areas of control.
- Where Crew make it known that they require assistance in the event of an emergency evacuation work with the Production safety department and HR to develop a personal emergency evacuation plan (**PEEP**).
- Ensure their Crew and visitors have received any relevant training, such as Health & Safety (H&S) Induction, fire safety awareness, worksite induction etc.
- Carry out regular safety inspections of their workplace and report any hazards which cannot be rectified by the HOD to the Production safety department. Please see fire risk assessment for more detail.
- Ensure Crew are made aware of how to report any hazards in the workplace within the department and to the Production safety department.
- Carry out any actions identified within the fire risk assessments or safety inspections, communicating regularly with departmental crew to this effect.

3.6 Fire Incident Controller (FIC)

This role will be completed by the fire safety advisor or a member of the production safety department in the event of a fire:

- Ensure the emergency services are called.

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- Communicate with the security team, locations department, landlord or site representative to ensure the emergency services can access the site.
- Assume management responsibility for the evacuation, informing the Production office and Producer of the FIC taking control of the incident and progress of the situation.
- Follow the building or location-specific evacuation procedure.
- Maintain communication with all fire marshals, HODs and supervisors to determine crew or visitors unaccounted for.
- Act as the point of contact for the emergency services on arrival, providing information required (such as the location for fire hydrants and risers, initial incident details).
- Inform and update the Production safety department of the situation.
- Inform and update the landlord representative of the situation.
- Provide the Producer with regular updates as the incident progresses.

3.7 Fire Marshal

- Take part in regular safety inspections carried out by HODs and supervisors in the working area to develop understanding of fire related hazards and risks.
- Ensure all designated escape routes are free from obstructions.
- Look for and rectify observed fire hazards within their area in consultation with HOD, supervisors or a Competent Person.

In the event of a fire:

- Ensure that the emergency service has been called.
- Assist in the prompt evacuation of their assigned area and proceed to the assembly point while closing doors enroute. Along their route out, ensure the building is completely evacuated (so long as it is safe to do so).
- Report any findings to the FIC, such as any area not cleared and unaccounted for crew or visitors.
- On arrival at the assembly point, ensure that all crew and visitors from their areas are accounted for. If anyone is not accounted for, make an immediate statement to the FIC or other member of the Production safety department.
- Assist in moving persons to another assembly area if should it become necessary.
- On completion of the above carry out any other reasonable duties as requested by the FIC or member of the Production safety department.

3.8 Crew

It is the duty of every crew member to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions. In line with the Production safety policy Crew and visitors are recommended to inform their HOD, host or human resources of any conditions which may impair their ability to evacuate in an emergency. If required, an individual PEEP will be developed.

All employees shall:

- Co-operate with the Production in ensuring safe working practices are adhered to and items provided with regards to health and safety, including fire safety, are inspected, maintained, stored and used correctly. Ensure fire exit routes always remain clear and do not leave equipment, cables or materials where they will present a trip hazard.
- Co-operate with the landlord, Locations and Studio Departments, following any instructions and training provided.

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- Ensure their activities do not put others at risk.
- Feel empowered to ask anyone to stop work temporarily where they feel it is justified to protect the health, safety or wellbeing of any Crew member.
- Contribute towards hazard identification and risk assessments as required or when consulted by the HOD or Production leadership.
- Raise concerns to the supervisor, leader or Production safety department relating to fire safety and health and safety in general.
- Report any hazards and risks that are not being successfully managed to their HOD, the fire safety advisor or a member of the Production safety department.
- Call emergency services in the event of a fire, only use fire extinguishers if trained and competent to do so.
- Familiarise themselves with the building or location specific evacuation procedures.
- Evacuate the building in the event of a fire alarm activation using the nearest fire exit and report to the fire assembly point, closing doors along the way if possible.
- Escalate via the appropriate route fire safety or competency concerns, significant issues, failings, incidents or omissions when identified.

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4 MANAGING FIRE SAFETY

4.1 Fire Risk Assessment

The Production will carry out a comprehensive fire risk assessment (**FRA**) to identify fire hazards and risks for each of its buildings, locations, and spaces as part of its legal requirements under the RR(FS)O 2005. These assessments are kept on the Production’s secure drives and shared with Crew in each location they cover. The FRA identifies who will be at risk if there is a fire, where people may be working and who else may be at risk.

FRA’s shall be conducted by a Competent Person. A Competent Person, for the purpose of conducting fire risk assessments, shall be suitably qualified, experienced and hold a suitable fire risk assessor qualification as recognised by the Institute of Fire Engineers.

If the fire safety advisor does not hold a fire risk assessor qualification, an external vendor could be sourced to provide the service. The PAS79 standard is the recommended template for all fire risk assessments. PAS79 sets out nine steps for risk assessment. By implementing the PAS79 or equivalent standard, the Production aims to fulfil all relevant requirements of a fire risk assessment by following the below steps:

1. Obtain relevant information about the premises.
2. Identify fire hazards.
3. Make a subjective assessment of the likelihood of a fire.
4. Determine the physical fire protection measures.
1. Determine relevant information about fire safety management.
5. Make a subjective assessment of the likely consequences to occupants in the event of a fire.
6. Make an overall assessment of the fire risk and decide if the risk is tolerable.
7. Formulate an action plan as necessary to address any shortcomings.
8. Review the FRA as necessary.

FRA’s shall be reviewed by a Competent Person following:

- Any structural changes (alterations to the layout of the premises, erection of partitions, temporary/inner rooms etc.) which may affect the means of escape or spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Any substantial change to the numbers of people or occupancy type using the premises, to ensure that escape routes can still function effectively.

4.2 Fire Alarm Systems

Fire alarms are designed to protect people, property, or both. Where Productions use buildings with pre-existing fire alarm systems the Producer shall ensure these are properly inspected, maintained and in good working order, which may be undertaken by the landlord. The studio and locations departments will act as the liaison with the landlord with the support of the Production safety department. Where the Production builds its own workshops or marquees, the requirement for an installed fire alarm system will be dependent on the occupancy and materials stored inside and will therefore be determined by the FRA. When contracting new spaces, advice will be sought from the corporate production safety team where a Competent Person has not yet been engaged with the Production. As per section 3.1 Producers should

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ensure sufficient financial resources are in place for the installation, commissioning, inspection and testing of fire alarm systems.

4.2.1 Maintenance and written records of fire alarm systems

Fire alarms shall be installed, inspected, tested and maintained in line with British standard, BS5839, with written records kept securely. The Production is responsible for inspection, testing and maintenance of all alarm systems installed by or on the behalf of Production. This can be contracted out to a specialist vendor or contractor who should be sourced through Production sourcing. Where the Production rents space with pre-existing alarm systems the Production will confirm with the landlord that these checks are up to date and continue through the Productions occupation.

- Weekly check – One sample detector or call point shall be operated to test function and sounders, this will be carried out at the same time and day each week, when crew are present.
- Annual checks, after a fire or if damage is suspected shall be carried out by a Competent Person, for example the installing engineers.

4.2.2 Fire Alarm Isolation

The isolation of any fire alarm system must be covered by a permit to work, please consult the Production safety department for details on how to request a permit. This is to ensure suitable alternative controls are put in place to raise the alarm whilst isolated. When isolation is no longer required controls must be put back into service promptly by a Competent Person and the permit closed out.

4.3 Portable Firefighting Equipment

Portable firefighting equipment (**PFFE**), such as fire extinguishers and fire blankets shall be in place in workplaces as per the results of the fire risk assessment in conjunction with British standard, BS5306. The provision of PFFE within any Production premises will be determined by the FRA. Whist the primary intention of PFFE is to aid escape, it can be used by trained and competent crew to extinguish small fires, after the emergency services have been called. If a fire cannot be extinguished with one extinguisher crew shall not put themselves in danger and immediately evacuate.

4.3.1 Maintenance of fire extinguishers

PFFE will be installed, inspected and maintained in line with British standard, BS5306, with written records kept securely. The Production is responsible for inspection, testing and maintenance of all PFFE installed by or on the behalf of Production. This can be contracted out to a specialist vendor or contractor. Where the Production rents space with pre-existing PFFE they shall confirm with the landlord that these checks are up to date and continue through the Productions occupation.

- Monthly inspection – This can be carried out by any competent crew member, such as the fire marshal in each department. The inspection will consist of a visual check to ensure the PFFE is:
 - Located in the proper place.
 - Not discharged and still has its tag intact.
 - Has been inspected within the last 12 months.
 - At the correct pressure (dial should be in the green).

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- Not showing any obvious signs of damage.
- Annual inspection – A more thorough inspection by a qualified, competent engineer.
- Test by discharge – Extinguishers shall be tested by discharging at a frequency depending on the type of extinguisher and manufacturer’s instructions. This will be carried out by a qualified, competent engineer.
- Other PFFE, such as hose reels and sprinkler systems will require ongoing maintenance and inspection as per BS5306.

4.3.2 Fire Extinguisher Training

The Production safety department will help facilitate practical training is provided for select crew in the use of fire extinguishers. It is recommended all fire marshals, Production security and select assistant directors are trained in the use of PFFE.

4.3.3 Fire Hydrants

Some studios and locations may have fire hydrants in place for use by the local fire and rescue service. Upon starting at a new studio or location, production management, locations or studio department shall liaise with the landlord, ensuring access to hydrant maps and method of priming. Production will ensure this is passed to the emergency services in the event of an incident. The fire safety advisor will support the Production in making sure these documents are in place.

4.4 Emergency Lighting

Emergency evacuation routes and exits must be illuminated with sufficient emergency lighting in case of failure of normal lighting. Where drapes, blue screens or set pieces block emergency lighting, suitable alternative lighting shall be in place to ensure fire escape routes are still illuminated in the event of a power failure or during shooting when lights are turned off. Productions will ensure emergency lighting is in place for all premises and ensure suitable maintenance of such lighting. If the space is leased or rented, the Producer must confirm whether this is a landlord or production responsibility.

Emergency lighting shall be installed, inspected and maintained in line with British standard, BS5266, with written records kept securely. The Production is responsible for inspection, testing and maintenance of all emergency lighting installed by or on the behalf of Production. This can be contracted out to a specialist vendor or contractor who should be sourced through Production sourcing. Where the Production rents space with pre-existing emergency lighting they will confirm with the landlord that these checks are up to date and continue through the Productions occupation.

- Monthly checks – Simulate a power failure to the normal lighting circuit and check that luminaries have energized.
- Annual checks – Longer duration test to be carried out to check batteries last for at least 1 hour.

All checks and maintenance will be carried out and recorded by a competent person, with records maintained on site. The fire safety advisor will advise the Production to ensure compliance with BS5266.

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4.5 Emergency Signage & Escape Routes

4.5.1 Emergency Signage

Directional signage shall be in place as determined by the FRA. This will indicate the direction of travel to a place of safety in the event of an emergency. Consideration shall be given on the use of illuminated emergency exit signage to ensure Crew are still able to find the exit in dark conditions or a power failure. Fire action notices will also be in place at every exit and next to every call point, detailing the action to be taken in the event of an emergency.

4.5.2 Escape Routes

Escape routes must be always kept clear to ensure a safe and effective evacuation in the event of an emergency. Within stages, fire lanes shall be in place around the outside edge of the stage, to facilitate safe evacuation of Crew, no equipment or materials are to be placed within this lane. The 1st AD in conjunction with relevant HOD's are responsible for ensuring their teams do not place equipment or materials within the interior fire lanes or blocking exits. The 1st AD will confirm all fire lanes and escape routes are clear at the start of each shooting day and prior to the lights being turned off or dimmed.

4.6 Electrical Inspections

All fixed electrical systems shall be routinely inspected in line with British standard BS7671. This formal inspection is known as an electrical inspection condition report (EICR), and the frequency of inspection depends on the type of building. These inspections will be completed by a qualified electrician who can demonstrate their competence to carry out an EICR.

Before the Production or studio enter into a contract or agreement with a new location, they must review the most recent EICR in consultation with the corporate production safety team.

5 EMERGENCY EVACUATION PROCEDURES

5.1 Purpose of Evacuation Procedures

The RR(FS)O 2005 requires the Responsible Person to establish 'procedures for serious and imminent danger and for danger areas', this obligation specifies a requirement to:

- Establish and, where necessary, utilise appropriate procedures, including safety drills to be followed in the event of serious and imminent danger to relevant crew and visitors.
- Enable effective evacuation in an alarm activation or following the discovery of a fire.
- Nominate a sufficient number of trained Crew to implement emergency procedures and evacuation plans.
- So far as is practicable, require any relevant Crew who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps to be taken to protect them from the hazard.
- Enable the Crew concerned to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent, and unavoidable danger.

To avoid delay in evacuating the premises when the fire alarm is sounded, each Production shall have a pre-arranged procedure enabling Crew to 'stop work and immediately proceed to a place of safety'. Fire drills will be conducted by the Production safety department to ensure these procedures work for the specific space the Crew are based.

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5.2 Evacuation Procedure Requirements

It is essential that all Crew be familiar with the escape routes to be used in the event of a fire and with an alternative route, if the main escape route is impassable. Every Crew member shall be given instruction about their action on hearing the fire alarm as part of their induction training.

- The instruction shall identify the alarm, state which route is to be followed, alternative route to be used if the first is impassable and where to assemble for roll call on reaching a place of safety.
- The responsibility for ensuring that a department is evacuated quickly and safely will rest with the HOD or a nominated fire marshal.
- On reaching the assembly point, a roll call shall be called to ensure that everyone in the department is accounted for, taking particular care if Crew regularly work away in other locations or areas of the studios.
- If the roll call shows that a Crew member is missing, this information must immediately be passed to the FIC and emergency services while all efforts are made to contact them.

5.2.1 Allocation of responsibility

Allocation of specific responsibilities will vary according to circumstances, to ensure the safety of all occupants of the space. Decisions must not be delayed unnecessarily because one or more of those responsible are not immediately available.

There will be a designated person in each department or work area (the HOD, supervisor or a trained fire marshal), responsible for taking immediate charge at the scene upon the outbreak of fire and taking decisions pending the arrival of the FIC or the FRS. It must be clearly understood that if the designated person is not available, then the next senior Crew member takes charge, but hands over to the HOD, supervisor or fire marshal on their arrival if support is required.

5.2.2 Fire action instructions

At conspicuous positions in all parts of the building, and adjacent to all fire alarm activating points, printed notices shall be exhibited stating, in concise terms, the essentials of action to be taken upon discovering a fire and on hearing the fire alarm.

In the event of a fire, action upon discovery needs to be immediate and a fire action plan will be put into effect. A fire action notice will include the following points:

- Raise the alarm (to warn others).
- Leave the building by the nearest exit.
- Report to the assembly point.
- Call emergency services.

5.2.3 Roll call

The roll call system is based on checking that everyone in a building, set or location has reached a place of safety. In the event of a fire or other emergency, following evacuation, the HOD or deputy in collaboration with any fire marshals shall ensure all department crew have evacuated and are accounted for. This information will be passed to the FIC and a member of the Production safety department.

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5.2.4 Contractor, Vendor and Visitor Reporting Procedure

Where a contractor, vendor or visitor is unaccounted for and there is a risk that they may still be within the building or space, it must be reported to a fire marshal or FIC, without delay.

The relevant department HOD or supervisor facilitating the contractor, vendor or visitor, shall be responsible for ensuring their safety and accountability in an emergency. Where those persons have left the Production space, the relevant HOD or supervisor must confirm that they are accounted for.

The FIC will check with all relevant HODs, supervisors or coordinators all persons are accounted for, report their findings to the Responsible Person and await the arrival of emergency services and respond to instructions.

No-one will leave the assembly point until instructed to do so by the Responsible Person or FIC.

5.2.5 Guidance on the Evacuation of Persons Requiring Special Assistance

Where Crew or visitors have identified they require assistance in the event of an emergency evacuation, the Production may create a PEEP to identify the specific needs and details of others who would assist them in an evacuation. Fire marshals will support with Crew or visitors requiring special assistance. Examples of controls which may be included:

- Trembler alarms.
- Flashing lights.
- Buddy (work companion assistance) systems.
- Tactile way finding signs.
- Evacuation chairs and other escape systems.

The actions required to ensure the safe and effective evacuation of persons requiring assistance in an emergency need to be given careful consideration. PEEPs will take account of various scenarios that may arise. A PEEP may be required for Crew due to their job role, such as:

- Performers in heavy, restrictive costumes.
- Performers strapped into vehicles, harnesses or suspended from height.
- Those working in water tanks or pools.

A template for creating a PEEP is included in [Appendix 1](#).

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6 TRAINING

6.1 All Crew

All Crew must receive basic fire safety training prior to starting work and attend refresher sessions and toolbox talks as required.

Crew will be inducted by their HOD or supervisor on their first day. The induction shall cover:

- How to check in for a roll call.
- Action to be taken upon discovering a fire.
- Action to be taken on hearing the fire alarm.
- Raising the alarm, including the location of alarm call points.
- The correct method for contacting the emergency services and informing the landlord or other users of the space.
- The location and use of firefighting equipment.
- Escape routes in all areas of work (cables and equipment must be managed to avoid a trip hazard or obstruction of fire lanes and escape route).
- Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- Stopping machines or processes and isolating power supplies where appropriate.
- Evacuation of the building.

6.2 Fire Marshals

There will be enough trained fire marshals to ensure suitable support during an evacuation, the number for each department will be determined as part of the fire risk assessment. Training will be provided by the Production safety department.

6.3 Fire Drills

Fire drills shall be conducted to test the effectiveness of the Productions evacuation procedures and ensure all crew understand and are properly trained in the evacuation procedures. Productions should aim to complete at least 2 drills; however the number exact number of drills shall be determined by the fire risk assessment, therefore for shorter Productions this number may change. The times and locations will be agreed between the Producer and the Production safety department. The drills will be recorded by the Production safety department using the template in [Appendix 2](#) and any issues observed during the drill shall be rectified. The fire safety advisor will work with the Producer and HODs to plan and implement remedial fire drills as required. When carrying out fire drills it is important to test the effectiveness of any PEEPs in place on the Production. This includes:

- During costume fittings for complex costumes which restrict movement.
- When rehearsing scenes in water.
- When rehearsing scenes where performers are strapped into vehicles, harnesses or suspended at height.

At the muster point all Crew involved should sign [Appendix 2](#) to record their participation before returning to the building.

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7 APPENDICES

7.1 Appendix 1 - PEEP

| PSSFRM13-1 - Personal Emergency Evacuation Plan (PEEP) | |
|--|--------------------------|
| NAME | |
| JOB TITLE | |
| DEPARTMENT | |
| WORK LOCATION(S) | |
| DATE | |
| REVIEW DATE | |
| PLAN CREATED BY | |
| I AM INFORMED OF AN EMERGENCY EVACUATION BY (tick relevant box) | |
| EXISTING ALARM SYSTEM | <input type="checkbox"/> |
| VISUAL ALARM SYSTEM | <input type="checkbox"/> |
| PAGER DEVICE | <input type="checkbox"/> |
| MEMBER OF CREW | <input type="checkbox"/> |
| OTHER (please specify) | |
| DESIGNATED ASSISTANCE | |
| NAME | |
| CONTACT DETAILS | |
| NAME | |
| CONTACT DETAILS | |
| NAME | |
| CONTACT DETAILS | |
| NAME | |
| CONTACT DETAILS | |
| METHODS OF ASSISTANCE | |
| Methods of guidance, assistance, support etc: | |
| | |

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| | |
|--|--|
| EQUIPMENT PROVIDED | |
| Specialist equipment to assistance evacuation (including means of communication): | |
| EVACUATION PROCEDURE | |
| A step-by-step account beginning from the first alarm: | |
| SAFE ROUTE(S) TO BE USED | |
| Determined by the general location of the person requiring assistance. It should be flexible enough to cover options, e.g., a fire blocks the normal exit route: | |
| SIGNED BY HOD/SUPERVISOR | |
| SIGNED BY CREW MEMBER | |

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7.2 Appendix 2 – Emergency Drill Report

| PSSFRM13-2 – EMERGENCY DRILL REPORT | |
|--|--|
| DATE | |
| LOCATION | |
| TIME OF ALARM ACTIVATION | |
| FIRE MARSHALS PRESENT | |
| TIME TO CLEAR BUILDING | |
| PRODUCTION SAFETY OBSERVER | |
| OBSERVATIONS DURING EVACUATION: | |
| | |
| OBSERVATIONS AT MUSTER POINT: | |
| | |
| LEARNING POINTS/GENERAL COMMENTS: | |
| | |
| NEXT DRILL DUE | |
| REPORT COMPLETED BY | |