

Section 6.5 – Emergencies and Emergency Evacuation Plan

EMERGENCY SERVICES – DESIGNATED AREAS

EMERGENCY COMMAND POST

FOR WAREHOUSE: Outside main Shipping Office in parking lot

FOR OFFICES: Outside main office building in parking lot

ALTERNATE COMMAND POST

DESIGNATED BY ON SCENE RESPONSE COORDINATOR

GROUPING (MARSHALING) AREAS IN CASE OF EVACUATION

Front Office Staff: Assemble at front of building opposite main office

Warehouse Staff: Assemble on the grass across the yard from the Shipping Office

GROUPING (MARSHALING) AREAS IN CASE OF NATURAL DISASTER/SEVERE STORM/ POWER FAILURE

Front Office Staff: Assemble in the Lunch Room in the front office

Warehouse Staff: Assemble in Shipping Office

FIRST AID ATTENDANTS AND TREATMENT AREAS

PRIMARY: First Aid Room

IN EVENT OF EVACUATION: Grouping Area (First aid attendants to gather treatment supplies from first aid room and bring to grouping area)

EMERGENCY ALARM/EVACUATION

An employee noticing a fire or other emergency shall immediately inform the lead hand or supervisor of the problem.

The lead hand will then put out an “EMERGENCY SITUATION” call on the mobile radio system indicating what the emergency is and where it is located in the building. Repeat the message as clearly and calmly as possible. Then call 911.

If it is an extreme emergency, then proceed to the nearest exit and pull the fire alarm.

Upon hearing the “EMERGENCY SITUATION” announcement, all employees, contractors, visitors etc. will evacuate the building.

The members of the emergency response team will proceed with their duties as outlined in this plan.

Employees in the immediate vicinity of an emergency shall use facility emergency equipment located in the area to contain the emergency, and if qualified, help in the administration of first aid.

THIS SHOULD BE PERFORMED WITH DUE REGARD TO PERSONAL SAFETY DETERMINED BY THE EVENTS AT THE TIME

PROCEDURES DURING AN EVACUATION

When an evacuation has been sounded employees are to shut down their equipment (including turning off forklift propane to reduce potential hazards to emergency response personnel) and to evacuate the building in an orderly fashion through the nearest emergency exit.

This should be done in a manner that leads the individuals away from the emergency scene. As such, all employees must be aware of the fire/emergency exits in the areas where they work and/or travel.

EMERGENCY EXITS ARE IDENTIFIED WITHIN THE BUILDING ON THE ENCLOSED MAPS AND ARE POSTED IN THE WAREHOUSE.

When an evacuation has been ordered, your personal belongings, e.g., coat, lunch box etc., should not be collected. DO NOT go to the locker room or the lunch room.

All employees are to proceed to the grouping area designated above as quickly as possible.

UNDER NO circumstances should you proceed to your vehicle during evacuation procedures and attempt to remove your car. This will cause congestion and could block exits required by emergency vehicles.

A roll call will be performed in order to determine whether any employees are trapped inside, and if so, to relay this information to the fire dept. for search and rescue.

IT IS IMPERATIVE THAT THE ROLL CALL BE ACCURATE IN ORDER TO PREVENT THE FIRE FIGHTERS FROM HAVING TO PERFORM RISKY SEARCH PROCEDURES AND ENDANGER THEIR LIVES UNNECESSARILY.

PROCEDURES TO FACILITATE ROLL CALL

The Warehouse Manager, Dunnage Supervisor or Retail Supervisor will print out an "On-Premises" list from the Timecard system, take any punch cards for daily temporary employees and proceed to the grouping area.

ROLL CALL WILL BE CONDUCTED BY THE LEAD HAND OR SHIFT SUPERVISOR.

ALL EMPLOYEES ARE TO REMAIN IN THE GROUPING AREA UNTIL DIRECTION IS GIVEN BY THE EMERGENCY RESPONSE TEAM LEADER THAT EITHER TRANSPORTATION HAS BEEN ARRANGED TO LEAVE THE AREA, OR THAT THE EMPLOYEES CAN RE-ENTER THE BUILDING.

POST EVACUATION ASSESSMENT – HACCP Team

Once the building is deemed safe to re-enter, the HACCP team is required to inspect the facility and customers' product to determine any damage and/or contamination.

If damage and/or contamination are found, the HACCP team will complete a report detailing the results of the inspection and then submit the report to senior management and to the affected clients' quality control departments.

The HACCP team will then await instructions from the clients' quality control officers on what to do with the affected product.

Once the instructed actions are followed, the HACCP team will follow up with the clients' quality control officers to ensure that the matter has been resolved to their satisfaction.

EMERGENCY – NO EVACUATION

In an emergency requiring the aid of the “emergency response team”, the procedure is as follows:

The first person noticing the emergency will inform the lead hand or supervisor who in turn shall use the mobile radio system to inform all staff of a “local emergency” and the location. Repeat the message again as clearly and calmly as possible.

Upon hearing the “local emergency”, the emergency response team will respond to assess the situation and proceed with their duties as outlined in this plan.

IDENTIFICATION OF SPECIFIC INDIVIDUALS

EMERGENCY RESPONSE COORDINATOR:

DAYS (Monday to Friday): Director of Operations
CONTINENTAL DAYS & NIGHTS: Desk Shift Supervisor

ALTERNATE COORDINATOR:

Lead Hand or Shift Supervisor

EMERGENCY RESPONSE TEAM (see bulletin board for full team list):

Director of Operations
Warehouse Manager
Health and Safety Coordinators
Lead Hand as designated
First Aid Certificate Holders

SGS Canada CONTACT INFORMATION:

In the event of any contamination of clients’ product (i.e. water damage, roof leaking onto product etc.), SGS Canada must be contacted and informed of the details of the contamination within 24 hours. This will be the responsibility of the Director of Operations or alternatively the Health and Safety Coordinator.

Email: globalbrc@sgs.com
Mamun.chowdhury@sgs.com
Anaroxana.vasilescu@sgs.com

SPECIFIC DUTIES UNDER THE PLAN FOR DESIGNATED INDIVIDUALS

EMERGENCY RESPONSE COORDINATOR

UPON NOTIFICATION OF AN EMERGENCY:

1. Ascertain the extent and type of emergency by discussion with “on the scene” personnel, and checking alarm panel for alarm source.
2. Be prepared to implement full area/building evacuation, if there is any indication that the situation cannot be immediately controlled.
3. Confirm that the first line response team is aware of the location of the emergency and are proceeding with their assigned duties.
4. Dispatch first aid people as required.
5. Confirm that outside response agencies, and appropriate government agencies have been called to ensure a representative will meet the responders at the front door.
6. Liaison with incoming response agency, advise them of any potential hazards, and coordinate warehouse support activity.
7. If salvage/protection of contents is possible coordinate this activity with our people and the outside response agency.
8. If area or building is evacuated, confirm that all persons are accounted for at the grouping area. In the event there are unaccounted persons, ensure outside response agency is aware of discrepancies for formal search and rescue activities.

NOTE: In the event of inclement weather, arrangements should be made to transport employees from the grouping area to a secure off-site building until final action has been determined.

9. Ensure a senior management representative is apprised of the situation and is directed to the command post.
10. Direct all media representatives, inquiries or external calls to the senior management representative located at the command post.
11. Once the emergency situation has been contained, liaison with emergency response agency to determine if employees are to return to work or be released to go home.
12. Following successful completion of the emergency response ensure the total area has been thoroughly checked, and coordinate any activities required for cleanup, overhaul and /or protection systems returned to their full operational standby status.
13. As soon as practical (within 24 hours), coordinate a fully documented investigation on the situation, including statements from all employees involved in discovering the situation and/or taking part in emergency response activities during the situation.

SPECIFIC DUTIES UNDER THE PLAN FOR DESIGNATED INDIVIDUALS (continued)

EMERGENCY RESPONSE COORDINATOR (continued)

14. Notify affected customers and permit customer representatives to conduct an inspection to determine if product is saleable, should be destroyed or put on hold for further review.
15. A full critique and review of the situation, action and results shall be conducted by senior operating management within the week following the occurrence.
16. Assess and implement action/policy changes, as required from the investigation and review.

ALTERNATE EMERGENCY RESPONSE COORDINATORS

In the absence of the emergency response coordinator, the alternate emergency response coordinator assumes the above duties.

DUTIES OF LEAD HANDS ON FLOOR

1. In the event of an emergency evacuation of the building, the lead hands are to take charge of those persons in their department area and ensure an orderly safe evacuation from the danger and the building.
2. Proceed to the primary exit in your area checking for any condition that can cause an obstruction such as smoke, heat or a rush of hot air. Direct people to an alternate exit if the exit does not appear safe.
3. Remain in the building, IF SAFE TO DO SO, until all persons have vacated the area and perform a sweep of the area quickly, checking washrooms and offices where applicable. Proceed to exit the building ensuring all doors are closed behind you.
4. Assist the first line response team in the performance of their duties, if applicable.
5. After the emergency has been corrected and re-entry is permitted, return to your work area and report any unusual circumstances to the Emergency Response Coordinator and assist in the follow-up investigation.

SPECIFIC DUTIES UNDER THE PLAN FOR DESIGNATED INDIVIDUALS (continued)

FIRST LINE RESPONSE TEAMS

1. Upon notification of an alarm, the first line response team should proceed to the location of the emergency condition. If the condition indicates entry into heat, smoke, confined space or near stacked material, DO NOT ENTER, withdraw if you feel endangered.
2. Take directions from the emergency response coordinator and don't hesitate if withdrawal is ordered.
3. If control/suppression is not achieved quickly, withdraw to place of safety and apply appropriate actions to contain the emergency situation.
4. If the emergency is a fire and the fire continues to spread, get behind fire separation wall and ensure all doors are closed.
5. Do not re-enter a closed area.
6. As directed, assist the external emergency response agency team in the form of orientation of area, identification of hazards, etc.
7. Your priority is first response only, to assist in the containment of an emergency situation.
8. Upon arrival of the external emergency response agency assist as directed and then report to the command post.
9. Assist with crowd control, overhaul, investigation, etc., as directed by the emergency response coordinator.

FIRST AID CERTIFICATE HOLDERS

1. Upon notification of an emergency and under direction of the emergency response coordinator, first aid certificate holders are to respond to the first aid room and prepare for possible incoming injuries and/or scene response.
2. If requested, proceed to the scene to administer first aid, be aware of the situation so as not to place yourself in danger.
3. Assign an assistant to remain in the first aid room if you leave (except for full evacuation).
4. If a full evacuation is ordered, take portable treatment kit(s) out to the grouping area and maintain treatment station there.
5. Inform emergency response coordinator if injured individuals require immediate treatment by medical personnel.

Response to Specific Emergencies

Power Failure

Actions required under the direction of the Emergency Response Team (ERT):

- 1) Institute safety precautions immediately; shut off gas, issue flashlights, check emergency lighting, etc.
- 2) Inform employees to remain at their workstations unless it is unsafe to do so. If unsafe, evacuate the building.
- 3) If the power is likely to be off in excess of 15 minutes, take the following actions:
 - (a) Inform employees to make their way carefully to the Shipping Office by following main aisles that are lighted by emergency lights.
 - (b) Inform the employees to wait in the Shipping Office until given instructions to return to work or leave the facility.
- 4) Senior Management representative on site is to confer with Operating Management to decide on best course of action taken. Course of action if open:
 - (a) Allow employees to remain in the Shipping Office without loss of pay until power is restored or until end of shift, whichever occurs first.
 - (b) Allow employees to leave the facility with the understanding that pay ceases as of the time they leave the facility or when the facility closure is officially announced.
 - (c) Offer outside work if available and if daylight.

Gas Leak

What to do if you smell gas

If you smell gas or hear the flow of escaping gas, follow these steps immediately:

- | Don't smoke, light matches, operate electrical switches, use either cellular or telephones, or create any other source of ignition.
- | Leave the building immediately, leaving the door open and any windows that may be already open.
- | Turn your gas off at the meter, if you know how.
- | Call the Enbridge emergency phone number, 1-866-763-5427. The number can also be found by all phones or by visiting Enbridge.com.

Response to Specific Emergencies (continued)

Weather Conditions

Hurricane

Prior to the arrival of a hurricane, the Emergency Response Team will work with the Director of Operations to:

- (a) Shut down equipment safely;
- (b) Inspect roof edging strips, gutters, flashing, coverings and anchorages;
- (c) Check for weak door and window latches or hardware, or for insecure panel fastenings. Expedite repairs to insecure closures;
- (d) Protect vulnerable windows from flying debris;
- (e) Anchor structures in the yard that can be moved by high winds, such as trailers, lumber, or any loose yard storage. Move stored materials inside if practicable;
- (f) Inspect all fire protection equipment to ensure it is in service; and
- (g) Clean out drains and catch basins.

The Emergency Response Team in conjunction with the Director of Operations will:

- (a) Protect important records from wind, debris and rain; and
- (b) Update important backup records and move them to a location that reduces the risk of loss.

Following the hurricane, the Director of Operations will:

- (a) Perform an immediate damage assessment of facility and customer product, paying special attention to possible fire, flooding, or impairments to fire protection systems;
- (b) Inform clients of product damage and initiate salvage operations per customers' instructions;
- (c) Initiate temporary repairs to openings in walls or roof and ensure the contents of the area are covered with tarpaulins to minimize rain damage;
- (d) Ensure that care is exercised around damaged power lines and advise municipal hydro department of necessary repairs; and
- (e) Ensure roof drains are cleared of debris to prevent water from pooling on the roof.

Response to Specific Emergencies (continued)

Weather Conditions (continued)

Tornado / Severe Storm

The Director of Operations should maintain awareness of a storm watch but no formal action need be taken unless:

- | The National Weather Bureau reports a tornado moving towards the facility.
- | Radio starts to make steady, staccato noise (steady purring sound).
- | Fluorescent lights that are off, suddenly light up.
- | High winds in excess of 100 km develop.

After awareness of the above, the Director of Operations will notify all employees to proceed with an orderly shutdown of equipment, after which all employees will move to the designated grouping area. **Location:** Shipping Office for warehouse staff and Lunch Room for front office staff.

When the tornado or severe storm has passed, the Director of Operations will work with appropriate department personnel to:

- (a) Notify the fire department of missing persons in order to initiate search and rescue.
- (b) Initiate damage control with temporary repairs to walls and roof to reduce rain damage.
- (c) Initiate appropriate salvage operation.
- (d) Clear roof drains of debris to prevent water from pooling on the roof.
- (e) Ensure that precautions are in place to secure area around damaged power lines.

Response to Specific Emergencies (continued)

Chemical Spill

Chemical releases, i.e., liquid, gaseous, and solid addressed in this section are defined as "...any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment."

Releases are divided into two categories, major and minor.

The determination of a major or minor release is often difficult and should be left to the Supervisor or Emergency Response Coordinator.

If there is any question as to the severity of a release, contact the Emergency Response Coordinator.

Employees who routinely work with hazardous materials will be trained in basic spill response and should therefore be qualified to handle minor releases.

Major releases will be handled by professional emergency response teams.

All releases greater than 5 litres of liquid or 5 kilograms of solid must be reported to the Supervisor and the Emergency Response Coordinator.

Releases of mercury, asbestos or PCB's in any amount must be reported to the Supervisor and the Emergency Response Coordinator.

If a **MAJOR** chemical release occurs (greater than 5 litres of liquid or 5 kilograms of solid), follow these steps immediately:

Person discovering the release:

1. Keep calm. Remove yourself from harm.
2. Contact the Supervisor and describe the type (review MSDS), location and estimated quantity of material released.
3. Attempt to slow/contain the release (i.e. shut off pumps, close valves, upright drums) if it can be done safely. If assistance is needed, page for help.
4. Keep co-workers and unauthorized personnel at a distance until the Supervisor arrives.

Supervisor:

1. Assess the situation. Consider the quantity, type, and the location of the material released.
2. Determine whether the release is a major or a minor. For a minor release, supervise clean-up. For a major release, notify the Emergency Response Coordinator to activate the emergency response plan.

Response to Specific Emergencies (continued)

Chemical Spill (continued)

Emergency Response Coordinator / Alternate:

1. Consider evacuation of the immediate area and/or total impacted area.
2. Ensure the following responders are contacted, as necessary:
 - fire department (911)
 - Contracted Emergency Response Team
3. Obtain and use personal protective equipment/respirators.
4. Advise key management personnel of emergency.
5. Attempt to identify and stop the leaking chemical if possible.
6. If the spill has entered into the environment (e.g., off-property, ditch, sewers, soil) immediately notify the Ministry of the Environment (MOE) via the Spills Action Centre at: 1-800-268-6060, and local Municipal Works Department.
7. If there is a potential for the spill to enter into the sanitary or storm sewers, block the drains with drain covers/diking materials.
8. Determine the presence of explosive or oxygen deficient atmosphere before starting the cleanup.
9. If the spill involves a flammable vapor, shut off all sources of ignition and ventilate the area. Clean up any absorbent material only after confirming that the Lower Explosion Limit (LEL) has not been reached.
10. Secure the area to prevent traffic entry.
11. Dyke the area with SOC's or containment booms. Cover the spill with absorbent material.
12. Sweep and shovel the absorbent into a 45-gallon drum and label the drum.
13. Ventilate the area after the spill has been cleaned up.
14. Contact the Health and Safety Manager or his alternate and provide the following information:
 - type of material released (note: releases include those into air, soil and water)
 - Estimated quantity
 - Location (be specific)
 - Has the spill entered into the sanitary or storm sewer, soils, ditch, or off- property?
 - Time of release
 - Clean up efforts
15. Notify Supervisor of the spill clean-up items that need to be replenished.

Response to Specific Emergencies (continued)

Transportation Related Accidents

If an accident occurs near the premises of the facility that could involve exposure of the facility and personnel, the Director of Operations should contact the municipal fire department and be prepared, at their discretion, to initiate an evacuation of the facility.

In order to limit the risk of damage to the facility in the event that any material released is flammable, the Director of Operations will initiate the shutdown of all ignition sources located downwind of the released material.

Direct emergency response to a transportation related chemical spill accident requires special training and protective equipment. Spill response should be left at an outside emergency response agency with the facility's efforts limited to the protection of property and the evacuation of the personnel to safety.

If a **MINOR** chemical release occurs (any spill under 5 litres of liquid or 5 kilograms of solid), follow these steps immediately:

Personnel in the immediate area of a minor chemical release:

1. Attempt to locate the source of the spill and to determine the type of chemical.
2. Notify the department supervisor on the size and location of the spill. Make sure the release has been classified as minor by the supervisor.
3. Consult the Material Safety Data Sheet for the chemical. Obtain the recommended personal protective equipment and spill response equipment (e.g., SOC's for containing the spill, absorbent broom & shovel, garbage pail), from the spill station.
4. Limit the spread of the hazardous material by using the appropriate containment media (i.e. absorbent socks, oil dry, over pack, roll barrel method, etc.).
5. After diking, either absorb the material/waste with absorbent or neutralize as indicated on the MSDS. This solidifies the liquid and reduces its evaporation.
6. Immediately, sweep up the absorbent into the garbage pail from the response station.
7. Dispose of contaminated materials as directed by the Emergency Response Coordinator.
8. Decontaminate the equipment and return the clean supplies to their proper place.

Should an explosion occur in, or near your area of responsibility, proceed with the following if it is safe to do so:

1. Render First Aid. Request medical assistance if needed.
2. Contact the Health & Operations Manager/Safety Coordinator for fire control assistance and contain the fire using available and proper firefighting equipment.
3. Conduct a damage survey and report findings to the Safety Coordinator.

Response to Specific Emergencies (continued)

Civil Disorders and Riots

In the event of a civil disorder or riot in the vicinity of the facility the Director of Operations is to proceed in the following manner:

1. Notify the local police and fire authorities informing them of the situation and the threat that is posed by the activity.
2. Secure doors/windows wherever possible to reduce entry into the premises.
3. Have all personnel remain within the facility and gather in a location away from glass doors or windows to reduce the possibility of injury due to flying objects or broken glass.

Intruder Procedures

After hours:

In the event that you are within a facility after normal business hours and you hear or see an intruder(s) within the facility, take the following action:

1. DO NOT confront the individual directly; contact the local Police Department by telephone, informing them of the fact that you have observed an unfamiliar individual within the facility. Inform them that you will meet the dispatched officer at the main entrance door if it is safe for you to do so.
2. Leave the area by a safe route of exit, avoiding contact with the individual(s), and proceed to the main front entrance area.
3. Remain in a safe location near the front entrance until the Police have arrived and direct them to the location where you observed the intruder(s).
4. If you are confronted by an unfamiliar individual/individuals within the facility, remain calm. Ask if you can assist them with anything and attempt to diffuse any tension that may be developing. Inform them that they should leave the facility and that other individuals are within the immediate area. If the individual(s) leaves the area, proceed to contact Police as outlined above.

Remember: DO NOT PANIC. Maintain a sense of control since that will help eliminate a potential threatening situation.

If you are in the area with other individuals, or during normal work hours:

1. Confront the individual(s), using extreme caution, and ask if you can help them. Be calm and courteous, informing the individual(s) that all visitors must be registered in the reception area prior to entering the facility.
2. If the person is in need of assistance or direction then escort them to the reception area.

Remember: DO NOT place yourself in a threatening situation by allowing yourself to be maneuvered into an isolated area of the facility.

Response to Specific Emergencies (continued)

Criminal or Violent Behaviour

Everyone is asked to assist in making The Company a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or involved in, any violation of the law such as assault, robbery, theft, overt sexual behaviour, etc., do not take any unnecessary risk. Notify the Police (911) as soon as possible and give them the following information:

- | Nature of the incident;
- | Location of the incident;
- | Description of the person(s) involved;
- | Description of the property involved.

If you witness a criminal act or notice a person(s) acting suspiciously on the property, immediately notify the Police (911).

Assist the Police when they arrive by supplying them with any additional information requested. Ask others to do the same.

Response to Specific Emergencies (continued)

Fall Arrest / High Angle Rescue

Immediate action to be taken for a worker having been arrested in their fall arrest system.

- 1) The first worker to notice that another worker has fallen will immediately approach the individual and observe and/or ask if he/she has been injured.
- 2) If they are injured or do not respond: immediately initiate either the site emergency response or 911 and continue with step 3.

If they are not injured, continue with step 3

- 3) For all falls that result in individuals being suspended in their fall arrest system:
 - | Summon all onsite emergency rescue personnel.
 - | The incident scene in its entirety is to be quarantined.
 - | The team leader, safety representative or other competent employee will take charge.
 - | Contact site attendant supervisor.
 - | Contact the manager of safety systems.
 - | Use the available lift and maneuver the platform under the suspended worker.
 - | Assist the worker caught in his/her harness to maneuver to lift platform.
- 4) A rescue plan should be developed in advance of work that involves a fall hazard. Depending on who performs the rescue operation, there are four possibilities:
 - | Self-rescue
 - | Ad-hoc rescue by co-workers close to the accident location
 - | Rescue by co-workers trained as a rescue team
 - | Rescue by an outside, professional rescue team

Response to Specific Emergencies (continued)

Entrapment

Where parts of the body could be caught in parts of equipment:

1. Someone should stay with the victim while help is summoned.
2. The victim should be physically supported and reassured.
3. Until trained emergency personnel arrive, make sure that no one touches the controls other than the emergency stop and drive motor shut off switch.
4. Medical personnel are promptly summoned.
5. Quickly releasing the victim can lessen the extent of the injury, severity of pain and danger of going into shock.
6. Emergency medical personnel can administer pain medication; lessen shock and control bleeding.
7. Your local fire and rescue department should be called immediately.
8. The fire and rescue unit can summon a medical rescue helicopter, which will bring speedy transport to the appropriate hospital.
9. The helicopter normally has a nurse and medical doctor. However, it takes skilled tradespersons and management to free the victim if possible.
10. The Doctor can use medical judgement to further stabilize the entrapped person and perform medical procedures including amputation, if that is required.

Response to Specific Emergencies (continued)

Motor Vehicle Accidents

If you are in a moving vehicle when an accident occurs, immediately and safely pull over to the side of the road, turn off your car, and turn on your hazard lights.

Check to see if anyone is hurt.

If there is an injured person, do not move them until you take standard first aid measures.

Place flares, cones, or triangles alongside the road a few hundred feet before the accident so traffic is aware that there is an accident ahead.

Call 911 immediately.

Trade information with everyone involved in the accident. Be sure to exchange the following:

- Name, address, phone number of all drivers
- Name, address, phone number of all passengers or witnesses
- Driver's license numbers and license plate numbers
- Insurance companies of all drivers involved
- Registered owners of all cars
- Year, model, make, etc. of all cars involved.

Do not discuss what happened with anyone else but the police.

Do not say that it was your fault, and do not make accusations.

These comments may be used against you later.

If time and accident conditions allow, take notes about your perception of what happened.

Immediately notify your supervisor.

You may find that the other driver has filed a report stating that the accidents were your fault.

If you have or suspect an injury, visit a doctor right away.

Following these simple steps will keep the accident scene as safe as possible, and will help to ensure that no one has to bear unnecessary blame.

Emergencies and Emergency Evacuation Plan Signoff

Please read the Emergency Escape Plan and answer the following questions by circling the correct answer to show that you have read and understand the procedures.

Once completed, please print your name, sign and date below and return **ALL** sheets to the HR Manager.

The procedures will be given back to you in a binder with all of the other safe operating procedures.

1. One of the duties of the lead hands on the floor during an emergency evacuation is take charge of those persons in their department and ensure an orderly and safe evacuation from the danger and the building.
a) True b) False
2. The first step in an emergency alarm or evacuation is:
a) Call 911
b) Immediately inform the lead hand or supervisor of the problem
c) Call all employees, contractors and visitors to evacuate the building
d) Employees in the immediate vicinity shall use facility emergency equipment to contain the emergency.
3. If you are the victim of violent behavior, the first thing you should do is immediately notify your supervisor.
a) True b) False
4. The duties of the first aid certificate holders are to:
a) Take portable treatment kit to grouping area in the event of a full evacuation
b) Inform emergency response coordinator if injured individuals require immediate treatment by medical personnel.
c) Upon notification of emergency and directed by emergency response coordinator, report to first aid room and prepare for incoming injuries
d) If requested, proceed to scene to administer first aid while being aware of the situation
e) All of the above
5. In the event of an evacuation, the marshalling area for warehouse staff is located at:
a) The grass across the yard from the Shipping Office
b) The Shipping Office
c) The first aid room
d) The picnic tables outside the Shipping Office

I have read and understand the Emergency Escape Plan and will abide by all of these procedures if an emergency should occur.

Print: _____ Sign: _____

Date: _____

CHANGE LOG

DATE	SUPERSEDES	REASON	NAME
Sep. 19/16	2015.1	Add Safety Coordinator's cell phone, add product evaluation by customer and facility evaluation, follow up with customer, change "PA System" to "mobile radios system"	S. B.
June 20/17	2016.1	Add step to Emergency Response Coordinators responsibilities – to notify customers affected and permit inspection	S. B.
April 22, 2020	2017.1	Revise roll call to include attendance report from attendance software (previously time cards) and update certification body and contact information.	S. B. S. M.
March 21, 2022	2020.1	Change: Section number from 5.4 to 6.5 Change: Emergency Response Coordinator from people's names to job titles Change: Emergency Response Team from people's names to job positions Change: Weekend Days & Nights to Continental Days & Nights Add: First Aid Certificate holders to Emergency Response Team Change: title of Operations Manager to Director of Operations Change: duties of Lead hand item No. 5 – report unusual to Emergency Response Coordinator from lead hand or supervisor Change: reference of plant to facility Change: in Entrapment – item 10 from amputation at the press to amputation, Add: Category Title - Response to Specific Emergencies Change: sign off to be returned to HR Manager instead of named person	M. H.