



EMERGENCY EVACUATION PLAN

PROCEDURES FOR SUPERVISORS AND DESIGNATED MONITORS AND STAFF

INSTRUCT ALL MACHINE OPERATORS TO SHUT OFF POWER TO THEIR MACHINES DEPRESS THE LARGE RED EMERGENCY STOP BUTTON LOCATED ON THE RIGHT HAND SIDE OF THE CONTROL PANEL.

THEY ARE TO LEAVE THE BUILDING AT THE CLOSEST EXIT AND ALL STAFF TO MEET AT THE EMPLOYEE PARKING LOT SO EVERYONE IS ACCOUNTED FOR.

PLEASE REFER TO THE PLANT LAYOUT FOR SPECIFIC LOCATIONS OF ITEMS THAT ARE TO BE CHECKED SO THAT YOU ARE PREPARED AHEAD OF TIME.

NATURAL GAS SHUT DOWN: IS LOCATED OUTSIDE ON EXTERIOR WALL BETWEEN CONFERENCE ROOM ADJACENT TO EMPLOYEE ENTRANCE

HYDRO SHUTDOWN: IS LOCATED NEAR EMPLOYEE PUNCH CLOCK ON WALL OPPOSITE THE PUNCH CLOCK AND ALSO NEAR THE FIRE EXTINGUISHER

HUMAN RESOURCE OFFICE & QUALITY MANAGER'S OFFICE: IF THE STAIRCASE IS ENGULFED IN FLAMES THE ONLY OTHER ALTERNATE ROUTE IS TO BREAK THROUGH THE GLASS IN EITHER OFFICE WITH A SLEDGE HAMMER AND USE THE CHAIN LADDER TO EXIT. USE THE NEAREST EXIT AND EVACUATE THE BUILDING.

RECEPTION: IF AT ALL POSSIBLE THE VISITOR LOG BOOK AND THE SALARIED EMPLOYEE SIGN IN BOOK SHOULD BE RETRIEVED BEFORE LEAVING THE BUILDING

NOTE: YOU MUST HAVE ACCESSIBLE TO YOU AT ALL TIMES A RECENT EMPLOYEE LISTING IN ORDER FOR YOU TO DO A HEAD COUNT WHEN EVERYONE REACHES THE EMPLOYEE PARKING LOT. PLEASE MAKE SURE ALL EXTERIOR DOORS ARE CLOSED WHEN EVERYONE IS SAFELY OUTSIDE OF THE BUILDING.

- **PLEASE TRY TO REMAIN CALM AT ALL TIMES**
- **DO NOT RISK YOUR SAFETY AT ANY TIME**
- **THE FIRE DEPARTMENT WILL BE NOTIFIED IMMEDIATELY**



FIRE SAFETY PLAN

IF AND WHEN YOU FIND A FIRE

- 1) GO TO THE NEAREST PHONE AND USING THE PAGING SYSTEM
NOTIFY EVERYONE THAT THERE IS A FIRE

WHEN YOU HEAR THAT THERE IS A FIRE

- 2) INSTRUCT ALL OCCUPANTS TO LEAVE THE BUILDING AS CALMLY AS POSSIBLE
USING THE NEAREST POSTED FIRE EXITS. ALL OCCUPANTS TO MEET IN THE EMPLOYEE
PARKING LOT ON THE NORTH EAST SIDE OF THE BUILDING
- 3) THE DESIGNATED MONITORS ARE TO INSPECT THE FOLLOWING AREAS FOR
OTHER OCCUPANTS:

PLANT

PROCESS TECH

- A) Plant Floor
- B) Lunch Room
- C) Grinder Room/Archive Room

HEAD FLOOR

- D) Washrooms (2)
- E) Process Tech/Head Floor Office

PLANT MANAGER

- F) Tumble Room
- G) Materials Area
- H) Shipping & Receiving Area

- I) Hold Area

MAINTENANCE

- J) Maintenance Area & Mezzanine
- K) Shut main power & Gas if required

OFFICE

RECEPTIONIST

- A) Executive Offices
- B) Washrooms (2)
- C) Front Office
- D) Lobby
- E) Conference Room (Upstairs)

MATERIALS MANAGER

- F) Conference Room
- G) IS Office
- H) Customer Service / Production Office

QUALITY or HR MANAGER

- I) Quality/Program Manager Office
- J) HR Office
- K) Quality lab

IF THE FIRE IS CONTROLLABLE

- 4) GO TO THE NEAREST FIRE EXTINGUISHER AND REMOVE IT FROM THE WALL,
PULL THE PIN OUT OF THE HANDLE. THEN AIM THE NOZZLE AT THE BASE OF THE
FIRE APPROXIMATELY EIGHT (8) FEET. SQUEEZE THE LEVER AND SWEEP FROM
SIDE TO SIDE TO ATTEMPT TO PUT OUT THE FIRE
- 5) IF UNSUCCESSFUL, OR UNABLE TO ATTEMPT TO PUT OUT THE FIRE,
EXIT THE BUILDING IMMEDIATELY
- 6) IF THE SPRINKLER HEAD IS DEPLOYED AUTOMATICALLY IT SENDS SIGNAL TO
FOREST CITY AND THEN THEY WILL CALL IN THE FIRE DEPARTMENT
- 7) OR CALL THE FIRE DEPARTMENT AT THE FOLLOWING PHONE NUMBER

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