
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Evacuation Procedure	Number: S12-PR-200-003	
	Owner: Rick Hall	Revision: 05	
	Effective Date: 10/21/2015	Page: 1 of 3	

1.0 Purpose

The purpose of this procedure is to ensure Manufacturing Facility employees are aware of emergency exits in the event of an evacuation.

2.0 Scope

All employees will be trained on the location of the emergency exits, so that in the event of an emergency, they will be able to exit the facility quickly and safely.

3.0 Responsibility

Safety Department will maintain air horns, evacuation maps, coordinate fire drills and provide training.

All employees are to be familiar with emergency evacuation exits.

4.0 Safety Considerations

Safety glasses and appropriate safety apparel are to be worn at all times.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment



On-Site Visitor Logs
Evacuation Map

6.0 Procedure

1. This procedure along with the evacuation routes and assembly points will be reviewed during the annual fire drill to assure that the safest method(s) are being used.
2. A full plant tour and instructions are given during New Hire Training.
3. Plant maps with emergency evacuation routes are placed in the breezeway leading into the office area, break room, and the lower and upper levels of the office building. Maps also include locations of fire extinguishers and air horns.
4. In the event of an emergency situation requiring the facility to be evacuated, an **air horn** will be sounded to alert employees. Air horns are located throughout the facility secured in mounted yellow cases.
5. If visitors are on the premises, they must be escorted to one of the evacuation meeting areas.

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6. Air Horn Signals:

- **Long Single Blast indicates an Evacuation (fire, acid spill, etc.).**
- **Several Short Blasts indicates a call for Help (medical emergency).**

7. There are 10 Emergency Exits located at the Main Plant.

a) Lower Level Office – 3 exits

- Main front entrance in office reception area.
- Side entrance, located by the stairs, leading into the plant.
- Side entrance leading to the asphalt parking lot.

b) Upper Level Office - 2 exits

- Emergency exit located in the GMP Library leading to plant area.
- Stairs leading down to office side entrance, located by the stairs, leading into the plant.

c) Plant – 6 exits (8 if bay doors are open)



- Loading Dock
- Shipping Desk side entrance.
- Bagging room going into main office.
- Beside bay door in Digester Area.
- Door between digesters leading to rear of building.
- Door behind Super Sack tie area leading to rear of building.

EXIT DOORS ARE CLEARLY MARKED WITH EXIT SIGNS AND HAVE BATTERY BACK-UP IN CASE OF POWER OUTAGE.

8. In the event of an emergency where an evacuation is required, each employee shall exit an Emergency Exit that is closest or safest to use.
9. Production Manager, Joe Rogers or designee will retrieve the On-Site Visitor Log in the shipping/receiving area and Quality Associate, Rick Hall or designee will retrieve the On-Site Visitor Log in the front lobby.
10. If exiting the front of the building, employees are to meet in the **parking lot across the street from the main building**. If exiting the rear of the building, employees are to meet in the **rear parking lot by the Emergency Assembly Sign on the fence**. The Quality Associate or designee will take roll for the employees gathered in the front of the building. The Production Manager or designee will take roll for the employees gathered in the rear of the building.
11. Production Manager will report to Quality Associate or designee the head count and names of employees located in back parking lot.

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12. Giles expects all employees to be safe and use common sense in the event of evacuation.
13. Director of Operations or President are the only personnel authorized to speak to media.

7.0 Reference Documents

N/A

8.0 Change Information

Changes the people responsible to collect the visitor log books and owner.
 Removed the number of air horn blasts that defined specifies type of emergency.
 Changed owner.

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