
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Evacuation Procedure	Number: S12-PR-200-003	
	Owner: Lee Cagle	Revision: 04	
	Effective Date: 11/13/2013	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 a real emergency, they will be able to exit quickly and safely.

3.0 Responsibility

All employees

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

N/A



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 an emergency evacuation route are placed in the plant, 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. Different numbers of audible blasts will be used for different types of emergencies.
 - a. **1 long blast = Fire (Evacuation)**
 - b. **2 blasts = Chemical Spill (Evacuation)**
 - c. **3 blasts = Medical Emergency (Emergency Response)**

❖ When signaling for a Chemical Spill or Medical Emergency sound the horn for the number of blasts then wait 30 seconds and signal again with the horn.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Evacuation Procedure	Number: S12-PR-200-003	
	Owner: Lee Cagle	Revision: 04	
	Effective Date: 11/13/2013	Page: 2 of 3	

5. 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)



- 4 to the front of the plant (1-Loading Dock, 1-Lower Warehouse side entrance at asphalt parking lot, 1- Bagging room going into main office, 1- Beside bay door in Tank Farm) If the bay doors are open in the lower warehouse and press room, they can be used as an exit.
- 2 to the rear of the plant (1- Door between digesters and 1- Door behind Super Sack tie area)

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

6. In the event of an emergency where evacuation is required, each employee shall exit an Emergency Exit that is safest and closest to them.
7. Production Manager or designee will retrieve the On-Site Visitor Logs in the plant area and HR Manager or designee will retrieve the On-Site Visitor Log for the office area.
8. After exiting the building, all **office employees** are to meet in the **parking lot across the street from the main building** where HR Manager or designee will take roll.
9. After exiting the building, all **plant employees** are to meet in the **parking lot behind the plant.** Production Manager or designee will take roll.
10. Giles Chemical expects all employees to be safe and use common sense in the event of evacuation. Always use route safest for employee and report to parking lot safest for employee.
11. Production Manager will report to HR Manager or designee the head count and names of employees located in back parking lot.
12. All members of management will keep in contact through cellular phone use.
13. Depending on the severity of the situation Safety Coordinator or designee will take the appropriate actions or make appropriate calls for emergency response. **Employees should always dial 911 if it is necessary.**
14. Director of Operations or President are the only personnel authorized to speak to media.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Evacuation Procedure	Number: S12-PR-200-003	
	Owner: Lee Cagle	Revision: 04	
	Effective Date: 11/13/2013	Page: 3 of 3	

7.0 Reference Documents

N/A

8.0 Change Information

Added #1, updated #3 to include location of air horns and fire extinguishers on maps, updated #4 to explain how air horns are mounted, and updated #5 to include the two bay doors if they are open.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.