
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Repackaging Evacuation Procedure	Number: S12-PR-200-067	
	Owner: Lee Cagle	Revision: 01	
	Effective Date: 08/14/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure Repack employees are aware of emergency exits if there is a need for evacuation.

2.0 Scope

All employees will be trained on the location of the emergency exits, so that, in the event that there was 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 is 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. A full plant tour is and instructions are given during orientation of new employees.
2. In the event of an emergency situation requiring the facility to be evacuated an **air horn** will be sounded to alert employees. Different numbers of blasts will be used for different types of emergencies.

- a. **1 long blast = Fire (Evacuation)**
- b. **2 short blasts = Chemical Spill (Evacuation)**
- c. **3 short 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.**

3. There are **6** Emergency Exits located in the Repackaging Facility.

- 1) Behind Automated Pouches next to bay door.

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- 2) Behind loading dock ramp through break room.
- 3) Door going into production area from Restrooms.
- 4) Door to time clock room.
- 5) Side door at dock C from warehouse.
- 6) Side door at docks D & E From Warehouse

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

4. In the event of an emergency where evacuation is required, each employee shall exit an Emergency Door that is safest and closest to them.
5. Upon Exiting the building during an emergency all employees will go down the sidewalk to the grassy area between loading dock E and the power station and wait. (All Employees at this time shall be accounted for and roll call will be taken by the Repackaging Manager or designee to ensure that no one has been left in the building)
6. Repackaging Manager or designee will be responsible for retrieving the On-site Visitor Log as they are evacuating the premises.
7. 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.**
8. Safety Coordinator or designee and Repack Manager are the only ones who have responsibility other than personal safety.
9. Giles Chemical expects all employees to be safe and use common sense in the event of an evacuation.
10. Depending on the severity of the situation the Repackaging Manager or Lead Operators are responsible for shutting down pouching and carton machines.
11. **Director of Operations or President are the only personnel authorized to speak to media.**

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system, updated #3 to explain different number of sounds for air horns and to describe if evacuation or emergency response is needed.

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