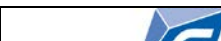
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Evacuation Procedure – Greendale Facility	Number: S12-PR-200-098	
	Owner: Lee Cagle	Revision: 01	
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1.0 Purpose

The purpose of this procedure is to ensure Greendale Facility employees are aware of the location of emergency exits and the steps necessary if there is a need for an 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 are responsible for following this procedure.

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. A full plant tour 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.


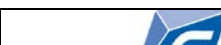
- a. 1 long blast = Fire (Evacuation)
- b. 2 short blasts = Chemical Spill (Evacuation)
- c. 3 short blasts = Medical Emergency (Emergency Response)

❖ **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 several Emergency Exits located in the Greendale Facility and all are clearly visible.

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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 to the **North** side of the building (All employees at this time shall be accounted for and roll call will be taken by the Facility Manager to ensure that no one has been left in the building)
6. Facility Manager will be responsible for retrieving the On-site Visitor Log as they are evacuating the premises.
7. Depending on the severity of the situation Facility Manager will take the appropriate actions or make appropriate calls for emergency response. **Employees should always dial 911 if it is necessary.**
8. Facility Manager is the only one who has 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 Facility Manager is responsible for shutting down any 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

New Document

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