
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Emergency Action Plan	Number: S13-PG-200-003	
	Owner: Rick Hall	Revision: 01	
	Effective Date: 08/01/2016	Page: 1 of 3	

1.0 Policy

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees' assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, chemical spills, medical emergencies, etc.

EMERGENCY PLAN COORDINATORS:

Building/Department	Name/Title	Phone #
Safety	Deborah Durbin Director of Quality & Safety	452-4784 ext. 33
Manufacturing Safety	Ashley Williams Quality Associate	452-4784 ext. 60
Repackaging Safety	Eric Downs Quality Associate	452-4784 ext. 50
Quality	Rick Hall – Quality Associate	452-4784 ext. 17

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this Plan.

PLAN OUTLINE/DESCRIPTION:



- I. **Means of Reporting Emergencies:** All fires and emergencies will be reported by one or more of the following means as appropriate:
 - a. Verbally to the Coordinator during normal working hours.
 - b. By telephone if after hours/weekends.
 - c. By the building alarm system.

Note: The following numbers will be posted throughout the facility:

FIRE: (828) 456-6151 POLICE: (828) 456-5363 AMBULANCE: (828) 452-2189
FOR ALL EMERGENCIES DIAL 911

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- II. **Alarm System Requirements:** Alarm system requirements for notifying employees during an emergency are as follows:
- Provides warning for safe escape.
 - Can be perceived by all employees.
 - Alarm is distinctive and recognizable.
 - Employees have been trained on the alarm system.
 - Emergency phone numbers are posted.
 - Emergency alarms have priority over all other communications.
 - Alarm system is properly maintained.
- III. **Sounding the Alarm:** The signal for immediate evacuation of the facility will be one long blast from an air horn for a fire or for a chemical spill.
- IV. **Evacuation Plans:** Emergency evacuation escape route plans (see Appendix A) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.
- V. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated assembly point and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors shall report their head count to the facility Manager who will be located at the facility assembly point and accessible via cell phone # 508-4377 – Jason Bumgarner and 550-9281 – Monte Plott.
- VI. **Building Re-Entry:** Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has notified us that the building is safe to re-enter, then personnel shall return to their work areas.
- VII. **Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees.

Task	Building/Department	Name/Title/Phone#
Manufacturing Fire Extinguisher/Alarm	Safety - Manufacturing	Ashley Williams Quality Associate 452-4784 ext. 60
Repackaging Fire Extinguisher/Alarm	Safety - Repackaging	Eric Downs Quality Associate 452-4784 ext. 50
Evacuation Assistant	All Employees	All Areas

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Emergency Shut-down	Maintenance / Plant Manager	Jason Bumgarner Manufacturing Manager 452-4784 ext. 13
		Monte Plott Repackaging Manager 452-4784 ext. 36
		Sammy Joe Henson Maintenance Manager 452-4784 ext. 32

Employee training is provided when this plan is initiated, when employees required responsibilities change, when the plan changes, initially for new hires, and annually for all employees. Subjects to be covered include:

- a. Emergency escape procedures/routes
- b. Fire extinguisher locations and proper use
- c. Head count procedures
- d. Major facility fire hazards
- e. Fire prevention practices
- f. Means of reporting fires/emergencies (use of alarm systems)
- g. Names/titles of Coordinators
- h. Availability of the plan to employees
- i. Housekeeping practices
- j. No smoking areas
- k. Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training.

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