
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing Evacuation Procedure	Number: S12-PR-200-003	
	Owner: Lee Cagle	Revision: 03	
	Effective Date: 08/14/2013	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. A full plant tour and instructions are given during orientation of new employees.
2. A plant map with an emergency evacuation route is placed in the plant, break room, and the lower and upper level of the office building.
3. 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.
 - **1 long blast = Fire (Evacuation)**
 - **2 blasts = Chemical Spill (Evacuation)**
 - **3 blasts = Medical Emergency (Emergency Response)**

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4. 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

- 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)
- 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.

5. In the event of an emergency where evacuation is required, each employee shall exit an Emergency Door that is safest and closest to them.
6. 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.
7. After exiting the building, all **plant employees** are to meet in the **parking lot behind the plant.** Production Manager or designee will take roll.
8. 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.
9. Production Manager will report to HR Manager or designee the head count and names of employees located in back parking lot.
10. Production Manager or designee will also be responsible for retrieving 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.
11. All members of management will keep in contact through cellular phone use.

12. Director of Operations or President are the only personnel authorized to speak to media.

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7.0 Reference Documents

N/A

8.0 Change Information

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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