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|  | GILES CHEMICAL ~ PREMIER MAGNESIA | |  |
| | Company Procedure | | |
| | Title: Giles Place Office Evacuation | Number: S12-PR-200-096 | |
| | Owner: Lee Cagle | Revision: 0 | |
| | Effective Date: 11/14/2013 | Page: 1 of 2 | |

1.0 Purpose

The purpose of this procedure is to ensure Giles Place Office 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 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 office tour and instructions are given during orientation of new employees.
3. Plant maps with an emergency evacuation route, fire extinguishers and air horns are placed in the break room and the office building.
4. 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.**

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5. There are **2** Emergency Exits located in the Giles Place Office.

- 1) Door exiting the front of the office building.
- 2) Door exiting the rear of the office building.

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 Door that is safest and closest to them.
7. CSR Manager or designee will be responsible for retrieving the On-site Visitor Log as they are evacuating the premises.
8. Upon Exiting the building during an emergency all employees will go to the Emergency Assembly Point located at the fence in the parking lot and wait. (All Employees at this time shall be accounted for and roll call will be taken by the CSR Manager or designee to ensure that no one has been left in the building)
9. 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.**
10. Safety Coordinator or designee and the CSR Manager are the only ones who have responsibility other than personal safety.
11. Giles Chemical expects all employees to be safe and use common sense in the event of an evacuation.
12. 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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