

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 9/22/05
C. Mooney	Title: (00) Evacuation Procedure	

Safety-Evac-01

A full plant tour and instructions are given during orientation of new employees.

A plant map with an emergency evacuation route is placed in the plant, break room second floor and office for quick reference

Office Employees

There are three exits for first floor employees: The front exit at reception desk, beside the stairs exiting to the plant, and between the two main offices exiting to the parking lot. For Second Floor Employees assigned to the Production Manager, their primary exit is down the stair case adjacent to the conference room exiting to the plant. Their alternate exit is through the office of the Production Manager exiting to the plant. These employees will follow the exit plan for Plant Employees.

Exits are clearly marked with lighted exit signs, all exit signs have a battery back up. After exiting the building all office employees are to meet in the parking lot across the street. The Human Resources Manager (or designate) shall then take roll.

Plant Employees

There are six main exits out of the plant, 4 to the front of the plant and 2 to the rear. The exits for the main work area of the plant, exit to the rear and are clearly marked, exit signs with a battery back up.

Depending on the severity of the emergency and time expectancy of evacuation, raw material feed and boilers can be stopped after evacuation, thus nothing is required before evacuating, the building.

The manufacturing process day employees should exit the office area to the plant floor and follow this exit plan.

After exiting the building all plant employees are to meet in the parking lot, behind the plant. The Production Manager (or designate) will then take roll.

Personnel responsibility

The Safety Manager, Human Resources Manager, and Production Manager are the only ones that have responsibility other than personal safety.

Safety Manager (or designate)

Depending on the emergency **will** take the appropriate action, or make the appropriate call.

Human Resources Manager (or designate)

Has full responsibility for the count of all employees, both plant and office.

Production Manager (or designate)

Has the responsibility to provide Human Resources Manager with the count of plant workers.

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REVISION HISTORY

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
9/22/05	00	New Document

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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