

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Smoke Alarm for Office Area	Page : 1 of 3	Revision : 01 Date : 06/01/2009
	Author: C. Mooney	General Awareness/Safety	

Safety:

Smoke from today's synthetic products can be lethal. Caution should be used when encountering a smoky environment.

Objective:

This procedure will describe the actions and responses require in the event the alarm sounds for the administrative office area.

Procedure:

Condition A.

1. If the alarm sounds;

- Look through the door at the time clock for smoke. If smoke is not visible at the time clock window, quickly go to the side and front door checking for smoke.
- Break the box containing the office key and enter the office area.
- Check both the upstairs and downstairs for smoke. If you do not see smoke, silence the alarm, contact the Operations Manager or Safety Manager for further instructions.

Condition B.

2. If the alarm sounds:

- If smoke is visible through at the time clock window, break the box containing the office key and enter the office area taking a fire extinguisher with you.
- If feasible determine the source of the smoke or fire. Use the extinguisher to contain and CALL 911. Remain in a safe area and direct the emergency personnel to the area.
- For thick heavy smoke, and you can not enter the room, CALL 911 and request assistance. Remain in a safe area and direct the emergency personnel to the area.
- Contact the Operations Manager or Safety Manager to report the incident and for further instructions.



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Page : 2 of 3

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General Awareness/Safety

TRAINING DOCUMENTATION

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