
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Policy</b>		
	Title: <b>Giles Place Office Evacuation Procedure Test</b>	Number: <b>S13-PR-200-F096a</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>0</b>	
	Effective Date: <b>12/10/2013</b>	Page: <b>1 of 1</b>	

Name: \_\_\_\_\_ Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

- 1.True / False** A full office tour and instructions are given during orientation of new employees.
- 2. True / False** In the event of an emergency where evacuation is required, an air horn will be sounded to alert employees.
- 3.True / False** One long blast from the air horn will signal that an evacuation is needed for a fire.
- 4. True / False** Each employee shall exit an emergency door that is unsafe and the farthest distance away.
- 5.True / False** All office employees are to meet at the Emergency Assembly Point in the parking lot at the fence.
- 6.True / False** Repackaging Manager or designee will be responsible for retrieving the On-site Visitor Log as they are exiting the facility.
- 7.True / False** CSR Manager or designee will be responsible for taking roll.
- 8.True / False** Employees should always dial 911 if it is necessary.
- 9.True / False** Giles expects all employees to be safe and use common sense in the event of evacuation.
- 10. True / False** Director of Quality or Repackaging Manager are the only ones authorized to speak to media.

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