

EMERGENCY PROCEDURE MANUAL



Associated Pharmacies, Inc.
211 Lonnie Crawford Blvd.
Scottsboro, Alabama 35769

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Emergency Procedures for
EMERGENCY EVACUATION

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This Emergency Procedure is intended as a guide, with steps to follow during an Emergency Evacuation. Safety is our commitment, goal and priority. These steps are intended to keep employees and visitors of Associated Pharmacies, Inc. as safe as possible during these times of crisis.

This revised emergency procedure was adopted and effective this;

25 day of August, 2014



Clint King, President
Associated Pharmacies, Inc.

Section 100 - *Sources of Notification:*

101. If an evacuation is declared, there will be 2 sources of notification.
 - a). An announcement will be broadcast over the intercom paging system, by an employee directed or appointed by someone from the fire team, Employee Relations Committee, or management, if and when, they deem it necessary.
 - b). A portable air horn will sound in each section of the building, by an employee directed or appointed by someone from the fire team, Employee Relations Committee, or management, if and when, they deem it necessary.

Section 200 - *Emergency Evacuation:*

201. All employees must immediately exit the building by using the nearest/safest exit, and report to the front yard, a safe distance away from the building.
202. Be prepared for the security alarm to sound, if exiting a door that is identified as “Emergency Exit Only”
203. Employees should not take the time to gather personal belongings.
204. Employees must remain calm and alert. Specific instructions may be asked of some employees during this time to help with the situation, and these employees will need to hear and understand the directions given to them. Cooperation and communication with all employees, Employee Relations Committee, and management, will be critical during this time.

Section 300 - *Securing the Vault, Cage, and Shipping Doors:*

301. Employees working in the control cage should ensure that the vault and cage are evacuated. With time safely permitting, they should ensure that the vault's day gate and door is locked, and that the cage is locked and secured before leaving the area.
302. Employees working in shipping/receiving should, with time safely permitting, ensure that the shipping dock doors are locked and secured before leaving the area.

Section 400 – Securing Office Areas

401. Employees working in offices should ensure that their office is evacuated, and close the door when they leave.

Section 500 - Designated Safe Zone

501. The Front Yard, a safe distance away from the building, is the designated safe area for API Employees.

Section 600 - Employee and Visitor Accountability

601. Upon arriving at the front yard, employees should report their presence to their immediate supervisor. Once their presence has been accounted for, they should remain in the designated safe location.
602. After each immediate supervisor has all of their employees accounted for, they should report the “all present” of their department to their department manager. Each manager should report this to a member of the Employee Relations Committee.
603. Employees should not re-enter the building. Once their presence has been accounted for, they should remain in the designated safe location.
604. If a supervisor does not have all of their employees accounted for, this should be reported to the Employee Relations Committee immediately. The Employee Relations Committee will take the necessary steps to locate the employees that are not accounted for.
605. Visitors and guest should be accounted for by the receptionist that signed them in.
606. Due to the situation and conditions, employees may be directed to relocate to another location which will be determined and announced at that time.
607. Employees transferring to the new location should do so in an orderly fashion.
608. Upon arriving at the new location, the same accountability procedures should be followed as mentioned above.

Section 700 - *Returning to Normal Work Duties:*

701. Returning to normal work duties will be the decision of Management.
702. Due to the event, some departments or areas may have limited, or no operations. Managers will decide what specific departments may resume normal work duties. Please be cooperative during this time.

Annual Reviews:

July 29, 2011

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 26, 2012

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 25, 2013

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

August 25, 2014

This Emergency Procedure was reviewed. Some revisions were made and adopted.

July 24, 2015

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 29, 2016

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 28, 2017

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 27, 2018

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.

July 26, 2019

This Emergency Procedure was reviewed by the Employee Relations Committee and no changes were recommended at this time.