

EMERGENCY

PREPAREDNESS PLANS



Severe Weather

~ Third Draft ~

Severe Weather

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This Emergency Preparedness Plan is intended to be used as a guide, giving suggested steps to follow in the event of an Active Shooter or Violent Intruder situation. At Associated Pharmacies, Inc. safety of our employees is our commitment, goal, and priority.

Some topics mentioned in this plan may be further governed by other AAP / API publications.

This Emergency Preparedness Plan was adopted and effective this;

_____ day of _____, 2024

*Clint King, President
Associated Pharmacies, Inc.*

Section 100 - Threatening or Severe Weather:

The best way to face severe weather is to be prepared - The best way to be prepared is to be aware. Several local news/weather stations have free apps that can be downloaded to your devices that will alert you of the possibility of severe or threatening weather in your area.

You can also register with "CodeRed", it will send you call/text alerts concerning the weather as well. The link to register with CodeRed is found in BambooHR under our Company Links Tab.

It is recommended to have more than one notification source to receive these life-saving alerts, if for some reason, one should fail.

Section 200 - Tornado Watch:

Be Prepared! A Tornado Watch means tornadoes are favorable in the watch area. The watch area is typically large, covering numerous counties or even states and the watch can sometimes be effective for several hours.

201. In the event of a tornado watch, the **Employee Relations Committee-Officer in Charge** will closely monitor the weather conditions.
202. The **ERC-Officer in Charge** may assign an employee, or employees, to help monitor and be aware of the weather conditions.
203. Be ready to act quickly should a tornado watch be upgraded to a tornado warning.

Section 300 - Tornado Warning:

Should a Tornado Watch be upgraded to a Tornado Warning:

Take Action! A Tornado Warning means a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Tornado warnings typically cover a much smaller, more specific area, and are effective for a short period of time.

Be ready to react quickly should a tornado warning be issued.

If a Tornado Warning is issued for our immediate area, these guidelines should be followed:

301. The ERC-Officer in Charge will immediately give notice of the tornado warning.
302. The notification of a tornado warning will be broadcast over the intercom paging system, and the sounding of an air horn.
303. Immediately following the notification of a tornado warning, employees should walk in an orderly manner to their designated safe rooms.
304. Employees working in the Controlled Products Department should ensure that the vault and cage are evacuated. With time safely permitting, they should ensure that the vault's door is locked, and that the cage is locked and secured before leaving the area.
305. Employees working in shipping/receiving should, with time safely permitting, ensure that the shipping dock doors are locked and secured before leaving the area.
306. Should there be truck drivers or delivery personnel on location, they have the option to be escorted to the designated safe room with the shipping/receiving staff or be asked to wait in their trucks.
307. Other visitors and guests should be accounted for by the staff members they are visiting. The employee should accompany their guest to the employee's designated safe room.
308. 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 will be critical during this time.
309. Upon entering their designated safe rooms, employees should report their presence to their immediate supervisor or lead person. All employees must remain in their designated safe room.

Section 300 - Tornado Warning (Continued):

310. After each immediate supervisor or lead person has all of their employees accounted for, they should report the "All Present" to their **Safe Room ERC Representative**.
311. Each **Safe Room ERC Representative** should report the "All Present" to the **ERC-Officer in Charge**.
312. Should an employee be missing or unaccounted for, it should be reported to the **ERC-Officer in Charge** immediately. The **Employee Relations Committee** will attempt to locate the employees that are not accounted for.
313. Once the tornado warning has expired with no event, the **ERC-Officer in Charge** will give the "All Clear" and employees should return to normal work duties.

Section 400 - Personal Injuries / Medical Emergencies:

401. Should an employee be injured or have a medical emergency, that employee's supervisor should be notified immediately by the employee or a co-worker.
402. The Human Resources Department should be notified if the situation warrants the need.
403. Assistance with injuries or medical emergencies may come from trained or qualified employees within our facility.
404. The Human Resources Department may decide to escort the employee to a medical treatment facility or release them to a family member.
405. If an ambulance is needed, first aid will be rendered as well as can be provided by our staff, until the ambulance and other emergency personnel arrive.
406. Specific instructions may be asked of some employees during this time to help with the situation. Please be cooperative if asked to assist.
407. If you have not been asked to help, please avoid the area. The employee's privacy must be respected and people rendering aid will need space to properly attend to the employee.
408. This topic may be further governed in other AAP/API publications.

Section 500 - Property Conservation, Salvage and Overhaul:

Should an event occur, depending upon the severity, the following may be considered by the management team and should only be done under their direction.

- 501. 911 may be called to inform authorities of the damage.
- 502. The natural gas supply may be turned off. This may be done at both incoming gas meters, the front warehouse, and the back warehouse. If the gas is turned off, it shall not be turned back on except by an employee of the Scottsboro Water/Sewer/Gas Board.
- 503. The electrical power may be turned off. This may include the main incoming utility power source, and the auxiliary generator.
- 504. The water system may be turned off. This will primarily be done for property conservation and damage control in the case that a water line or sprinkler line is damaged.
- 505. Property conservation, salvage and overhaul will be the decision of the Management Team, as of who will assist, when to start, and where to begin.
- 506. This topic may be further governed in other AAP/API publications.

Section 600 - Returning to Normal Work Duties:

- 601. Returning to normal work duties will be the decision of Management.
- 602. 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.