

**CORPORATE**

**HEALTH & SAFETY**

**MANUAL**

ADVANTUS CORPORATION

12276 San Jose Blvd., #618

Jacksonville, FL 32223

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**1. General job safety**

**1.1 safety Objective**

The Safety Policy of Advantus Corp. is designed to comply with the Standards of the Occupational Safety and Health Administration, and to attempt to maintain a safe and injury/illness free workplace. While no plan can guarantee an accident free work place, following the procedures set forth in this manual will significantly reduce the risk of danger to you and your coworkers.

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, temporary employees, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

This Safety Policy applies to all employees of Advantus Corp, regardless of position within the company. The Safety Rules contained herein apply to all employees, and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

**1.2 ADMINISTRATION**

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by Human Resources and of the Safety Committee, as requested. Each manager will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each manager must also ensure that all accidents are thoroughly investigated and reported to the HR Administrator on the same day of the occurrence.

**1.3 SAFETY RULES**

It is the policy of Advantus Corp. that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. All injuries, regardless of how minor, must be reported to your manager and the HR Administrator immediately. An employee who fails to fill out an Accident Report form can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.

To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to their immediate supervisor, and, if corrective action is not taken immediately, to the Warehouse Manager of Advantus Corp.
2. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area as soon as possible.
3. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety and well‑being of other employees are prohibited. There will be no consumption of liquor or beer on the job.
5. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
6. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
7. All injuries should be reported to their immediate supervisor so that arrangements can be made for medical or first aid treatment.

**1.4 SAFE WORK PRACTICES**

**Cleanliness**

All work sites must be clean and orderly and kept dry or appropriate means taken to assure that surfaces are slip resistant. All spill materials or liquids should be cleaned up immediately and combustible scrap, debris and waste stored safely and removed from the work site promptly.

Any accumulations or combustible dust must be routinely removed from elevated surfaces including the overhead structure of buildings. Combustible dust should be cleaned up with a vacuum system to prevent the dust going into suspension. Covered metal waste cans are provided for oily/paint soaked waste. Oil and gas fired devices must be equipped with flame failure controls to prevent flow or fuel if pilots or main burners are not working.

**1.5 DRUG AND ALCOHOL POLICY**

**STATEMENT OF POLICY**

In order to establish Advantus Corp. as a Drug Free Workplace and thereby increase the safety and health of our employees and their families, this Policy requires that employees of our Company shall not use drugs illegally at any time, shall not use or be under the influence of alcohol while working and shall not use or be under the influence of medications, while working, that could affect their ability to work safely.

**DEFINITIONS**

Alcohol: Liquids containing ETHYL ALCOHOL (ETHANOL).

Drugs: One or more of the following named substances: AMPHETAMINES, CANNABINOIDS (MARIJUANA), COCAINE, PHENCYCLIDINE (PCP), METHADONE, PROPOXYPHENE. OPIATES, METHAQUALONE, BARBITURATES, BENZODIAZEPINES.

See Section M for common brand Names.

Medications: Prescription and Non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons.

Work (ing): Performing any activity under any conditions during any period of time that an employee is covered by the Employer's Workers' Compensation insurance (i.e. driving, on duty, on call or performing any tasks as a part of employment duties; lease and contract employees included).

Influence: To be physically, mentally or emotionally subject to the effects of any substance.

Employee: Anyone employed by or contracted with the company who is covered by workers' compensation insurance obtained by the company.

Use (ing): As pertains to drugs, alcohol and medications; to drink, smoke, apply topically, inject, possess, solicit, distribute, dispense, manufacture or transfer. Exceptions to these rules regarding the definition of "use" will be allowed only with Management's written permission.

**POLICY WORK RULES**

1. DRUGS: Employees shall not use or be under the influence of drugs illegally at anytime, whether working or not working.
2. ALCOHOL: Employees shall not use or be under the influence of alcohol while working.
3. MEDICATIONS: Employees shall not use or be under the influence of medications while working if the medications have the potential to alter or to adversely affect their judgment, motor skills, to induce sleepiness or to otherwise detract from their safe job performance. Exceptions can, of course, be made in work areas and activities of decreased safety sensitivity where the potential for accident and injury is minimal and where the effect of the medication on the employee is judged to be no factor by medical authority. It must also be acceptable to management for the employee to continue work. Exceptions to this rule (Section C) will be made at least one level of supervision above the concerned employee's immediate supervisor.

Employees will report their use of medications to their supervisor before beginning work; those sensitive to the disclosure of their use of certain medications may call or visit the company official (see name and telephone number in Section N) in charge of the Drug Free Workplace Program, in confidence to resolve their unique work situation.

1. DRUG FREE WORKPLACE PROGRAM MONITORING: To measure the success of, and to aid in enforcing, our Drug Free Workplace Program, the following types of drug screening tests will be administered to detect the presence of AMPHETAMINES, CANNABINOIDS (Marijuana), COCAINE, PHENCYCLIDINE (PCP) AND OPIATES.
2. Job applicants, as a condition of obtaining employment
3. Employees who are required to undergo FITNESS FOR DUTY MEDICAL EXAMINATIONS.
4. Employees as a FOLLOW-UP to a return from rehabilitation program. These employees will be tested periodically.
5. Employees who, by reliable evidence, or by their observed or reliably reported behavior, may be REASONABLY SUSPECTED of: (a) Using or being under the influence of drugs, alcohol or medications while working. (b) Tampering with a drug screen test. (c) Causing or contributing to an accident involving a reportable injury (i.e. an injury sufficient to require the attention of a medical professional), lost time and/or property damage sufficient to delay or halt work. All specimens must be provided by the employees as soon as possible but not later than 32 hours after the accident.
6. UNDER A RANDOM TESTING SCHEDULE, 10 PERCENT OF THE WORKFORCE TO BE TESTED ANNUALLY WITH EMPLOYEES SELECTED QUARTERLY FOR RANDOM TESTING.

Notice of Drug Testing will be given on all vacancy announcements. In addition to the drugs named in Section D above, a test for the presence of alcohol will also be administered as a result of the conditions stated in Section D.4. (a), (b) and (c) above. A blood specimen will also be provided for the alcohol test. The blood test for alcohol must be performed by a Florida AHCA licensed laboratory. See Section N for the Florida laboratory name, address and phone number.

A copy of documentation supporting a REASONABLE SUSPICION drug and alcohol test will be completed within seven (7) days after testing, will be provided to the employee upon request, and will be retained confidentially by the company for at least one (1) year.

Testing for the presence of drugs and alcohol will be performed by an HRS approved laboratory after obtaining urine specimens for drug tests and blood samples for alcohol tests. All positive specimens from the initial screening are then tested a second time using a different technique and chemical principal from the initial test to insure reliability and accuracy. All test results are reported to the Medical Review Officer for verification prior to being transmitted to the employee and/or employer.

1. CONSEQUENCES TO EMPLOYEES OF:

a. POSITIVE CONFIRMED DRUG OR ALCOHOL TESTS

b. REFUSAL TO BE TESTED FOR DRUGS OR ALCOHOL

c. ANY PLEA OF GUILTY OR NOLO CONTENDERE TO ANY VIOLATION OF CHAPTER 893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE.

d. CONSUMPTION OF ALCOHOL OR INTOXICATION ON COMPANY TIME.

i: Job Applicants will not be hired.

ii: Employees being tested in conjunction with a physical examination, as a follow-up to rehabilitation, as a result of reasonable suspicion behavior, a random test or because of contributing to or causing an accident (no injury involved) will **FACE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT**.

iii: Injured employees, in addition to above disciplinary action, will also forfeit eligibility for workers' compensation medical payments and indemnity payments.

A. Employees arrested, indicted or convicted of violating controlled substance laws will notify the employer within five (5) days of the event and if this substance abuse policy was also violated, will be disciplined up to and including termination, depending on the circumstances.

B. In the event under this policy an employee is required to seek a treatment plan, it will be at the employee’s expense. The employee must provide documentation of that treatment program, and be required to be drug and/or alcohol tested unannounced EVERY SIX MONTHS FOR TWO YEARS. **A positive confirmed test during or after treatment will result in termination of employment.**

1. CHALLENGES TO CONFIRMED POSITIVE TEST RESULTS

A job applicant or employee will receive written notification of positive confirmed test results from the company within five (5) working days of the company's receipt of a report of a positive confirmed test result from the Medical Review Officer. This notification will also state the consequences of the positive confirmed test result. A job applicant or employee who receives written notification of (1) a positive confirmed test result and (2) the consequences to the employee of that result, will have the opportunity within five (5) working days to explain or contest the result. If the explanation or challenge of the positive test result is judged unsatisfactory by the company, the job applicant or employee will be provided with a written explanation as to why the explanation of the positive test result was unsatisfactory, along with a written report of the positive test results within fifteen (15) working days. If the test was for reasonable suspicion, the employee will receive in writing within seven (7) days after the test, if requested, a detail of the circumstances, which formed the basis of the determination that enough reasonable suspicion existed to warrant the testing.

During the 180-day period after written notification of a positive test result, the employee who provided the specimen should be permitted by the employer to have a portion of the specimen retested at the employee's expense. Such re-testing shall be done at another Florida HRS licensed or NIDA approved laboratory, as appropriate, chosen by the employee or job applicant. All such documentation will be kept confidential and retained by the company for at least one (1) year.

Should the job applicant or employee then choose to further pursue the challenge, the following options to the employee are available: (1) Any rights under applicable collective bargaining agreements may be exercised. (2) A claim for benefits may be filed with a Judge of Compensation pursuant to Chapter 440 F.S. in the case of work place injury. (3) If no injury has occurred, a challenge may be undertaken in a court of competent jurisdiction. It will then be the employee's responsibility to notify the laboratory to retain the sample until the case is settled.

The company will provide a form to the employee to provide any information he/she considers relevant to the drug test for review by the Medical Review Officer.

1. CONFIDENTIALITY OF DRUG TESTING INFORMATION

All written reports and related information received by the company, laboratories, employee leasing programs, drug and alcohol rehabilitation programs and their agents will be held in strictest confidence and will not be disclosed except in accordance with Florida Statutes or otherwise legally disclosed. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

Agents of our company and the laboratory conducting a drug test will, however, have access to drug test information when consulting with legal counsel in connection with actions brought against them when the information is relevant to its defense in a civil or administrative matter.

1. CONFIDENTIAL REPORTING OF MEDICATION USE

The company knows that eventually most people need to take medications to combat various illnesses. Employees must realize, however, that many medications will alter or affect a drug test. An employee could possibly test positive for a drug when taking medications prescribed by a doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug test are listed in Section M. The name of the testing laboratory is listed in Section N. Employees who want more technical information about medications may consult the testing laboratory. To avoid the potential problems created by a false test result, the company has implemented procedures to enable employees to confidentially report the use of medications. You may report the use of medications on the back of your copy of the chain of custody form after your specimen is collected and discuss only with the MRO.

1. EMPLOYEE ASSISTANCE PROGRAM

Our company maintains an Employee Assistance Program (EAP) that consists of referring employees and their families who suffer from alcohol or drug use problems to local drug and alcohol rehabilitation centers. The telephone directory yellow pages, under "Drug Abuse and Addiction - Information and Treatment", lists the names and locations of treatment centers. Also, the United Way, listed in the telephone directory white pages, offers many confidential services at no charge. Any costs of outside services are, however, the employee's responsibility.

Any employee who has not previously tested positive for drug or alcohol use and has not yet entered a drug and/or alcohol abuse rehabilitation program, may seek assistance for drug and alcohol problems before they lead to disciplinary actions. No employee will be discharged, disciplined or discriminated against solely upon the employee's voluntarily seeking treatment for a drug/alcohol related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered an alcohol and drug rehabilitation program. If an employee wishes to pursue help through the EAP, please contact the person listed in Section N for appropriate referral. In addition, Section O lists national hotline numbers for drug and alcohol problems.

1. AUTHORITY TO ESTABLISH A DRUG FREE WORKPLACE PROGRAM

The company's Drug Free Workplace Program has been established in accordance with U.S. Federal and Florida's State Law; specifically F.S. Section 440.101 Drug Free Workplaces; F.S. 440.102, Drug Free Program requirements, F.S. 440-09, Coverage and Rule Chapters 38F-9.001 through 38F-9.014 of the Florida Administrative Code, Drug Testing Rule of the Division of Workers' Compensation of the Department of Labor and Employment Security; F.S. Section 287.087, Procurement of Fla, D.O.T. Contractual Services; F.S. Chapter 893 Drug Abuse Prevention and Control.

1. FEDERAL AND STATE LAWS AND REGULATIONS

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of Florida and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.

1. AMENDMENT AND SEVERABILITY

This policy may be amended in any and all respects at any time by the employer. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances will not be affected thereby, and to this end the provisions of this policy are severable.

1. SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

1. AMPHETAMINES: Abetrol, Biphetamine, Desoxyn, Dexedrine, Didrex
2. CANNABINOIDS: Marinol (Dronabinol, THC), Marijuana, Hash Pot
3. COCAINE: Cocaine HCI topical solution (Roxanne), Crack, Coke
4. PHENCYCLIDINE: Not legal by prescription; PCP, Angel Dust
5. OPIATES: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), MS Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin
6. METHAQUALONE: Not legal by prescription
7. BARBITURATES: Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate,

Fiorinal, Firoicet, Esgic, Butisol Mebaral, Butabarbital, Butabital

1. METHADONE: Dolphine, Methadose
2. BENZODIAZEPINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, and Centrax
3. PROPOXYPHENE: Darvocet, Darvon N, Dolene, Etc.
4. ALCOHOL: Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof); Booze, Drink
5. DRUG FREE WORKPLACE POLICY - INFORMATION AND REVISION SHEET

**COMPANY LOCATION**

Advantus Corp

12276 San Jose Blvd #618

Jacksonville, FL 32223

(904) 421-1036

**DRUG TESTING LABORATORY**

Labcorp OTS

1120 Main Street

Southhaven, MS 38671

800-749-3993

**COLLECTION SITE**

AMRO

P.O. 550749

Jacksonville, FL 32255-0749

(904) 332-0472

**MRO**

AMRO

Dr. Freedman

P.O. 550749

Jacksonville, FL 32255-0749

(904) 332-0472

For EAP (Employee Assistance) Referral: Section O lists national hotline numbers for drug and alcohol problems.

Employees being tested because of causing or contributing to an accident will ensure that both the urine and blood specimens are sent to the laboratory named above.

1. NATIONAL HOTLINE NUMBERS

• Alcohol and Drug Referral Hot Line 1-800-252-6465

• Child Help's - National Child Abuse Hot Line 1-800-422-4453

• National A.I.D.S. Hot Line 1-800-342-2437

• National Cocaine Hot Line 1-800-262-2463

• National Hepatitis Hot Line 1-800-223-0179

• National Runaway Switchboard and Suicide Hot Line1-800-621-4000

• National Sexually Transmitted Disease Hot Line 1-800-227-8922

• Suicide and Rape 24-Hour Emergency Services 1-800-333-4444

1. NATIONAL ASSISTANCE GROUPS

• Alcoholics Anonymous 1-800-344-2666

• Food and Drug Administration 1-301-443-1240

• M.A.D.D. 1-800-438-6233

• Narcotics Anonymous 1-818-780-3951

• Nat'l Assoc. for Children of Alcoholics 1-714-499-3889

• National Association of Anorexia Nervosa and Associated Disorders 1-312-831-

 3438

• National Council of Child Abuse and Family Violence 1-800-222-2000

• National Federation of State High School Associations Target Programs 1-800-

 366-6667

• Nat'l Institute of Drug Abuse, Drug Info. Treatment 1-800-662-4357

• Parents Anonymous National Office 1-800-421-0353

• S.A.D.D. 1-508-481-3568

• Tough Love 1-800-333-1069

**1.7 FIRE SAFETY**

In the event of a fire, ALL employees must evacuate immediately as indicated in the Emergency Evacuation Plan (Section 3.1).

* The First Aid Responder Team has a master list of employees and will coordinate a department employee headcount.
* Department Supervisors are responsible for checking restrooms, break areas, work areas and offices within their assigned department.
* Department Supervisors are responsible for an employee headcount once building has been evacuated.
* Department Supervisors will inform the Warehouse Manager when their respective departments have been evacuated.
* Department Managers/Leads/Safety Team Members will organize employees in assembly areas and assist in employee headcount.
* The Department Managers/Supervisors shall coordinate and monitor the evacuation for problems that may arise prior to exiting the building.

Portable fire extinguishers are provided in the workplace for use by a **trained First Responder** only.

Only **trained First Responders** are to perform medical duties during emergency evacuation situations.

After an emergency evacuation, employees should gather in the following location(s):

* **Shipping/Aerosol Room**: Back of building; behind Building “E”.
* **Receiving/Inventory Control/Production/Administrative/SJW/Cleantex/Poster Room**: Front of building by fence (not near the entrance gate)
* Employees should form orderly lines and stay calm to facilitate a quick and accurate headcount.

After an emergency evacuation, the correct procedure for an accurate headcount is:

* All Supervisors will take a headcount of employees and report the results, via two-way radio or cell, to the Warehouse Manager.
* The Department Managers will inform the Facility Manager when the evacuation has been completed.

Employees are not allowed to re-enter the building prior to the “ALL CLEAR” announcement given by the Warehouse Manager.

**1.8 SAFETY COMMITTEES**

Advantus Corp. recognizes that cooperative effort is required to ensure a safe operation. For this reason, the Company has established a Safety Committee, composed of employees and management representatives. It is the duty of this committee to cooperate to maintain safe working conditions throughout the Company, to advise and educate employees in safe working practices, to investigate accidents and their causes, and to seek preventive measures.

Meetings are held at least once each month to review the regular monthly inspection report, make recommendations for improvement of conditions, review and analyze accident reports, and to attend to any other business involving safety. If you would like to become part of the Safety Committee, now or in the future, please let the Warehouse Manager know of your interest.

The Committee will present programs periodically to educate and train employees in safety aspects of the facility. The Committee will make decisions by majority vote, develop a written agenda, and maintain written minutes of every meeting. The Safety Committee invites all employees who have a specific concern about company safety to address the committee at its next regular meeting. However, if you have a concern that demands more immediate attention, you may present the problem to a member of the committee at any time. The committee will assure that your concern receives immediate attention.

**2. ACCIDENT INVESTIGATING AND REPORTING**

**2.1 REPORTING INJURIES/ACCIDENTS**

All employees will be held accountable for filling out an Accident Report form immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their manager. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

* How they think they hurt themselves.
* What they were doing at the time.
* Who they were working with at the time.
* When and where it happened.
* Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy.

**2.2 RECORDS**

Advantus Corp. maintains records of employee training, hazard identification and abatement, and accident investigation.

Material Data Safety Sheets for Advantus Corp. are available for the products we use and/or handle on a regular basis. Copies of the MSDS are in the Shipping Office, Production Office, and Warehouse Manager’s office.

In case of emergency, dial 911. State your name, nature of the emergency, and exact location of the injury. Answer all questions completely. Do NOT use 911 for routine calls to police or fire dept.

**2.3 NOTIFICATIONS**

In Case of Serious Injury or Death:

After the injured has been taken to the hospital, the warehouse manager shall notify the HR department as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The HR Administrator will assist in the investigation. The completed accident report form will sent to the corporate office.

**3.** **EMERGENCY EVACUATION PLAN**

**3.1 EMERGENCY ACTION PLAN**

IN THE EVENT OF AN EMERGENCY, EMPLOYEES ARE ALERTED BY:

* Overhead page (Ext. 7302) – Alert **CODE 99** – **First Aid Responders please report to**: (***name/location in which accident occurred)***.
* Upon confirmation of an emergency situation, the word will be passed via cell phone or overhead page to enact the EAP (Emergency Action Plan).
* A First Aid Responder, or Warehouse Manager, will dial 911. *(The most senior First Responder will be responsible for directing activities and ensuring 911 has been called.)*

Any event that necessitates an evacuation requires assistance from emergency services in the community. In the event of an actual emergency and upon its confirmation, employees are alerted by two-way radio assigned to key personnel. While all employees are directed to phone for assistance when it is needed, it is ultimately the responsibility of the Warehouse Manager to ensure that the call for services is made.

When the alarm sounds, everyone must leave the building in an orderly fashion. The Warehouse Manager/Department Managers should be the last to leave the building. All personal belongings should be left inside.

If the alarm sounds, move immediately to the nearest employee exit, then proceed to corresponding meeting area. Employees must alert their supervisor if they are not in their primary meeting area.

Employees are instructed to assemble themselves in the corresponding meeting areas.

* Each employee should gather at the closest common area to their exit, in single file lines of 5 employees each, to conduct a headcount. Employees must stay with their department.
* After a successful headcount, each group should stay in meeting areas until the “All Clear” is given.

Supervisors must account for their respective employees, as well as any visitors and temporary hires to their department, and report to the Warehouse Manager as soon as possible. If an employee or visitor is not accounted for, emergency service personnel must be informed as soon as possible. Only emergency service personnel can enter a building to look for missing employees in an evacuation.

**3.2 EMERGENCY EXIT DOORS AND ROUTES**

Emergency exit doors are located in the following areas:

Pending

**EMERGENCY ALARM SYSTEM**

The Emergency Alarm System is a self-contained automated system. It requires no action on the employee’s part.

**RESPONSIBILITIES**

Department Managers

* Check rest rooms, rest areas, shop spaces, and offices within their departments
* Account for each employee to include temporary hires once evacuated.

Department Supervisors

* Ensure all employees and visitors within their department has recognized the alarm and quickly proceed to evacuation routes and lead employees to the appropriate exit.
* Once in designated meeting area, conduct headcount of employee’s within department.
* Order Process/Admin to maintain headcount list for facility, which must be current.

**3.3 FIRST AID RESPONDER PROCEDURES**

**COMMUNICATION**

* First Aid Responders must get First Aid and AED and move immediately to the incident area.
* Code 99 will be called, followed by the exact location of the incident. This will be repeated 3 times, calmly.
	+ **Code 99 – First Aid Responders please report to incident location**.

**ACTION**

* First Aid Responders must get First Aid and AED and move immediately to the incident area.
* First Aid Responders will determine whether first aid should be administered or 911 should be called.
* If 911 is called, a First Aid Responder must have the gate opened and direct emergency personnel.
* Once incident is resolved, First Aid Responder must complete accident investigation with support from Safety Committee Team Members.

For a list of First Aid Responders, please see “Corporate First Aid Responders” on the Wiki.