

Emergency Instructions

Follow these rules in an emergency:

- ❑ Stop work and leave the building immediately when the fire alarm sounds or when you are instructed to do so!
- ❑ Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- ❑ Proceed to the designated or nearest exit.
- ❑ Turn off computers, equipment, fans, etc., and close desk drawers.
- ❑ Do not delay your exit from the building by looking for belongings or other people.
- ❑ When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- ❑ Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.

Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

Emergency plan: This company has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. To accomplish this purpose, an emergency response team has been appointed to respond to emergencies. Their responsibilities include the following:

- ❑ Arrange for evacuation of employees
- ❑ Render first aid
- ❑ Salvage and restore company operations