

AGC Company

Crisis Management Plan

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FORWARD

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A basic system of emergency preparedness was established to meet requirements of state and local codes and company policy. All facilities within the Logistics Division will make every effort to meet these requirements and provides for the protection of personnel and property.

The effectiveness of any "Emergency Preparedness Plan" is dependent on the participation of associates at all levels in the planning and training activities which occur prior to an emergency or disaster.

This manual for emergency plans and procedures is to be a ready reference for you when an emergency occurs. It will enable each of us to know what our responsibility is and what we can expect from the other team members.

It is designed in this notebook form so we can update plans as needed without having to issue a complete new book. As we send you updates, please take the time to destroy the old plan and insert the new plan.

At any time you feel changes are needed in the plan, please advise Human Resources.

Remember to store this manual in a confidential manner, since parts of it are confidential. We request you review the plan now and become familiar with it and the role you play in the plan. Of course, our goal is to avoid emergencies, but let's be prepared.

Facility Director

EMERGENCY PREPAREDNESS PLAN OVERVIEW

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1. Introduction. The emergency preparedness plan is intended to minimize hazards to human health and the environment from fire, explosion, natural or man-made disaster, medical emergency or any unplanned sudden or non-sudden release of hazardous material(s).
2. Implementation. The emergency preparedness plan procedure will be implemented under the following criteria or at the direction of senior management and the safety supervisor/manager.
 - A. A fire or explosion occurs in the building.
 - B. A medical emergency arises requiring immediate response.
 - C. People become trapped in an elevator.
 - D. An associate or tenant associate receives a bomb threat.
 - E. An earthquake, tornado, hurricane or flood occurs or is imminent.
 - F. Civil disturbance erupts in close proximity to the building.
 - G. An aircraft or part of an aircraft strikes the building.
 - H. A hazardous chemical is released in close proximity to the building.
3. Responsibilities. Senior management or the safety supervisor/manager will be the focal point for managing the emergency. The safety supervisor/manager is authorized to act on management's behalf.
 - A. Safety Supervisor/Manager:
 1. Receives notification of an emergency situation and takes action.
 2. Coordinates all activity under these procedures.
 3. Delegates and assigns specific responsibilities to other associates.
 4. Serves as focal point between ABC Inc. and local authorities and building management during emergency conditions.
 - B. Alternate Safety Supervisor/Manager:
 1. Assumes duties and responsibilities in the absence of the safety supervisor/manager.
 - C. Associates:
 1. Will notify senior management or the emergency/alternate safety supervisor/manager of situations requiring an emergency response.
 2. Will follow the directions of senior management, building management, emergency/alternate safety supervisor/manager and local authorities during emergency conditions.

EMERGENCY PREPAREDNESS PLAN FORM
GENERAL INFORMATION

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Building: _____ Telephone #: _____
Address: _____
Safety Supervisor/Manager: _____
Phone (Work): _____ Phone (Home): _____
Alternate Manager: _____
Phone (Work): _____ Phone (Home): _____

OFFICE/LOCATION INFORMATION

Office Name: _____
Manager/Supervisor: _____
Associate Names:

Disabled Associate Names: _____

Fire Extinguisher Volunteers: _____

First Aid Volunteers (EMT, CPR): _____

Office Evacuation Warden: _____ Phone: _____

Alternate Evacuation Warden: _____ Phone: _____

Main/Alternate Evacuation Route: See Evacuation Route Site Plan

Shelter/Alternate Shelter Route: See Evacuation Route Site Plan

Designated Meeting Location: _____

Designated Shelter Location: _____

TRAINING INFORMATION

List the dates of the last two (1 year) annual emergency preparedness plan associate training meetings:

List the dates of the last two fire drills: _____

List the dates of the last two fire extinguisher training sessions for fire extinguisher volunteers:

Emergency Telephone Numbers: See Emergency Numbers List

LIST OF EMERGENCY TELEPHONE NUMBERS

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1. The following telephone numbers must be located in close proximity to all telephones.

<u>SERVICE</u>	<u>COMPANY NAME CONTACT PERSON</u>	<u>PHONE NUMBER</u>
FIRE:	_____	_____
POLICE:	_____	_____
AMBULANCE:	_____	_____
DOCTOR:	_____	_____
HOSPITAL:	_____	_____
LOCAL EMERGENCY RESPONSE:	_____	_____
SAFETY SUPERVISOR/MANAGER:	_____	_____
PLUMBING CONTRACTOR:	_____	_____
ELECTRICAL CONTRACTOR:	_____	_____
BOILER CONTRACTOR:	_____	_____
CUSTODIAL CONTRACTOR:	_____	_____
GAS COMPANY:	_____	_____
ELECTRIC COMPANY:	_____	_____
WATER COMPANY:	_____	_____
WASTE HAULER:	_____	_____
INSURANCE AGENT:	_____	_____

EMERGENCY RESPONSE ORGANIZATION

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1. Loss Prevention. The Loss Prevention Department will be responsible for the emergency response procedures for the facility. Our facility is currently online with (state vendor/company name) through our fire alarm system for prompt notification of emergency services (fire, police). At the command center there are to be two Loss Prevention officers at all times.

2. When An Emergency Occurs:
 - A. One officer is to be stationed at the command center for phone usage in case of further emergencies or breakdown of communication with (state vendor/company name).
 - B. The second Loss Prevention officer will put on a green fluorescent vest and will respond to the incident scene.
 - C. Upon arrival of the responding Loss Prevention officer, the officer will locate the nearest and most appropriate entrance for emergency personnel. This information will be transmitted to the command center ASAP).
 - D. Once the door has been located the Loss Prevention Officer will delegate a person to wear a green vest and stand outside the door to direct emergency service personnel (this person should be preferably from maintenance or a supervisor).
 - E. The Loss Prevention officer that remains at the command center will notify the guardhouse of the location of the emergency and the nature of the emergency.
 - F. The Security Officer at the Loss Prevention Command Post will then upon arrival of emergency services inform them of any updates on the emergency situation.
 - G. The Security Officer will then hand the appropriate emergency response personnel a map and direct them to the location of the nearest door to the emergency scene.
 - H. If necessary, a facility member will check the sprinkler control valve to ensure it is open and another facility member will be stationed at the pump house to assure proper operation.
 - I. Maintenance will also have a clean-up crew ready for the proper clean up after any emergency.

GENERAL EMERGENCY PROCEDURES
FOR SUPERVISOR/ASSISTANCE SUPERVISOR
FACILITY EVACUATIONS

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The following procedures apply to the Supervisors/Assistant Supervisors when it is necessary to evacuate the facility.

1. Supervisors are responsible to assure personnel are safely evacuated and assembled in their designated locations. Supervisors shall visually inspect their work areas in pairs (buddy system) on their way out of the facility to ensure that all associates have evacuated. Supervisors shall report to the central assembly area immediately upon exit from the building.
2. Assistant Supervisors/Supervisors shall lead associates in their specific area out of the facility through the closest safe exit and shall proceed directly to the primary assembly area at the appropriate department sign. All personnel are to remain at this location until the "all clear" signal has been given by the Incident Commander.
3. Upon assembly of personnel at their designated location, within the assembly area, the Supervisor, Assistant Supervisor shall determine if all personnel are accounted for by making a roll call. The Control Center shall be notified by the Supervisor or Assistant Supervisor of the head count immediately.
4. The Control Center shall immediately notify the Incident Commander if any associate is missing. The Incident Commander will notify the fire department in an actual fire emergency. ABC Inc. Loss Prevention personnel may be assigned to assist the fire department.

EVACUATION PROCEDURES

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1. In buildings where ABC Inc is one of many tenants, evacuation will occur when the authority having jurisdiction or ABC Inc. management notifies associates to begin evacuation procedures. In buildings where ABC Inc. is the primary or only tenant, building evacuation will be carried out as directed by ABC Inc. management.
2. The designated meeting area for the _____ office is _____ . The senior manager, safety supervisor/manager or safety supervisor/manager will account for all associates and visitors and ensure injured associates and visitors receive medical treatment.
3. If the designated meeting area for the _____ office is involved in the incident the alternate designated meeting area is _____ .
4. Associates and visitors will use evacuation routes posted on the bulletin boards.
5. Assist handicapped persons in exiting the building.

NOTE: Do not to use the elevators in cases of fire and earthquake.

SHELTER PROCEDURES

1. Associates and visitors will seek shelter when external conditions warrant they seek shelter or at the direction of the senior manager, safety supervisor/manager or safety supervisor/manager.
2. The designated shelter area in the _____ office is the _____ . The senior manager, safety supervisor/manager or safety supervisor/manager will account for all associates and visitors and ensure injured associates and visitors receive medical treatment.
3. If the designated shelter area in the _____ office is not available the alternate designated shelter area is _____ .
4. Associates and visitors will use shelter routes posted on the bulletin boards.
5. Assist handicapped persons seeking shelter in the building.

NOTE: A site plan illustrating the floor/building layout and highlighting the path to the exits. The completed site plan should be inserted in this procedure behind this page and on bulletin boards in associate meeting places.

SIGN IN SHEET

DATE OF CLASS: _____ LOCATION: _____

INSTRUCTOR: _____ SUBJECT: **EMERGENCY RESPONSE**

By attending this class, I acknowledge training in the Evacuation Procedures, Evacuation Routes, Safety supervisor/managers, Emergency Telephone Numbers. The training items covered are listed by section throughout this procedure.

	<u>NAME</u>	<u>SIGNATURE</u>	<u>SSAN</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____

FIRE

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Senior management will be notified when a fire occurs. Senior management or the safety supervisor/manager will take the following steps once the alarms has been sounded.

1. Call the safety supervisor/manager at: _____
2. Call the fire department at _____ if you are unable to make contact with building management.
3. Provide the fire department or safety supervisor/manager the following information:
 - A. Name of the building: _____
 - B. Street address: _____
 - C. Street intersections: _____
 - D. Location of the fire: _____
 - E. Telephone number of the building: _____

MAKE SURE THE FIRE DEPARTMENT HAS ALL OF THE INFORMATION THEY NEED BEFORE YOU HANG UP!

4. Trained associates should attempt to extinguish the fire using fire extinguishers or water from a hose as soon as possible after the fire department has been called. Associates will not take excessive risks.
5. If ABC Inc. or building management believes the fire could get out of control, evacuation procedures should be implemented to evacuate the area and/or the building. Make sure there is access and parking space for emergency vehicles.
6. An associate should be positioned at the main entrance of the building to meet the fire department and direct them to the site of the fire in buildings where ABC Inc. is the only or primary occupant.
7. Provide medical assistance as necessary while waiting for the fire department.
8. Once the fire department arrives, the responding senior fire department officer will take charge of all activities.

GENERAL MEDICAL EMERGENCY PROCEDURES FOR FACILITY PERSONNEL

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1. Call Loss Prevention at extension XXX, or XXX. Give name of caller, location of accident, type of accident, number of people involved, whether the person is conscious or unconscious, and whether the person is bleeding or not.
2. Do not move associate until the safety supervisor or first responder (Loss Prevention) arrives on the scene. The safety supervisor/manager or first responder will need assistance moving the victim from area, if appropriate.
3. Those injuries requiring doctor's treatment will be taken to the appropriate medical facility. During non-office hours, victims will be taken to XXX hospital.
4. An ambulance will be called for those injuries where the victim cannot be moved from the accident scene or additional life support equipment is needed. This will be determined by the safety supervisor/manager, first responder, or the best trained person. In such cases when the safety supervisor/manager is not present on the scene, determination will be made by the first responder (Loss Prevention) present. Examples: Cardiac Arrest.
5. The victim's Supervisor should secure the associate's personal items, etc., if necessary, and deliver them to Human Resources.
6. The XXX ambulance service number XX-XXXX. [emergency procedures for facility accidents.]
7. Should an accident occur on weekends or holidays, first page the manager on duty, then if a question exists or if it is a serious injury, page the safety supervisor/manager for further instructions.

Initially on scene, assessment will be made by EMT/first responder (loss prevention associate). The emergency room at xxx hospital should be utilized. The following members of management should also be notified:

Human Resources: Human Resources Leader
 Safety Supervisor/Manager
 Safety/Environmental Technician

Production: Sr. Director/Facility Director
 Department/Shift Managers

The most important thing to remember in dealing with a medical emergency is that immediate and proper action is extremely important. When an associate or any other person becomes aware of a medical emergency, they should alert management and immediately.

ELEVATOR EMERGENCY

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Being caught in an elevator can be a very traumatic experience. It can be further complicated by a medical emergency.

The following actions will be taken when the elevator alarm sounds:

1. Call the safety supervisor/manager at _____
2. Call the fire department at _____ if you are unable to make contact with building management.
3. Provide the fire department or safety supervisor/manager the following information:
 - A. Name of the building: _____
 - B. Street address: _____
 - C. Street intersections: _____
 - D. Location of the malfunctioning elevator: _____
 - E. Telephone number of the building: _____
3. Inform the people in the elevator via telephone or other safe means that emergency response personnel were notified and are responding to remove them from the elevator.
4. Help the occupants remain calm and wait for emergency response personnel.
5. Provide medical assistance as necessary.

BOMB THREAT

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1. Bomb Threats are considered REAL. There are two logical explanations for reporting a threat, they are:
 - A. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage.
 - B. The caller wants to create an atmosphere of anxiety and panic, which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed.

The procedures described below should be implemented when a ABC Inc. associate receives a bomb threat.

2. **Bomb Threats Received Via Telephone:**

- A. If at all possible, a Loss Prevention Representative should handle all bomb threat calls.
- B. The associate receiving the bomb threat will attempt to obtain the following information:

1. Estimate the caller's:

- A. Age: _____

- B. Sex: _____

- C. Cultural Background (Accent): _____

- D. Note the time of call: _____

- E. Write down the exact words used by the caller: _____

- F. Determine what time the bomb is set to explode: _____

- G. Try to find where the bomb is located: _____

- H. Ask what kind of bomb it is: _____

I. Ask for a description of the bomb: _____

J. Pay attention to background noises, such as motors running, music playing, etc, _____

2. Upon hanging up with the caller, immediately follow these steps:

- A. Call the police
- B. Contact the safety supervisor/manager on duty notifying him/her of the situation
- C. Page the LP campus manager
- D. Page the LP building supervisor
- E. A meeting should take place discussing a plan of action with the person's mentioned above.

3. **Bomb Threat Received In Writing:**

- A. Call the police
- B. Contact the safety supervisor/manager on duty
- C. Page the LP campus manager
- D. Page the LP building supervisor
- E. A meeting should take place discussing a plan of action with the person's mentioned above.
- F. Take pictures of the written message (If written on a wall, box, etc.)
- G. Clear the area where the message was written (In case the police want to investigate the surrounding area for fingerprints, etc.)
- H. Save all materials, including envelope or container
- I. Take pictures of the note and DO NOT handle anything with bare hands, utilize gloves. Secure all evidence for the police and their investigation.

4. **Evacuation.**

- A. The senior manager, safety supervisor/manager or emergency response coordinator is responsible for determining whether or not the building should be evacuated. This decision should be made following a discussion with the police department and evaluating the information from the telephone call.
- B. If evacuation is the chosen response, multi-leveled buildings should evacuate in this manner:
 - 1. Evacuate floors above and below the danger area first (If known)
 - 2. Avoid evacuating from the **NORMAL** exits, the bomb could be placed there to have the maximum effect.

- C. If a search is requested from ABC Inc. associates (LP Dept.), the following techniques should be used. **Note- the search should not be conducted within one hour of estimated detonation time.**
1. Have someone familiar with that work area conduct the search or assist, they will now what's out of place or foreign.
 2. Have two-person search teams enter the area/room to be searched.
 3. The search team should divide the room/area and select a search height.
 4. The team should stand in the room quietly with their eyes closed, to listen for a clockwork device. Frequently this can be done without the used of special equipment.
 5. The team should start from the bottom of the room and work up.
 6. The team should start back-to-back and work toward each other.
 7. The first sweep will cover all items resting on the floor up to the selected height.
 8. The search should go around the walls and proceed toward the center of the room
 9. This process should be repeated until everything is covered from the floor to the ceiling.
 10. During the search include:
 - A. Air-conditioning ducts
 - B. Anything mounted/hung on the walls
 - C. Fixtures
 - D. Speakers
 - E. Suspended ceilings
5. **Documentation.**
- A. All findings will be documented on an incident report and submitted to your supervisor.

EARTHQUAKE

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Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since an earthquake's magnitude cannot be predetermined, management must initiate emergency precautions a few seconds after the initial tremor is felt. Management will assume the worst possible case. Rules for safe behavior are:

1. During an Earthquake:
 - A. Remain calm. Don't run or panic; remain where you are and try to calm others.
 - B. If you are indoors, stay indoors. Take shelter under a desk, table, inside a doorframe or the stairwell. Stay away from windows, outside doors, bookshelves, and other things that can crack, fall or otherwise cause injury.
 - C. If you are outdoors, stay outdoors. Do not attempt to enter or leave buildings until authorities advise you that it is safe. Stay away from overhead electrical wires, poles or anything that could shake loose and fall. Remain in a sheltered area until advised by authorities to do otherwise. After the initial earthquake shock is felt, be prepared for after shocks and stay in place. After shocks are usually less intensive than the main quake but can cause further structural damage to property damaged by the main quake.

2. After the Earthquake:
 - A. Use caution entering or leaving buildings or work areas.
 - B. Don't use lanterns, torches or open flames for illumination because gas leaks may have occurred during the quake. **NO SMOKING!**
 - C. Stay away from fallen or damaged electrical wires.
 - D. Open windows and doors to ventilate the building.
 - E. Implement fire fighting procedures if a fire was caused by the earthquake.
 - F. Determine whether anyone was caught in elevators or trapped by falling objects. If so, notify emergency response personnel so that rescue operations may be initiated
 - G. Check the main water, gas and sprinkler valves for leaks. If leaks are observed, attempt to shut the systems off. If this is not possible, notify the fire department immediately.
 - H. Communicate with associates frequently to ensure they are aware of proper actions to take and to dampen the spread of rumors.
 - I. Do not use the telephone unless it is absolutely necessary for emergencies. Heavy use of the telephone will tie up lines and prevent emergency calls from going out.

HURRICANES AND TORNADOES

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Hurricanes and tornadoes may strike without warning. At times, ample notification may be given by the authorities. The early warning time provided should be used to protect associates. The following actions shall be taken when a warning is received:

1. Anchor or remove all objects outside the building; tables, chairs and other loose objects which may become projectiles.
2. Where possible, protect windows and other glass by boarding up or closing shutters on large windows, taping exposed glass and drawing drapes.
3. Store valuable documents or computer disks and tapes in waterproof containers or in the highest possible location in the office.
4. If a tornado warning exists, seek inside shelter below ground level.
5. As soon as the tornado or hurricane passes, management must initiate evacuation, search and rescue, and medical assistance operations as necessary in close coordination with the emergency response personnel.

FLOOD

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High water and water-borne debris may adversely affect company facilities. ABC Inc. facilities located in coastal sites with elevations close to sea level, or inland locations along waterways where water depths three feet or more above grade are common are particularly vulnerable. The following precautions should be taken:

1. Stockpile materials necessary to protect the facilities from the intrusion of water at a strategic location.
2. Pre-plan with public fire department officials to coordinate efforts under conditions of limited access and other foreseeable contingencies.
3. Prepare to evacuate facilities, secure openings and provide protection as necessary to prevent floodwaters from reaching inside the building.

EXPLOSION

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Senior management will be notified when an explosion occurs, regardless of the cause of the explosion (bomb, utility rupture, fire). The fire department will be notified immediately. Senior management, the safety supervisor/manager or the safety supervisor/manager will take the following steps once the alarm has sounded.

1. Call the safety supervisor/managers at: _____
2. Call the fire department at _____ if you are unable to make contact with building management.
3. Provide the fire department or safety supervisor/manager the following information:
 - A. Name of the building: _____
 - B. Street address: _____
 - C. Street intersections: _____
 - D. Location of the explosion: _____
 - E. Telephone number of the building: _____

**MAKE SURE THE FIRE DEPARTMENT HAS ALL OF
THE INFORMATION THEY NEED BEFORE YOU HANG UP!**

4. Once the fire department has been notified, follow fire, evacuation, or other emergency procedures as necessary.

CIVIL DISTURBANCES

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Police or other authorities will advise the company on protective actions to be taken during a local civil disturbance in and around the building. Upon notification of a possible civil disturbance, management should alert associates. A meeting should be held to determine what procedures and preventive measures will be taken preceding any civil outbreak, or in response to one in progress.

NOTE: In buildings where ABC Inc. is a tenant, building management will take the lead in completing evacuation and security procedures and will serve as the focal point for all communications.

Emergency procedures may include one or more of the following:

1. Total or partial evacuation of the office or building.
2. Secure the entry to the building itself.
3. Secure the walkways, access roads, etc.

ACCIDENTAL SPRINKLER DISCHARGE

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1. Sprinkler Discharge.

In the event a sprinkler head discharges by being struck by an object or by material failure, the flow of water must be stopped as soon as possible.

2. Responsibilities

A. After receiving report of a sprinkler discharge:

1. Contact Maintenance & Loss Prevention.
2. Investigate the cause.
3. Shut off water flow to area affected upon.
4. Verification that it is not an actual fire.
5. Notify management regarding the impairment.
6. Replace the automatic sprinkler head with the same.
7. Temperature and type of head which should be.
8. Maintained in stock at all times.
9. Open up the valve and place the system back on-line.
10. Call management and notify them of the end of the impairment.
11. Call the local automatic sprinkler contractor to come in and inspect any affected areas for proper operation.

B. After water flow is stopped, Maintenance & Loss Prevention must contact:

1. Inventory Control for damaged product evaluation.
2. Warehouse Management depending on area where discharge occurred.
3. Engineering Management, if this area is affected.
4. Tag the closed valve using the Impairment Tag (Red Tag) System.
5. Maintenance/Loss Prevention is to complete a Usual Incident Report and follow Facility Management Notification Procedures.

C. Stopping Flow of Water.

The flow of water should be controlled or stopped by:

1. Shutting the appropriate water control valve or Post Indicator Valve (PIV).
2. Using a sprinkler head-plugging device.

The sprinkler head-plugging device can be used in areas where the discharging head is easily accessible from the floor. The plug is only a temporary water restriction device. The main water control valve will have to be shut for installation of a new head or pipe repair.

ACCIDENTAL SPRINKLER DISCHARGE (cont'd)

3. In the event of a pipe bursting, the main water control valve will have to be shut. The Main Water Control Valve or PIV will have to be closed if a sprinkler head discharges above reach of the floor level.
4. Anytime a Water Control Valve or PIV is closed, an impairment tag will be attached to the closed valve by security.

AIRCRAFT

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It is impossible to determine whether an aircraft or part of the aircraft will strike the building. An aircraft may be forced to land in the street, crash into the building, or aircraft parts from an aircraft flying over the building may fall and strike the building. We will take the following actions if such an incident occurs:

1. Determine the safest exits available and direct people toward those exits, preferably away from the accident scene.
2. Take immediate action to ensure the safety of visitors and associates. If the aircraft is outside, keep everyone at a safe distance from debris and do not allow anyone to remain downwind of a burning plane or wreckage.
3. Follow telephone notification procedures for -- fire, police, paramedic and building management including the safety supervisor/manager.
4. Cooperate with evacuation, search and rescue, fire and other procedures as directed by the person(s) in charge of the disaster response team, e.g. fire chief.

TOXIC SPILL OR CHEMICAL ACCIDENT

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Associates working in their offices may be exposed to hazardous chemicals when a truck carrying chemicals overturns, a train derails, a utility lines breaks and so on. Some of these chemicals may be hazardous to human health and the environment. With or without notification of the public authorities, it may be necessary for ABC Inc. or the safety supervisor/manager to take steps to protect human health. The following procedures will be followed while waiting for further instructions from the authority having jurisdiction:

1. Close all windows and doors even if the building is upwind of the accident site. Wind patterns may shift suddenly and place the building downwind of the chemical accident site.
2. Do not allow associates or visitors to exit the building if the building is located downwind of the chemical accident site.
3. Building management should shut down any ventilating equipment downwind of the chemical accident site.
4. Prepare to render medical assistance as necessary.
5. Contact the authority having jurisdiction to determine when it will be safe to:
 - A. Open the doors and windows downwind of the chemical accident site.
 - B. Allow associates and visitors to use exits and entrances downwind of the chemical accident site.
 - C. Allow associates and visitors to use parking lots downwind of the chemical accident site.
6. Communicate work arrangements for associates scheduled to report for work during the accident. If possible, advise them to stay home.