

EMERGENCY ACTION PLAN: AGENDA

- ◆ Overview of our emergency alarm systems and communication methods
- ◆ Overview of employee emergency actions for:
 - **Fire**
 - **Medical**
 - **Severe Weather**
 - **Hazardous Chemical Spill**
 - **Electrical Failure**
 - **Workplace Violence**

Emergency Action Plan: What is it?

Most of us do not like to think about emergencies, but we know that the best preparation is thorough planning.

By learning our emergency duties, we take the fear out of emergencies by knowing how to react. If an emergency occurs, heroes are NOT wanted—people who follow procedures ARE!

Emergency Communication Methods

If our facility needs to be evacuated for an emergency, you will be notified by these means:

- Our facility alarm system
- Word of mouth
- The paging system

FIRE

In case of fire...

1. Alert others at risk
2. Notify a member of management
3. Initiate the Emergency Evacuation Action Plan
4. Turn off involved equipment (if safe to do so)
5. Consider using a fire extinguisher, BUT ONLY IF YOU ARE TRAINED AND AUTHORIZED
6. Evacuate

What to do if alerted to a fire

1. Turn off equipment (if safe to do so)
2. Walk in an orderly and quiet manner to the exit closest to you, not blocked by fire, smoke or other hazards, and exit the building
3. Do not delay evacuation or re-enter hazardous areas to retrieve personal possessions such as keys, coats, purses, or lunches
4. Report to designated fire Evacuation Location for head count
5. Stay together with your assigned group until further instructions are given
6. Do not re-enter until advised that it is safe to do so by the safety coordinator.

FIRE EVACUATION PLAN / EMERGENCY ASSEMBLY AREA

In the event of a fire, your evacuation location is:



MEDICAL EMERGENCY

What to do in a medical emergency

1. Notify a member of management
 2. Evaluate scene safety; if there is any concern, all personnel should stay at a safe distance
 3. Do not move the ill/injured person (unless they are endangered by the surroundings)
 4. Avoid all contact with blood and other bodily fluids (never attempt to provide first aid unless you are trained and equipped to do so)
 5. A calm employee may stay with the ill/injured person to provide comfort
 6. The manager or safety coordinator will assign at least two employees to wait for the EMS responders at the street entrance and guide the responders to the scene of the emergency
 7. All uninvolved personnel should clear the area
 8. If there has been any blood or bodily fluid release, trained personnel will clean and sanitize the area after the emergency phase has concluded
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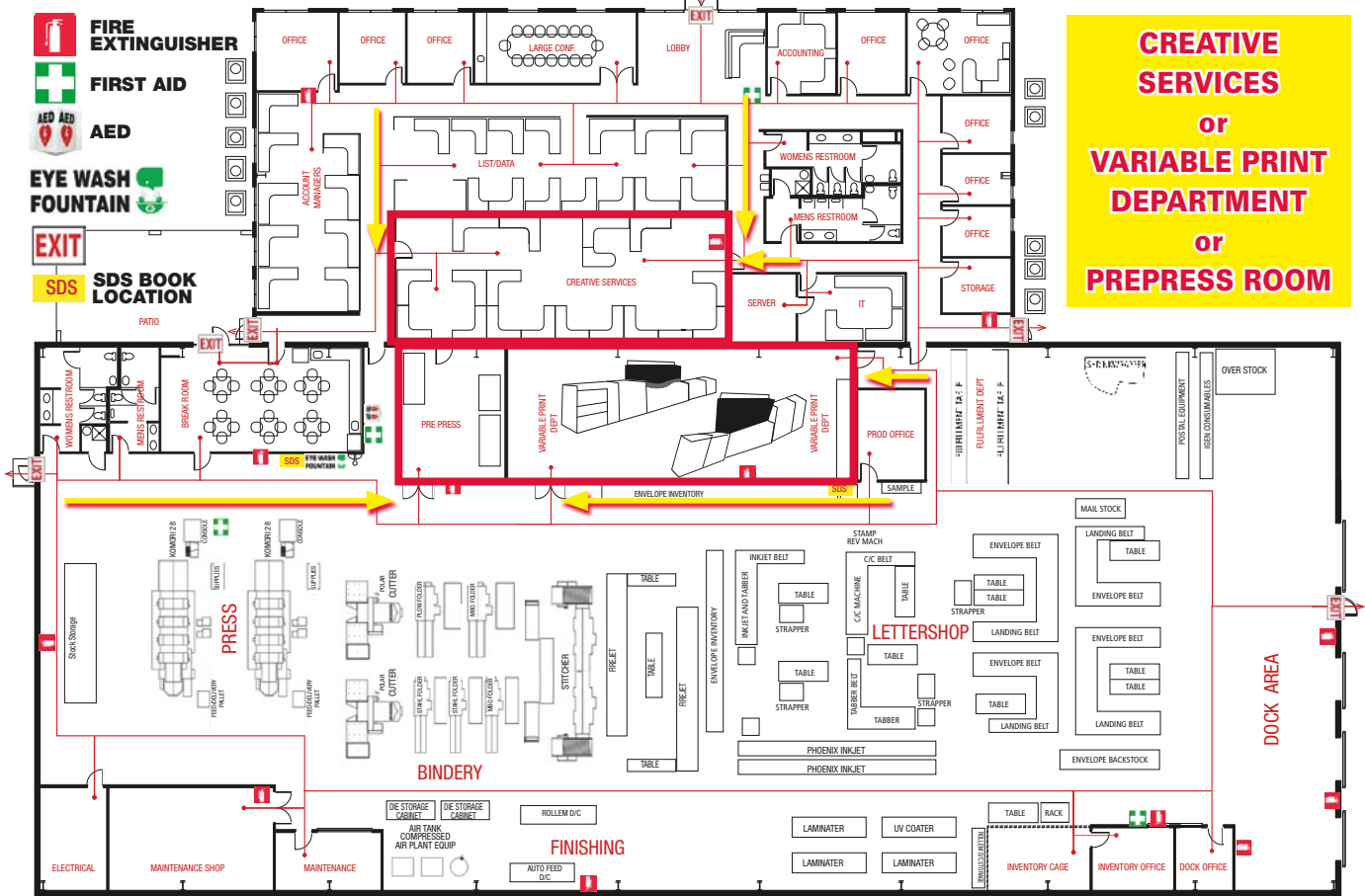
SEVERE WEATHER

What to do in severe weather

You will be alerted if a severe weather warning is issued:

1. Turn off equipment (if safe to do so).
2. Walk in an orderly and quiet manner to the designated severe weather location, which is the Creative Services department, the Variable Print department or the Prepress room.
3. A head count will be conducted to account for all personnel.
4. When the severe weather warning expires, you will be released from the Creative Services department, the Variable Print department or the Prepress room by the safety coordinator.

SEVERE WEATHER DESIGNATED LOCATION



HAZARDOUS CHEMICAL SPILL

In the event of a hazardous chemical spill or release

1. Alert others in the area who are at risk and notify a member of management who will call 911.
2. Turn off equipment (if safe to do so)
3. Walk in an orderly and quiet manner to the exit closest to you, that is not blocked by the chemical release
4. Report to designated Emergency Evacuation Area for head count
5. The Safety Coordinator, or another member of management, will observe the wind direction, if applicable, and determine the best shelter area for evacuated personnel
6. Stay together with your assigned group until further instructions are given
7. Do not re-enter until advised that it is safe to do so by your manager or the safety coordinator

ELECTRICAL FAILURE

In the event of electrical failure

- If the failure affects only a part of the facility, notify your manager.
- Turn off equipment using normal controls (if safe to do so).
- Expect sudden equipment restart; stay away from the point of operation and from other moving surfaces.
- Do not attempt to move around dark areas.
- After power is restored, follow manager's directions for equipment restart.

WORKPLACE VIOLENCE

In the event of workplace violence

- If you witness a violent act, a threat of violence, or believe that a violent act may be possible, notify a member of management immediately
- If you are in the area with a violent or threatening person, **GET AWAY, AND IF POSSIBLE, NOTIFY OTHERS AT RISK**
- If you are advised by a member of management that a workplace violence incident may be occurring, follow all directions immediately

CONCLUSION

- Remember the methods used to alert you of an emergency in the facility
- **If you discover an emergency you must always:**
 - ✓ Alert others who are in immediate danger
 - ✓ Notify a member of management
- Remember your evacuation locations for fire/chemical spill or release and for severe weather
- React quickly and calmly in the event of any emergency

For more information

For more information regarding Emergency Action Planning, or other safety issues, please contact the Safety Coordinator.