

Once the evacuation alarm has sounded, employees should take the following action:

- a) **Remain Calm. Upon hearing the alarm, sound off the air horns in their respective areas, including a round in the yard to ensure the emergency alert covers all areas.**
- b) All equipment must be shut down, if safe to do so or by switching the emergency stop buttons.
- c) All hazardous operations will be shut down immediately, e.g. welding, where the employee will ensure that the valves on all oxygen and acetylene tanks are closed, if considered safe to do so.
- d) Forklift operators must park their vehicles off the main aisle ways to allow easy access for emergency equipment, and evacuating personnel. The operator will shut down his/her vehicle,
Turn off key and proceed to the closest available exit if considered safe to do so.
- e) All forms of smoking materials must be extinguished immediately.
- f) Proceed towards the nearest exit to their designated assembly area.
- g) Fire Wardens/ alternates; **if safe to do so**, must conduct a sweep of their building to verify workers are not left behind, including washroom/ change areas.
- h) Employees must remain at their assembly area for attendance and further instructions. **It is very IMPORTANT that you are accounted for during this Attendance.** It may be assumed that you are still in the building, and lives may be risked trying to locate you. Please Remain in the safe area until “**All Clear**” is given by your supervisor, manager or warden. Do not attempt to re-enter the building without their permission.
- i) The designated warden/ alternate from the office is to bring the visitor log to the assembly area to account for any guests or visitors.
- j) Qualified first aiders and fire wardens are posted on the safety information board, located in the employee lunchroom.

Designated Assembly Areas –

Northeast corner of yard, Former display area.