

J.V. MANUFACTURING, INC.

EMERGENCY EVACUATION PROCEDURES

Reviewed 12/8/20

FIRE (CODE RED)

- Whoever discovers a fire immediately go to the nearest phone away from the fire and dial 4100. When you hear the beep press the number 4 after another beep announce **CODE RED** and give the location of the fire.
- Do not attempt to fight any fire that cannot be easily extinguished with a handheld fire extinguisher that you have been trained to operate.
- When you hear a CODE RED announced over the intercom go to the nearest SAFE exit (Closest exit to you away from the fire area) and proceed in an orderly manner to your designated assembly area.
 - Assembly area for a fire in the horizontal, self-contained, paint, large baler, machine shop, rebuild, shipping, storage, cs/cpw, or compactor area is the North parking lot. See Building Diagram
 - Assembly area for a fire in the office, small baler, maintenance, express pac, hydraulic, warehouse or electric room is the Wash Bay Area. See Building Diagram
- Area Foremen go to the designated assembly area with your people and any visitors in your area. Get accountability of your people and report status to the Plant Superintendent, Tom Hickman, or senior person present. Plant Superintendent will report status to the COO (Chief Operations Officer), Jeff Givens, or senior person present.
- Office Department Managers will also get accountability of their people and report their status to the COO or senior person present.
- The COO or senior person present will inform fire department of any missing persons and their last known location.
- Remain with your department. Do not re-enter the building until the fire department gives all clear and you receive instructions from your supervisor. **If your workday ends during a code red or yellow, you cannot leave until all clear is given or you get authorization to leave from the most senior company official on site.**

TORNADO (CODE YELLOW)

- A **CODE YELLOW** will usually follow a notice that a tornado warning is in effect. A warning means a tornado has been sighted or has been picked up on radar.
- When you hear a **CODE YELLOW** announced over the intercom go to your department's designated assembly area. The tornado assembly areas are:

Electric Room for personnel working in building #5, paint, equipment shipping, express pac, electric, and hydraulic lines.

Training Room for personnel working in building #4, warehouse, and purchasing department

Engineering/Sales Office Area for personnel working in building #1, maintenance, building #3, engineering, sales, and office production staff. NOTE: Engineer and Sale personnel with single offices on West wall vacate your offices and close door behind you.

Conference Room for Executive Row, Accounting, Marketing, Freight/Install departments, Quality Control, and all other personnel not mentioned above.

Computer Room for personnel in the IS department.

- Area foremen and Department Heads maintain accountability of your people and visitors. Report any missing or injured people to the senior person present in the conference room. Dial 2372 to reach conference room. If phone system is inoperative wait until all clear is given, then report status in person.
- Stay away from windows.
- Stay in assigned area until all clear is received.