



June 2003

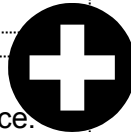
Contact: Joe Hayes



Emergency Procedures Review

FIRE:

1. Evacuate the building and go to the designated "gathering place".
2. Call 911 for the fire department.
3. Meet the fire department & direct them to the fire.
4. Ensure all are accounted for
5. Do not reenter the building until told it is safe by the Fire Department.

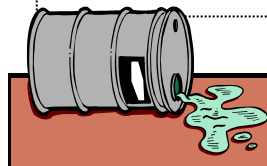


MEDICAL:

1. Immediately call 911 for medical assistance.
2. If someone knows first-aid and/or CPR, they may wish to render aid, but they do so as a "Good Samaritan" and not as a representative of your facility.
3. Once the emergency is over, notify the appropriate insurance provider of the incident.

CHEMICAL SPILL:

1. Cover floor drains in the area of the spill or leak.
2. Surround spill or leak with absorbent berms or dikes.
3. Place absorbent materials on spill or leak to soak it up.
4. Shovel absorbent materials into waste container.
5. Label container as hazardous waste and dispose of with other hazardous waste.
6. You must have a readily accessible "Spill Kit".



TORNADO:

1. Monitor local radio/TV stations for an emergency warning.
2. If an emergency message is broadcast, instruct employees to go to the emergency shelter area.
3. Take battery operated radio to the emergency shelter and stay there until an "all clear" is broadcast.
4. Ensure all are accounted for.



EARTHQUAKE:

1. Instruct employees to quit working and follow the earthquake emergency procedures.
2. Ensure all employees are accounted for.
3. Call your manager / owner to report the incident.
4. Stores in earthquake-prone areas must develop earthquake emergency procedures. Consult with your safety consultant and the local fire department for assistance in developing the procedures.
5. Once earthquake procedures are developed they must be communicated to employees and included in annual emergency procedures training.
6. Report injuries or damage to the insurance provider.

You are required to have a site specific, written Emergency / Fire Plan. Please refer to your Compliance Department User Guide.

If you have any questions, please call us at 800.619.9733.

The information in this Compliance Alert is for directional purposes only and should not be used to determine regulatory compliance.