







October 2004

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## Emergency Procedures

Fire	Medical	Tornado	Earthquake	Chemical Spill
Evacuate the building and go to the designated "gathering place".	Immediately call 911 for medical assistance.	Monitor local radio/TV stations for an emergency warning.	Instruct employees to quit working and follow the earthquake emergency procedures.	Cover floor drains in the area of the spill or leak.
Call 911 for the fire department.	If someone knows first-aid and/or CPR, they may wish to render aid, but they do so as a "Good Samaritan".	If an emergency message is broadcast, instruct employees to go to the emergency shelter area. 	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.	Surround spill or leak with absorbent berms or dikes.
Meet the fire department & direct them to the fire.	Once the emergency is over, notify the appropriate manager. 	Take battery operated radio to the emergency shelter and stay there until an "all clear" is broadcast.	Once earthquake procedures are developed they must be communicated to employees and included in annual emergency procedures training.	Place absorbent materials on spill or leak to soak it up. 
Ensure all are accounted for		Ensure all are accounted for.	Report injuries or damage to the appropriate manager. 	Shovel absorbent materials into waste container and label container as hazardous waste and dispose of with other hazardous waste.
Do not reenter the building until told it is safe by the Fire Department. 		<div style="border: 2px solid red; border-radius: 15px; padding: 10px; display: inline-block;"> <p><b>Emergency Gathering Location:</b> _____</p> </div>		

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