

Emergency and Evacuation

Module 2d Evacuation Procedures Doc #
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Accidents

- According to Concote's Policy Manual, in the event of accident or emergency
 - Immediate Supervisor or Plant Manager shall be notified immediately
 - If the emergency requires 911 emergency assistance, supervisor or plant manager shall oversee 911 call
 - In an non-911 emergency, treatment may be required by Concote's selected physician (or treatment center)
 - Drug Screening may be requested, refusal to submit shall be grounds for termination

Fire or Explosion

- To the extent possible, immediate Supervisor or Plant Manager shall be notified immediately
- If a fire alarm goes off, DO NO STAND AROUND OR ASSUME IT IS A FALSE ALARM!!
- Employees must evacuate and encourage other to evacuate to the designated Evacuation Areas (below)

Evacuation

- Evacuation will be via the nearest safe exit
- Employees should proceed to the designated assembly area
- Plant evacuation will be handled by announcement if possible, or alarm
- Employees should be close to their supervisor or department to assist in headcount and roll call

Coppell Evacuation Area – Southwest Corner of Building



Tyler Evacuation Area – South Side of Building



Weather Emergencies

- In the event of a weather emergency, gather in a safe area, near the center of the building, away from windows and exterior doors
- Breakrooms are the safest place to congregate and locate your supervisor or department
- Do not leave until an “all clear” is announced

Active Shooter or Other Threat

- If it is safe to do so, employees should exit the facility immediately to AVOID
- If unable to safely exit, employees should lock or barricade themselves to DENY access to the threat
- If unable to AVOID or DENY, employees should use means necessary to DEFEND
- Regardless of options, 911 should be called

AVOID, DENY, DEFEND!

- <https://www.youtube.com/watch?v=j0lt68YxLQQ>
- Above is a link to active shooter training. All employees are encouraged to watch the video to better prepare themselves for an active shooter event. The video and more can also be found on avoiddenydefend.org website.
- These events can happen anywhere; movie theatre, church, retail store, workplace, etc.