

## Fire Emergency

- Should you encounter a fire emergency, contact the nearest Supervisor and give the location of the fire. Evacuate the fire area. If operating powered lift trucks and material handling equipment, park off to the side and exit the building via nearest emergency exit door and proceed quickly to the Muster point.
- Supervisor or employee shall make an emergency page by dialing 8015, wait for the beep, then dial 00 wait for the beep, then speak calmly & clearly announcing fire emergency in effected area. Exit the building via nearest emergency door and proceed quickly to the Muster point.
- Once at Muster point report to your direct supervisor for roll call. Do Not Leave the Muster point unless instructed to do so by the Emergency Coordinator.
- DO NOT STOP AT LOCKERS, RESTROOMS OR VENDING MACHINES
- DO NOT USE THE ELEVATOR
- Muster point is off the NW corner of the facility at the light pole with the reflective red striped tape (Near the gray building next door). Assemble on the grass to allow fire trucks access to parking lot.

## Severe Weather

- In the event of severe weather or a tornado emergency, all employees shall proceed to the designated shelter areas. Warehouse & Production associates, turn off equipment, park powered trucks and material handling equipment and proceed to the designated shelter areas.
- Shelter Areas: 1st floor restrooms by main cafeteria. After 5 p.m. meet in the Learning Center (next to time clocks).

## Medical Emergency

- If a serious life threatening injury or illness occurs in the facility immediately call 9-911.
- Give your name; describe the nature and severity of the medical problem and the location of the victim. Do not hang up until released by the emergency operator.
- Designate an employee to contact the emergency First Responder(s). Dial 8015 wait for beep, then dial 00, wait for the beep, then speak calmly & clearly "First Responders to (Your Location – Example: BLU-47-25, battery charging area, 2nd floor Finance area)" Repeat the announcement numerous times.
- If a non-life threatening situation, contact a supervisor in the area for assistance.

## Chemical Emergency

- In the event of an emergency spill or release of chemical, employees will immediately evacuate the area and notify their Department Supervisor or Safety Coordinator.

## Bomb Scare

- Should you observe a suspicious act or object, DO NOT HANDLE THE OBJECT! Clear the area immediately and contact your supervisor or the Safety Coordinator.

## Gas Leak

- If you smell gas and suspect a gas leak, cease all operations.
- DO NOT switch on lights, electrical equipment (including forklifts) or use a cell phone.
- Evacuate the building by the nearest exit.
- Notify the Supervisor and other building occupants to evacuate the area.
- Assemble at the designated muster point.

## Important Phone Numbers

- Emergency 9-911
- Absentee call in number: 262-293-0598
- Inclement weather notification: 262-293-0750
- Main switchboard 262-293-0600
- Power Products, LLC Emergency Coordinator 414-416-1438