



NUMBER 15.4

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Equipment Services Evacuation Plan

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that a safe and effective plan for evacuating the building in the event of an emergency is in place and training has been conducted

PROCEDURE: All personnel have been trained to evacuate the building and go to a designated area in the event of an emergency. These areas have been posted outside the building and there are color coded maps posted near every exit inside the building that directs personnel to the proper area. Floor captains have been chosen that will ensure complete evacuation of all areas of the building. Once the alarm sounds floor captains have been trained to calmly direct personnel to an exit and complete their assigned area check. They will then do a head count at the evacuation areas of all employees and communicate with each other via cell phone to ensure that everyone is accounted for. The Control Center will inform Security of all emergencies and drills. At no time should anyone perform all the above activities if their safety will be at risk.

PREPARED BY: Roy Thomas, Auto Machinist

DATE: November 15, 2010

