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| Title: Emergency Standard Operating Procedure | |
| <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Guideline <input type="checkbox"/> Other _____ | |
| Policy No.: | Scope: <input type="checkbox"/> System: <input type="checkbox"/> Site: <input type="checkbox"/> Department: |
| Owner: <i>Jennifer Ludwigsen</i> | Origination Date: |
| Release Information: | Review Date: |
| | Revision Effective Date: |
| Approval Authority: | Approved by: |

I. PURPOSE

The purpose of this policy is to establish regulations and standards for emergency procedures and to outline the emergency closing protocol.

II. POLICY

All associates and leaders are mandated to comply with the standards set forth in this policy. Full compliance and adherence to the emergency procedure ensures a safe working environment and provides necessary communication to internal and external administrative entities.

III. PROCEDURE

A. Preparedness

1. Leadership will maintain and provide awareness of three emergency kit stations
 - a) One kit at each kitchen containing:
 - Pair of flashlights
 - First aid kit with gloves
 - Whistle
 - Moist towelettes, garbage bags, and plastic ties
 - Wrench or pliers
 - b) Kit check should be performed once per month by leadership or delegated associate
 - c) Leadership should consider installing a flashlight phone app
2. Fire drills will be conducted on a yearly basis with full participation from all associates and leaders.

B. Emergency Action Plan

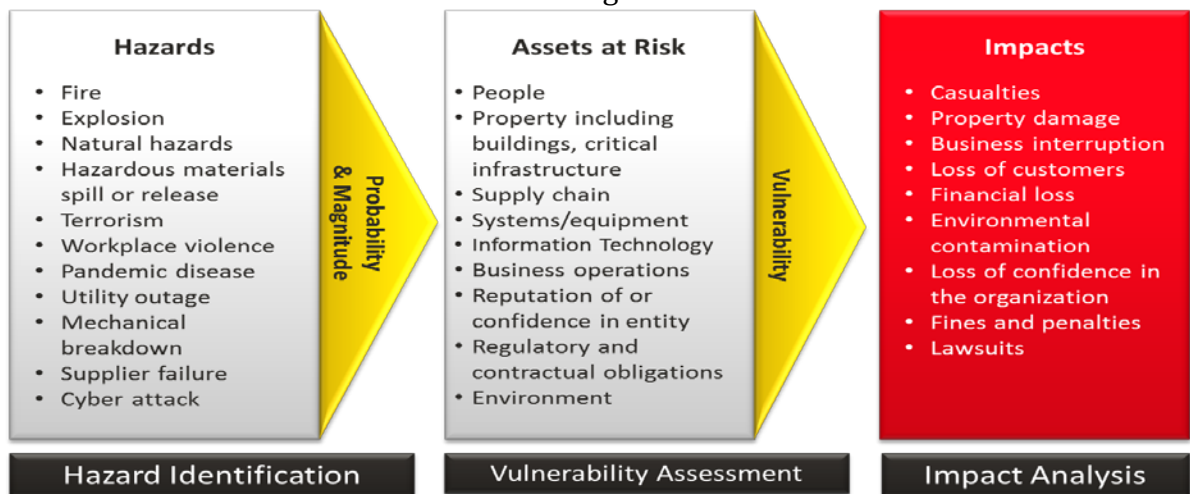
1. Upon notification of an emergency, leaders will conduct an Emergency Safety Huddle with all available leaders.

a) Assess emergency

- Risk to associates
- Risk to property (computers, phones)
- Risk to operations

b) Categorize emergency

- Red: Immediate and imminent danger to associates
- Yellow: Potential danger to associates
- Green: No danger to associates



C. Office Closing Determination

1. Code Red Emergency

a) Immediate evacuation of all associates

b) Immediate execution of Emergency Phone tree

2. Code Yellow Emergency

a) Use of alternate facility or floor for associate holding area

b) Delegated point person for communication with each area:

- Point of Contact with Building Management
- Point of Contact with associates
- Point of Contact between leaders

c) Repeat safety huddles throughout the day with continuous reassessment and communication of emergency level.

d) If office closes, Emergency Phone Tree activation

3. Code Green Emergency

a) Execute normal job responsibilities as much as possible

b) Communicate updates by email as needed

D. Leaders are expected to remain on site during emergencies unless the emergency is categorized as "Red" and requires immediate evacuation.

E. Emergency Phone Tree

1. Leaders are responsible for creating and maintaining a phone tree for their respective areas.
2. Once notified through the Leadership Phone Tree, leaders are tasked with enacting their departmental phone trees immediately.
3. Leaders are to reach out to the next person in the chain when the person they are calling fails to answer.

F. Hazard Examples (for exercises and planning)

Natural Hazards

Meteorological -Flooding, Dam/Levee Failure, Severe Thunderstorm (Wind, Rain, Lightning, Hail), Tornado, Windstorm, Hurricanes and Tropical Storms, Winter Storm (Snow/Ice)

Geological -Earthquake, Tsunami, Landslide, Subsidence/Sinkhole, Volcano

Biological - Pandemic Disease, Foodborne Illnesses

Human-Caused Hazards

Accidents -Workplace Accidents, Entrapment/Rescue (Machinery, Water, Confined Space, High Angle), Transportation Accidents (Motor Vehicle, Rail, Water, Air, Pipeline), Structural Failure/Collapse, Mechanical Breakdown

Intentional Acts - Labor Strike, Demonstrations, Civil Disturbance (Riot), Bomb Threat, Lost/Separated Person, Child Abduction, Kidnapping/Extortion, Hostage Incident, Workplace Violence, Robbery, Sniper Incident, Terrorism (Chemical, Biological, Radiological, Nuclear, Explosives), Arson, Cyber/Information Technology (Malware Attack, Hacking, Fraud, Denial of Service, etc.)

Technological Hazards

Information Technology - Loss of Connectivity, Hardware Failure, Lost/Corrupted Data, Application Failure

Utility Outage - Communications, Electrical Power, Water, Gas, Steam, Heating/Ventilation/Air Conditioning, Pollution Control System, Sewage System

Fire/Explosion - Fire (Structure, Wildland), Explosion (Chemical, Gas, or Process failure)

Hazardous Materials -Hazardous Material spill/release, Radiological Accident, Hazmat Incident off-site, Transportation Accidents, Nuclear Power Plant Incident, Natural Gas Leak Supply

Chain Interruption - Supplier Failure, Transportation Interruption