

Jay Industries, Inc.
EVACUATION DRILL PROCEDURES

1. Announce the Evacuation over the telephone system intercom, saying for example, "This is a Fire Drill. Repeat. This is a Fire Drill."
2. Instruct your employees to leave the building from the nearest exit immediately, saying for example, "Leave the building immediately from the nearest exit."
3. In case of a real emergency, call 9-1-1.
4. Employees should leave the building and meet outside in the designated area.
5. Supervisors must use a current employee list to check their departments and determine that all employees are out and accounted for. The Front Desk Visitor's Log should be used to account for any plant visitors.
6. Time the evacuation from start to finish.
7. Evacuation is not complete until everyone is accounted for in the designated meeting place.
8. For tornado drill, use the designated severe weather shelters.

Drill Evaluation

1. Fire Drill _____ Tornado _____ Other _____
2. Number of employees involved in drill _____
3. How long did the drill take until all were accounted for? _____
4. Did all employees understand the instructions and follow them?

5. Were there problems or issues to be addressed?

6. Comments: _____

Metals _____ Plastics _____ Department _____

Date and time of drill _____ Shift _____

Supervisor _____