

## **EMERGENCY PROCEDURES AND CONTINGENCY PLANNING**

**PLEASE NOTE: A COPY OF THIS PLAN MUST BE POSTED IN THE SUPERVISORS OFFICE AT ALL TIMES ALONG WITH THE CALL CHAIN.**

### **GENERAL CONSIDERATIONS:**

1. In the event of an emergency, the manager or supervisor-in charge will assess the emergency and if necessary, contact “911” using a mobile device and clearly state the nature of the emergency to the 911 operator. They will then rely on the “911” operator for guidance or designation to the appropriate emergency response service.
2. The manager or person in charge will then follow the Call Chain Process as necessary. The call chain will be maintained in the supervisor office and the transportation supervisor office and updated at least annually by the Office Manager or when personnel changes. Copies shall be given to the President, the Plant manager, and a copy posted in the supervisors’ office.
3. If the emergency results in delayed deliveries, the Account and Linen Utilization Coordinator or designate will contact the affected accounts.

### **General Emergency Procedure**

In the event of a life-threatening hazard in the plant, such as fire, burst steam line, etc., all employees should evacuate to safe areas as defined below and wait for the Plant Manager’s signal to return to work. For the purpose of this procedure, ranking is as follows: President, Plant Manager, Chief Engineer, Production Manager, Supervisors.

## **EVACUATION PLAN:**

In the event the building needs to be evacuated the evacuation procedures should be followed.

- In the event of an emergency which calls for immediate evacuation, the alarm would be pulled. Employees working on the finish side of the plant are to use the employee entrance by the shipping dock doors. The reporting station is in the parking lot at the top of the hill by the city storage building. The Supervisors for the area will ensure that all are accounted for. Employees working in the area by the last ironer and scrub area will exit the building using the exit between the scrub area and ironer. You **MUST** turn right (to avoid walking past the propane tank) and walk around the building to the reporting area.

Employees working on the soiled side of the plant will exit through the door by the receiving dock or by the hand wash station and immediately walk to the reporting station. Again, the supervisors will ensure that all are accounted for.

**Employees are not to use the boiler room to exit nor are they to place themselves near the propane tank.**

Administrative employees working on the second floor are to exit the building using the front entrance and go to the reporting station. An alternative exit is taking the steps to the finish side and exiting at the finish side dock.

### **SEVERE WEATHER SHELTER:**

In the event of severe weather such as tornado, proceed to the locker room/restroom areas or the maintenance shop. These are the most secure locations in the building. Stay away from windows. Wait for the call clear signal from the Supervisor before returning to work.

### **BLEACH OR LARGE CHEMICAL SPILL:**

In the event of a major spill of chemicals:  
Notify the supervisor or lead immediately.

- Follow the supervisor's instructions quickly and closely. Remain calm.
- Evacuate the plant in accordance with the supervisor's instructions.
- The supervisor, after seeing everyone is safe from immediate danger, should call the fire department and describe the spill. Do not attempt to mop up the spill as a respirator may be needed.
- The plant should only be re-entered after approval by the supervisor who will follow the instructions of the fire department.

### **CONTINGENCY PLANNING**

If we experience a back-up of work due to an emergency described above, or due to equipment malfunction, loss of utilities, etc., the following plan will be used to keep customers supplied with needed textiles.

1. If the backup is limited to one type of item, example – sheets, a crew will be kept over to work on that item.
2. If the backup is greater in extent, the plant will work additional shifts, or work weekends as needed.

3. If the above methods are not sufficient to relieve the backup, or if the plant is not operational due to utility loss, etc., alternate laundries shall be contacted. Phone numbers are on call list.

### **TRANSPORTATION CONTINGENCY**

Our drivers are listed on the contingency call plan and may be called in as necessary. If additional trucks are needed, Ryder Transportation can be called at the number on the Contingency Call list. They may also be able to furnish drivers as needed. Additional trailers may be acquired from TEN Leasing if needed. Again, the number is found on the Contingency Call list.

### **BACK UP SOURCE OF TEXTILES**

If additional textiles are needed, Standard Textile has a large warehouse 15 minutes away. Calderon textile is 90 minutes away in Indianapolis. ADI and Encompass can ship textiles out to arrive the following day.