

In the event of:

1. Tornado
2. Winter Storm
3. Train derailment

The actions taken in the initial minutes of an emergency are critical. A prompt warning to employees to take shelter can save lives. Actions based on the type of emergency will take place as follows:

REMAIN CALM

Notification – The emergency coordinator or designate will announce type of emergency and the proper directions to follow dependent on the situation.

I. Tornado

If a tornado warning is broadcast, notification to employees via intercom/e-mail/verbal communication will be made. Everyone should move to shelter in the west end of the lower main hallway if instructed to do so. Employees should keep a distance from all windows, doors, or other areas where the danger of debris is present. Additional shelter areas such as the basement or east stairwell to the 2nd storey may be used. Since there may be little time to shelter when a tornado is approaching, early warning is important. Remain in the shelter area until the emergency coordinator or designate has communicated that the threat of danger no longer exists.

II. Snow/Ice emergency

One of the primary concerns is the winter weather's ability to knock out heat, power and communications services to the business, sometimes for days at a time. Heavy snowfall/ice storms and extreme cold can immobilize an entire region. In order to be prepared for an intense winter storm, it is recommended that all employees stay indoors until notification has been given that it is safe to leave the facility. Armatec will make every effort to take appropriate action in the event that snow/ice emergency warning is announced. The President or designee may make the decision to send staff home early or cancel their upcoming shift to avoid risk of employees having to drive in unsafe conditions. If you have not received communication during heavy snow/ice weather, employees must use their own judgment as to whether or not they can reach the facility safely. Listen to the local radio and TV stations for the latest weather conditions. Employees must make every attempt to notify their Manager/Supervisor/Team leader if weather conditions prevent the use of roads and streets.

III. Train derailment

In the event that a train derailment occurs; local authorities will determine what types of materials are present. Employees must avoid on looking and stay clear of the accident scene. If hazardous materials are involved, authorities will notify appropriate municipal/city resources and Armatec will act based on the information provided at the time. It may be necessary to evacuate all or part of the facility. If partial evacuation is required follow instruction provided by the emergency coordinator. If full evacuation is necessary, the fire alarm will sound and employees will follow emergency evacuation procedures and await further instruction from the emergency coordinator.

In the event of:

4. A fire/explosion
5. Chemical Spill
6. Gas Leak
7. Bomb Threat

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard to the operation, or your Team Leader has identified one of the above criteria, then evacuation of the building will take place as follows:

REMAIN CALM

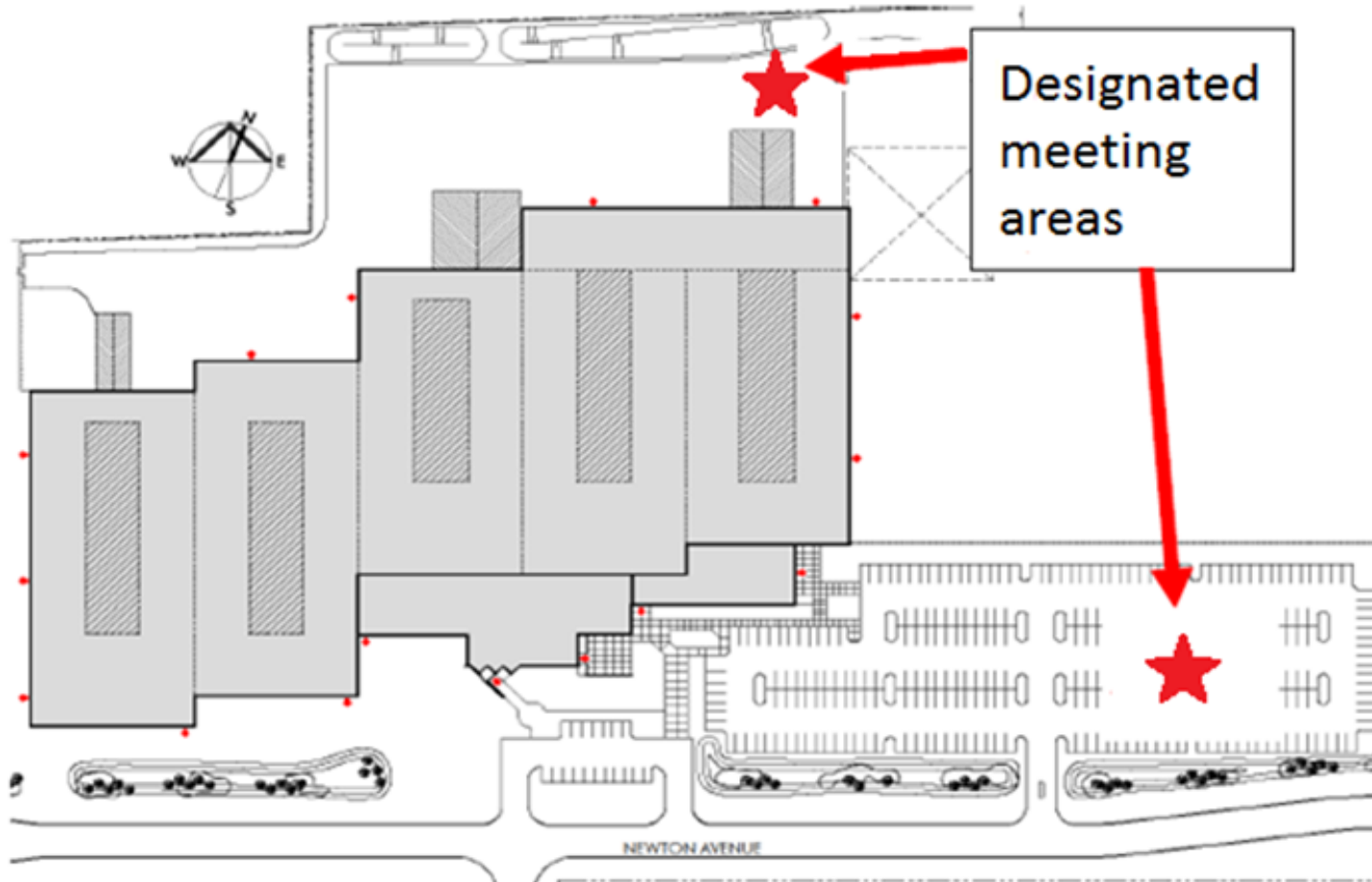
1. Notification – verbally announce, in a loud clear voice, the presence of fire in the affected area. Activate the fire alarm via pull station when exiting the building.
2. Upon verbal notification by your Manager/Team Leader/Lead Hand, and it is safe to do so, shut off all equipment according to departmental requirements.
3. Close the door to the area in order to confine and contain the fire if it is safe to do so.
4. All personnel will evacuate the building using the closest clear exit to them (see chart below for primary and secondary exit routes). Always use stairwells instead of elevator.
5. After leaving the building, you should then proceed to the appropriate designated meeting place which is either the **East End** of the employee parking lot or the **North End** of the property outside shipping/receiving area
6. Promptly segregate into groups by department and remain in the area. DO NOT leave the property unless authorized by the Emergency Coordinator
7. All employees will report immediately to their Team Leader/Manager/Lead Hand or a self-appointed designate in their absence, for head counts. Each Team Leader/Manager/Lead Hand or designate will then report their headcount and any missing persons to the Emergency Coordinator
8. The Emergency Coordinators, at each designated meet point, will cross check their checklists with each other to determine any missing/unaccounted for people.
9. The Emergency Coordinator will report any missing/unaccounted for people to the Fire Department.
10. Do not re-enter the building until given the “all clear” by the Emergency Coordinator, their designate or Fire Department.

**PRIMARY EMERGENCY
COORDINATORS**

ADAM SCHOFIELD,
LISETTE BEZNER

ALTERNATES

PAT TUPHOLME
TIM JUDD

Evacuation Assembly Area's**Evacuation Summary**

In the event of evacuation, leave the building immediately via the nearest exit and report to your host, Manager/Team leader or emergency coordinator (individual wearing safety vest). Walk to one of the designated meeting areas, which are the employee parking lot (east of the property) or Shipping & Receiving (south area of the property).

Evacuation – Exits & Pull Stations

| Area/Location | Closest Pull Station | Primary Exit | Secondary Exit |
|------------------------------|-------------------------------|-------------------------------------|---|
| Cafeteria | Cafeteria Exit | Cafeteria Exit | Main Reception Entrance |
| Tile | East Fabric Exit | East Fabric Exit | South Fabric Exit |
| Maintenance | East Maintenance Exit | East Maintenance Exit | Shipping Office Exit |
| CNC, Woodshop, Waterjet | East Maintenance Exit | East Maintenance Exit | Shipping Office Exit |
| IT, Finance, HR | East Office Corridor Exit | East Office Corridor Exit | Main Employee Entrance |
| Seat Assembly | Main Employee Entrance | Main Employee Entrance | Materials South Corridor Exit |
| Bonding, Packaging, QA Final | Main Employee Entrance | Main Employee Entrance | South Fabric Exit |
| Team Leader/Managers Office | Main Employee Entrance | Main Employee Entrance | South Fabric Exit |
| Reception, Executive Suite | Main Reception Entrance | Main Reception Entrance | Main Employee Entrance |
| Materials, Engineering | Materials South Corridor Exit | Materials South Corridor Exit | Main Reception Entrance |
| Machine Shop | Materials South Corridor Exit | Materials South Corridor Exit | Pod B South Exit |
| Prep, Foam, Trim & Grind | North Door to Kitting | North Kitting Exit | Pod C North Exit |
| Kitting, Warehouse | North Kitting Exit | North Kitting Exit | West Shipping Exit |
| Premier | Pod A South Exit | Pod A South Exit | Pod A West Exit |
| Welding, QA WIP | Pod B North Exit | Pod B North Exit | Materials South Corridor Exit |
| Paint | Pod C North Exit | Pod C North Exit | Materials South Corridor Exit |
| Shipping, QA Incoming | Shipping Office Exit | Shipping Office Exit | West Shipping Exit |
| Fabric, CMM area | South Fabric Exit | South Fabric Exit | East Fabric Exit |
| QA Office & Lab | QA Office Entrance | South Fabric Exit | Main Employee Entrance |
| Infusion | South Fabric Exit | South Fabric Exit | Main Employee Entrance/East Fabric Exit |
| Ares | East Stairwell | Stairwell to Main Employee Entrance | Main Reception Entrance |
| Vehicle Modification | West V-Mod Exit | West V-Mod Exit | Pod C North Exit |

Also refer to [AHS-R048 Emergency Company Contacts](#) for more information

In accordance with Regulation 191/11 Integrated Accessibility Standards, under the Accessibility for Ontarians with Disabilities Act, 2005 if after reviewing the Emergency Management Plan & Evacuation Procedure (AHS-W004), an employee has a disability that requires individualized workplace emergency response accommodations, they can complete an Individualized emergency response plan consent form (AHS-R068) and submit to Human resources/Health & Safety, so an individualized emergency plan can be created.