

## Fire Emergency

- Should you encounter a fire emergency, contact the nearest Supervisor and give the location of the fire. Evacuate the fire area. If operating material handling equipment, park off to the side and exit the building via nearest emergency exit door and proceed quickly to the gathering point.
- Supervisor or employee shall make an emergency page by pushing the "**Medic**" button on the landline phone, after the beep, speak calmly & clearly announcing... "*fire emergency in effected area*". Exit the building via nearest emergency door and proceed quickly to the gathering point.
- Once at the gathering point, report to your direct Supervisor for roll call. Do Not Leave the gathering point unless instructed to do so by the Emergency Coordinator.
- **DO NOT STOP AT LOCKERS, RESTROOMS, OR VENDING MACHINES.**
- Gathering point is in the dock area between ECM & BuySeasons. (Green reflective sign on light pole). Assemble on the grass to allow fire trucks access to parking lot.

## Severe Weather

- In the event of severe weather or a tornado emergency, all employees shall proceed to the designated shelter areas. All DC employees, turn off equipment, park material handling equipment and proceed to the designated shelter areas.
- **Shelter Areas: Restrooms by DC and office cafe's.**

## Medical Emergency

- If a serious life threatening injury or illness occurs in the facility, immediately call 9-911.
- Give your name; describe the nature and severity of the medical problem and the location of the victim. Do not hang up until released by the emergency operator.
- Designate an employee to contact the emergency First Responder(s). Push the "**Medic**" button on the land line, wait for the beep, then speak calmly & clearly "First Responders to (Your Location – Example: 47-25, battery charging area, main office- Finance area)." Repeat the announcement numerous times.
- If a non-life threatening situation, contact a Supervisor in the area for assistance.

## Chemical Emergency

- In the event of an emergency spill or release of chemical, employees will immediately evacuate the area and notify their Department Supervisor or Safety Coordinator.

## Bomb Scare

- Should you observe a suspicious act or object, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and contact your Supervisor or the Safety Coordinator.

## Gas Leak

- If you smell gas and suspect a gas leak, cease all operations.
- **DO NOT** switch on lights, electrical equipment (including forklifts) or use a cell phone.
- Evacuate the building by the nearest exit.
- Notify the Supervisor and other building occupants to evacuate the area.
- Assemble at the designated gathering point.

## Important Phone Numbers

- Emergency 9-911
- Absentee call in number: 262-317-8701 option 1
- Main switchboard number: 262-317-8700
- ECM Industries, LLC Emergency Coordinator number: 414-416-1438