

## Guidelines

Response/assessment teams are responsible for communicating the following guidelines and procedures to their assigned areas and/or workgroups. Each response/assessment team must complete any associated documentation to ensure that responses to emergencies are conducted safely, quickly, and in an orderly fashion.

Area of Responsibility	Documentation
Workgroup: 00:00 - 08:00 Midnight Shift.	Clarizza Cole Leigh-ann Nordstrom
Date of plan completion: 02-15-2018	

Conducted by: Kerla Hall	
Where evacuation routes are posted in the area:	Posted on main Bulletin Board
Designated meeting area during an emergency:	Front Parking Lot
Alternate meeting area should the designated area be unsafe:	Back Parking Lot by the oak tree
Location of first aid kit(s):	located in Front Bathroom

No Change from 2015 Plan

Employee/Visitor Evacuation Steps
1. Stop working and shut down any equipment in use.
2. Proceed to posted emergency exit, following posted evacuation route(s).
3. Use stairwells instead of elevators.
4. Touch doorknobs/door handles carefully to check for heat.
5. Proceed to designated meeting area (unless otherwise instructed).




<b>Visitor List by Department/Workgroup</b>			
<b>Name</b>	<b>Time In</b>	<b>Time Out</b>	<b>Location</b>

<b>Special Operation Shutdown Procedures (i.e. critical IT equipment or applications)</b>	
<b>Operation:</b>	<b>Individual Responsible:</b>
1. [insert critical operation]	1. [insert name]
2. [insert critical operation]	2. [insert name]
3. [insert critical operation]	3. [insert name]
4. [insert critical operation]	4. [insert name]
5. [insert critical operation]	5. [insert name]
6. [insert critical operation]	6. [insert name]



## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: Clarizza Cole

Signature: Clarizza Cole

Date: 02/14/2018

Witness: Ann Dowell



## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: leigh-ann Nordstrom

Signature: L Nordstrom

Date: 2/16/2018

Witness: [Signature]

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Area of Responsibility	Documentation
Workgroup: 08:00 - 16:00 Day Shift	Leona Knutt Mike Noonan
Date of plan completion: 02-15-2015	

Conducted by: Leona Knutt	
Where evacuation routes are posted in the area:	Posted on Main Bulletin Board
Designated meeting area during an emergency:	Front Parking lot same as 2015
Alternate meeting area should the designated area be unsafe:	Back Parking lot under oak tree } no change
Location of first aid kit(s):	located in Front Bathroom

Employee/Visitor Evacuation Steps
1. Stop working and shut down any equipment in use.
2. Proceed to posted emergency exit, following posted evacuation route(s).
3. Use stairwells instead of elevators.
4. Touch doorknobs/door handles carefully to check for heat.
5. Proceed to designated meeting area (unless otherwise instructed).




Visitor List by Department/Workgroup			
Name	Time In	Time Out	Location

Special Operation Shutdown Procedures (i.e. critical IT equipment or applications)	
Operation:	Individual Responsible:
1. [insert critical operation]	1. [insert name]
2. [insert critical operation]	2. [insert name]
3. [insert critical operation]	3. [insert name]
4. [insert critical operation]	4. [insert name]
5. [insert critical operation]	5. [insert name]
6. [insert critical operation]	6. [insert name]





## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: Lena Knuth

Signature: 

Date: 02-14-2018

Witness: 



## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: Mike Noonan

Signature: 

Date: 02-14-2018

Witness: 

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Area of Responsibility	Documentation
Workgroup: 16:00 - 00:00 Evening Shift	Korka Hall, Annie Dawsell
Date of plan completion: 02-15-2018	

Conducted by: Korka Hall	
Where evacuation routes are posted in the area:	Posted on Main Bulletin Board
Designated meeting area during an emergency:	Front Parking Lot
Alternate meeting area should the designated area be unsafe:	Back Parking lot by the oak tree
Location of first aid kit(s):	located Front Bathroom

No Change From 2015 Plan

Employee/Visitor Evacuation Steps
1. Stop working and shut down any equipment in use.
2. Proceed to posted emergency exit, following posted evacuation route(s).
3. Use stairwells instead of elevators.
4. Touch doorknobs/door handles carefully to check for heat.
5. Proceed to designated meeting area (unless otherwise instructed).




Visitor List by Department/Workgroup			
Name	Time In	Time Out	Location

Special Operation Shutdown Procedures (i.e. critical IT equipment or applications)	
Operation:	Individual Responsible:
1. [insert critical operation]	1. [insert name]
2. [insert critical operation]	2. [insert name]
3. [insert critical operation]	3. [insert name]
4. [insert critical operation]	4. [insert name]
5. [insert critical operation]	5. [insert name]
6. [insert critical operation]	6. [insert name]



## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: Karla Hall

Signature: [Handwritten Signature]

Date: Feb 14, 2018

Witness: Carissa Cole



## Acknowledgement & Agreement

I, [Employee Name], acknowledge that I have read and understand the Emergency Response Plan of Cole International Inc. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand my role and responsibilities in the safe and effective execution of this Plan.

Name: Ann Dawswe ll

Signature: A. Dawswe ll

Date: Feb 14 / 18

Witness: H. Johnston



## 2. Emergency Contact numbers and Emergency Personnel (Wardens)

Wardens:

Are designated from various departments. Their priority is to ensure that all personnel are safely evacuated to their designated Muster point. This requires a physical check of all rooms, including washrooms and storage rooms and a head count is to be taken at the Muster Point.

Wardens are responsible to be aware of the personnel in their area. In the event of an evacuation, they will make sure all personnel are accounted for and assembled in their group in Cole's Primary Muster Point, (show the specific location where you will meet)

Wardens will make sure there is someone who can take their place if they are absent from work and this substitute will carry the same responsibilities. All members in the department will be informed of who their Warden and substitutes are and made aware that in an emergency they must stay with their respective group.

Wardens will hold their designation until a change is made. All Wardens will be known to each other and be fully informed of any testing to be done on site that may set off an alarm.

Wardens will be responsible for safely evacuating employees, contractors and visitors in their department.

The receptionist will take the visitor sign in binder, located on the reception counter, with them to the Muster area. A warden will ensure that these people are accounted for in their head count.

This is why it's important to note that all visitors, (non Cole employees) must sign in and out to ensure that they are accounted for during an emergency or building evacuation.

### Wardens by Department and/or team

Title	Name
Head Warden	Day shift 08:00 – 16:00 Leona Knutt
Assistant Warden(s)	Mike Noonan
	Evening shift 16:00 – 00:00 Karla Hall
	Annie Dowswell
	Midnight shift 00:00 – 08:00 Clarizza Cole
	Leigh-ann Nordstrom