



EMERGENCY EVACUATION PLANS AND PROCEDURES Roseville, MN

EVACUATION EMERGENCY:

In the event of a **fire** or other **emergency evacuation** situation, the fire alarm will sound. When the fire alarm is sounded, employees must leave the building by the nearest marked exit. After exiting the building, employees should go directly to the designated evacuation sites found in the attached Plans.

- **Warehouse employees** are to exit by the nearest marked exit and circle the building at a distance of 50 feet from the building to the Southeast corner. If using mobile equipment at the time the alarm sounds employees should proceed on the equipment to the nearest marked exit and park. Do not block the exit.
- **Office employees** are to exit by the nearest marked exit and meet at the Southeast corner of the building.

WEATHER EMERGENCY:

In the event of a tornado, earthquake or other weather emergency, all employees are to report **immediately** to the designated cover area following three blasts from an air horn. See attached Plan for cover areas.

In the event of an emergency, Gayle Moe and Irving Guzman will oversee the shutdown of critical operations as needed.

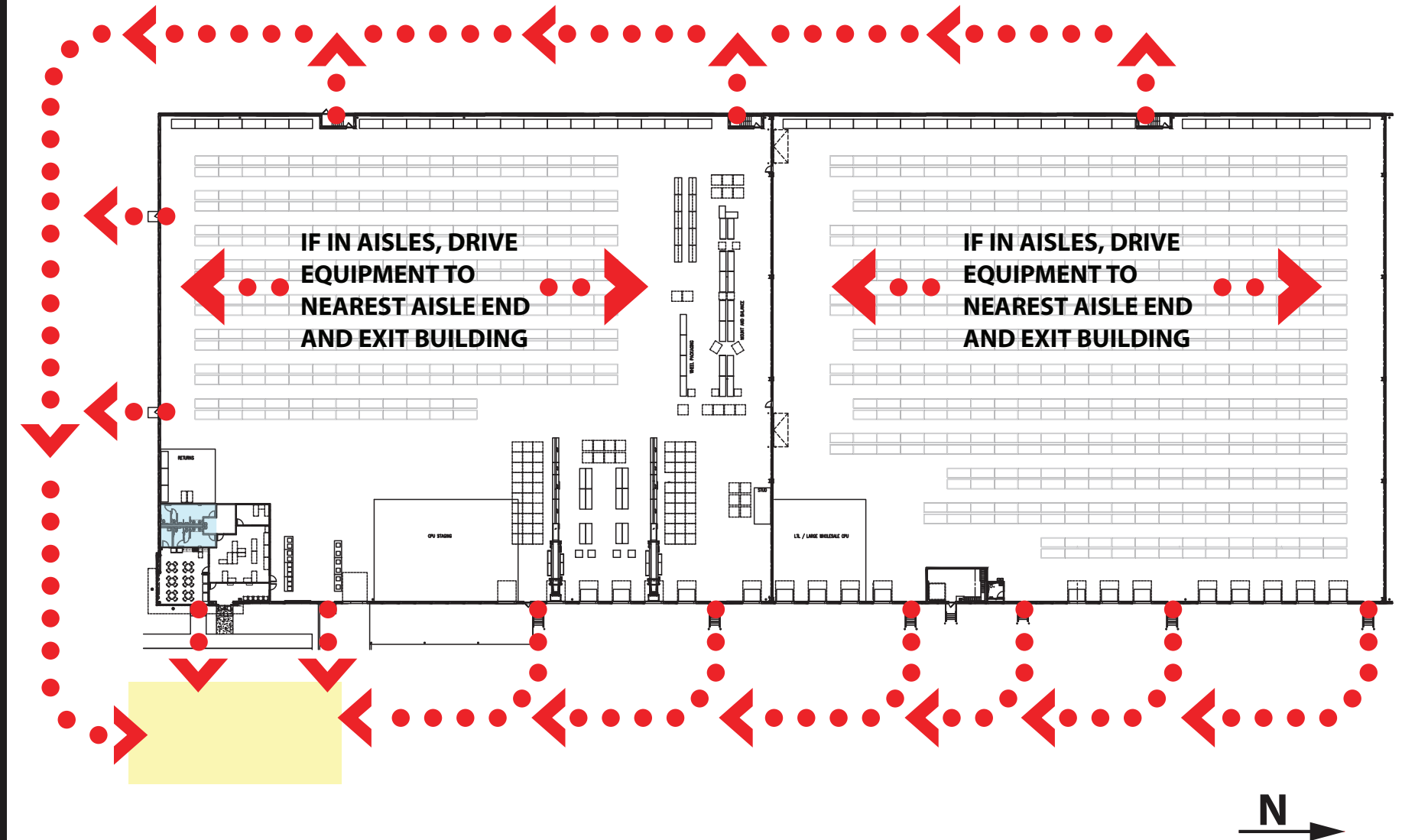
The following employees have volunteered as “first responders” for medical emergencies that occur at work. They have been trained in First Aid, CPR, and AED. Employees marked with an asterisk (*) are expected to bring an emergency kit containing an employee list with them when they are exiting the building and must report to their assigned evacuation areas.

Roseville, MN	
Name	Work Location/Department
Gayle Moe	Warehouse Office Manager
Irving Guzman	Warehouse Manager
Hopkins, Duane	Assistant Manager
Briggs, Samuel	Shipping Supervisor
Webster, Quinton	MB Supervisor

Executive Team or Human Resources will determine when it is safe to return to work and inform the employees at each evacuation site or cover area.

Emergency Evacuation Plan

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Employee Evacuation Area

Storm Shelter Area

3015 Long Lake Rd • Roseville, MN