

EMERGENCY EVACUATION PLANS AND PROCEDURES

Shreveport, LA

EVACUATION EMERGENCY:

In the event of a **fire** or other **emergency evacuation** situation, the interior strobe lights will blink, and the fire alarm will sound. When an emergency evacuation occurs, ALL employees must leave the building immediately by the nearest marked exit. After exiting the building, employees should report to the **evacuation meeting point at the NORTHWEST TREE LINE/DRIVE ENTRANCE**.

- **Warehouse employees** are to exit by the nearest marked exit and circle the building at a distance of 100 feet from the building and report to the supervisor at the evacuation meeting location. 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 report to the evacuation meeting point.
- **All department leaders** are responsible for having a two-way radio and grabbing the first aid emergency bag upon exiting the building.
- At the evacuation location, the supervisor or leader of each department must make sure every employee from his department is present. Accountability will be reported over the radio to **Anthony Brown** or **Reginald Mitchell**.
- **Reginald Mitchell** (Notifier and Sprinkler Control Valve operator) will contact the Fire Department and assume control of sprinkler control valves on South wall.
- **Anthony Brown** (ERT leader and Sprinkler Control Valve operator) will assume responsibility for checking fire pump and sprinkler control valves in pump room.

WEATHER EMERGENCY:

In the event of a tornado, earthquake or other weather emergency, there will be **THREE SOLID BLASTS** from an air horn. All employees are to report immediately to the **men's and women's restrooms located in the northeast office area of the building**.

In the event of an emergency, the following employees will oversee the shutdown of critical operations as needed: Anthony Brown, Ben Cashion and/or Reginald Mitchell.

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 arrive to the sheltered areas.

Shreveport, LA	
Name	Work Location/Department
Anthony Brown*	Warehouse Manager
Reginald Mitchell*	Office Manager
Ben Cashion	Warehouse
Ted Bose	Warehouse
Warren Thomas	Warehouse
Demetrius Wise	Warehouse
Greg Horton	Warehouse
Jonathan Perry	Warehouse

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Management will determine when it is safe to return to work and inform the employees at each evacuation site or sheltered area.

EVACUATION PLAN:

This plan will be implemented when a voluntary evacuation is ordered for the area that encompasses the Tire Rack facility in Shreveport, Louisiana.

If an evacuation is announced during normal business hours, the duties listed in the plan will be assigned to the employees. If an evacuation is issued during non-business hours, the tasks will be carried out by the DC Manager and Office Manager.

Employees are required to contact the DC Manager within **one day** after the ALL-CLEAR signal is given by authorities and should return to work **within two days** after the ALL-CLEAR signal is given.

All employees should receive a laminated wallet card with contact numbers for the DC Manager, Office Manager, Warehouse Supervisor, and South Bend Headquarters. If necessary, replacement cards will be provided at the beginning of each hurricane season.

Employees are encouraged to have direct deposit as it would be easier for them to receive their paychecks in a timely manner.

The following steps should be taken to prepare the facility for evacuation. They are listed in sequence of the highest priority to lowest:

1. Secure all dock and office doors (Anthony Brown, Ben Cashion and/or Reginald Mitchell).
2. Notify Shreveport Police of loss of electricity and ask for additional patrols (Anthony Brown, Ben Cashion and/or Reginald Mitchell).
3. Notify South Bend Headquarters of power loss (Anthony Brown and/or Reginald Mitchell).
4. Notify Parcel Carrier management that facility has lost power. If Parcel Carriers cannot guarantee pick-up of any loaded trailers, lock trailers and place fifth-wheel locks on all containing trailers (Anthony Brown and/or Reginald Mitchell).

Important Points of Contact:

Reginal Mitchell, Office Manager: (318) 676-2556 (cell)

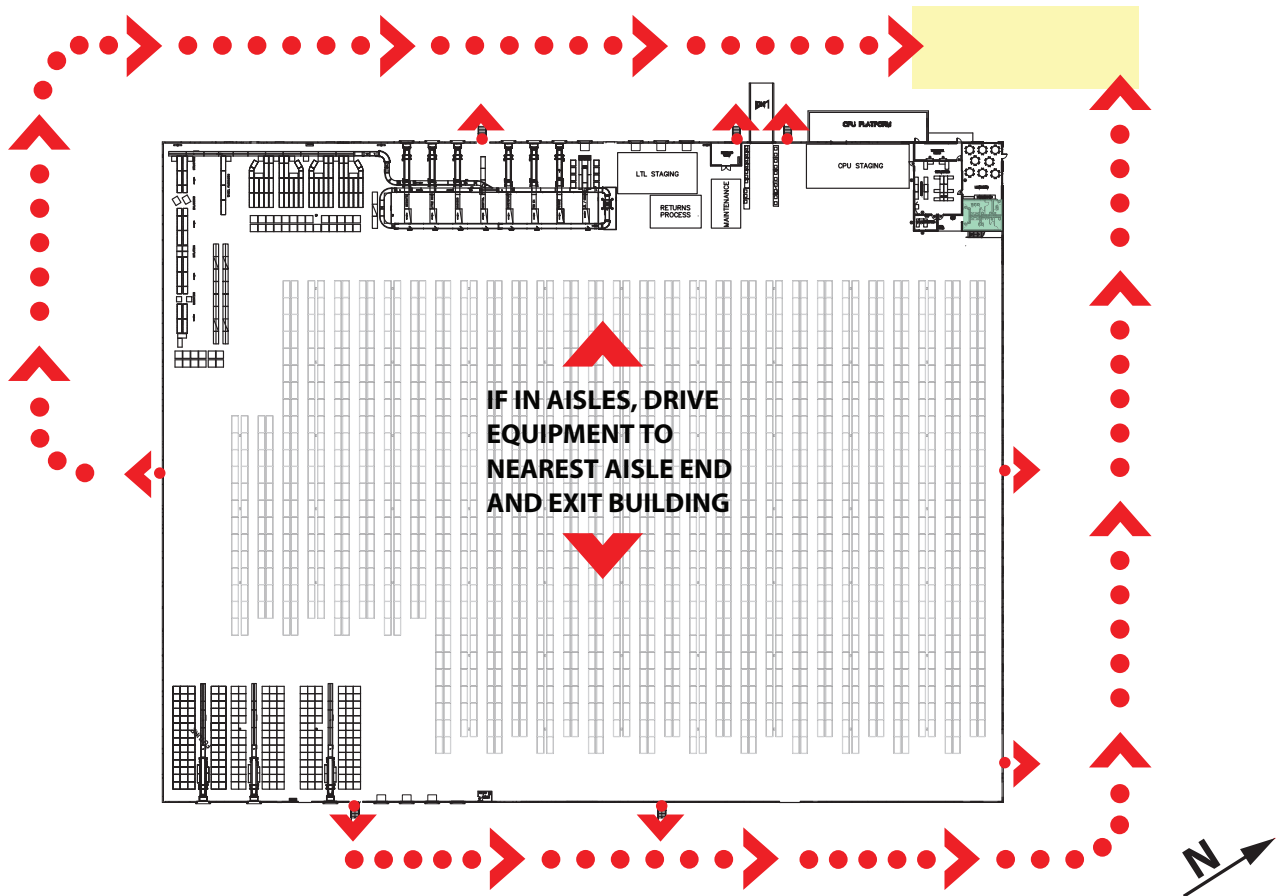
Anthony Brown, Warehouse Supervisor: (318) 309-6874 or 318-560-3874

Ben Cashion (Warehouse) 318-402-1748

Ted Bose (318) 423 - 4721

Emergency Evacuation Plan

TIRE RACK
.com



Employee Evacuation Area

Storm Shelter Area

5417 Campus Drive • Shreveport, LA

