

EMERGENCY EVACUATION PLANS AND PROCEDURES

South Bend, IN (HQ/Annex)

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 grassy area between the semi-trailers and the retention area on the south side of the building. 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.
- **Corporate Office employees** are to exit by the nearest marked exit and report to either the flagpole in the front of the main entrance to the building or to the grassy area near the toll road that is directly north of the employee entrance.
- **Annex employees** are to exit by the nearest marked exit and report to the grassy area on the east side 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 once the emergency weather alert is sounded. See attached Plan for cover areas.

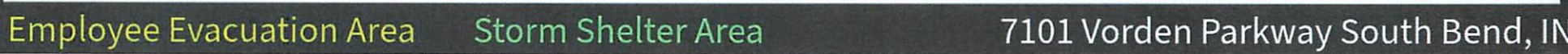
In the event of an emergency, Connor Edmonds will oversee the shutdown of critical operations as needed.

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 with them when they are exiting the building and must report to their assigned evacuation areas.

HQ – South Bend, IN	
Name-Work Location	Work Location
Stacey Toth	Human Resources
Bianca Morris*	Human Resources
Traci Reed	Human Resources
Carmelo Rosario	Human Resources
Brent Rollins*	Tire Information
Jose Guzman	Regional Logistics
Justin Nygaard*	Automotive Database
Micah Hay	Photo Studio
Drew White*	Buyer
Judy Hartman*	Customer Service
Becky Markiewicz	IT
Paul Laughead*	Warehouse
Spencer Keen*	Warehouse
Brooke Gordon	Warehouse Office
Zachery Dreibelbeis*	Warehouse
Jaime Rodriguez	Warehouse Office
Alex Lara*	Warehouse
Lance Nace	Warehouse
Roy Griffin*	Warehouse
Korey Gray	Warehouse
Quan Ly	Warehouse
Allen Funes	Warehouse
Ricky Conn	Warehouse
Tacuma Ellis	Warehouse
Nick Pugh*	Warehouse

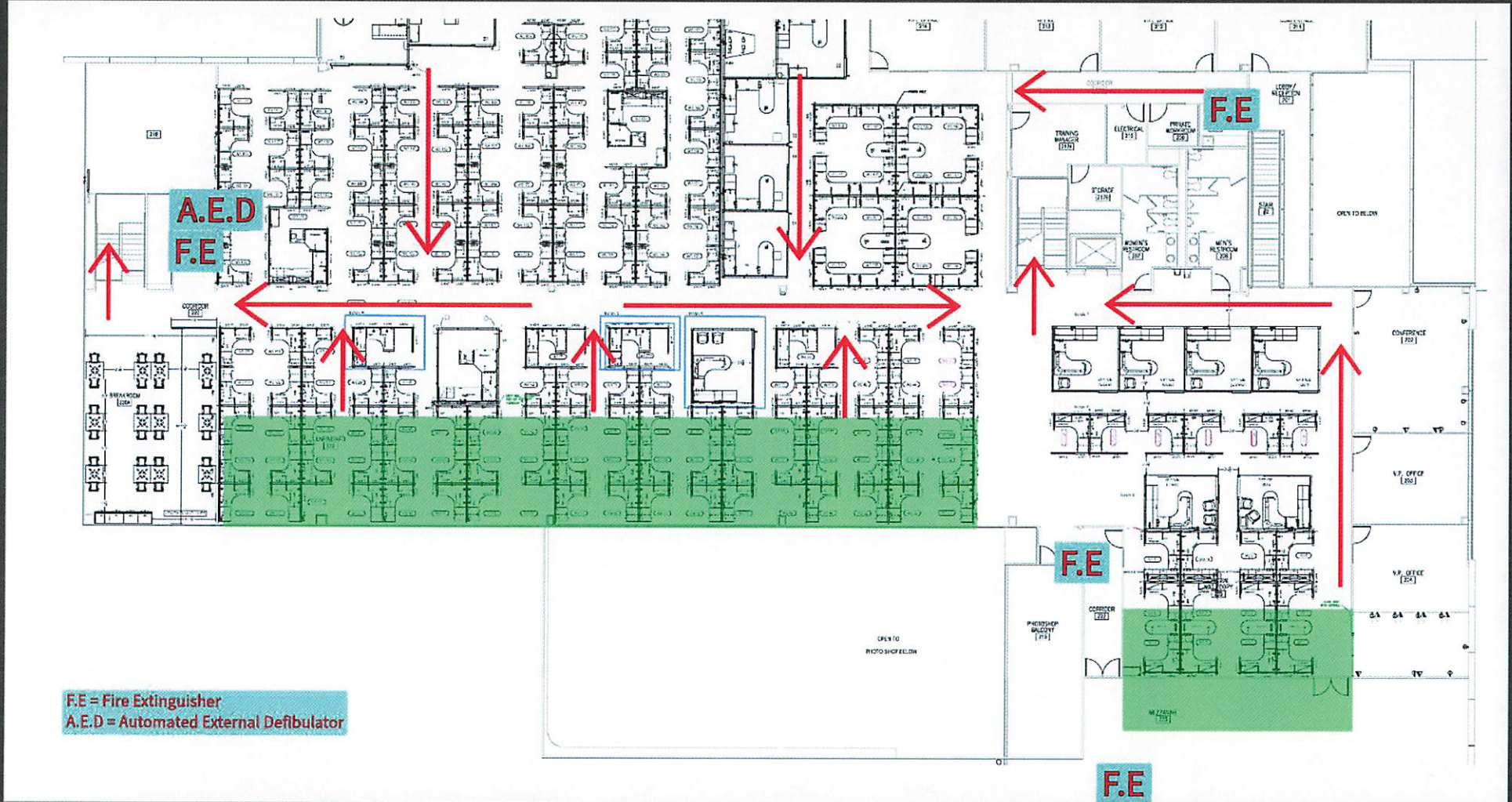
ANNEX – South Bend, IN	
Name-Work Location	Work Location
Timothy Joines	Marketing, 3 rd Floor
James Rannigan	TRMI, 1 st Floor
Rusty White*	Order Clearing, 1 st Floor
Blake Bauer	Order Clearing, 1 st Floor

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.



Headquarters 2nd Floor Emergency Evacuation Plan

TIRE RACK



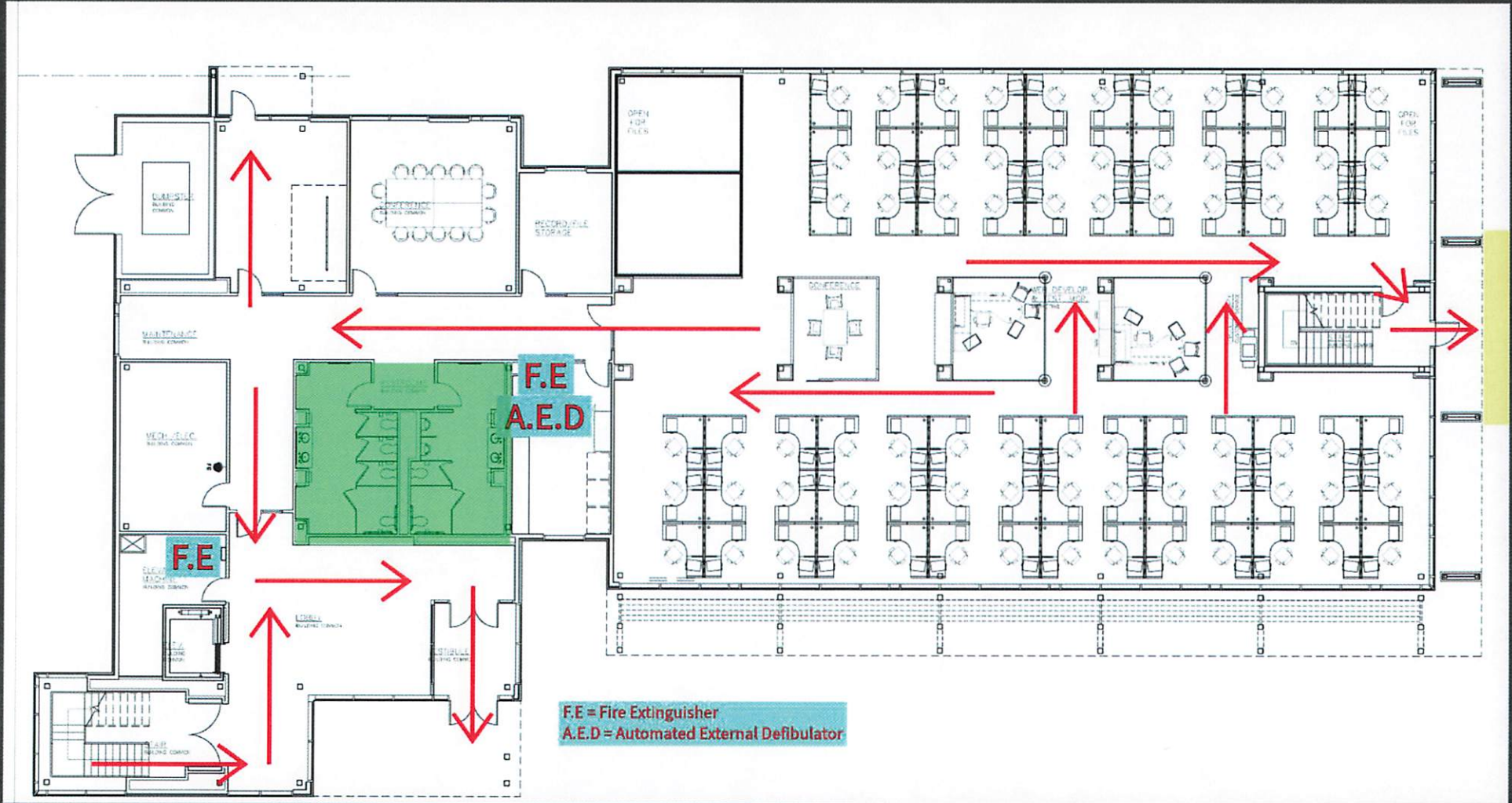
Employee Evacuation Area

Storm Shelter Area

7101 Vorden Parkway South Bend, IN

Annex 1st Floor Emergency Evacuation Plan

TIRE RACK



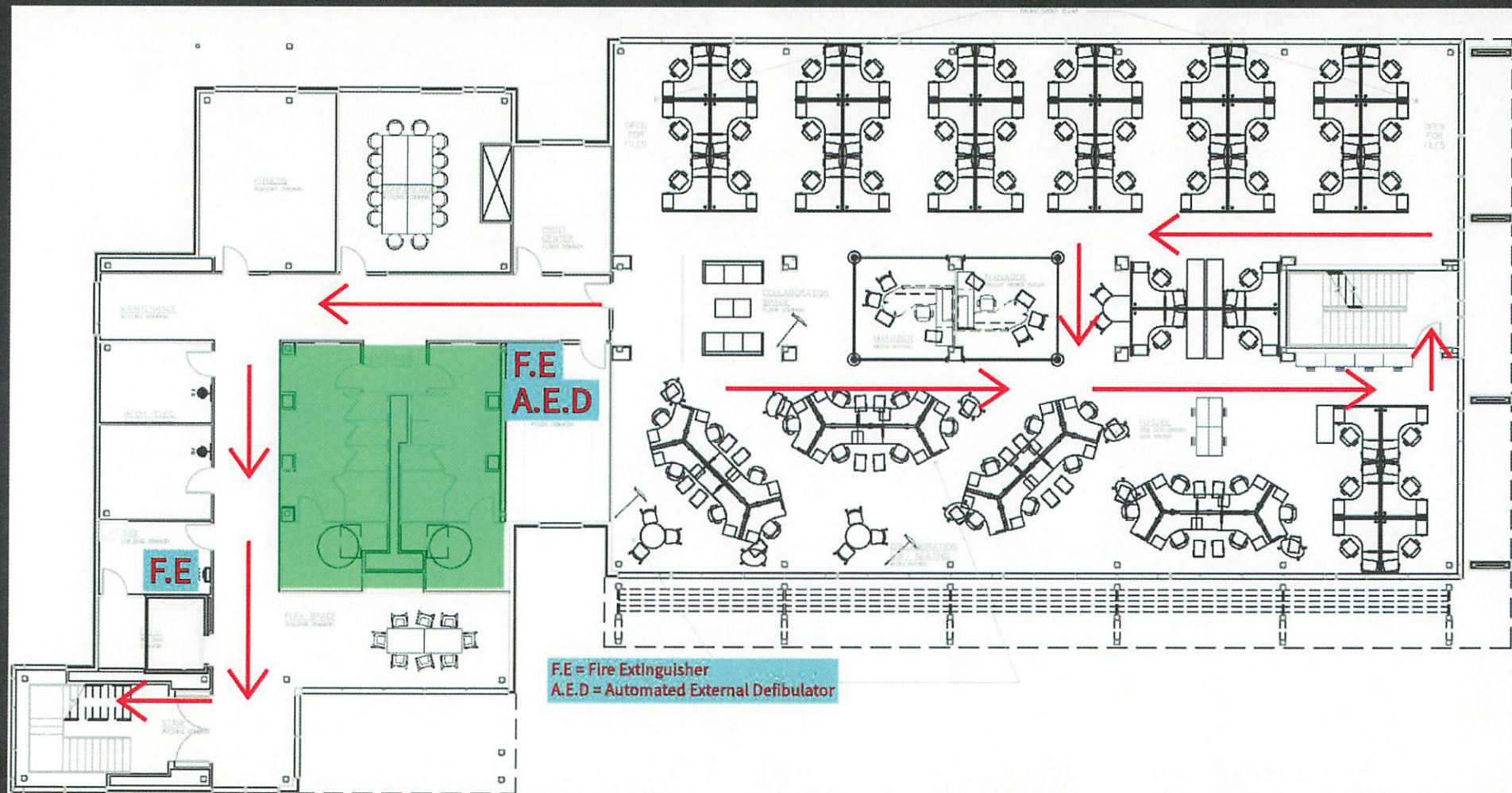
Employee Evacuation Area

Storm Shelter Area

7105 Vorden Parkway South Bend, IN

Annex 2nd Floor Emergency Evacuation Plan

TIRE RACK



Employee Evacuation Area

Storm Shelter Area

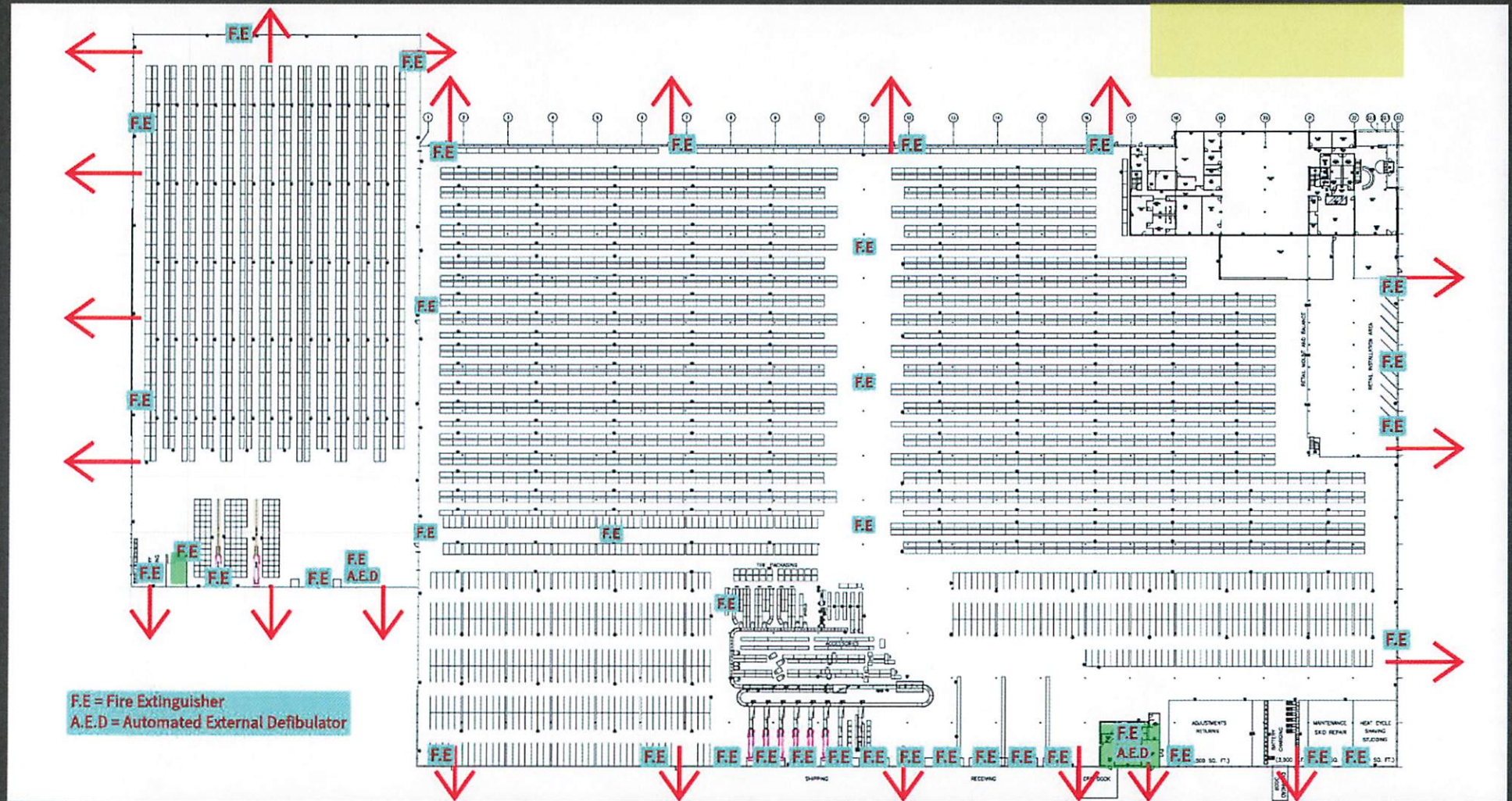
7105 Vorden Parkway South Bend, IN

TIRE RACK



Warehouse Floor Emergency Evacuation Plan

TIRE RACK



Employee Evacuation Area

Storm Shelter Area

7101 Vorden Parkway South Bend, IN