

INCLEMENT WEATHER PROCEDURE

In the event of inclement weather (Extremely cold temperatures, Blizzard, Flood, Tornado etc) that may affect the safety of employees of (?), the following procedure should be carried out by the Plant Manager or his deputy.

If sufficient warning is provided on the likelihood of inclement weather, the Plant Manager at his discretion can allow personnel to leave work early.

Should a sudden change occur in the weather that prohibits employees leaving the plant, the Plant Manager should assemble all employees in the coffee room and advise them on the weather conditions and that travel is not recommended.

In all cases of inclement conditions the local radio station should be monitored for details of the weather.

Extremely Cold Temperatures/Blizzard

Account for all employees

Assemble in the coffee lounge

Keep all doors closed

Provide warm drinks

Arrange some form of a rota for checks to be carried out on the building

Tornado

Account for all Employees

Stay away from windows

Keep all doors closed

Assemble 50% of employees in east end offices and 50% in the west end of the building

Arrange some form of a rota for checks to be carried out on the building

Flood

Account for all Employees

Provide a barrier to prevent flood water entering the building

Arrange some form of a rota for checks to be carried out on the building and the barrier