

## 14.23 Emergency Preparedness Plan

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain an emergency preparedness plan for fire and severe weather. .

### Procedure:

#### Fire:

- A fire emergency requires evacuation of the buildings. Emergency exit plans are posted at all Goodwill facilities. The fire notification alarm systems vary from site to site. When drills are conducted at any of the Goodwill locations, the person conducting the drill will use one short blast from an air horn to gain the attention of all staff and guests. The type of drill being conducted will be verbally announced, for example "This is a fire drill." Staff and guests should follow the appropriate emergency exit plan.
- In the case of a fire emergency, all employees who are not designated searchers are required to meet at the predetermined primary assembly area located outside their building. Searchers will conduct a head count to ensure all employees are safely out of the building or at the designated area.
- Employees at Goodwill's contract sites must become familiar with the contractor's evacuation plans and posted evacuation routes.
- (See the Licking/Knox Goodwill Industries, Inc. Fire Prevention Plan)

#### Tornado:

- A tornado emergency requires employees to leave their work area and report to a designated area. Supervisory staff will inform staff/guests when the tornado warning or drill is over. At that time the employee may return to their work area.
- Employees should remain calm and follow the established procedures. Please help ensure quick and safe evacuation by ensuring all aisles and exits are clearly identified. Keep these aisles and exits clear and properly illuminated. If they are not, please notify a supervisor immediately.
- Employees at Goodwill's contract sites must become familiar with the contractor's evacuation plans and posted evacuation routes.

Tests of all emergency procedures are to be conducted at all owned and leased commercial facilities at least once per year and on each shift.

**If it is possible to do so safely, without danger to his/her person, the manager or supervisor should attempt to obtain the site's sign in/out sheets and emergency medical form file.**