

SAFETY COMMITTEE MEMBERS RESPONSIBILITIES

MAINTENANCE

- 1) Assist manager in informing employees of emergency evacuation plan.
- 2) Be familiar with location of fire extinguishers and posted emergency information in your area and insure they are in effective condition.
- 3) On a daily and routine basis insure exit paths are not obstructed.
- 4) Insure that a trained stand-in is available.

EMERGENCY PROCEDURES

- 1) Assist manager to supervise evacuation of area.
- 2) Check public area for evacuation; and, if designated, cordon off entrance to FROB with yellow tape supplies by DOT&PF.
- 3) Find out cause of alarm.
- 4) In case of a bomb threat, scan designated office and public areas for possible bomb.
- 5) Report possible bomb or report 'all clear' to the Emergency Coordinator.
- 6) Stand ready to assist the Emergency Coordinator.
- 7) At the 'all clear' signal, inform Manager and employees that they may return to their office.