

In the event of a **FIRE, CHEMICAL SPILL, or BOMB THREAT**, an **Emergency Evacuation** will be activated and the procedures described below are to be followed:

I. Emergency Warning

1. Receptionist is to announce an Emergency Evacuation of the building via the intercom and call 911.
2. In the event the power is out and the intercom is not available, employees should be informed verbally, in a calm manner, to evacuate while taking the fastest evacuation route possible. Area managers, without taking an obvious risk to their personal safety, should warn employees in their area to evacuate.

II. Emergency Evacuation Procedures

1. Staying calm, without rushing or panicking, safely stop your work. If you are safely able to, gather your personal belongings especially any medications you might need. It might be hours before you are allowed back in the building.
2. Proceed to the nearest exit. While taking the fastest route to evacuate and without taking an obvious risk to personal safety.
3. Once outside, assembly at the designated Emergency Assembly Area (EAA) and report to your manager.

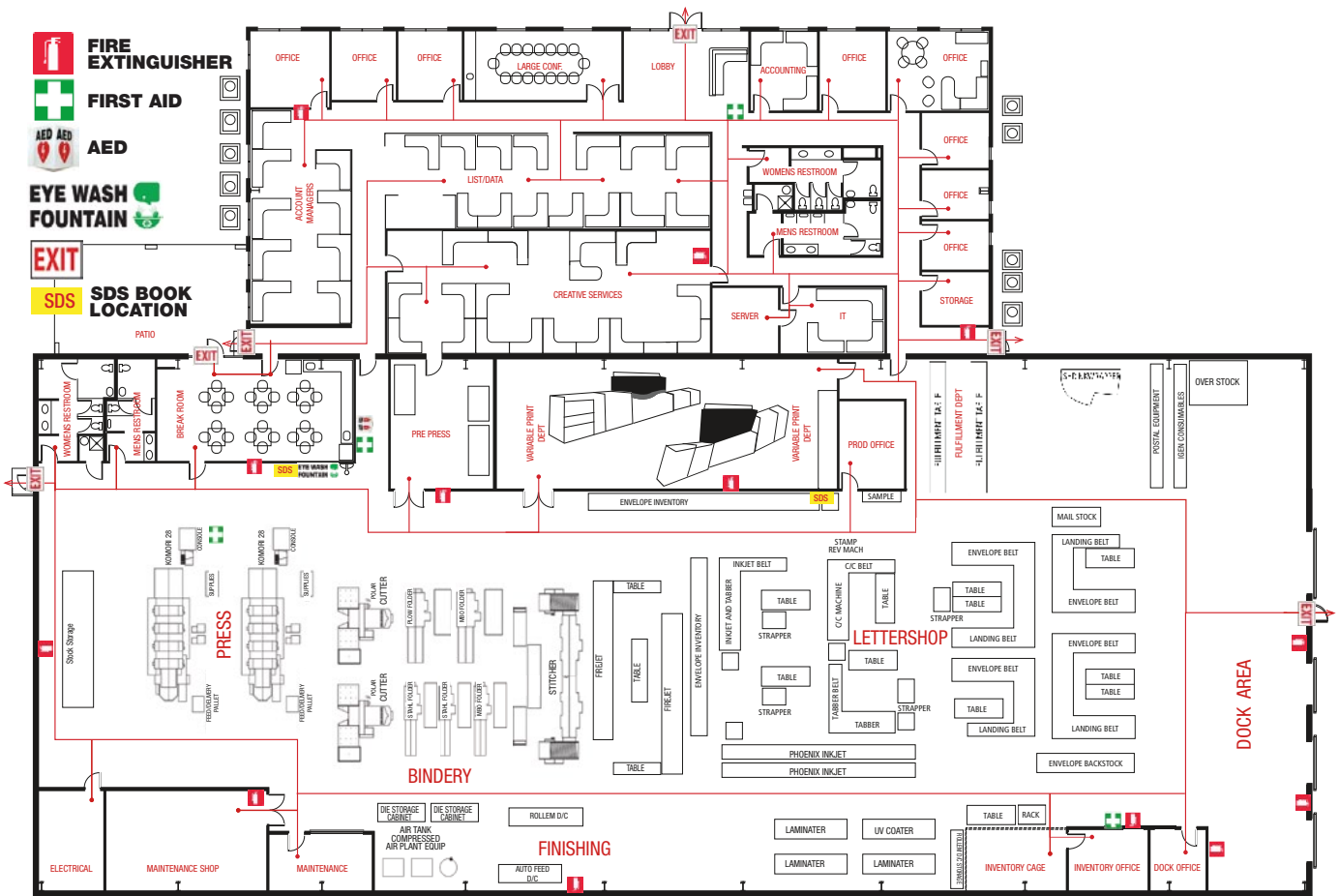
III. Emergency Assembly Area (EAA)

1. It is extremely important that each employee go to the designated EAA after exiting the building and remain together with his or her department.
2. Each department manager is to confirm that all department employees have reached the designated EAA.
3. In the event that an employee has not checked in at the EAA, NO ONE is to attempt to re-enter the building. The manager should alert emergency responders ASAP of the missing employee.
4. ONLY the Safety Coordinator has the authority to give the "All Clear" so employees may reenter the building. Even if an emergency responder says it is clear, employees need to wait to hear the "All Clear" from the Safety Coordinator who will be in contact with the Emergency Responder in charge.

Below, outlined in red, is MBI's designated Emergency Assembly Area (EAA). You must report to your manager in this area in the event of an emergency evacuation.



Below is a detailed map of MBI's building showing lines for evacuation.



**By electronically signing, I acknowledge I have read, understand and agree to this document.*