



EMERGENCY PROCEDURES MANUAL

This publication is dedicated to developing an Emergency Response / Evacuation Program and to assist you in strengthening your loss control efforts. As such, it is limited in scope and intended only as a starting point in the development of your Emergency Response Program. By providing the information and suggestions presented by Philadelphia Indemnity Insurance Companies in this loss control safety program is for your consideration in your loss prevention and risk control efforts. They are not intended to be complete in identifying or reporting on every possible or significant hazard at your premises, preventing possible workplace accidents, or complying with all of the local, state or federal health & safety related laws or regulations. The material enclosed within this loss control reference source is intended and encouraged to be altered or redesigned by you to specifically address your hazards.

Company

Building Name
Building Address

Prepared by

Date

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EMERGENCY PROCEDURES

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INTRODUCTION AND PURPOSE

Recent disastrous fires, bomb threats, and other emergency situations have intensified concern for the safe and rapid evacuation of personnel from either the area involved or an entire building. An emergency situation can pose additional and unique problems, particularly in high rise buildings. Experience dictates that a safe and successful evacuation during an emergency is dependent on thorough preplanning, organization, education, training, and the rehearsal of emergency procedures.

To provide safe evacuation of the COMPANY facilities and work areas from the COMPANY building in the event of fire, bomb threat, or other emergency, the procedures in this manual are to be followed unless otherwise directed by police or fire department officials. All floor wardens are responsible for briefing their employees once every six months on the contents of this manual, fire alarms, fire protection equipment, and exits. Wardens will be assigned to each floor to carry out the procedures outlined in this plan. All employees on their floor will follow the wardens' instructions in the event of an emergency.

REMEMBER

SAFETY OF LIFE IS PARAMOUNT OVER EQUIPMENT OR OTHER CONCERNS

PURPOSE

To rapidly implement established procedures pertaining to emergency conditions that may arise, in order to prevent injury or loss of life or damage or loss to property of the COMPANY, based in the COMPANY Building.

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EMERGENCY PROCEDURES ORGANIZATION

To effectively and efficiently implement the provisions of the emergency plan, an emergency organization has been established and staffed as shown below:

STAFF

- A. Floor Wardens
- B. Alternate Floor Wardens

During an emergency, staff members are responsible for the positive exercise of leadership in providing for the safety and security of employees. This responsibility is inherent at every level of supervision and management within the area of its boundaries. The responsibility continues even after evacuation until the emergency is terminated.

FLOOR WARDEN AND ALTERNATE

Each floor or zones within a floor shall be under the direction of a Floor Warden who is responsible for the evacuation of occupants in the event of an emergency.

In preparation for a fire or other emergency, the Floor Warden shall:

- A: Supervise and direct the activities of the occupants during emergencies and drills.
- B: Be familiar with all the various layouts of assigned floors, the emergency plan, and the location and operation of any available fire alarm system, fire protection equipment, and coded door locks.
- C. Know the normal number of personnel on each assigned floor.
 - 1. Keep an emergency contact list of all personnel in their area.
 - 2. Keep a copy of a list of occupants of the floor for roll call purposes at evacuation areas.
- D. Know the location of, and routes to, exits and refuge areas.
- E. Notify the COMPANY Personnel Director of any changes in emergency organization personnel under his jurisdiction, including himself/herself.
- F. Be assigned to cover the base floor.
- G. Study the floor plan, the number of occupants, and the number of exits for the purpose of dividing the population into groups in order to formulate the traffic pattern to primary and secondary exits for each group.
- H. Perform frequent inspections to determine that all fire exit doors to stairs on his/her floor are maintained in the closed position, and that none are obstructed, inoperable, or locked.
- I. Have available a current listing of all personnel with physical disabilities who cannot use stairs unaided.

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In the event of a fire or other emergency, the Floor Warden shall:

- A. Verify that the COMPANY, Police and Fire Department have been notified.
- B. Determine the location of the fire, if known, and report data to the Fire Command Station. Do not search for the fire.
- C. Inform all persons on the floor of the fire and prepare to evacuate.
 - * Direct the occupants of the building to proceed to their designated refuge area. For the COMPANY building, this refuge area shall be (see Map One).
 - * Select the safest stairway or other exit to use for evacuation based on the location of the fire and information received from the Fire Command Station.
 - * Check the environment near the designated fire exits before entry by occupants and if affected by smoke, an alternate exit shall be selected and the Fire Command Station notified.
 - * Keep the Fire Command Center informed of the evacuation procedure being employed.
 - * Take a head count, if possible (using the roll call list of occupants), to determine if all of the known occupants have been evacuated.
 - * Inform the Fire Command Center when the evacuation of all persons has been completed from the building. If communications are impaired, the Floor Warden shall direct a subordinate to convey this report, in person, to the Fire Command Center personnel.
 - * Inform the Fire Command Center of missing, injured, or deceased (if known). NOTE: Refer to later in this Emergency Procedures Manual for specific procedures in other types of emergencies.

MAP ONE: OVERVIEW OF COMPANY BUILDING AREA, SHOWING SURROUNDING BUILDINGS AND BUILDING REFUGE AREA ACROSS THE STREET. (Attachment needed).

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HANDICAPPED PERSONNEL

A list of physically handicapped personnel shall be maintained by the Floor Warden. The list shall contain the following:

- A. Person's Name
- B. Floor
- C. Normal Location
- D. Department
- E. Responsible Floor Warden
- F. Description of Handicap

A "BUDDY" should be assigned to handicapped personnel to provide assistance during emergencies.

ACCIDENT OR ILLNESS

In the event of an accident or illness of an employee or visitor on COMPANY premises:

Call **911** immediately and request assistance.

Give the following information:

- * Street address ().
- * Name of Building ().
- * Floor level ().
- * Room number ().
- * Other pertinent information about the fire or emergency:

HAVE SOMEONE MEET THEM OUTSIDE THE BUILDING,

Call the COMPANY Safety Office at .

DO NOT move the injured or ill person. Try to make them comfortable.

If possible, have someone meet the emergency unit at the door of the building.

EMERGENCY HELP

911 PROCEDURES

WHEN TO CALL 9-1-1

Use the following symptom/situations and common sense to determine what is a true emergency then call 9-1-1.

- * Severe traumatic injuries.
- * Traffic accident casualties.
- * Injuries from falling.
- * Severe head injuries.
- * Heat related symptoms.

If you are unsure as to the seriousness of the injuries or the situation do not hesitate to call 9-1-1

WHAT TO SAY

Dial 9-1-1 and give the following information:

- * Nature of the emergency.
- * Exact address and cross street.
- * Telephone number from which you are calling.
- * Your name.
- * Floor number.
- * Room number or area of location.
- * Do not hang-up as additional information may be needed.

EMERGENCY NUMBERS

Building Maintenance =
 COMPANY Police =
 City Police =
 Floor Warden =
 Asst. Warden =
 Safety Office =

*Ambulance 911
 Fire Department 911
 Police Department 911

Safely Resources (See Below)

Counseling Center =
 Rape Crisis & Safehouse =
 Poison Control Center= 1-800-955-9119
 Suicide Hotline =
 Hospital =

*see accident or injury

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FLOOR OR BUILDING EVACUATION

- * Remain calm.
- * Close all doors as you leave.
- * Proceed to the nearest practical fire exit.
- * Follow the instructions of the Floor Warden and proceed out the fire exit. Keep to the right so that emergency personnel, etc., may use the exit.
- * Request help for differently abled persons from emergency personnel.
- * Do not return to the evacuated building until instructed to do so by the Fire Department or authorized COMPANY officials.

EVACUATION PROCEDURES

The order for total evacuation will be given only in extreme cases, and then only by the building Floor Warden, in coordination with the Fire or Police Departments or COMPANY officials. When leaving the building, move quickly; stay calm and keep clear of emergency vehicles, equipment, and personnel.

Go to the designated refuge area in () and stay there until directed otherwise by the Floor Warden, or the Fire or Police Department or COMPANY officials.

1. When or if an order to evacuate is issued, employees will walk in an orderly manner to the nearest available exit.
 - A. Only stairwells will be used.
 - B. Exit doors should remain closed except for exiting. Do not prop open.
 - C. Once in the stairwell, employees should proceed immediately to the outside predetermined Refuge Area in ().
2. Employees shall remain at their designated Refuge Area until requested to return to their work stations by the Floor Warden, a member of the Fire Department or COMPANY official.
3. The evacuation of disabled or handicapped employees will be provided by the Floor Warden.
4. The designated Floor Warden will insure, through an alternate, or other supervisors, that:
 - A. The entire area is cleared; i.e.: restrooms, storerooms, conference rooms, etc.
 - B. All money, safes, records, etc., in each office is secured.
 - C. Operating machines are turned off, if possible.
 - D. All doors, particularly fire doors, are closed upon exiting.
5. Predetermined evacuation procedures may be modified depending on the situation. Strict compliance to orders issued by the Floor Warden, the fire department, or COMPANY officials is mandatory. Violators will be subject to disciplinary action.
6. Once in the Refuge Area, readmittance to the building for any reason - purse, coat, etc. - will not be permitted until an all clear announcement is made.
7. Once every six months, the Floor Warden will direct a complete stand-up fire drill of

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all employees in the building.

EVACUATION "FLOOR" PLAN

A "YOU ARE HERE" type of floor plan (Map Two) is posted at both ends of the building's main corridor (hallway). This shall be reviewed regularly to familiarize all occupants with its contents and directions.

The Evacuation Floor Plan sketches include the following information:

- A. Evacuation routes from the building
- B. Designated fire extinguisher and fire hose cabinet locations

IT IS IMPORTANT THAT EVERYONE FAMILIARIZE THEMSELVES WITH THE EVACUATION FLOOR PLAN FOR THE BUILDING AND THEIR PARTICULAR AREA.

The closest emergency exits for the specific rooms occupied as lab or office areas are as follows. Based on the specific situation, alternative building exits from the central hallway may have to be used.

1. LIST DISCRPTIONS ON HOW TO GET OUT OF THE BUILDING. BE SURE TO INCLUDE AT LEAST THREE ROUTES!

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MAP TWO: EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.

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FIRE PROCEDURES

REMAIN CALM

- * Immediately leave your area, closing all the doors behind you.
- * If an audible alarm has not been automatically activated, immediately call the Fire Department from another location and follow local procedures. Report the following information:
 - Street address
 - Nearest cross street
 - Floor level
 - Room number
 - Other pertinent information about the fire emergency
- * As soon as possible notify the Safety Office at _____.

NOTE: Unless eminent danger of fire or smoke is observed, remain calm and wait for further instructions from the Floor Warden, Fire Department, or COMPANY officials.

BE PREPARED

Your own common sense is the finest safety device ever developed. Above all remember to use your head!

Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway. This tip will be very helpful in the event you encounter heavy smoke.

Remember, if you encounter heavy smoke, often the exit signs above the door may be camouflaged by the smoke. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head below the smoke (watching the base of the wall) and count the doors you pass so you will know when you reach the exit door.

If your clothing catches fire ... STOP...DROP...ROLL

Any attempt to fight a fire should be limited to the discharge of one appropriate hand held fire extinguisher, if properly trained.

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Fire extinguishers are located in .
Go to your designated Refuge Area and stay there until released by the Floor Warden, the Fire or Police Department, or COMPANY officials. Keep all talking to a minimum to reduce noise and confusion, and to insure that instructions and roll calls by the Floor Warden can be heard.

FIRE DISCOVERY

If you smell smoke:

Notify the COMPANY Safety Office immediately ().

Notify the Floor Warden.

If you see smoke (more than from a toaster or C.R.T. Terminal), filling the air or room:

If practical or possible, keep people away from the affected area while evacuating until relieved by the Floor Warden. If not, **leave**, using the fire exits.

If you see fire (more than from a candle), where it should not be:

If the fire is of wastebasket size or type and you know how to do so, get the nearest fire extinguisher and put it out.

Never trace the source of smoke or fire that is not obvious.

FIRE DRILLS

Fire drills shall be conducted at least once every six months for each working tour, or shift, in the building. All occupants of the building shall participate in the fire drills; however, they are not required to leave their floors or use exterior exits unless instructed to do so by the emergency staff. Assembling outside their assigned stairwell or exterior exit fulfills the intent of the fire drill.

Since it is vital that this plan function under emergency conditions, fire drills may be conducted at unexpected times to prove their effectiveness and condition employees to emergency operations.

Alternate routes should be used to condition the emergency organization and building occupants to situations that might occur during an actual emergency. The plan shall be designed to familiarize the occupants with all the alternate means of egress that are available.

A written record of all drills shall be kept by the Floor Warden for a period of three years and should be readily available for inspection.

Observers from the Fire and Police departments, Safety Office, or other agencies, may be invited to observe and comment on fire drills.

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Shortly after the fire drills, the Floor Warden shall hold meetings with the staff to determine the effectiveness of the fire drills, and to assure that procedures are being followed in accordance with this emergency plan. Any deficiencies should be noted and reviewed with the Safety Office for immediate correction.

Consideration should be given to include, in the fire drill, instructions and practice in the use of fire protection equipment for some, or all of the building's occupants.

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MAJOR NATURAL DISASTERS

TAKE TIME TO THINK

- * Your State Office of Emergency Preparedness will activate warning signals in the affected areas.
- * Whenever a major storm or other peacetime disaster threatens, keep your radio or television set tuned to hear weather reports and forecasts (issued by the National Weather Service) as well as other information and advice that may be broadcast by local government.
- * Use your telephone only to report important disaster events to authorities and the Building Management Office. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.
- * Stay away from disaster areas.
- * Follow the advice and instructions broadcast over the radio Emergency Warning System. The Floor Warden in your area will direct you, if you are required to evacuate your work area.
- * If evacuation is required, proceed to the area of assembly designated by your Floor Warden and remain there until further instructions are given.

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TORNADO

Notification

Tornado Watch

- * The National Weather Service will issue a Tornado Watch if there is the possibility of tornadoes forming in the area.

Tornado Warning

- * A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 m.p.h. or greater.
- * A public warning will come over the radio, TV or five minute steady blasts of sirens by the Civil Defense warning system.

Actions to take

- * Get away from the perimeter of the building and exterior glass.
- * Leave your exterior office and close the door.
- * Go to your designated shelter area.
- * Stairwells are safe. If crowded, move down to a lower level for shelter.
- * Do not go to the first floor lobby or outside the building.
- * If you are trapped outside the center corridor, keep calm and take cover!
- * Keep your radio or television set tuned to a local station for information.
- * Do not use the telephone to get information or advice.
- * Follow the directions of your Floor Warden and COMPANY officials.

TORNADO AND CIVIL DEFENSE DESIGNATED SHELTER PLAN

A diagram of designated shelter areas for all building occupants is located on the Floor Evacuation Plan (Map Two) at each end of the central hallway for the building. Each floor warden and alternate has a copy, and copies may be made for occupants, if desired.

All Floor Wardens and Alternates should be able to account for occupants under their control.

Once in your designated evacuee area, keep all talking to a minimum and low key to avoid excessive noise and confusion.

Make sure all evacuees remain in designated area until "all Clear" is given. However, nobody will be forced to stay if they wish to leave the building. Keep notes on anyone

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missing or who refused to leave their work area, or decided to leave the building.

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EARTHQUAKE

How long will it last:

- * The shaking may last only a minute or two.
- * There may be after shocks (over several hours/days/weeks/months).

What are the dangers:

- * Falling objects (pictures, things in cupboards and on shelves, ceiling tiles and fixtures, furniture, file cabinets and bookshelves).
- * Swinging doors and broken windows.
- * Many things may stop working (lights, telephones, elevators, heat and air conditioning).
- * Possible fires (from broken natural gas lines, electrical short circuits, or other causes).
- * Electrical shock hazards (be aware of potential damage to electrical equipment).
- * The motion may be severe. If you are standing, you may be thrown to the ground.
- * Visibility may be poor inside due to dust in the air.

During the earthquake:

- * Remain calm.
- * Take cover under a desk or table. Protect your head and neck from falling objects.
- * Face away from the windows and get out of their proximity.
- * Stay away from objects that could fall on you.
- * Stay where you are, do not run outside. Falling debris may cause injury.
- * If outdoors, stay in an open area. Do not enter a building.
- * If operating an appliance: Turn it off at the first sign of shaking. Then take cover quickly.
- * Do not be surprised if:
 - The electricity goes out.
 - The elevator stops.
 - If the fire alarm goes off or the sprinkler system goes on.

When the earthquake stops

- * Follow the direction of the floor warden, or local procedures.

Power failure

- * Remain calm and in place.
- * Follow direction of emergency personnel.
- * If available turn on a battery powered radio to find out what is happening in your area.
- * Most COMPANY buildings ARE/ARE NOT equipped with emergency lighting.

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EARTHQUAKE EVACUATION

When the earthquake stops:

1. Check yourself for injuries.
2. Check others for injuries.
3. Call out, asking if anyone is injured or trapped.
4. Begin assembling people in small groups near supporting columns.
5. Make a rapid assessment of the damage to determine if evacuation is possible (safer than staying), or practical. Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb over it. Watch out for all electrical wires.
6. When, and only while, there is no shaking, have one group at a time carefully exit via a stairwell. When the group reaches the exit, first check that no loose debris is hanging above the exit path. Have members of the group exit one at a time quickly, and get at least as far away from the building as it is tall.
7. Do not touch anything that is hanging down or damaged.
8. After all people are assembled at an evacuation area, get a count of deceased, trapped, injured, missing, and accounted for.
9. Stay at your designated refuge area until otherwise directed by a Floor Warden, the fire or police department or COMPANY officials.

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WATER DAMAGE

This type of damage can occur as a consequence of many disasters. It is a direct consequence of burst water pipes, floods and, often, of fire fighting activities. It is frequently an indirect consequence of tornadoes (which often are accompanied by rain). Structural failure can cause broken water, sewer, and fuel lines that can lead to water and chemical damage or to fires. Often the severest impacts of an earthquake on collections are not due to building failure itself, but rather to fires and flooding which occur as a result of that failure. Wooden and other organic objects affected by water may warp, split, check, and rot; the corrosion of metals will be accelerated; stone and masonry may erode. In addition, water enhances bacterial action, supports mold growth, dissolves pigments and finishes, and may deposit chemicals and fuels onto objects, causing other forms of secondary damage.

There are a variety of ways in which water damage can occur in the COMPANY Building. Most of these will be the result of a break in a water or steam pipe. Normally, this should cause no problem, because all rooms used by HAVE/DO NOT HAVE floor drains that will allow extraction of any water. However, flood water might affect laboratory, office or repository materials before it reaches the floor drains. This can occur if a steam pipe would break in the space above the objects being affected. It is also possible the floor drains themselves might back up and flood the floor level.

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POWER FAILURE

In the event of commercial power failure, the emergency lighting in the main hallway should come on in about 10-15 seconds.

During the normal workday, the COMPANY will be aware immediately of any power failure.

After hours and weekends, and holidays, the building maintenance staff should be notified: .

NOTE: Exit lights work only with commercial or battery power. If both fail, nothing in the building will work.

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BOMB THREATS

Bomb threat procedures

All bomb threats MUST be taken seriously. In the event of a bomb threat, the person receiving the call should do the following.

- * Remain calm.
- * Do not try to transfer the call.
- * Ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What type of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - What is your name?
- * Notify the police department. "911"
- * The Floor Warden should notify COMPANY officials:

NOTE: The building staff may be asked to search public areas.

Do not touch suspicious objects!

Additional instructions

- * If the caller is familiar with the building and specific about the location of the bomb, the call should be regarded with a high degree of urgency.
- * The management office will advise the other tenants, as appropriate, that a bomb threat has been made on the building.
- * Emergency instruction or the report of a false alarm will be phoned to the Floor Warden.
- * Tenants are not encouraged to leave their office except at the direction of the Police or the Fire Department, although it is up to the tenant to make the decision.
- * If you are to evacuate, please take purses and briefcases out of the building with you to facilitate the search for the unusual item. Follow the directions of your Floor Warden during the evacuation.

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Bomb threat report

In addition to the questions to be asked, document the following information to the best of your ability.

Background information:

Sex of caller: Race: Age:

Length of call: min. Number at which the call is received:

Time: am. pm Date:

Callers Voice:

- | | | |
|------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Cracked voice | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Angry | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Slow | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged |

If voice is familiar, who did it sound like?

Do Not discuss a bomb threat with anyone other than the Floor Warden, Security, or your supervisory personnel.

Background Sounds:

- | | | |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Static | <input type="checkbox"/> Animal noise | <input type="checkbox"/> Local |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Voices | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Street noise | <input type="checkbox"/> PA System | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noise | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth | <input type="checkbox"/> Other |

Threat Language

- | | | |
|--|--|----------|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Coherent | Remarks: |
| <input type="checkbox"/> Well spoken
(educated) | <input type="checkbox"/> Taped | |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by
threat maker | |

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As SOON AS POSSIBLE, notify the Police at 911.

A bomb threat of any type is to be immediately referred to the Police: Call 911.

If a suspicious object is found or a threat is received after hours, weekends, or holidays, call the Police -- call 911.

Evacuation may be to the designated refuge area, your home, or other location. This direction will be given by a Floor Warden, Fire or Police department. Everyone should stay at their designated area until released, to facilitate a roll call.

GUIDE FOR HANDLING BOMB THREATS**Employee responsibilities**

Bomb threats to governmental buildings and private companies or equipment are of continuing concern throughout the country. Because of the need for uninterrupted services to the public, everyone should share in the concern for the safety of employees and the security of COMPANY offices.

This guide outlines briefly the procedures to follow if a bomb threat of any kind is received by an employee. This procedure is in effect 24 hours each day of the year.

Bomb threat received by telephone

An employee receiving a call that indicates that a bomb has been placed in company building or equipment should:

1. Get as much information as possible from caller:
 - A. Type of bomb
 - B. Male or female
 - C. Accent or dialect
 - D. Background noises
 - E. Name and address if possible
 - F. Motive for placing bomb
 - G. Keep caller talking, notify supervisor if possible and start trace of call
2. As soon as possible after receiving bomb threat, dial 911 and advise operator that you have received a bomb threat.
3. Give all available information about the threat and stay on the line unless released by the operator.
4. Fill out bomb threat form while information is fresh in your mind.

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Bomb threat received by written message

1. As soon as possible after receiving a bomb threat by note or letter, dial 911. Tell the operator you have received a bomb threat.
NOTE: do not handle the message any more than absolutely necessary so as not to destroy fingerprints or other identifying marks.
2. Give all available information to the operator and stay on the line unless released by the operator.

Suspicious envelope or parcel received by mail

1. If an employee has reason to be suspicious of an envelope or parcel, notify your floor warden immediately.
2. Under no circumstances should the employee or supervisor attempt to open or inspect a questionable item.
NOTE: Refer to following page for letter bomb detection guide.

Evacuation of building in event of bomb threat

1. When directed to evacuate, employees will walk, not run, to the nearest available exit.
2. Money, safes, etc., in each office will be secured.
3. Operating machines will be turned off if possible.
4. Security directors and wardens will insure that their section is cleared (restrooms, storerooms, conference rooms, etc.), and floor doors will be closed.
5. Evacuation of disabled or handicapped employees will be provided by floor wardens by using the buddy system.

The Police Department is responsible for coordinating bomb searches in COMPANY buildings.

Floor wardens are responsible for security of their assigned areas. They are responsible for moving personnel away from suspicious objects and for evacuation of part, or all of the, floor according to the severity of the situation.

LETTER BOMB DETECTION GUIDELINE

Suspicious media should be checked for the following:

1. Address
 - a. No return address.
 - b. Addressed to officer level executive either by name, title, or department.
 - c. Title for the executive is incorrect.
 - d. Poorly typed or handwritten address.
2. Thickness
 - a. Not uniform.
 - b. For medium-size envelopes, the thickness of a small book and fairly rigid.
 - c. For large envelopes, bulkiness, an inch or more in thickness.
 - d. Rigidity.
 - e. Greater than normal, particularly along its center length.
3. Envelopes
 - a. Oil stains ("sweating" of plastic explosives).
 - b. Appears to have been opened and re-glued, or is taped, or otherwise tampered with.
 - c. Strange odor.
 - d. Wires or strings sticking out or attached.
 - e. Feeling of springiness in the sides, bottom, or top.
4. Packages
 - a. Excessive use of tape, cord, or both.
 - b. Not packaged or wrapped in a professional manner.
 - c. Excessive postage or unusual class of mail.
5. Writing
 - a. Marked personal, confidential or private.
 - B. Marked air mail, registered, certified, or special delivery.
 - c. Misspelled words.
6. Stamps
 - a. More postage than required to mail the item.
7. Postmark
 - a. Foreign country.
 - b. Sent from a small U. S. city or town.
8. Suspicious items should moved to a safe area.
 - A. Carefully set the item down and make sure it is not touched by anyone.
 - B. Notify Police Department.

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HAZARDOUS MATERIALS

Hazardous materials are chemicals or substances that are physically hazardous or present other health hazards, whether the materials are in a usable or waste condition. Detailed information on hazardous materials specifically used in the COMPANY may be found in the COMPANY Hazcom program.

Hazardous materials include:

<u>Classification</u>	<u>Hazard</u>
Toxic Chemicals	Can be a gaseous, liquid, or solid and can cause illness or death if not handled properly.
Dangerous Liquids	Give off vapors that can form an explosive mixture when mixed with air.
Dangerous Gases	Can be corrosive, combustible, flammable, explosive, poisonous, or all of these.
Explosives / Corrosives	Mixtures or compounds that can cause an explosion. Can destroy living issue and other substances.

How to handle hazardous materials

- * Before handling, obtain proper training, read the labels and warnings, and follow all recommended precautions.
- * Know what to do if the substance or spills. This information is available on the Material Safety Data Sheet (MSDS). DO NOT attempt to handle leaks or spills without proper training.
- * Unknown substances should be considered hazardous until they can be identified as to their contents.
- * Handled carelessly, hazardous substances can cause injury, illness or even death.
- * Hazardous substance emergencies can affect large areas and many people.

In case of a spill or leak

- Immediately evacuate the area
- Call the COMPANY Safety Office () and give them the following information
 - * Building Name.
 - * Street Address
 - * Floor Level.
 - * Room Number or Area.
 - * Other pertinent information about the hazardous emergency.
 - * Follow their instructions.
 - * If injuries have occurred, call the Police Department -- 911 or , immediately and provide the same information.

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HAZARDOUS MATERIAL SPECIAL INSTRUCTIONS

In a hazardous material incident in the building,

1. If the agent is migratory, the entire building must be cleared and secured.
2. If the agent is radiant, move occupants out of range and prohibit proximity.
3. If the agent is stationary, prohibit contact.

If ordered to evacuate, go to your designated Refuge Area or as directed by a Floor Warden, fire or police department, or COMPANY official.

Some indications of hazardous material spill are as follows:

1. A liquid giving off an odor when exposed to air.
2. A liquid foaming when spilled.
3. A liquid staining floor or carpeting when spilled.
4. A haze in the air or visible fumes or odors from a spill.
5. Sudden headaches or fainting of several or many occupants.
6. Itchiness, rashes, choking, eye tearing, or runny noses of several or many occupants.

These symptoms may not appear suddenly. They may occur gradually over hours or days or weeks, depending on the size and type of material. A few, several, all, or none of the occupants may acquire symptoms.

If there is any question as to the status of any material, call the COMPANY Safety Office ()

If there is any suspicion about any material that has spilled, clear the immediate area and call the COMPANY Safety Office ()

Try to use good judgment about any spill, but above all, play it safe.

Keep in mind that hazardous materials are not used or stored at this facility in significant amounts to constitute a hazardous area. What few materials are used, are in containment areas, and in small amounts. All flammable materials are stored in flame-resistant storage cupboards. Eye Wash Stations are available for use in , where most chemical usage is occurring. Material Safety Data Sheets (MSDS) of all chemicals used by the COMPANY are in room(s) , of the Building, and are on file and available for review in Room .

NEVER ATTEMPT TO CLEAN UP A HAZARDOUS SPILL UNLESS YOU HAVE THE PROPER TRAINING AND PROTECTIVE CLOTHING.

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HAZARD INDICATORS

Any abnormal, obvious conditions should be reported to the Floor Warden or the COMPANY immediately.

"Obvious conditions" apply to a smell or scent, sound, or visual observation, generally by some or all occupants in an area, rather than a sensitivity by one person to a specific thing.

Abnormal obvious conditions would be:

- * Eye irritation.
- * Persistent symptoms or illnesses.
- * An odor of gas, sewer, electrical, or other.
- * A haze in the air.
- * Visible dust clouds or fumes.
- * A vibration.
- * A crack developing in a structural wall, floor, or ceiling.
- * An unusually hot spot in a wall, floor, or ceiling.
- * Hissing or grating sounds that cannot be explained.
- * A sudden pop or bang sound that cannot be explained.
- * Any suspected water leak.
- * Anything dripping from the ceiling.
- * Dirt or grit continually or regularly falling from the ceiling.

In order to ensure hazardous conditions do not occur, or are corrected as soon as possible, the building shall be inspected by the Floor Warden at a minimum of once a year, using the attached Workplace Inspection Form (SEE APPENDIX TWO). Items needing correction by building staff shall be done as soon as possible after being noted. Items the building staff cannot correct shall be brought to the attention of the building maintenance staff.

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PEST MANAGEMENT

The damage caused to objects by pests is almost always irreversible. Once an object becomes infested, the options for eliminating the infestation without further damaging or altering the object are limited. Many of the chemicals traditionally used to manage infestations have been found to damage or somehow alter the material from which the object has been made. Therefore, it is preferable to prevent pests from gaining access to or becoming established. This can be accomplished with an Integrated Pest Management (IPM) program for the building. Through an effective IPM program, those elements essential to pest survival (e.g., food, moisture and habitat) are minimized.

The basic components of any IPM program are monitoring and identification, inspection, habitat modification, good housekeeping, treatment action, evaluation, and education. These components are on-going and cyclical in nature. For the COMPANY'S IPM program, these components are used in five activities:

- * Determination of Biological Activity
- * Prevention of Pests from Gaining Access to and Surviving in the Building
- * Establishment of Thresholds for Pest Activity
- * Treatment Actions to Modify Conditions that Permit Pest Access and Survival
- * Action to Take When an Infestation is Discovered

A. Determination of Biological Activity

Monitoring is the key to developing an effective IPM Program. Monitoring provides base line information on the biological activity and climatic conditions in the building: where the pests are, how they came into the building, and why they are surviving. It can also help to determine strategies to take to eliminate future access and survival of pests in the building. Finally, monitoring can help evaluate the effectiveness of any treatment action taken.

For basic IPM, there are two types of monitoring: monitoring for pests in the storerooms and environmental monitoring. Environmental monitoring not only provides information critical to the protection of documents against climatic damage, but also provides information about the interior climatic conditions of the building that might help to support an infestation.

Monitoring for pests is accomplished through the documentation of biological populations within the building. Monitoring relies on the use of a variety of techniques such as direct observation, population sampling, routine inspections and passive trapping. Depending upon the target pest, different techniques are used. Since most insect pests of documents are small, shun people and are nocturnal, one of the easiest ways to document their populations in buildings is

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to use traps placed throughout the area to be monitored. Traps are passive and will record the presence of pest populations when humans are not present. Traps are also useful because they can document the distribution of the insect population over time.

The most effective all-purpose insect trap currently available is a "sticky" trap commonly known as a "roach motel." These come from a variety of manufacturers and usually in two shapes a box and a tent. Both shapes consist of cardboard with an adhesive layer tacky enough to catch insects. For a wide variety of insects, the tent-shaped trap may be best. These traps contain a food bait attractant.

Inspect the traps on a regular schedule and record in a logbook or on a form the following information: the trap number; the location of the trap; the date inspected; the species of insects and number of individuals per species found in the trap. Also useful is a notation of the life stage of the species found, unusual conditions (e.g., leaky pipe, maintenance work), and replacement date for a trap. During the initial phase of the monitoring period -- usually the first 3 to 6 months -- inspect the traps weekly.

As the trapping routine becomes more regular, refinements in trap placement and inspection periods can be made depending upon the structure and the evidence found in the traps. An understanding of the biology of the pest will assist in the placement and scheduling for the maintenance of the traps. It is important, however, not to leave the traps uninspected for too long a time because the dead insects caught in the trap can become attractive as food sources for other insects and rodents, which may feed on the dead insects in the trap without getting caught. Traps should be replaced at least every 2 months, or when they become full, or when the adhesive loses its tackiness, whichever comes first.

Another important activity in monitoring for insects is making routine, thorough inspections for insect evidence of all the interior spaces of the structure, including the collections themselves. Gain a familiarity with the structure(s) housing museum collections. At least once a week the following areas should be checked for insects:

- * Window Sills: Sills are a common repository for insects which are attracted to light. This is especially important for determining if a carpet beetle problem exists since after pupation, the adults are attracted to light and attempt to go outside to feed on pollen and breed.
- * Door Jambs: Look for evidence of spider webs. If there are gaps around the doors, insects are likely to enter the building through these gaps.

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Spiders are likely to spin their webs so they can trap any insects entering the building through the gaps.

Inspect the storeroom documents at least every six months. Look for cast larval skins of dermestid beetles, holes in textiles, piles of woodborer frass developing beneath wooden material. All evidence should be thoroughly documented. Document what was found, where it was found and when it was found. If possible, identify the species of the insect. Without proper documentation, monitoring is not effective.

The identification of the insect and its life stage are critical to determining what is happening in the areas being monitored. Assistance with identifying insects can be obtained from entomologists through the cooperative Extension Service, U.S. Forest Service, State Departments of Food and Agriculture, and museums of natural history.

Monitoring for rodents uses a combination of techniques, including the use of traps. Sticky traps known as glue boards are available for rats and mice. These are usually shallow plastic trays filled with an adhesive onto which the rodent walks and gets stuck. Also effective for rodents are old-fashioned snap traps that can be baited with cotton batting (an attractive nesting material, preferable for use in buildings to a food bait, which can attract insects). Inspections using a variety of tools are also part of a rodent monitoring program.

ACTION TO TAKE WHEN AN INFESTATION IS DISCOVERED

1. Three Action Steps

If an infestation is discovered in the building, immediately initiate the below listed actions. These actions include steps to isolate and identify the infestation, develop a treatment strategy, and reviewing the effectiveness of the existing IPM Program.

Isolating and Identifying the Problem

- A. Isolate the infested material: Heavy polyethylene plastic (6 mill minimum) is useful. Small objects can be placed in resealable bags (e.g., Ziploc bags). For larger objects, a polyethylene tent can be made using tape or heat sealing equipment. Make sure that plastic is completely sealed.
- B. Identify the pest.
- C. Based on the habits of the pest, determine the extent of the infestation. Start at the site where the first infested object was found and inspect the collections/areas in ever widening circles. Isolate infested material as it is found and document the findings.
- D. Determine the source of the problem. If the problem is structural, make structural repairs to the building. If infested material was brought into the building, evaluate and modify the policies and procedures that permitted

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this to occur.

Treating the Problem

- E. Develop a treatment strategy. A treatment strategy includes the following steps.
1. Identify the pest and the stage in its development that is found on the materials.
 2. Identify the media of the infested material (e.g., what is the material composition of the object/specimen?).
 3. Based on an understanding of the biology of the pest, its life stage when found, and the material of the object, answer the following questions:
 - * Can the infested material be disinfected through removing the pest?
 - * Are eggs present?
 - * What is the least damaging approach to treatment?
 4. Treatment decisions must incorporate the identification of the pest, the infested materials, and the condition of the object. Choose an effective treatment that will cause the least amount of damage to the object and to the environment. Treatment options range from simple cleaning to fumigation.
 5. Document any and all treatments made. After treatment, the objects should be cleaned, with all the removable evidence of the infestation documented and removed, and any pest damage documented and added to the building records.
 6. Evaluate the treatment to determine if it was effective.

Reviewing IPM Program

- F. Review the established IPM Program to determine how it can be modified to prevent a similar infestation from occurring in the future.
- G. As necessary, modify the IPM procedures. Document any modifications.

CIVIL DISTURBANCE

1. In a building, or on any floor, actually involved:
 - A. Notify floor warden immediately.
 - B. Secure records, disconnect office machines, and lock doors, time permitting.
 - C. Report suspected presence of incendiary or explosive materials to floor warden.
 - D. Avoid contact with dissident parties.
 - E. If order is given to evacuate floor or building, remove handicapped and injured persons first.
2. Near a building or on a floor not actually involved:
 - A. Notify floor warden immediately.
 - B. Remain in your office or area for further instructions.
 - C. Be alert for suspect persons in your area.
3. In the event an explosion occurs in an area already evacuated, report the occurrence to your floor warden and do not reenter the area until cleared to do.
4. As soon as possible, the floor warden will notify the security director at building operations.

Safety and security are basic responsibilities of every building occupant.

If you see something unsafe that is within your power to correct, do so. If not, at least call someone to get it fixed.

The key to security is awareness. Be aware of what is going on around you always.

A door ajar, a window unlocked, a light off that should be on, a stranger's actions, are only a few signals.

If you ever notice a peculiarity in an otherwise normal situation, call someone.

VIOLENCE IN THE WORKPLACE

Violence in the workplace can happen anywhere resulting in a multitude of negative outcomes such as property damage, loss of work time and even death just to name a few. Everyone deserves a safe workplace. We cannot create a flawless job site however, by taking precautionary steps we can help reduce the possibility of violence by making all employees more aware of this alarming occurrence.

The COMPANY is cognizant of their responsibility to provide a safe work environment. While respecting individual rights is important, priority certainly must be given to the safety and welfare of all employees. It is for this reason the COMPANY has instituted the following conditions:

1. All employees, with the exception of law enforcement personnel, are strictly prohibited from possessing deadly weapons while occupying any facility owned, leased or rented by any COMPANY entity. This also applies to COMPANY motor vehicles and any other equipment. A "Deadly weapon" means but is not limited to a firearm, explosive or incendiary material, ... or other device or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury." Any employee found to be in violation of this directive will be subject to disciplinary action for any or all of the following: Insubordination; Misconduct; and Unsatisfactory Work Performance. The COMPANY will use all available resources in determining and applying appropriate disciplinary action.
- 2.) Employees communicating threats to other employees, clients, vendors or constituents will be subject to disciplinary measures for any or all of the following: Insubordination; Misconduct; and Unsatisfactory Work Performance. All management positions are responsible for insuring incidents of this nature are reported to the Human Resource Manager immediately. At that time the Human Resource Manager will conduct an investigation of such occurrence prior to any disciplinary action. Information will be sought from all known parties.
- 3) In the event threats are communicated by clients or constituents, employees should not respond in kind. Remain calm and assuming the threat is verbal in nature, contact your supervisor and/or the section manager and division administrator. If the conflict involves a weapon in the building or elsewhere at the COMPANY, the Police Department should be contacted immediately. Division administrators should make sure each office site is familiar with this process. If escalation occurs, the building should be evacuated using the plans presented above. Staff awareness is of great importance. Natural disaster evacuation plans should serve hostile action as well.

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APPENDIX ONE

INCIDENT/ACCIDENT FORM

Incident/Accident Investigation Report

Date		Time:	
Employee Involved:		Date Employed:	
Position:			
Supervisor:		Department:	
How long was employee performing this operation/job:			
Was the employee trained:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did the accident result in an injury:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Nature and extent of injury:			
Date injury reported:			
Was first aid given:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, when, and by whom:			
How did accident occur:			
Cause of accident:			
Recommendations to prevent a recurrence:			
What action has been taken:			
Other Recommendations:			
Unit Safety Committee Recommendations:			
Risk Management/Environmental Health and Safety Recommendations:			
Signed:		Date:	

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APPENDIX TWO**WORKPLACE INSPECTION FORM**
General Safety Checklist

OK	Not OK	Recommendations
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General Polices/Practices

	OK	Not OK	Recommendations
Each department has safety rules	<input type="checkbox"/>	<input type="checkbox"/>	
Injuries must be reported immediately to the supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards must be reported to a supervisor immediately after they are discovered	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors are required to investigate all accidents in a timely manner and to route reports to the Unit Safety Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	
Only employees are permitted to operate company owned vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Accident and injury reports are reviewed by supervisors and discussed with employees	<input type="checkbox"/>	<input type="checkbox"/>	

OK	Not OK	Recommendations
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Grounds and Building Entrances

	OK	Not OK	Recommendations
Grounds are free of unusual hazards such as holes, protrusions, and other obstacles	<input type="checkbox"/>	<input type="checkbox"/>	
Trees are free of loose branches or protruding roots	<input type="checkbox"/>	<input type="checkbox"/>	
Fences are structurally sound and free of holes	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks, entrances, steps, and lawns are properly maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways and paved areas are free of cracks and loose pavement	<input type="checkbox"/>	<input type="checkbox"/>	
All doors and windows are in working condition	<input type="checkbox"/>	<input type="checkbox"/>	
Outside lighting is sufficient around pedestrian traffic areas	<input type="checkbox"/>	<input type="checkbox"/>	

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	OK	Not OK	Recommendations
Buildings and Structures			
Ceilings are free of cracks	<input type="checkbox"/>	<input type="checkbox"/>	
Rest rooms are free of water hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails and treads in stairways are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway risers are of proper height	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting in stairways is adequate	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are free of holes, splinters, protrusions, slippery areas and loose boards, tiles or carpet	<input type="checkbox"/>	<input type="checkbox"/>	
All openings in floors are covered and marked	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and passageways have adequate width and are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and passageways are well-defined and marked or painted	<input type="checkbox"/>	<input type="checkbox"/>	
Work areas have adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	
Work areas are well-ventilated and free of fumes	<input type="checkbox"/>	<input type="checkbox"/>	

	OK	Not OK	Recommendations
Fire Safety			
All emergency exits are properly marked	<input type="checkbox"/>	<input type="checkbox"/>	
Each building has an evacuation and emergency preparedness plan	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are familiar with evacuation plans	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers and other fire fighting equipment are checked regularly	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkler system is in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarms and smoke detectors are checked regularly	<input type="checkbox"/>	<input type="checkbox"/>	
Rubbish and used chemicals are disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive or flammable materials are properly stored and ventilated	<input type="checkbox"/>	<input type="checkbox"/>	

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OK	Not OK	Recommendations
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Machinery, Tools and Equipment

All machinery and equipment is maintained properly	<input type="checkbox"/>	<input type="checkbox"/>	
Belts, gears, chains, clutches and shafting are properly guarded	<input type="checkbox"/>	<input type="checkbox"/>	
Effective point-of-operation guards are in place	<input type="checkbox"/>	<input type="checkbox"/>	

OK	Not OK	Recommendations
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Equipment and facilities are free of oil or grease spills	<input type="checkbox"/>	<input type="checkbox"/>	
Gas cylinders are in good working condition and chained in place	<input type="checkbox"/>	<input type="checkbox"/>	
Tampering or unauthorized use of any machinery or equipment is prohibited	<input type="checkbox"/>	<input type="checkbox"/>	
Tools and machines are free of split or loose handles	<input type="checkbox"/>	<input type="checkbox"/>	
All cutting edges are sharp	<input type="checkbox"/>	<input type="checkbox"/>	
All tools are maintained in a good state of repair	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders, scaffolds, and horses are of standard construction and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders or self-locking steps stools are of an approved design	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical tools, switch boxes and fixtures are properly grounded	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are free of frays and breaks	<input type="checkbox"/>	<input type="checkbox"/>	
All electrical wall outlets and switches are in working order	<input type="checkbox"/>	<input type="checkbox"/>	

OK	Not OK	Recommendations
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Emergency/First Aid

Emergency procedures and telephone numbers are posted	<input type="checkbox"/>	<input type="checkbox"/>	
First-aid supplies are available and easily accessible at specifically designated work sites	<input type="checkbox"/>	<input type="checkbox"/>	
First-aid supplies are checked and replaced periodically to ensure	<input type="checkbox"/>	<input type="checkbox"/>	

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freshness

OK	Not OK	Recommendations
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Housekeeping

Materials are properly stacked and stored according to established guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead clearance is ample	<input type="checkbox"/>	<input type="checkbox"/>	
Work areas are neat and clean	<input type="checkbox"/>	<input type="checkbox"/>	
Work areas are free of hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	
Desks, cabinets, and file drawers and/or doors are maintained properly	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and walkways are kept clear at all times	<input type="checkbox"/>	<input type="checkbox"/>	
Access to all emergency equipment such as fire extinguishers, emergency eye wash and showers are kept clear of obstacles	<input type="checkbox"/>	<input type="checkbox"/>	

OK	Not OK	Recommendations
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Employee Practices

All equipment and machinery is used properly	<input type="checkbox"/>	<input type="checkbox"/>	
Materials are loaded and unloaded safely	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting is done in a proper manner	<input type="checkbox"/>	<input type="checkbox"/>	
Assistance is available to lift or move heavy objects	<input type="checkbox"/>	<input type="checkbox"/>	
Safety devices are used	<input type="checkbox"/>	<input type="checkbox"/>	
Safety glasses, goggles, hard hats, vests, safety shoes and other protective equipment is worn when required	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are prohibited from wearing jewelry while working on or around machinery or electrical circuits	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles are operated in a safe manner at all times	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic cones, warning flags and barriers are used in accordance with construction traffic control standards	<input type="checkbox"/>	<input type="checkbox"/>	

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