

## **EMERGENCY / EVACUATION PLAN**

In any emergency or business interruption, Mohawk Shared Services has a responsibility to ensure the safety of its employees, customers and the public and to manage emergencies and business interruptions to minimize loss and inconvenience to all concerned.

During a declared emergency, all employees are required to adhere to any emergency orders issued by the appropriate authorities including, but not limited to travel restrictions, evacuations, public health orders, or any other related to the declared emergency. Otherwise, employees are required to follow the protocols and procedures set out in the Emergency/ Evacuation Plan, business preservation and recovery plans.

### **EVACUATION PROCEDURE**

When the fire alarm sounds,

#### **ALL EMPLOYEES MUST:**

- Turn off any machinery you are working on if assigned to do so;
- Walk through the nearest Emergency Exit Door;
- Report to the designated Evacuation Point and report to Area Checker;
- Remain at this site until given further instructions.

#### **Do Not:**

- Run or push your way out of the building;
- Go back into the building before the all clear had been given;
- Go to the Locker/Lunch Room for coats or personal belongings.

## **SITE SPECIFIC EVACUATION POINTS**

### **CORPORATE OFFICE/SUPPLY CHAIN SERVICES**

#### **JOHN LUCAS DRIVE EVACUATION POINTS**

Employees will leave the building and report to the exterior of the front entrance if fire is in the warehouse or to the exterior of the warehouse if fire is in the front office area."

### **LINEN DIVISION**

#### **CHEDMAC DRIVE EVACUATION POINTS**

Employees will leave the building and report as follows:

Soil Sort Report to area "A"

Flatwork Report to area "B"

Fluff Fold Report to area "B"

S.P.D Report to area "C"

Order Fulfillment Report to area "C"

Office/Visitors Report to area "D"

### **EMPLOYEE ASSISTANCE PROGRAM/DIAGNOSTIC IMAGING REPOSITORY**

#### **LIMERIDGE ROAD EVACUATION POINTS**

Employees will leave the building and report to the exterior of the front entrance.