

# Emergency Preparedness

PARTICIPATE | IMPROVE | CREATE | COLLABORATE | MODEL INTEGRITY | BE INTENTIONAL

<b>Policy Number:</b>	POL-501
<b>Policy Category:</b>	Health and Safety
<b>Effective Date:</b>	01/01/2025
<b>Related Documents:</b>	<i>Office floor plan, TAA Safety Procedures Brochure</i>

## PURPOSE & CONTENT

Employee safety is the top priority for Tri-Arrows Aluminum Inc. (“TAA”). In the event of an emergency, this policy is designed to facilitate the safe evacuation or shelter-in-place of all occupants of the TAA corporate office location (12501 Plantside Drive, Louisville, KY 40299).

This policy includes the following:

- 1) Evacuation Procedures
- 2) Shelter-in-Place Procedures
- 3) Safety Team Building Sweep

## 1) EVACUATION PROCEDURES

In the event of a fire or emergency that requires evacuation, all occupants of TAA’s corporate office shall evacuate the building in an orderly fashion. Elevators should **not** be used during a fire or emergency evacuation. Rather, the two stairwells on either side of the building should be utilized by employees, assuming they are safe and clear of danger.

Immediately upon receipt of an evacuation notification, all occupants of TAA’s corporate office shall proceed towards the nearest and safest exit door. Exits doors are located on the first floor near the Main Lobby entrance, in the Café/Kitchen, in the basement Training Room, and in the basement Gym/Training Room hallway.

Once safely out of the building, all evacuees should gather in the Hollenbach & Oakley/Horizon Realty parking lot (past the TAA parking lot). Once evacuees arrive at this designated evacuation gathering location, all evacuees should check-in with the Office Manager or other assigned manager designee, confirming their safe evacuation.

Employees evacuating the during an emergency shall utilize the following safe evacuation practices:

- Leave the area quickly, but in an orderly manner, following the emergency evacuation plan and Safety Team member's direction.
- Go directly to the nearest fire-free and smoke-free stairwell, recognizing that in some circumstances, the only available exit may contain limited amounts of smoke or fire.
- If there is an active fire, crawl under the smoke to breathe cleaner air. Before opening doors, test them for heat by placing the back of your hand against the door so you do not burn your palm or fingers. Do not open a hot door, but rather, find an alternative exit route. Keep "fire doors" (i.e. doors providing access to the stairwells) closed to slow the spread of smoke and fire.
- NEVER use elevators when evacuating during an emergency.
- Do not re-enter the corporate office building until/unless directed by authorities, TAA's Office Manager or other assigned manager designee.
- All employees who have a visitor (guest, consultant, or contractor on-site) are responsible for ensuring the visitor is aware of the TAA safety procedures and for their safe exit from the corporate office building in the event of an emergency.

## 2) SHELTER-IN-PLACE PROCEDURES

"Shelter-in-place" means taking refuge inside of a designated area in the corporate office building. Shelter-in-place procedures may be utilized in the event of an active shooter, tornado, or other emergency hazard. In many cases, local authorities will issue advice to shelter-in-place via TV, radio, or alarm.

TAA's designated Shelter-in-Place location is the large Storage Closet area in the basement to the right of the Men's restroom. Additional safe areas include the Laundry and Locker Room areas in the Basement Gym. However, if these locations are not able to be safely accessed, restrooms on each floor of the corporate office building are equipped with "door stop" devices, which can be used to secure the restrooms thus allowing the restrooms to be used as alternative Shelter-in-Place locations.

The Office Manager, or other assigned manager designee, will gather the employee phone list and visitor list from the front reception desk and immediately proceed to the primary Shelter-in-Place locations and will direct occupants into these areas. Once gathered, the Office Manager and/or Safety Committee Members will use the employee and visitor list to check-in employees as they arrive.

## 3) SAFETY TEAM BUILDING SWEEP

Following any alarm, designated team members will move through the building to confirm all occupants have safely exited each area. It is the responsibility of each department to designate their department's "Safety Team" lead.

These designated individuals will have responsibility for directing building occupants toward the nearest exit path and for performing a sweep of their responsible areas to ensure all occupants are aware of their instructions.

<b>SAFETY TEAM LEAD</b>	<b>AREA</b>	<b>EXIT</b>
IT lead Integration lead	1 <sup>st</sup> floor IT dept, Process Integration Dept, Printer Area, 1F Large Meeting Room, 1F Ext Meeting Room, Restrooms	<i>Exit main entrance or Kitchen/Café doors</i>
HR lead Admin lead	1 <sup>st</sup> floor HR Dept, Executive Offices, ECR, Kitchen/Café Area	<i>Exit main entrance or Kitchen/Café doors</i>
Operations lead Planning lead	2 <sup>nd</sup> floor Operations Dept, Planning Dept, Printer Area, 2F Large Meeting Room, Restrooms	<i>Exit closest, safest stairwell to 1<sup>st</sup> floor, then exit main entrance or Kitchen/Café doors</i>
Commercial lead	2 <sup>nd</sup> floor Commercial Dept, Executive Offices, Meeting Boardroom	<i>Exit closest, safest stairwell to 1<sup>st</sup> floor, then exit main entrance or Kitchen/Café doors</i>
Accounting lead FP&A lead	3 <sup>rd</sup> floor Accounting Dept, FP&A Dept, Printer Area, 3F Large Meeting Room, 3F Ext Meeting Room, Executive Offices, Restrooms	<i>Exit closest, safest stairwell to 1<sup>st</sup> floor, then exit main entrance or Kitchen/Café doors</i>
UNA lead	3 <sup>rd</sup> floor UNA Offices, IT Training Room, 3F Back-Facing Offices	<i>Exit closest, safest stairwell to 1<sup>st</sup> floor, then exit main entrance or Kitchen/Café doors</i>
Admin lead	Basement Training Room, Gym Area, Restrooms	<i>Exit Basement doors in back of building</i>

As is the case with all policies, TAA reserves the exclusive right to interpret or modify this policy at any time, in its sole discretion.