

## STANDARD PROCEDURE INSTRUCTION

Title		SPI
<b>General Office Emergency Procedures</b>		<b>34-12</b>
Department	Supersedes SPI Dated	Effective Date
<b>SHE &amp; HR</b>	<b>December 23, 2014</b>	<b>February 1, 2016</b>

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# General Office Emergency Procedures

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## 1. PURPOSE

- 1.1 To establish Standard Procedures to respond to fire or other emergency conditions including the safe evacuation or sheltering of all personnel from the General Office.

## 2. SCOPE

- 2.1 All floor levels of the General Office.
- 2.2 Applies to all personnel in the General Office, including contractors, sales people and any visitors of the building.

## 3. PROCEDURES FOR EMERGENCY ALARMS

### 3.1 LEVEL 1 BUILDING EVACUATION – FIRE ALARM

- i) In the event of an emergency requiring building evacuation, the Fire Alarm can be activated from any one of the Alarm Pull Stations by pulling down on the front panel. From a safe location, the person discovering the fire or activating the Fire Alarm will call the Substation Operator @ 2395 or 2999 giving the following information:

Your name,  
Location and type of fire,  
Nature and extent of the fire

- ii) Upon hearing the Fire Alarm all personnel will immediately **tag out if possible**, and leave the building via the nearest safe exit. Report to your Department Head at the Assembly Area (In front of the main entrance area of the General Office, Door #6). Visitors are the responsibility of the person they are visiting.
- iii) The Department Head/designate in each department at the time will check the department tag boards prior to leaving the building to facilitate the headcount of personnel.
- iv) The Department Head/designate will note anyone, including visitors, not accounted for and will report the names to the Senior Management person in charge at the Assembly Area.
- v) The Senior Management person in charge at the Assembly Area will collect the names of any missing personnel and report them to the Fire & Rescue Supervisor or the Fire Crew leader upon their arrival at the scene. This is to be done utilizing the General Office Level 1 Assembly Area Checklist attached below.

- vi) If required to move to an alternate Assembly Area (Surface Dry) the Senior Management person in charge will issue the appropriate instructions to move.
- vii) All personnel will remain outside the building until given the All Clear by the Senior Management person in charge.

### 3.2 **LEVEL 2 SAFE ASSEMBLY AREA**

**Normal Business Hours 7:00 am to 5:00 pm Monday to Friday, except statutory holidays.**

- i) All personnel, upon hearing the recorded announcement on the Public Address System or the Plant Wide Emergency Level 2 warning horn, will report to their designated Safe Assembly Area if possible. If you can't get to your designated Safe Assembly Area, report to the nearest one. Visitors are to be taken to the Safe Assembly Area by the person they are visiting with.
- ii) Department Heads/designates will check the departmental tag board to determine the individuals who are not present in the department.
- iii) The first person in the Safe Assembly Area will take charge until relieved by a senior management person.
- iv) The person in charge will call Utilities at 2395 or 2999 and request that ventilation for the General Office be shut off.
- v) The person in charge will then open the Emergency box and remove the department check sheets in preparation for the emergency.
- vi) The person in charge will instruct others in the room to begin sealing the room including windows, vents, and air conditioning unit sealing the door last.
- vii) Utilizing the department check sheets found in the emergency box, the person in charge will then perform a headcount of those present, the potential whereabouts of any departmental personnel missing, and any visitors, cross referencing against the check sheets.
- viii) On receipt of the phone call from the Emergency Operations Centre (EOC), the person in charge will report the status of personnel in the room, in particular any extra persons who are in the room who may be reported as missing in another Safe Assembly Area.

### **All Other Times including Weekends & statutory holidays**

- i) All personnel including the cleaning staff, maintenance, etc. will report to the **Main Lab Safe Room (Room #108, 2<sup>nd</sup>/Middle Floor)**. The first person in the Safe Assembly Area will be in charge until relieved by a senior person.
- ii) All procedures as listed above will be followed.

#### **4. GENERAL INFORMATION**

- 4.1 The General Office check in procedure must be followed at all times by those entering the General Office. See attached procedure below.
- 4.2 The freight elevator must not be used as a personal conveyance during an emergency.
- 4.3 Stationary wall ladders on the exterior of the General Office should not be used unless normal routes of travel are impeded.

## General Office Level 1 Assembly Area Checklist

Ensure headcount complete for all departments.

### Accounted

### Missing

Administration

\_\_\_\_\_

Accounting

\_\_\_\_\_

\_\_\_\_\_

Central Engineering

\_\_\_\_\_

\_\_\_\_\_

Human Resources and Safety  
Health and Environment

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Information Technology

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Public Affairs

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Purchasing

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\_\_\_\_\_

Main Lab & Analytical Services

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Mines Engineering

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Exploration

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## General Office Level 1 Assembly Area Checklist

- Assemble all personnel at Assembly Area  
(Road in front of main entrance - Door 6)
- Coordinate with department heads/designates for departmental headcount.
- Ensure headcount check sheet (above) for building residents is completed.
- Are there any other groups in the building (sign in book)?
  - o Cleaners
  - o Maintenance personnel
  - o Vale personnel in meetings or training
  - o Visitors
- Collect names of any missing personnel and pass on to the Emergency Response Supervisor or the Fire Crew Leader when they arrive.
- If required to move to an alternate Assembly Area (Surface Dry) because of inclement weather or other reason, issue the appropriate instructions.
- Maintain contact with the Emergency Response Supervisor or Fire Crew Leader for assistance.
- Coordinate with the Emergency Response Supervisor or the Fire Crew Leader for the “all clear”
- Arrange for return to building upon receiving the “all clear”

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL OFFICE CHECK IN PROCEDURE

### 1. PURPOSE

To provide direction to Vale and non-Vale personnel on the check in and out procedure for the General Office.

### 2. DOORS

Door 1	Executive Parking Lot
Door 2	West End by Lab/Environmental Control
Door 3	Elevator Dock
Door 4	Double Door to Staff Parking
Door 5	Second Floor to Staff Parking
Door 6	Main Entrance to Receptionist

### 3. SCOPE

This procedure applies to all persons entering the General Office.

### 4. PROCEDURE

#### 4.1 Visitors (non-Vale personnel)

Visitors will enter via Door 6, sign in the book on the lobby counter and wait to be escorted to the Department by the person they wish to see.

#### 4.2 Vale Personnel

Vale personnel who enter the building (other than exceptions listed below) will sign in the book at Door 6 or tag in at designated areas.

Samplers will tag in / out on the Lab Tag Board by the main floor entrance into the Lab at Door 2.

Transportation drivers deliver material to the carts on each floor stairwell and would not be expected to log in / out unless going past the west stairwell.

### 4.3 Contractors

This includes Security, cleaners, MTS workers, etc. They will enter and report in. All contractors must ensure their personnel are trained in the General Office Check in Procedure.

**Security** personnel will not log in / out of the building as they are on scheduled patrol and report to their office in a timely manner.

**Cleaning** personnel will log in / out at Door 6. They will log in / out at Security for the evening shift.

**MTS personnel** will tag in / out on the Information Systems tag board.

**Engineering Contractors** will tag in / out on the tag board in the Central Engineering Office.

Approved By	Title
	Vice President , Manitoba Operations
Date	

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**Mark Scott**  
**V.P.**  
**Vale Limited**  
**Manitoba Operations**

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Date