

Novelis

EMERGENCY PLAN

FIRE / EXPLOSION

- Emergency coordinator shall decide whether to evacuate to the muster station located across the street at the visitors parking lot
- Plant Security to initiate evacuation & PA announcement
- Plant Security shall sound plant alarm system and personnel will evacuate to the muster station

MEDICAL

- For minor occupational injuries, medical transportation to & from hospital may be done by ambulance, taxi, or escorted by the Team Leader (or designee) via private vehicle
- For serious injuries, **Call 911**
- Call Plant Security to page first responders to the accident and direct the ambulances to the injury site

SPILL

- Evacuate the immediate area
- Identify the spilled or released material and determine the amount & extent of the spill
- Contain and clean spilled material
- Contact Plant Security if spilled material extends outside facility

SEVERE WEATHER

- Team Leader shall instruct Plant Security to initiate the tornado alarm through the plant PA system
- All personnel shall go to the Tornado Shelter located in the basement of the office building
- Weather conditions shall be monitored via smart phone by the Team Leader

CO₂ DISCHARGE

- When the heat sensors detect a temperature rise in the coater room, the CO₂ system will trigger and the fire horn will activated
- All personnel shall immediately evacuate and gather in the main lunchroom
- Team Leader will ensure that everyone is accounted for

ACTIVE SHOOTER

- **Call 911.**
- Call security if it is safe to do so
- Plant Security will activate duress button to alert the police and sound the shop floor alarm
- Make the best choice for your situation; evacuate, hide, or confront shooter

WORKPLACE VIOLENCE

- Immediately report indicators of workplace violence to your Team Leader or Management team
- In case of threatening behaviors or evidence of violence, take the following precautions:
 - Do not argue, disagree, or escalate the situation
 - Stay calm & polite
 - Avoid conflict
 - Immediately report incident to Team Leader
 - Call Security

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