

Before Starting to Work

"In the event of an Emergency"

Know where your Assembly Point is, and whom you are to report to!

Know the Wind Direction and remain upwind or crosswind of the affected area.

- 1. In the event of an emergency:
All work must cease immediately. All employees are to proceed to the designated assembly point (DO NOT RUN).**

- 2. When you arrive at an assembly point, immediately report to your supervisor, so that he/she can obtain an accurate head count.**

- 3. When you have reported to your supervisor, stay there until we have an all clear from the client.**

- 4. Once an all clear has been given from the client, proceed back to your Work area. Prior to returning to work, Houston Controls employees will report to the facility operator and request approval to continue work (i.e., update permits).
Emergency alarms are tested every _____ at _____ facilities.**

GAS RELEASES

- Upon notification of a major release of flammable/toxic vapors, HOUSTON CONTROLS employees should immediately shut down all sources of ignition under their control.
- All Personnel shall immediately evacuate the danger area to an upwind position and assemble. If the location is a plant, Houston Controls employees should evacuate to the designated assembly area. If the work area does not have a designated assembly area, the assembly point shall be far enough away from the source to remain safe should the vapors ignite.
- Immediately notify your supervisor of the situation.
- Continue monitoring the wind direction and stay upwind at all times. All gas releases shall be assumed to contain toxic gases.