

GTR ENGINEERING, LLC

4643 North 12th Street, Phoenix, AZ 85014
Fax (602) 241-1149, E-mail Jade@GTREngineering.com
Office (602) 241-1144, Mobile (602) 620-3688

EMERGENCY INSTRUCTIONS

FOLLOW THESE RULES IN AN EMERGENCY:

- **STOP WORK AND LEAVE THE BUILDING IMMEDIATELY WHEN THE FIRE ALARM SOUNDS OR WHEN YOU ARE INSTRUCTED TO DO SO!**
- **FOLLOW INSTRUCTIONS, AVOID PANIC, AND COOPERATE WITH THOSE RESPONDING TO THE EMERGENCY.**
- **PROCEED TO THE DESIGNATED OR NEAREST EXIT.**
- **TURN OFF COMPUTERS, EQUIPMENT, FANS, ETC., AND CLOSE DESK DRAWERS.**
- **DO NOT DELAY YOUR EXIT FROM THE BUILDING BY LOOKING FOR BELONGINGS OR OTHER PEOPLE.**
- **WHEN LEAVING THE BUILDING, GO TO A CLEAR AREA WELL AWAY FROM THE BUILDING. DO NOT OBSTRUCT FIRE HYDRANTS OR THE RESPONDING FIRE/RESCUE WORKERS AND THEIR EQUIPMENT.**
- **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR SUPERVISOR OR FIRE/RESCUE WORKER.**
- **THE ABOVE RULES WILL BE ENFORCED. YOUR LIFE AND THE LIVES OF OTHERS WILL DEPEND ON YOUR COOPERATION.**

EMERGENCY PLAN: THIS COMPANY HAS A RESPONSIBILITY FOR MINIMIZING THE DANGER TO LIFE, PROPERTY, AND JOB SECURITY ARISING FROM THE EFFECTS OF FIRE, RIOTS, CIVIL COMMOTION, AND NATURAL AND MAN-MADE DISASTERS. TO ACCOMPLISH THIS PURPOSE, A QUICK REACTION TEAM HAS BEEN DEVELOPED TO RESPOND TO EMERGENCIES. THEIR RESPONSIBILITIES INCLUDE THE FOLLOWING:

- **ARRANGE FOR EVACUATION OF EMPLOYEES**
- **RENDER FIRST AID**
- **SALVAGE AND RESTORE COMPANY OPERATIONS**

IF YOU EVER DISCOVER A FIRE:

- **REMAIN CALM. DO NOT SHOUT "FIRE!"**
- **PULL THE NEAREST FIRE ALARM.**
- **DIAL "911" ON THE TELEPHONE AND GIVE THE OPERATOR THE LOCATION OF THE FIRE, THE FLOOR, WING, AND ROOM NUMBER, IF POSSIBLE.**