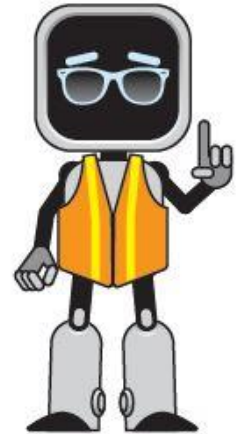


EMERGENCY RESPONSE

Workplace emergencies can happen at any company and may have the potential for severe injury to workers and even extreme property damages. Emergency Action Plans (or EAP for short) provide procedures in a workplace so workers know what is expected and what to do in the event of an emergency. The goal of the EAP is to prevent employee injuries and structural damage to the facility during emergencies.



Below are some basic instructions on what to do in the event of an emergency.

Fire – If a small fire, and you’ve been trained, utilize your fire extinguisher to extinguish the flame. Otherwise, immediately evacuate the store if a fire alarm goes off or sprinklers activate and discharge water. Fire alarm or sprinklers will activate if fire or smoke is present.

Severe weather – Follow guidance of local weather service or mall management to determine the need to take shelter. Once an order to take shelter is made, associates and customers are to quickly move to the designated interior shelter area.

- Hurricanes – Follow the Hurricane Plan provide by your Store Operations team. This plan includes information on pre-storm protective activities, store closure guidance, associate accountability plans, and post-storm reporting and recovery instruction.
- Earthquakes – Remember to Drop (onto your hands and knees), Cover (under a table or desk if possible), Hold On (until the shaking stops).

Gas Leak – If a gas leak is detected, immediately evacuate store and do not enter until mall management or utility workers confirm that the leak is fixed, and the building is safe for occupancy.

Civil Disturbance and Police Actions – Malls can be evacuated for violent actions (shootings, fighting, other unruly behavior, suspicious packages) occurring both inside and outside. Follow direction of mall management or the police in ordering a store evacuation or store lock-down.

Active Shooter – If an active shooter is in your vicinity, Remember A.D.D.

1. Avoid: If safe, everyone should exit the facility to avoid the threat.
2. Deny: If unable to exit, block the entrance and lock everyone in if possible, to deny the shooter access.
3. Defend: If you are unable to avoid or deny, defend yourself using what means available.

WHAT YOU NEED TO DO:

Review the Emergency Response section of the EHS Manual, and your store or host provided emergency active plan.

- Know your evacuation route and designated assembly point;
- Review the procedure for using a fire extinguisher;
- Practice an evacuation drill.

Make sure you talk to your Manager if you have any questions about what to do!