

Emergency Evacuation Processes

**Interior Threats (Fire, Flood, Intrusion, etc):**

**6009 Building-** Proceed to the nearest safe exit. Evacuate to the top of Melvin Avenue and meet everyone there.

**6013 Main Office(s) and Bays (Todd, Kenny, Justin, Brad)-** Use your judgment to find the safest and quickest exit. Meet either at the top of Gaither Ave (if you exit through maintenance) or at the top of Melvin Ave (If you exit through the back door in Brad and Todd’s bays).

**Maintenance Shop-** Exit through your back door and meet at the top of Gaither Ave.

**Please use common sense when exiting the building should your designated exit route become blocked or unsafe. Find a way to meet at your designated meeting area and wait there. We must make counts at each location to make sure everyone made it out safely. Please call Scott/Ken on their cell phones and 911 to report the emergency.**

**Scott- 410-446-0077**

**Ken- 443-744-0204**

**Exterior Threats (Active Shooter, mob, rioting, tornado, etc):**

We, as your employer, reserve the right to lockdown the building for safety. Should lockdown be initiated each department manager will be notified and expected to gather their crew.

**6009 Building-** Proceed to the back hallway by the employee bathroom and await instructions

**6013 Building-** Proceed to Scott’s office and await instructions

If there is a violent threat please lock all doors to help ensure our safety. In this case also notify 911 of the situation. Should the threat be weather related please bring a flashlight if you have one readily available.