CROWLEY® *Employee Emergency Evacuation and Safety Plan*

*Safety is our **# 1 Core Value**.*

Please take a moment to review this safety information. The Safety Monitor for your area will be happy to address any safety questions or concerns you might have.

Be Here Now!

Make sure you are always aware of what's going on around you.

Evacuation Alarm!

In the event of an evacuation alarm, please locate the nearest exit on this map and proceed to the appropriate muster area for your area, following any directions provided by a designated Safety Monitor or your Crowley host.

PPE!

Personal Protective Equipment is required to be worn during certain activities and at various locations on our facility. Make sure to wear your PPE whenever and wherever it is required.

Emergency Contact

In an emergency, dial **9-911**.



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MEDICAL EMERGENCY

1) Check the scene and enter only if it is safe to do so.
2) Check the person for consciousness.
3) Administer First Aid if trained to do so.
4) Have a bystander call 911, remaining on the line to answer any dispatcher questions.
5) Have someone wait outside of the facility to direct emergency responders upon arrival.

FIRE OR EXPLOSION

1) Notify coworkers and pull the nearest fire alarm.
2) When the alarm sounds, evacuate the facility in a calm, orderly manner via the nearest stairwell (if applicable), and gather in the designated muster area.
3) Once in your muster area, report any missing employees to a Safety Monitor.
4) Remain in your designated muster area and await further instructions from Safety Monitors.

TORNADO

If a tornado is sighted moving toward the facility,

1) **DO NOT** activate a fire alarm to initiate evacuation.
2) Direct all outdoor personnel into a secure building.
3) Direct all indoor personnel to move toward the center of the building.
4) Wait for the "All Clear" signal.
5) Report any missing personnel to your supervisor.
6) Any injuries should be reported as per the "Medical Emergency" procedures.

HAZARDOUS MATERIAL SPILL

1) Notify supervisor / coworkers and initiate evacuation procedures as necessary
2) Call 911 from a safe location and inform them of the following:
   a) Name
   b) Address
   c) Nature of emergency including:
      i) Location
      ii) Material spilled if known
      iii) Location of spill
      iv) Personnel involved
   d) Describe injuries
3) Remain on the line until the 911 dispatcher disconnects.
4) Position someone outside to direct emergency responders to the scene.
5) Contain the spill if trained and properly equipped to do so.
6) Evacuate the building if ordered and muster in the primary assembly.
7) If muster area is downwind of a spill, move to a secondary location.
8) Await instructions from management or Safety Monitors.

HURRICANE

Detailed Hurricane Preparation and Response procedures are included in the facility Business Continuity Plan and updated annually. See your supervisor if you do not have an updated copy.

BOMB / TERRORIST THREAT

Take all bomb threats seriously!

If a threat is called in:

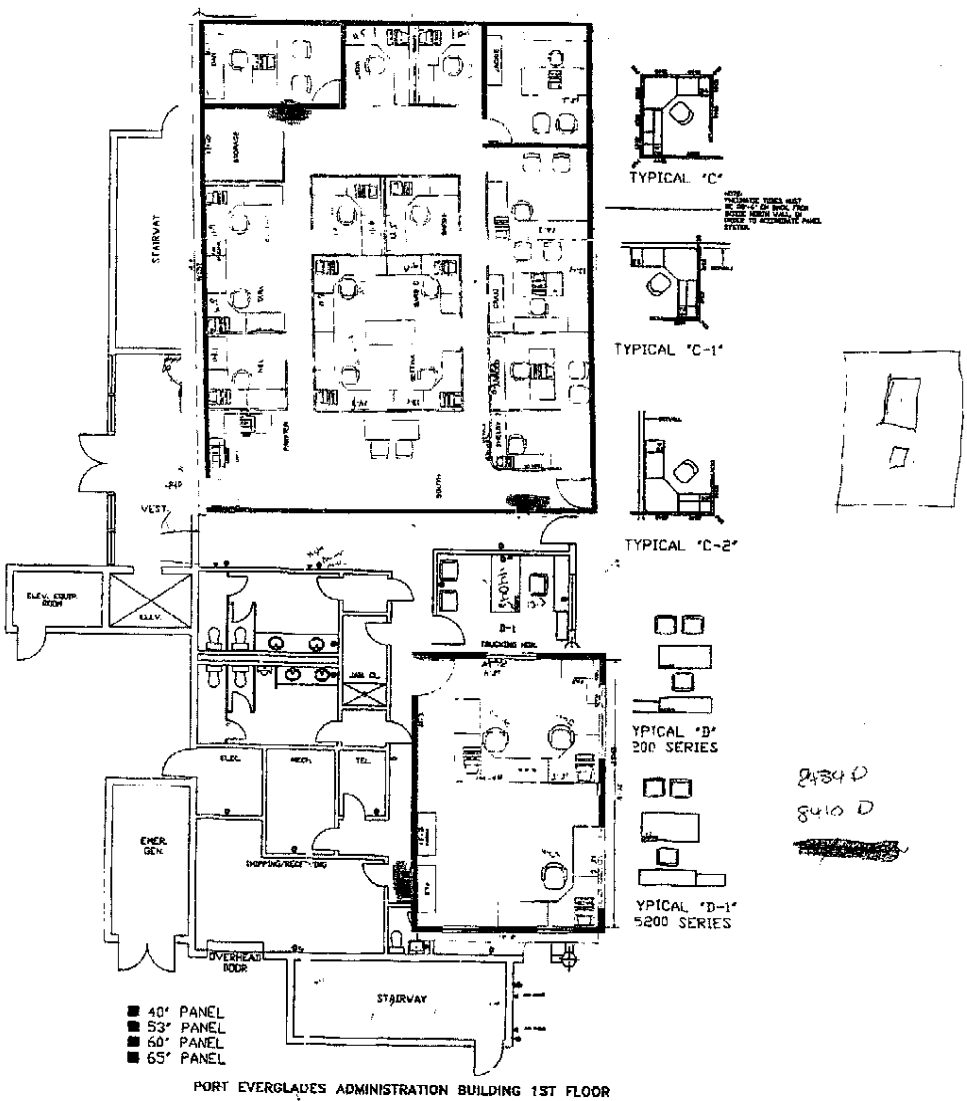
1) Stay calm and ask questions, getting as much information from the caller as possible, such as
   a) The location of the bomb?
   b) Anticipated time of explosion?
   c) Kind of bomb, appearance?
   d) Who placed the bomb and why?
2) Pay attention to the call, including:
   a) Time of call
   b) Exact words used, accent, tone of voice
   c) Unusual background noises
   d) Caller's gender and age
3) Immediately notify 911 and your supervisor.
4) Inform the operator of the situation and that you have contacted 911.
5) Report any suspicious objects to the operator, but DO NOT TOUCH THEM.
6) If instructed by general announcement or an alarm is heard, evacuate the building and muster in the designated assembly area.
7) Once in your muster area, report any missing employees to a Safety Monitor.
8) Remain in your designated muster area and await further instructions from management, Safety Monitors or law enforcement officers.

TERRORIST INCIDENT

The Department of Homeland Security must be informed of terrorist incidents at terminal facilities.

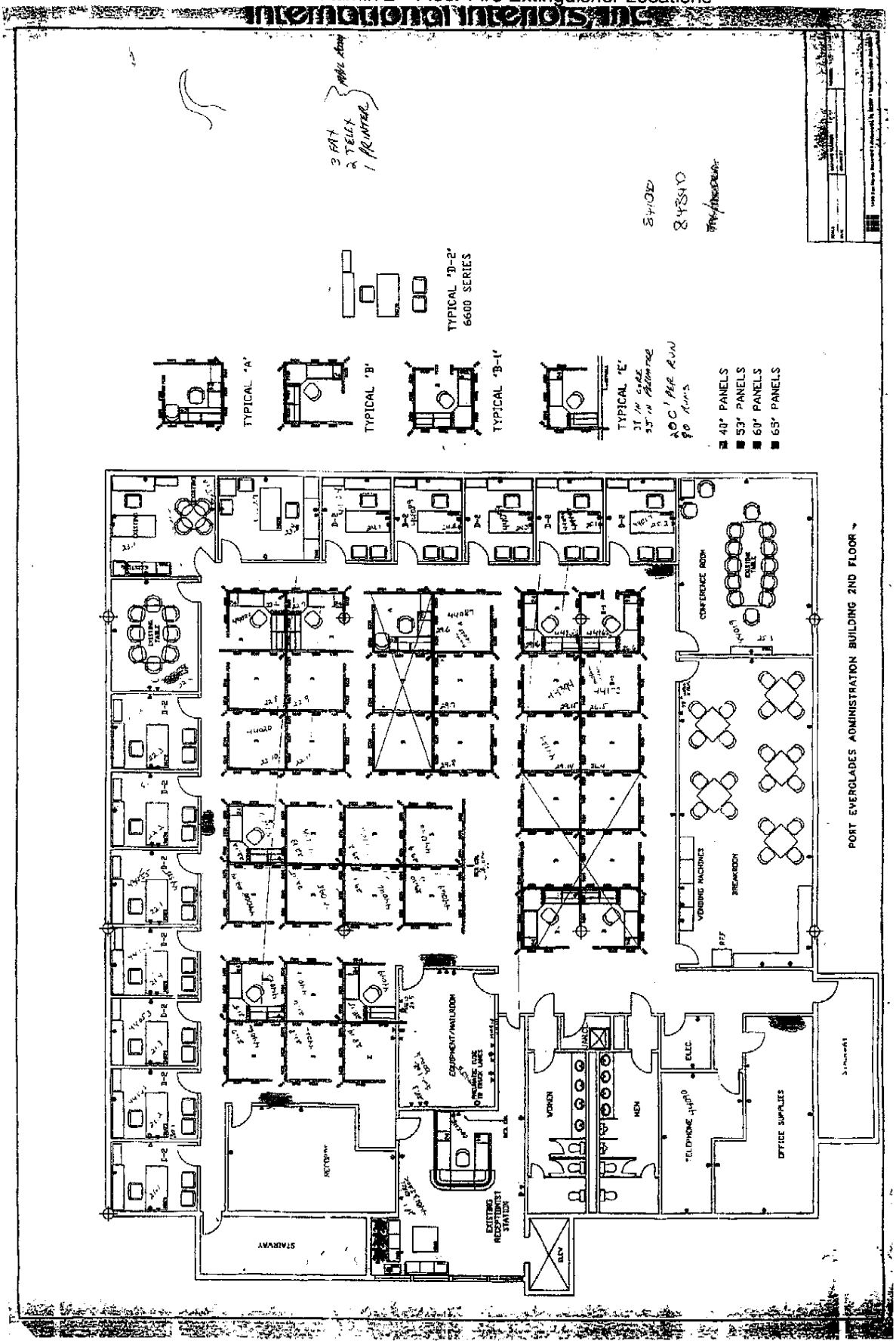
1) Call the National Response Center at **1-800-424-8802**
2) Await instructions.

Admin 1st Floor Fire Extinguisher Locations



PORT EVERGLADES ADMINISTRATION BUILDING 1ST FLOOR

Admin 2nd Floor Fire Extinguisher Locations



Marine Bldg and Maintenance Fire Extinguisher Locations

