



CPG Emergency Procedures



CONCEPT
PACKAGING
GROUP

CPG Human Resources

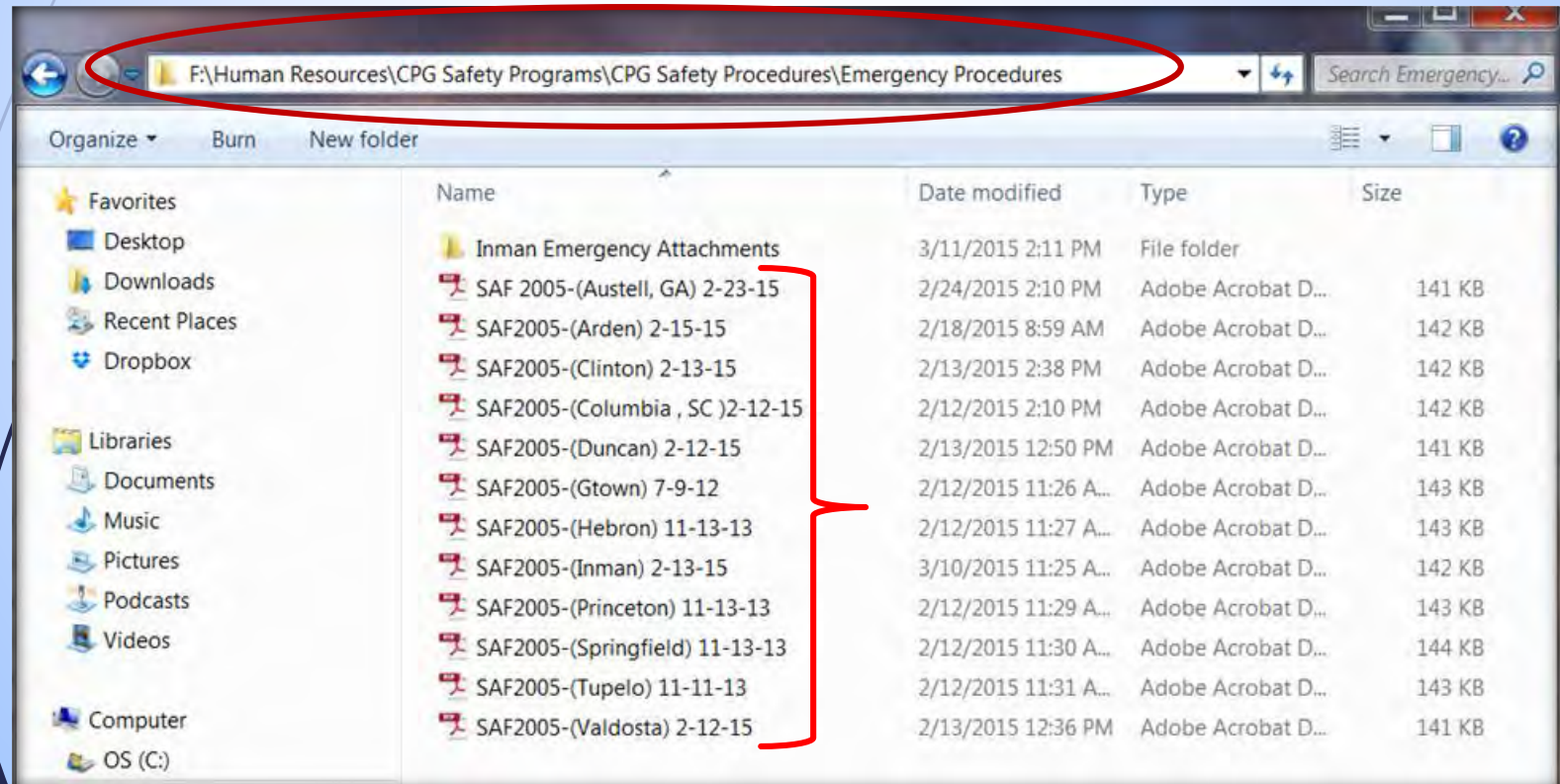
CPG Emergency Procedures

Scope of Procedure

- This procedure is to be followed in the event of an emergency evacuation for any CPG location.
 - This presentation is for all employees throughout the company, so please be sure you are familiar with emergency procedures specific to your location.
- This presentation covers emergencies that require:
 - Interior evacuations to a designated area within the building (i.e. tornado or other weather related emergencies)
 - Exterior evacuations from the building (i.e. fire or other non-weather related emergencies)

CPG Emergency Procedures

- Where are the Emergency Procedures for each CPG location located?



CPG Emergency Procedures

Interior Evacuations

CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Each location's Management Team / Facility Manager is responsible for monitoring weather events.
- They will be notified of severe weather from:
 - Weather radios
 - Smart phone alerts
 - Email alerts
 - National Weather Service website
- When the need for an interior evacuation arises, the CPG supervisor will use the appropriate means of communication to notify all employees of the need to evacuate.



CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Everyone – employees, visitors, contractors – are to stop what they are doing and proceed to the designated area inside the building.
- Each location has a designated person in charge of bringing headcount reports and/or visitor logs with them to the evacuation rally points.
- Remain in the designated area until everyone is accounted for and you are released by the CPG supervisor.



CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

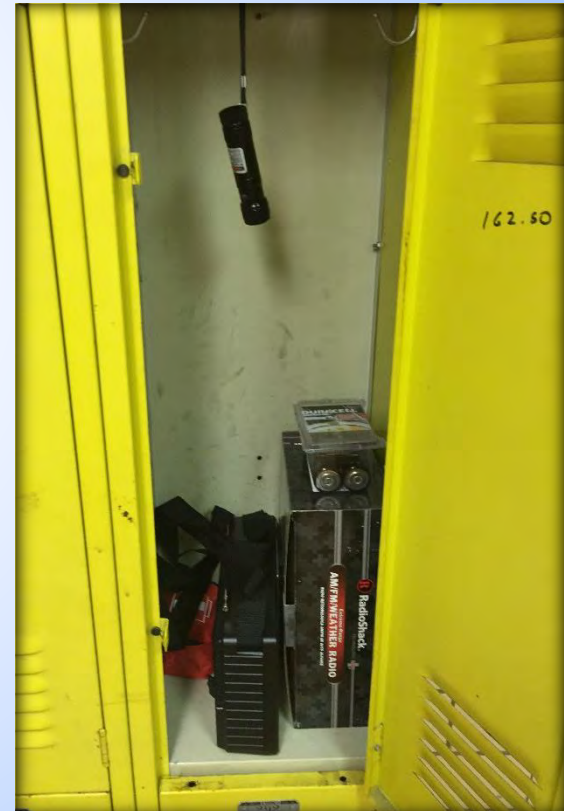
- Take necessary safety precautions
 - Seek shelter in a room that does not share an outside wall of a building or that does not have windows
 - Cover yourself to protect your head/body from flying debris
 - When lightning is present, refrain from using any electrical equipment, such as a landline phone



CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Each CPG location has an emergency equipment bag/location available for use during weather emergencies that include:
 - Weather radios
 - First aid kits
 - Flashlight
 - Batteries
- This picture shows the emergency locker at the Georgetown, KY facility



- Here is an example of a First Aid Response Bag.

CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Here are the designated interior evacuations at each location:
 - Arden – men's & women's restrooms/locker rooms in the corridor next to the south entrance
 - Austell - men's and women's restrooms inside the office
 - Clinton – men's restroom, women's restroom, or the office
 - Columbia – men's and women's restrooms and the break room that is next to each other inside the plant

CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Here are the designated interior evacuations at each location:
 - Duncan – men's and women's restrooms, which have an entry door from both the office and plant areas
 - Georgetown – men's and women's restrooms outside the design lab located inside the plant
 - Gainesville – restroom outside the office
 - Hebron – restroom located inside the main office
 - Inman – training room and design lab located down the hill and the HR offices up the hill

CPG Emergency Procedures

Interior Evacuations – Weather Related Emergencies

- Here are the designated interior evacuations at each location:
 - Princeton – men's and women's restrooms outside the office located inside the plant
 - Springfield – next to the ramp on the lower level located inside the plant
 - Tupelo – men's and women's restrooms located inside the plant
 - Valdosta – office beside the women's restroom



CPG Emergency Procedures

Exterior Evacuations

CPG Emergency Procedures

Exterior Evacuations – Fire/Non-Weather Emergencies

- When the need for an exterior evacuation arises, the CPG supervisor will use the appropriate means of communication to notify all employees of the need to evacuate.
- Everyone – employees, visitors, contractors – are to stop what they are doing and proceed to the designated area outside the building.



CPG Emergency Procedures

Exterior Evacuations – Fire/Non-Weather Emergencies

- Each location has a designated person in charge of bringing headcount reports and/or visitor logs with them to the evacuation rally points.
- Remain in the designated area until everyone is accounted for and you are released by the CPG supervisor.



CPG Emergency Procedures

Exterior Evacuations – Fire/Non-Weather Emergencies

- **Proceed to the nearest exit with caution**
 - Walk – do not run – to the nearest exit
 - Do not stop to use the phone
 - Do not attempt to collect personal belongings before exiting
 - Proceed to your evacuation rally point as detailed on the next slides



CPG Emergency Procedures



Arden, NC

- ❖ South parking lot in area marked “ASSY”

CPG Emergency Procedures



Austell, GA

❖ Front parking lot

CPG Emergency Procedures



Clinton, SC

❖ Coffee shop at shopping plaza entrance

CPG Emergency Procedures



Columbia, SC

❖ Main entrance parking lot near picnic table

CPG Emergency Procedures



Duncan, SC

- ❖ In front of the building in the top parking lot

CPG Emergency Procedures



Georgetown, KY

❖ Front parking lot

CPG Emergency Procedures



Gainesville, GA

❖ Pole with sign

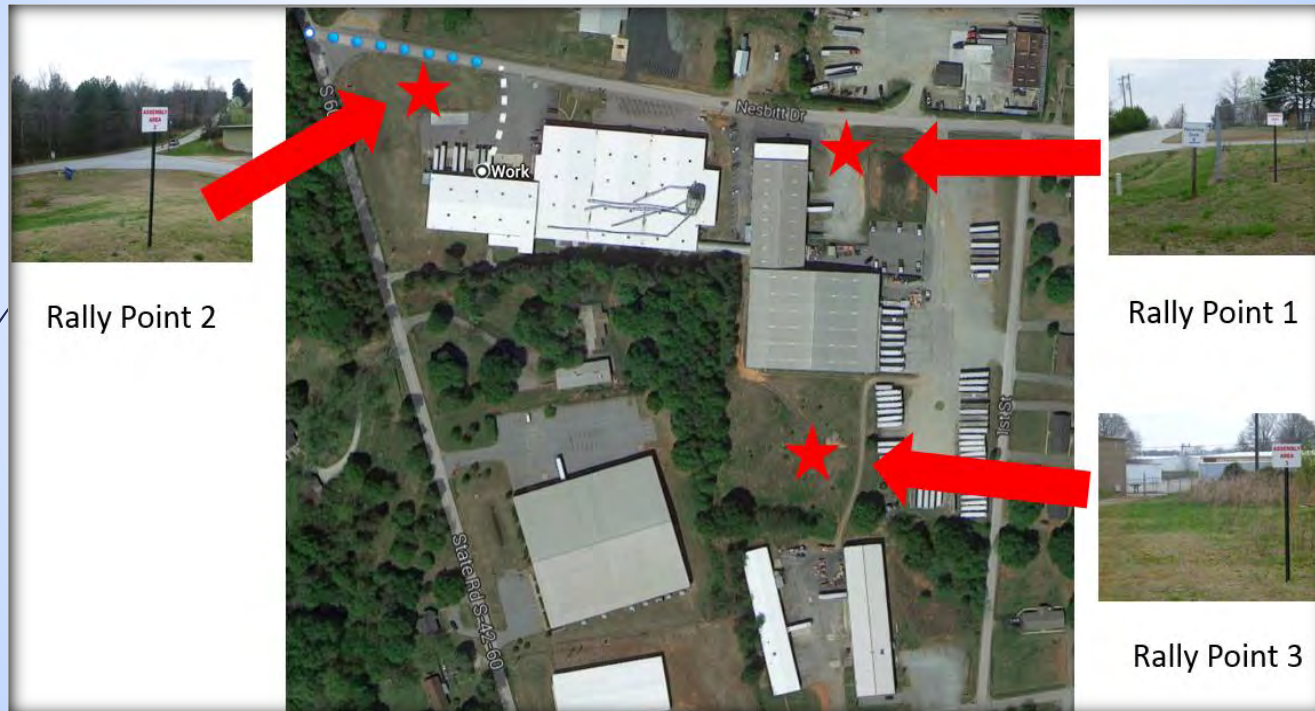
CPG Emergency Procedures



Hebron, KY

❖ Grassy area at the employee parking lot

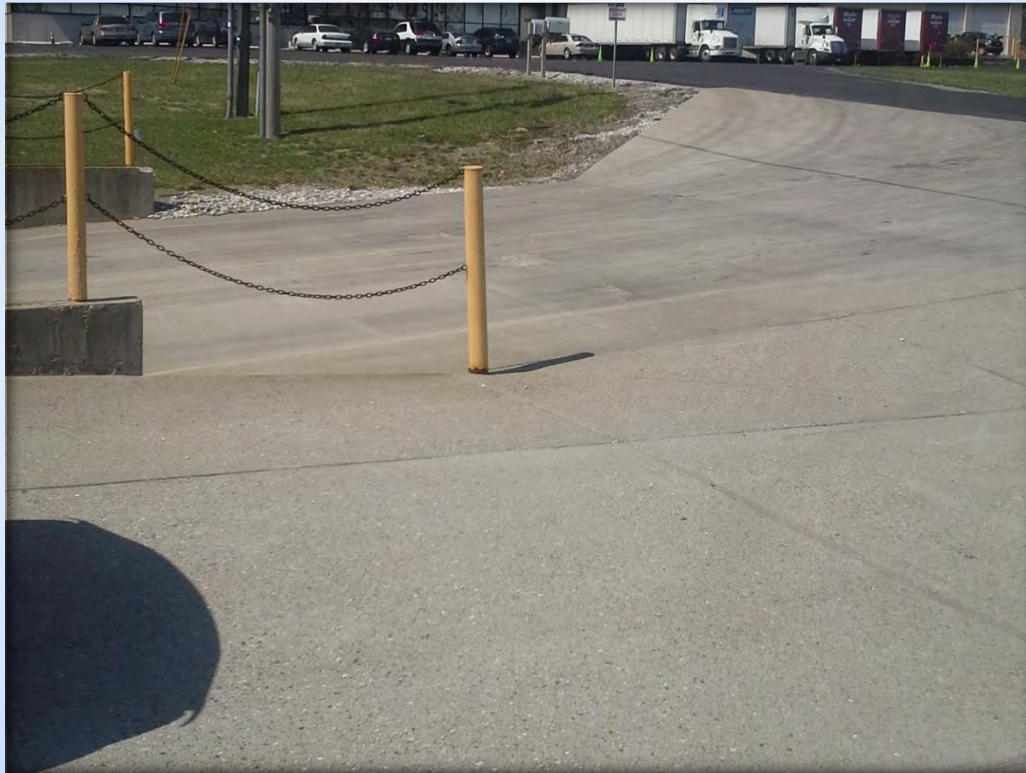
CPG Emergency Procedures



Inman, SC

❖ Meet in one of three designated areas

CPG Emergency Procedures



Princeton, IN

❖ Employee parking lot

CPG Emergency Procedures



Springfield, KY

❖ Mailbox at front of building

CPG Emergency Procedures



Tupelo, MS

- ❖ Northwest corner of truck yard in front of main entrance

CPG Emergency Procedures



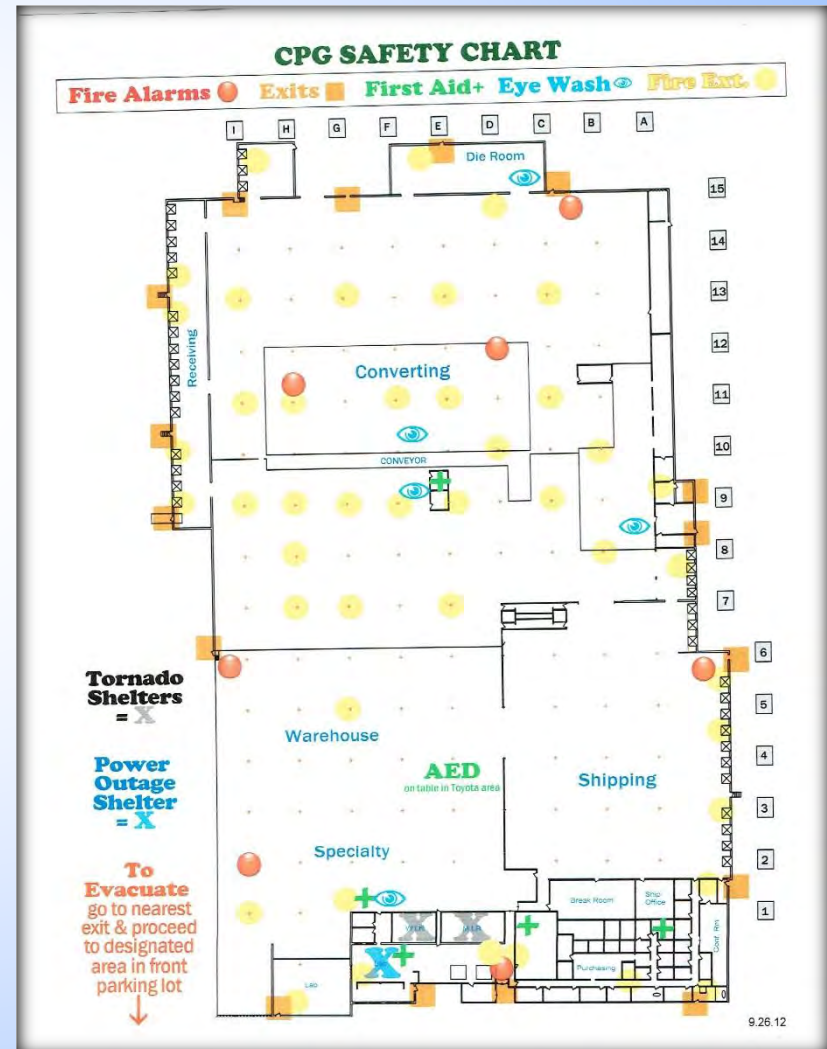
Valdosta, GA

❖ Yard across from the parking lot

CPG Emergency Procedures

All Emergency Situations

- Please familiarize yourself with your location's CPG Safety Chart (example shown here) so you know where to go for any type of emergency situation that may arise.



CPG Emergency Procedures

All Emergency Situations

- **The CPG Supervisor is responsible for:**
 - **Notifying the proper authorities, based on the nature of the emergency**
 - **Notifying the General Manager of their region**
- **Should a member of the media arrive at the scene:**
 - **Refer them to the region's General Manager**
 - **Employees, visitors, and contractors are to refrain from making statements to the media in order to avoid miscommunications and to protect the privacy of everyone**

CPG Emergency Procedures

Questions