

**EMERGENCY EXIT INSTRUCTIONS
MACHINE SHOP—DAY SHIFT**

Read Carefully

The following persons will be in command in any emergency, and their instructions must be followed

CHIEF OF EXIT DRILL—H C Gordon, General Sup't
MACHINE SHOP EXIT DRILL CAPTAIN—R L Jones, Foreman
MACHINE SHOP MONITORS—Dave Thomas and A L Smith

In event of FIRE in machine shop

✓ **NOTIFY THE GENERAL SUPERINTENDENT'S OFFICE**

- ✓ **PUT OUT THE FIRE, IF POSSIBLE**—If the fire cannot quickly be controlled, follow instructions given by Exit Drill Captain R L Jones or by the shop monitors. Leave by the exit door at the south end of the shop, if it is blocked by fire, use the door through the toolroom to the outside stairway

In event of FIRE or EMERGENCY in other sections of building

The general alarm gong will ring for two 10-second periods as an "alert" signal. Continue work, but be on the alert for the "evacuation" signal, which will be a series of three short rings. At the evacuation signal

- ✓ **SHUT OFF ALL POWER TO MACHINES AND FANS**
- ✓ **TURN OFF GAS UNDER HEAT TREATING OVENS**
- ✓ **CLOSE WINDOWS AND CLEAR THE AISLES**
- ✓ **FORM A DOUBLE LINE IN THE CENTER AISLE AND FOLLOW MONITORS AND EXIT DRILL CAPTAIN TO EXIT**—Walk rapidly, but do not run or crowd, do not talk, push, or cause confusion!

After leaving the building, do not interfere with the work of the plant fire brigade or the city fire department. Await instructions from the General Superintendent or your foreman.

Returning to the building

Return-to-work instructions will be given over the loudspeaker system or by telephone from the Superintendent's office.

FIG 37-3 —Sample individual instruction notice for general posting