	<b>Standard Operating Procedure</b>  <b>Emergency Preparedness</b>		<b>SOP Number</b> <b>A-104</b>	<b>Revision</b> <b>5</b>
			<b>Effective Date</b> <i>05/09/23</i>	<b>Page</b> <b>Page 1 of 9</b>
<b>Written by/ Date</b> <i>GW 01/10/23</i>		<b>Reviewed by/ Date</b> <i>Jh Ja 01/10/23</i>		<b>Approved by/ Date</b> <i>KBunns 01/12/23</i>
<b>Title: Safety Coordinator</b>		<b>Title: Senior VP of Operations</b>		<b>Title: Quality Assurance Director</b>

## 1.0 Purpose

The purpose of this procedure is to provide guidelines to follow in the event of a natural disaster and/or evacuation of the building.

## 2.0 Scope

This procedure applies to a plan for emergency preparedness for all areas of Ion Labs, Inc.

## 3.0 Responsibility

- 3.1 It is the responsibility of Department Managers and Supervisors to support and coordinate any activities, remove and evacuate employees, and initiate protective measures.
- 3.2 It is the responsibility of HR to maintain all current employee information, including a current address and telephone number. HR is also responsible for the coordination of activities with ambulances and local hospitals and to notify family members in the event of any serious injuries.
- 3.3 It is the responsibility of IT to provide a list of everyone in the building at the time of evacuation, including visitors.
- 3.4 It is the responsibility of Production Management to use a two-way radio to notify the Supervisors of an order to evacuate. The Supervisors will make the announcement for their employees to safely and calmly evacuate the building.
- 3.5 It is the responsibility of all employees to follow this procedure and instructions of their supervisors.

- 3.6 It is the responsibility of the Safety Director or designee to call all or individual emergency organizations (e.g. police, fire, ambulance, etc.).
- 3.7 It is the responsibility of the Safety Director or designee to document and conduct an annual evacuation drill using form A-104-F1.
- 3.8 It is the responsibility of the Safety Department to retain form A-104-F1 along with any supporting documentation.
- 3.9 It is the responsibility of the Director of IT to assess and assure full recovery from backup of computer systems, IT backup, and phone systems.

#### 4.0 Definitions

- 4.1 **Natural Disasters** – hurricanes, tropical storms, tornadoes and floods
- 4.2 **Warning Period** – an announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area, issued 36 hours in advance of the anticipated onset of tropical-storm-force winds
- 4.3 **Watch Period** – an announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area, is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds
- 4.4 **Safety Director** – person in charge during an evacuation as assigned by the CEO
- 4.5 **Muster Point Captains** – person(s) in charge taking roll call at a designated Muster Point
- 4.6 **Muster Point** – designated safe location(s) for personnel to report to so they can be counted for roll call
- 4.7 **Evacuation** – any event that requires all personnel to leave the building and report to designated muster points

## 5.0 References

- 5.1 Disaster Recovery and Business Continuity Plan (DRBC)
- 5.2 C-502, SOP, Record Storage, Retention, and Destruction
- 5.3 Map of Muster Points: Main Facility, (8031 114<sup>th</sup> Ave, Suite 4000, Largo, FL 33773) and Belcher Facility (10950 S Belcher Rd, Seminole FL 33777)
- 5.4 A-104-F1, Form, Evacuation Drill Form

## 6.0 Procedure

- 6.1 Phase I – Planning
  - 6.1.1 The CEO will initiate a general meeting of Department Heads as soon as news of a weather alert is received in order to assess the general state of preparedness of Ion Labs facilities.
  - 6.1.2 Once a weather warning has been made by the National Weather Service, the CEO will provide a decision to dismiss the staff from work.
- 6.2 All emergency preparedness procedures are at the discretion and direction of the CEO. Department preparation for a Hurricane, Tropical Storm or Flood (these steps relate to the company preparing within a warning period)
  - 6.2.1 QC Laboratory
    - 6.2.1.1 All analyses are to be concluded upon initial warning of storm system.
    - 6.2.1.2 Return all standards to desiccators or refrigeration (as appropriate).
    - 6.2.1.3 Remove all items from the floors, including waste cans.
    - 6.2.1.4 Wash and store all solid lab glassware.
    - 6.2.1.5 Unplug all electrical equipment.

6.2.1.6 Return chemicals to appropriate storage location.

6.2.1.7 Empty solvent waste to safety cans or collection drums.

6.2.2 Maintenance, Warehouse and Production

6.2.2.1 Remove all trash and debris from offices, outside areas surrounding the facilities.

6.2.2.2 Secure and reinforce (where necessary) all outside storage cabinets and system equipment (air units, etc.).

6.2.2.3 Store all raw materials, bulk product, and Work-In-Process (WIP) in racks off the floor away from windows and doors.

6.2.2.4 Remove all products from hoppers and manufacturing equipment. Seal in containers, wrap with plastic (if necessary to seal tops). Store off the floor if possible.

6.2.2.5 Clean, dry and plastic wrap all equipment (where applicable, except the V-blenders).

6.2.2.6 Return all batch records to the filing cabinet located at the QC station.

6.2.2.7 Unplug all electronic equipment.

6.2.2.8 Shut down all air compressors.

6.2.2.9 Shut down main power once an evacuation order has been given.

6.2.3 All other Departments

6.2.3.1 Verify all documents are stored away in cabinets or plastic boxes.

6.2.3.2 Backup all electronic files appropriately.

6.2.3.3 Turn off and unplug all electronic equipment.

- 6.3 Department preparing for tornadoes (these steps relate to the company preparing within a very short watch period and shelter must be at Ion Labs.)
- 6.3.1 All employees, when instructed that a tornado has touched down in the immediate area, should take protective steps to ensure survival.
  - 6.3.2 Do not evacuate the buildings.
  - 6.3.3 Move away from rooms with windows and outside doors.
  - 6.3.4 Move into the middle of the building away from all exterior doors and windows.
  - 6.3.5 Crouch down close to the floor, or get under a sturdy table, cover your head with your hands.
  - 6.3.6 Wait until the danger has passed before leaving the protective area.
  - 6.3.7 Assess damage, help the injured and report anyone who is missing to a Department Head.
- 6.4 Department preparation for evacuation from fire, smoke, or other catastrophic event.
- 6.4.1 Safe exit routes are posted around the facility.
  - 6.4.2 Evacuate the building at the sight of fire, smelling of smoke, fire alarm, or from orders of the Supervisor or Manager in the area and proceed away from the building to department assigned muster points.
  - 6.4.3 Close doors and windows if time permits.
  - 6.4.4 Move away from the fire and smoke whenever possible.
  - 6.4.5 Touch closed doors with the back of your hand to test for heat; do not open them if they are hot.
  - 6.4.6 Do not re-enter the building until you have been instructed to do so by the Production Director.

- 6.4.7 If you have a hand held radio, turn to channel 9, turn volume all the way up, and stay off radio to listen for instructions.
- 6.4.8 Department Managers and Supervisors will account for all employees, visitors, contractors, or other personnel under their direct supervision.
- 6.4.9 Report any missing persons to the Emergency Responders and the Safety Director if possible. Report where they were last seen.
- 6.4.10 When the Production Director deems it safe to return to the building, Department Managers and Supervisors will ensure protective clothing is changed out and dedicated shoes are sanitized.
- 6.5 If circumstances prevent use of a safe exit route or the exit door is warm or hot to the touch, then follow these directions.
- 6.5.1 Remain in your work area.
- 6.5.2 Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.
- 6.5.3 If there are no flames or smoke outside the nearest window, open it and get out.
- 6.5.4 Call the Fire Department – 911 if you remained trapped inside the building
- 6.5.5 Records will be retained per C-502 (Record Storage, Retention, and Destruction).
- 6.5.6 Additional information for disaster recovery can be found in the DRBC if not covered in this procedure.

## 7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	08/30/10	New	-	-
1	04/01/13	Changed the SOP format, updated the SOP	13-262	I. Ilchev
2	02/08/16	Biennial Review: updated SOP format.	15-0544	P. Zittere
3	08/03/18	Defined new roles and responsibilities. Included reference to DRBC. Revised section about evacuations to reflect new fire drill procedures with map of muster points. Removed section on Post Evacuation instructions. Included reference to record retention policy. Added form to document evacuations.	18-0080	K. Tyrrell
4	03/02/21	Update to reflect current titles and responsibilities.	CC-21-0070	B. Almand
5	01/05/23	Change to include Belcher Facility and address. Update facility specification. Attachment 1 update to reflect current entry and exit locations at Main Facility. Attachment 2 update to reflect Belcher Facility entry and exit locations. Update to Ion Labs Logo in header. Update to responsibility section.	CC-23-0002	C. Coggins

## 8.0 Attachments

- 8.1 Attachment 1 – Main Facility Muster Points
- 8.2 Attachment 2 – Belcher Facility Muster Points

### Attachment 1 – Main Facility Muster Points

<p>Muster Point #1 <b>Captain is Director of Client Services</b> <b>Second Shift – Production Manager</b></p> <ul style="list-style-type: none"><li>• CEO</li><li>• Finance &amp; IT</li><li>• Purchasing</li><li>• Sales &amp; Marketing</li><li>• Human Resources</li><li>• R&amp;D &amp; Engineering</li></ul> <p>Muster Point #2 <b>Captain is Head of Quality</b> <b>Second Shift – Production Manager</b></p> <ul style="list-style-type: none"><li>• Quality Control</li><li>• Quality Assurance</li><li>• Production Control</li></ul> <p>Muster Point #3 <b>Captain is Production Manager</b> <b>Second Shift – Packaging Supervisor</b></p> <ul style="list-style-type: none"><li>• Packaging</li></ul> <p>Muster Point #4 <b>Captain is Maintenance Manager</b> <b>Second Shift – Compression Supervisor</b></p> <ul style="list-style-type: none"><li>• Maintenance</li><li>• Liquids</li><li>• Gummy</li><li>• Blending</li></ul> <p>Muster Point #5 <b>Captain is Shipping Manager</b> <b>Second Shift – Compression Supervisor</b></p> <ul style="list-style-type: none"><li>• Facility</li><li>• Warehouse</li><li>• Shipping</li><li>• Compression</li></ul>	 <p>The image is an aerial photograph of a large industrial building, identified as Ion Labs. The building is rectangular with a light-colored roof. Five green labels, 'MUSTER POINT 1' through 'MUSTER POINT 5', are placed along the left side of the building, corresponding to the text in the adjacent column. Red labels 'EXIT' are placed at various points around the perimeter of the building. Red arrows point from 'EXIT' labels to 'Employee Entrance' (two locations) and 'Guest Entrance' (one location). A compass rose is located in the top right corner of the image, showing North (N), South (S), East (E), and West (W). The address '114th Ave' is visible at the bottom right of the image.</p>
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## Attachment 2 – Belcher Facility Muster Points

Muster Point #1

*Captain is Weighing Lead*  
*Second Shift – Weighing Lead*

- Weighing Department

Muster Point #2

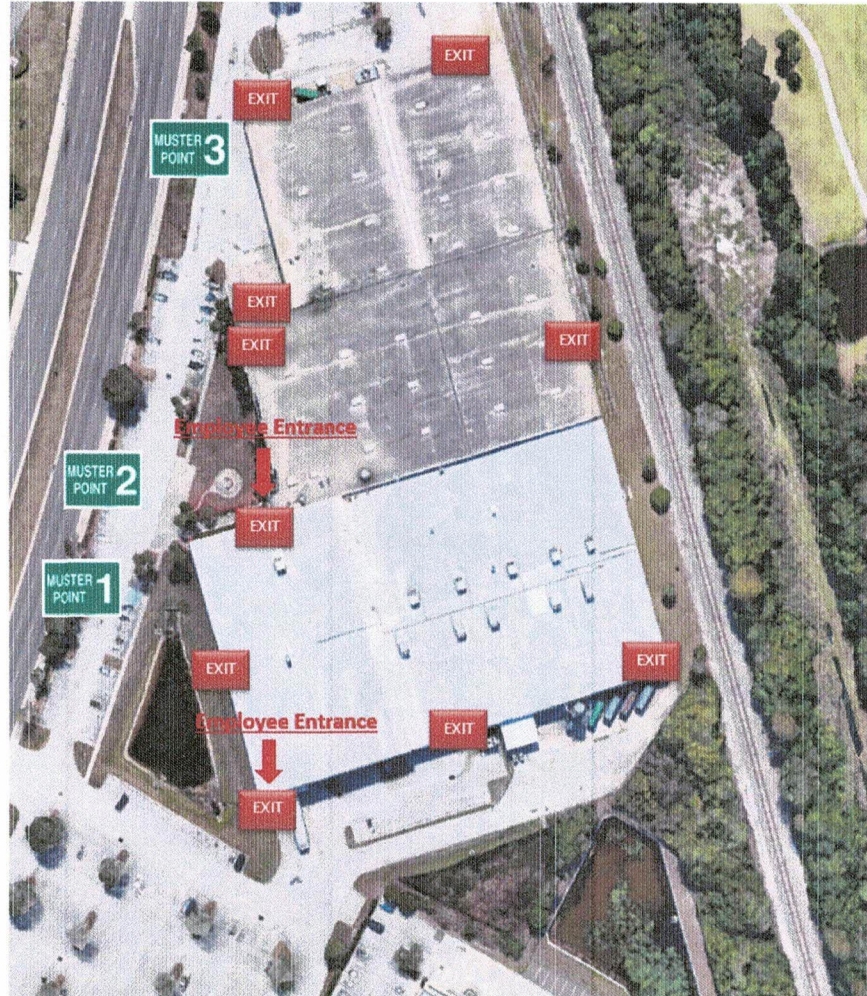
*Captain is Inventory Control Lead*

- Office Personnel

Muster Point #3

*Captain is Inventory Control Clerk*

- Warehouse Department





**Evacuation Drill Form**

Form: A-104-F1

CCR No. CC-23-0002

Revision: 2

**EVACUATION DRILL**

**EMPLOYEE CONDUCTING DRILL**

Print Name:

Signature:

Job Title:

**DRILL INFORMATION**

Location of drill:

Date of drill:

Start Time of drill:

Amount of people participating:

Amount of people accounted for:

Drill was successful

**AREAS OF IMPROVEMENT**

**DRILL COMPLETED:**

Print Name:

Signature:

Job Title:

End Time of Drill: