

SMITH

**EMERGENCY
RESPONSE GUIDE**

At a Glance

FLOODING

- Smith's Emergency Response Team will alert employees of flood danger.
- Once given the all-clear, use caution getting to work, being careful of flooded roads or damaged bridges.
- Internal building flooding from sprinkler/fire hose discharge or a burst water main can also occur.
 - In this event, shut down your workstation immediately.
 - Employees in the immediate area of the flooding will be evacuated to unaffected areas.
 - Security and Facilities staff will locate and suppress the source of the water.
 - Employees will be informed if there is any potential danger of chemicals coming into contact with water, and will be protected/evacuated appropriately.
 - Employees will be informed when they can return to their workstations.



Common Region: Global, especially in U.S. and Asian coastal areas

HURRICANE/TYPHOON

- Smith's Emergency Response Team will keep employees informed of incoming storms via email, text, and <http://disaster.nfsmith.com>.
- During an evacuation, move documents, files, equipment, and computers off the floor.
- Save any open files and power down your computer. Turn off and unplug all electronics around you.
- Clear desks/surfaces and store loose items securely.
- Close all drawers, cabinets, doors, and blinds, and turn off lights.
- Tell your manager your evacuation plan and how to reach you.
- Await news from the Emergency Response Team to signal when it is safe to come back to your office.
- Take care when traveling to work; be careful of standing water and downed power lines.



ELECTRICAL FAILURE

- In the event that the facility does not have a backup power generator:
 - Shut down all workstations, except lighting.
 - Move to areas of natural lighting and await instruction.
 - Facilities personnel will determine cause of loss of power and estimate when power will be restored.
 - When power is restored, employees can return to their workstations and power up their computers again.
 - If the power outage is likely to be an extended one, senior managers will potentially dismiss employees for the day.



THUNDERSTORM/TORNADO

- Employees will be advised of a severe storm/tornado by the Emergency Response Team or senior office managers.
- During a thunderstorm:
 - Avoid touching electronic equipment or phones, as lightning can follow electric lines.
 - Avoid touching water fixtures, sinks, and plumbing, since metal plumbing can conduct lightning.
 - If outdoors, try to get into a vehicle or building. Never take shelter near the base of a single tree in an open space.
- During a tornado:
 - Stay away from windows, mirrors, glass, and unsecured large objects.
 - Avoid building corners; evacuate to interior spaces like hallways or an emergency exit stairwell for safety.
 - Shelter under large, heavy furniture and shield your head and neck with your arms.
 - Stay away from elevators, open spaces, skylights, and atriums.
 - Account for all personnel and – if necessary – help anyone with disabilities.
 - Await the all-clear signal.



Common Region: Global; tornados most common in central U.S.

EMERGENCY CONTACTS

**Emergencies at Hollister and Clay:
Call 911 AND Security**

**Hollister Security Desk:
+1 713.430.3041**

**Clay Security Desk:
+1 713.243.3779**

**Smith Emergency Line:
+1 713.430.3042**

**Disaster Recovery Site:
<http://disaster.nfsmith.com>**

**Hollister employees should report
all hazards and incidents to Kyle McLean
+1 713.430.3706
kmclean@nfsmith.com**

**Clay employees should report
all hazards and incidents to Art Figueroa
+1 713.430.3983
afigueroa@nfsmith.com**

Local office contact(s) for other global offices:
