

Severe Weather Procedures

INTRODUCTION

The front desk for 6845 and 6905 will have a weather monitor radio which they will monitor when the front desk is open (generally Monday through Friday 8:00am-5:00pm). A second radio will be placed in and monitored by the Digital staff when the front desk is not open.

The 9491 Fulfillment Center will have a radio located in the Distribution Customer Service area.

The radio automatically turns on when there is severe weather in the area. If indications are given that people should move to a place of safety (given during a weather WARNING, not a WATCH), the person responsible for monitoring the weather radio will notify the highest-ranking manager.

The highest-ranking manager on duty will decide based on the information provided from the National Weather service if severe weather or other emergency exists, or there is a potential for severe weather. That manager can request a verbal announcement on the P/A system or communicate to all onsite employees in an appropriate manner.

SEVERE WEATHER INSTRUCTIONS

Once the call has been made to seek shelter:

- All employees are to proceed to their assigned shelter areas.
 - 6845 Winnetka Circle, Brooklyn Park (Building A)
 - Stairwell near Digital Studio
 - Bathrooms near Digital Studio
 - Bathrooms near Laser room
 - 6905 Winnetka Circle, Brooklyn Park (Building B)
 - Stairwell near Learning Center/IT
 - Bathrooms near Learning Center
 - 9491 Winnetka Avenue, Brooklyn Park (169 Fulfillment Center)
 - Bathrooms
- Once in the shelter area, employees should be down on their knees with arms covering their head. There should be as little talking as possible.
- **NO EMPLOYEE WILL BE ALLOWED TO EXIT THE BUILDING DURING THIS TIME!**
 - Employees are prohibited from exiting the building until an “all clear” announcement has been made.
 - The “all clear” should be given by the highest-ranking manager on duty.

****For the person in charge, it is important to remind anyone determined to leave that they do so at their own risk. Remind them schools and buses will also be paying attention to the safety of their children and they wouldn't be released from school if the children were in danger. ****

SEVERE WEATHER TIPS

Employees are reminded of the following severe weather tips:

- All employees should leave their stations in a calm, quiet and orderly manner. Leave the area quickly - walk, don't run to nearest shelter.
- All employees should turn off their equipment, but only when it is safe to do so.
- Use the stairways when reacting to a severe weather warning rather than an elevator as a power failure could result in entrapment in an elevator.

SEVERE WEATHER REQUIREMENTS

During a severe weather event, the following individuals are responsible for:

- The person monitoring the radio will be responsible for taking the radio to the shelter area to listen to any announcements.
- Distribution/Shipping staff are responsible for closing all dock doors.
- Office staff are responsible for ensuring all fire doors in their area are closed.
- The manager or lead for each department should check their department to verify all employees were notified and should seek shelter.