

Security Procedure in Case of Evacuation **(incl MSDS Laptop)**

In case of a fire or other emergency the MSDS documentation for the warehouse is to be made available for the Emergency Services.

As the hard copies are too big to take out of the building in the event of an emergency evacuation, an electronic version is kept on a Laptop computer at the Security Station in the cafeteria. The MSDS information is updated from the central server each week.

In the event of an emergency, the Laptop is to be taken out by the Security Officer on duty, along with the Evacuation Master Check-Off Sheet, Attendance Register and the Visitor Log.

The Evacuation Master Check-Off Sheet, Attendance Register and Visitor Log are to be handed to the responsible person from the warehouse (as per the Fire/Emergency Evacuation Plan). The Security Officer should retain the Laptop in the event that the Emergency Services wish to view the MSDS information.

The Security Officer should ensure that any Visitors are directed to the Assembly Area and that no vehicles proceed in front of the building.

The Security Officer should liaise with the Emergency Services on their arrival and confirm that the building is empty or not.