



FIRE/EMERGENCY EVACUATION PLAN HEAD OFFICE AND WAREHOUSE

1. Evacuating STAFF and VISITORS

Designated Person (Stand-In)

Reception Area Receptionist on duty
Includes: Reception, Supply Room and Washroom

President and Senior Management Offices, Legal Department.....Shawna Mecteau (Francine Chretien)

Office Staff Sara Brousseau (Maureen Carmichael)
Includes: Washrooms, Inventory, Marketing, Expense Control and Purchasing Departments

H R and Payroll.....Lori Fournier (Lisa Amelotte)

Accounting Department and Cafeteria Margaret McAllister (Barb Hanam)
Includes: Accounts Receivable, Accounts Payable, Collections, and I.T. Departments

Pick Tower 1 – Upper Level..... Denise Allaire (Melanie Gaines)

Pick Tower 1 – Lower Level (incl. main washrooms)Brenda Lauzon (Lianna Leger)

Pick Tower 2 - Upper LevelJoanne Dufresne (Terry Macdonald)

Pick Tower 2 - Lower LevelTammy Watson (Stephanie Gaines)

Flow Tower.....Pat Boisvert (Suresh Subinbava)

Bulk DepartmentSylvain Burelle (Sean Mecteau)
Includes: Bulk Department and Receiving North Side,

Returns Departments.....Ryan Baron (Donna Bedard)
Includes: Returns Department (Upper and Lower Levels), Janitor,
Northwest Washroom, Marketing Room and Upper Offices

Logistics Department Pierre Champagne (Pat Merpaw)
Includes: Express, Maintenance Department and Southwest Washrooms

Evening Shift after 4.30 pm (ALL Warehouse Departments)..... Serge Campeau (Ron Garlough)



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2. CONTROLLING VEHICULAR ACCESS TO THE SITE

North Gate Roy Stevenson (Tim Hardiment)
 After 4.30pm – Ron Garlough

South Gate..... Pierre Champagne (Pat Merpaw)
 After 4.30pm – Serge Campeau

3. HEAD COUNT CHECKS

WarehouseDonna Bedard (Jesse Baron)/Serge Campeau (Ron Garlough)
 Includes: All warehouse staff. Roll call at Assembly Area from attendance tracker (picked up from Security).

*President and Senior Management Offices, Legal Department.....Shawna Mecteau (Francine Chretien)

*Accounting Department.....Margaret McAllister (Barb Hanam)
 Includes: Accounts Receivable, Accounts Payable and I.T.

*Office Staff.....Sara Brousseau (Maureen Carmichael)
 Includes: Inventory, Marketing, Expense Control and Purchasing Departments

*HR and Payroll Lori Fournier (Lisa Amelotte)

4. HEAD COUNT CONFIRMATIONS

*President/Senior Management/Legal, Accounting Department, Office Staff and HR/Payroll checkers are to confirm to Warehouse checker that everyone is accounted for. Master check sheet to be picked up from security.

5. RESPONSIBLE FOR VISITOR LOG BOOKS

Located on the Reception Desk..... Receptionist on duty

Located at Security DeskDonna Bedard (Jesse Baron)/Serge Campeau (Ron Garlough) (after 4.30pm)



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IN THE EVENT OF A FIRE/EMERGENCY

**ALL STAFF ARE TO PROCEED TO THE DESIGNATED
“EMERGENCY ASSEMBLY AREA”
(SOUTH PARKING LOT)**

**Departmental personnel are to stay together until the
headcount is completed.**

**[DUE TO THE RISK OF A WINDOW BLOWING OUT IN THE
OFFICES DO NOT WALK IN FIRE LANE]**