



Vendor On-Site Guidelines

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SOUTHERN SPECIALTIES COPORATION
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VENDOR GUIDELINES

Vendor, Vendor Employee, and Contractor Information

This manual is a summary of McElroy Manufacturing, Inc.'s (McElroy) and Southern Specialties Corporations (Southern) policies and practices. All vendors, and vendor employees, should read this manual carefully and keep it for future reference. All vendors and contractors should be familiar with the contents of this manual.

Changes in Policy

McElroy/Southern expressly reserves the right to change any policies and practices, including those covered in this manual, at any time to address the business' needs. McElroy/Southern will notify vendors of changes to McElroy/Southern policies and practices by mail or other appropriate means. The effective date of changes to policies and practices will be determined by McElroy/Southern.

Check In/Check Out/Visitor Badges

All vendors and contractors must check in and sign the Registration Logbook at the 833 Administration Office, Admiral Facility Lobby, 51st Street Lobby, Broken Arrow, or Southern reception area depending on their work location. Vendors will receive a Visitor Badge which must be worn at all times and in plain view for all to see. Vendors must check out and return the Visitor Badge at the same location in which they checked in. This policy allows McElroy/Southern to maintain records of who is on-site in case of emergency.

Insurance Verification

All vendors and contractors must have a current copy of their Company's insurance or Certificate of Non-Coverage on file with McElroy/Southern.

Designated Parking

On-site vendors have designated parking spaces. Please ask your McElroy/Southern contact person or the receptionist about your designated parking spaces.

Firearms

McElroy/Southern prohibits the possession of firearms on McElroy/Southern property at all times: this includes ammunition, firecrackers, or other explosive devices. Visitors, vendors, contractors, or delivery persons with items of this nature will be removed from McElroy/Southern premises.

As of 02/01/96, McElroy/Southern exercised its rights to prohibit the possession of weapons on McElroy/Southern property to the extent allowed under the Oklahoma Self Defense Act (commonly referred to as the Concealed Handgun Law), Section 1290.22.

Applications for exception to the McElroy/Southern firearm policy must be made in writing to the President-CEO of McElroy/Southern, who has the exclusive discretion to determine whether such approval will be given to the applicant.

Safety

McElroy/Southern works to provide a safe place of employment for its vendors and employees. McElroy/Southern works to ensure that the company stays in compliance with all Occupational Safety

and Health Acts. Please refer to the **SAFETY PROGRAM** section of the *Vendor On-Site Guidelines* for McElroy/Southern safety policies.

SAFETY PROGRAM

Policy Statement

The safety of all McElroy/Southern employees and vendors is one of the most important aspects of McElroy/Southern operations. No operation is so important that it needs to be done in an unsafe or unhealthy manner. The safer the workplace, the more efficiently and profitably McElroy/Southern operates. McElroy/Southern's policy is to keep the workplace at the highest level of safety, with as few accidents as possible. Our goal is zero accidents or injuries in the workplace. To meet these goals, McElroy/Southern will provide or make available substantial equipment, safe tools, necessary protective equipment, and cooperation to maintain a safe working environment. McElroy/Southern will commit the necessary resources and time to create the safest and most efficient workplace possible.

Eye Protection

It is important to keep flying objects, hazardous dust, vapors, heat, gases, fumes, and liquid splashes out of the face and eyes. To this end, all vendors in the manufacturing areas must wear eye protection when the shop is in operation. Protective eye wear for visitors will be available at the Fulton Facility reception desk, the Admiral Facility visitor's entrance, the 51st Street reception desk, Broken Arrow reception desk, and Southern reception area.

Foot Protection

All personnel engaged in work in the shop areas must wear steel toe safety shoes that meet the American National Standards for Safety Toe Footwear, ANSI Z41.1: closed toe, closed heel, and non-cloth (leather or leather-like) uppers. Other personnel moving in and out of the shop areas must wear footwear that is closed toe, closed heel, and non-cloth (leather or leather-like) uppers.

Smoking

McElroy/Southern is aware of the health hazards of smoking. Smoking is permitted only in specifically designated areas. Smoking areas for McElroy/Southern facilities can be located using the facility maps in the following sections.

Medical Emergencies and Workplace injuries

All contractors and vendors must have proper paperwork in their possession to handle notification to their company of any medical or workplace emergencies. McElroy/Southern is not responsible for any notification or treatment of any contractors or vendors in our facility. McElroy/Southern will call 911 for all life-threatening injury or medical emergency.

In the event of an OSHA visit due to an incident related to a contractor or a vendor, a company representative of the involved contractor or a vendor must be available for the investigation process. All contractors and vendors are responsible for any fines issued by OSHA or any other regulatory groups against their employees.

Powered Industrial Trucks

Any powered industrial equipment used by a vendor or contractor on McElroy/Southern property, such as Forklifts, scissor lifts, boom lifts, etc., shall ensure that the operator has received the proper training to operate such equipment on McElroy property. It is not the responsibility of McElroy to verify that an outside contractor or vendor has been properly trained. All equipment brought into the facility must meet manufacturers' specifications for that equipment. Any inept operation of equipment in our facility could result in stoppage of event and verification that the operator has been properly trained.

There is no unauthorized use of any McElroy equipment within our facility. Any vendor or contractor must get permission from the McElroy person who is the contact for which the work is being done.

HAZARD COMMUNICATION PROGRAM

Contractor, Vendor, and Employee Information

McElroy/Southern maintains Safety Data Sheets (SDS) for all chemicals in use in McElroy/Southern facilities. Figure 1 below is an example of the information found on the Hazardous Materials Identification System (HMIS) labeling system used by McElroy/Southern. The location of the SDS is identified on the facility maps on pages 15, 16, 18, 20, 21, 23, 24, 25, 26, 27, 29, 30, 31, and 33. Additional information can be obtained by contacting the Manufacturing Engineer Manager or the Health and Safety Manager. It is the responsibility of the contractor or vendor to notify the Manufacturing Engineer Manager or the Health and Safety Manager of any hazardous materials brought onto McElroy/Southern premises and provide a copy of the SDS if necessary.

| | |
|-------------------|---|
| | Product Identification |
| HEALTH | HEALTH HAZZARD 4 – Deadly 3 – Extreme Danger 2 – Hazardous 1 – Slightly Hazardous 0 – Normal Materials *Chronic Hazard |
| FIRE | FIRE HAZZARD 4 – Very Flammable 3 – Readily Ignitable 2 – Ignited with Heat 1 – Combustible 0 – Will not Burn |
| REACTIVITY | FIRE HAZZARD 4 – May Detonate 3 – Shock & Heat may Detonate 2 – Violent Chemical Change 1 – Unstable if Heated 0 – Stable |
| PPE | PERSONAL PROTECTIVE EQUIPMENT RECOMMENDATIONS |

Figure 1. HMIS Label

Procedure

Prior to shipment/delivery of chemicals, email SDS to tlittle@mcelroy.com.

Contractors or vendors bringing hazardous materials onto McElroy/Southern premises must provide the following information:

1. Identification of the substance or mixture and the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First-aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection

9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information including information on the preparation and revision of the SDS

LOCK-OUT/TAG-OUT ENERGY CONTROL PLAN

Background

An energy control program is used to control energy sources during the service and maintenance of equipment or operations when unexpected power-on, start up, or release of energy may occur which could cause injury to McElroy/Southern employees or contractors. Approximately 39 million workers are protected by this standard in general industry. The Occupational Safety and Health Administration (OSHA) estimates that adherence to 29 CFR 1910.147 (Energy Control Standard) will eliminate nearly 2% of all workplace deaths.

Scope

This program establishes the responsibilities and requirements for lock and tag application, removal, audition, and training which are required for the protection of employees, equipment, and systems involved in servicing and maintaining machines and equipment.

Policy

It is the policy of McElroy/Southern to comply with OSHA requirements pertaining to the control of energy sources for the protection of employees, equipment, and systems. More specifically, an energy control is required any time an employee or contractor must remove or bypass a guard or other safety device. An energy control device is also required when an employee or contractor must place any part of his or her body into an area on a machine or piece of equipment where work is performed, or where an associated danger exists during a machine operating cycle. Any violation of this program presents a serious potential safety hazard.

The McElroy/Southern Lock-out/Tag-out Energy Control Plan was developed using OSHA 29 CFR 1910.147 and ANSI Z244.1-1982.

Outside Contracting Personnel

Whenever outside servicing personnel (contractors) are to be engaged in activities covered by the scope and application of the McElroy/Southern lock and tag procedure, the Manufacturing Engineer Manager and the contractor(s) must inform each other of their respective lock-out/tag-out procedures.

General and Specific Procedures

This section outlines the general and specific procedures to be used in implementing the Energy Control Program. The procedure does not have to be machine specific when the following elements exist:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutting down which could endanger employees.
2. The machine or equipment has a single energy source that can be readily identified and isolated.
3. The isolation and lock-out of that energy source will completely de-energize and deactivate the machine or equipment.
4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
5. A single lock-out device will achieve a locked-out condition.
6. The lock-out device is under the exclusive control of the Authorized Employee or contractor performing the service or maintenance.
7. The servicing or maintenance does not create hazards for other employees.
8. There have been no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

Energy Control Procedure Development

Specific energy control procedures must be defined, documented, and utilized for the control of potentially hazardous energy when required as defined in the General and Specific Procedures. The procedures must clearly and specifically outline the authorization, rules, and techniques to be utilized for the control of hazardous energy and the means for enforcing compliance including, but not limited to, the following:

1. A specific statement of the intended use of the procedure.
2. Specific procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
3. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lock-out devices and other energy control measures.

General Lock-out Procedures

The primary tool for providing protection from hazardous energy is the energy isolation device. This is the mechanism that prevents the transmission or release of energy and to which all lockouts or tags are attached. The energy isolation device guards against accidental machine or equipment start up or the unexpected re-energization of equipment during service or maintenance. Lockouts must be used on all equipment or operations unless it can be proven that the use of tags would provide protection at least as effective as locks and would assure full employee protection. New equipment will not be purchased unless it is capable of being locked-out. In addition, existing equipment must be made to lock-out whenever major repairs or renovations are made. Lock-out procedures must cover the following elements and actions:

1. Notification of all affected employees or contractors that servicing or maintenance is required on a machine or piece of equipment and that it must be shut down and locked-out.
2. Before an Authorized Employee turns off the machine or equipment, the Authorized Employee must have knowledge of the type and magnitude of the energy (refer to specific company procedure if available), the hazard of the energy to be controlled, and the method of means to control the energy.

3. The machine or piece of equipment must be turned off or shut down using the procedures outlined by this program; an orderly shut-down must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment de-energization.
4. All energy isolation devices that are needed to control the energy to the machine or system must be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
5. Lock-out devices must be affixed to each energy isolation device by Authorized Employees using assigned individual lock(s).
6. The lock-out devices, where used, must be affixed in a manner that holds the energy isolation devices in a “safe” or “off” position.

General Tag-out Procedure

When equipment or operations cannot be locked out, a tag-out system may be implemented. Provisions of a tag-out must include the following:

1. Tag-out devices, where used, must be affixed in such a manner that will clearly indicate that the operation or movement of energy isolation devices from the “safe” or “off” position is prohibited.
2. The tag-out device must be attached at the same point at which the lock would be attached if used with energy isolation devices designed with the capability of being locked-out.
3. If the tag-out device cannot be attached to the energy isolation device, it must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

Figure 2 shows an example of a Tag-out device.

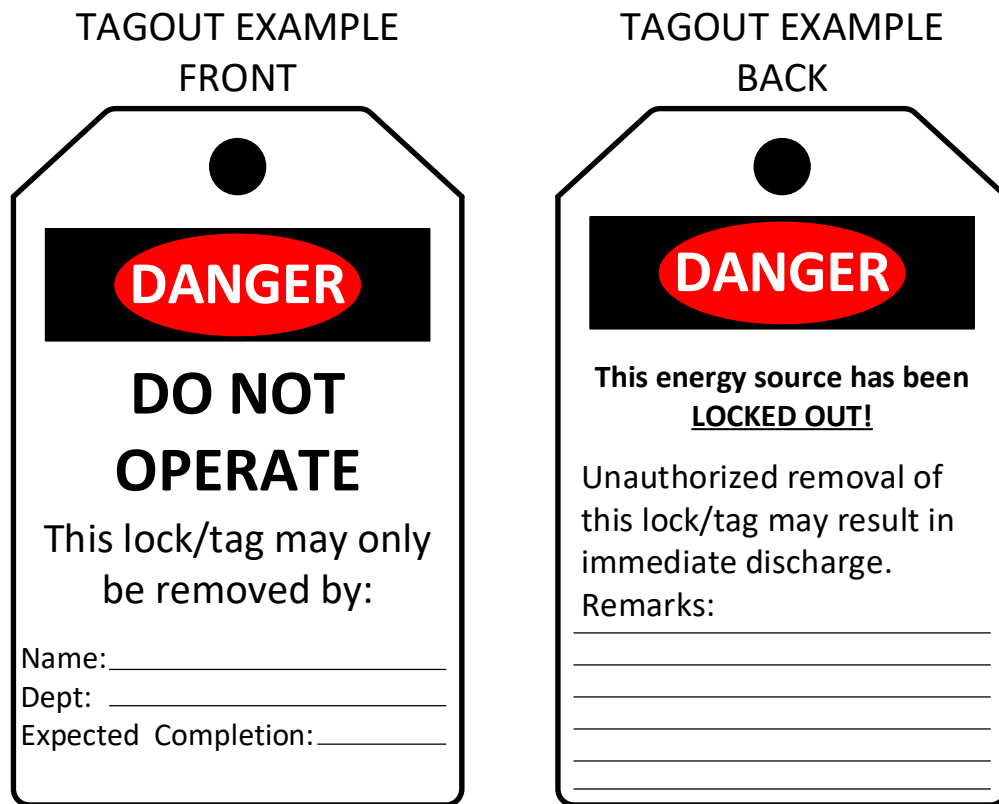


Figure 2. Example Tag-out Device

Stored Energy

Following the fastening of lock-out and tag-out devices to energy isolation devices, all potentially hazardous stored residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. Examples of stored energy include capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam, water pressure, etc.

If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation must be continued until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.

Verification of Isolation

Prior to working on equipment or systems that have been locked-out or tagged-out, the Authorized Employee must verify that isolation and de-energization of the machine/equipment has been accomplished.

Releases from Lock-out or Tag-out

Before lock-out or tag-out devices can be removed and energy restored to equipment or a system, procedures must be followed, and actions must be taken by the Authorized Employee to ensure the following:

1. The work area must be inspected to ensure that nonessential items have been removed and that machine or equipment components are operationally intact.

2. The work area must be checked to ensure that all employees have been safely positioned or removed.
3. Before lock-out or tag-out devices are removed and before machines or equipment are energized, affected employees must be notified that the lock-out or tag-out devices are going to be removed.
4. Each lock-out or tag-out device must be removed from each energy isolation device by the employee who applied the device.
5. If the Authorized Employee who applied a lock-out or tag-out device is not available to remove it, that device may be removed under the direction of the Manufacturing Engineer Manager, provided that specific procedures have been developed, documented, and incorporated into the lock-out/tag-out procedure and that the supervisor can demonstrate that the specific procedure provides equivalent safety to the removal of the device by the Authorized Employee who applied it.

Specific Procedure for Removal of Lock-out/Tag-out Devices

The specific procedure will include, but is not limited to, the following elements:

1. Verification by the Department Supervisor/Lead or Supervisor that the Authorized Employee who applied the device is not at the facility.
2. Verification that all reasonable efforts were made to contact the Authorized Employee to inform him or her that his or her lock-out or tag-out device is being removed.
3. Assurance that the Authorized Employee involved will have this knowledge before he or she resumes work at the facility.

Testing or Positioning Equipment

In special situations where lock-out or tag-out devices must be temporarily removed from the energy isolation device and the equipment or system is energized to test or position the equipment or system, the following sequence of actions must be followed:

1. Clear the machine or equipment of tools and materials.
2. Remove employees from the machine or equipment area.
3. Remove the lock-out or tag-out device per **Releases from Lock-out or Tag-out**.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and reapply energy control measures per the **Lock-out/Tag-out Energy Control Plan**.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Background

The Bloodborne Pathogens Standard, 29 CFR 1910.1030, is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens” that employees may encounter in the workplace. The OSHA standard on bloodborne pathogens covers all employees, contractors, and vendors who are at risk of exposure to bloodborne pathogens. McElroy/Southern “First Aid Responders” are trained in bloodborne pathogens.

ADDITIONAL INFORMATION

For additional information on any topic in this manual, including Hazard Communication, Lock-out/Tag-out, or Bloodborne pathogens, please contact the McElroy/Southern EHS Manager.

FULTON FACILITY EMERGENCY PLANS

Fire or Other Emergency Requiring Evacuation of the Building

In the case of a facility evacuation, McElroy will announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the southwest corner of the Fulton Facility, inside the fence, and group together with the McElroy employees waiting in the evacuation area. The evacuation area is designated on the Fulton Facility Map on page 15 and 16. All vendors, contractors, and employees must remain in the evacuation area until accounted for and released by a member of McElroy management.

Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, McElroy will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the Fulton Facility Map on page 15 and 16.

Accounting Procedures

All vendors, contractors, and employees must remain in evacuation areas or shelter areas until released by the General Manager, Health and Safety Manager, or a member of McElroy supervision. McElroy management will make every reasonable effort to account for any missing vendors, contractors, or employees.

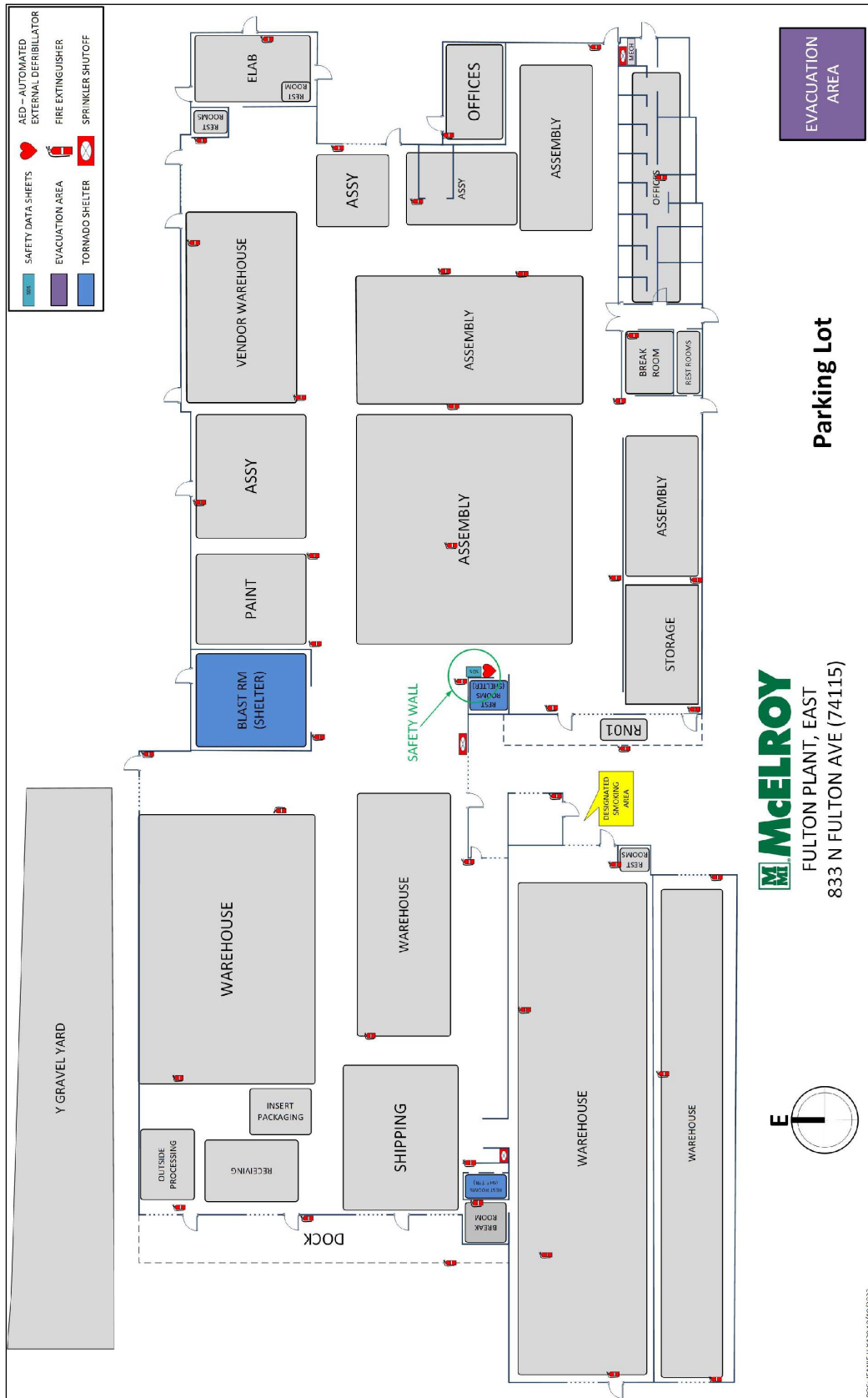


Figure 3. Fulton East Assembly Facility



Figure 4. Fulton East Offices

ADMIRAL FACILITY EMERGENCY PLANS

Fire or Other Emergency Requiring Evacuation of the Building

The Admiral Facility is equipped with a fire alarm system; any contractor, vendor or employee should activate this when danger is recognized. Please pull handle located at all main entrances. In the case of a facility evacuation, McElroy will also announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the southwest corner of the Admiral Facility, inside the fence, and group together with the McElroy employees waiting in the evacuation area. The evacuation area is designated on the Admiral Facility Map on page 18. All vendors, contractors, and employees must remain in the evacuation area until accounted for and released by a member of McElroy management.

Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, McElroy will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the Admiral Facility Map on page 18.

Accounting Procedures

All vendors, contractors and employees must remain in evacuation areas or shelter areas until released by the Plant Manager, Health and Safety Manager, or a member of McElroy supervision. McElroy management will make every reasonable effort to account for any missing vendors, contractors, or employees.

51st STREET FACILITY EMERGENCY PLANS

Fire or Other Emergency Requiring Evacuation of the Building

In the case of a facility evacuation, McElroy will announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the southeast corner of the 51st Street Location Facility, inside the fence, and group together with the McElroy employees waiting in the evacuation area. The evacuation area is designated on the 51st Street Location Facility Map on page 20. All vendors, contractors, and employees must remain in the evacuation area until accounted for and released by a member of McElroy management.

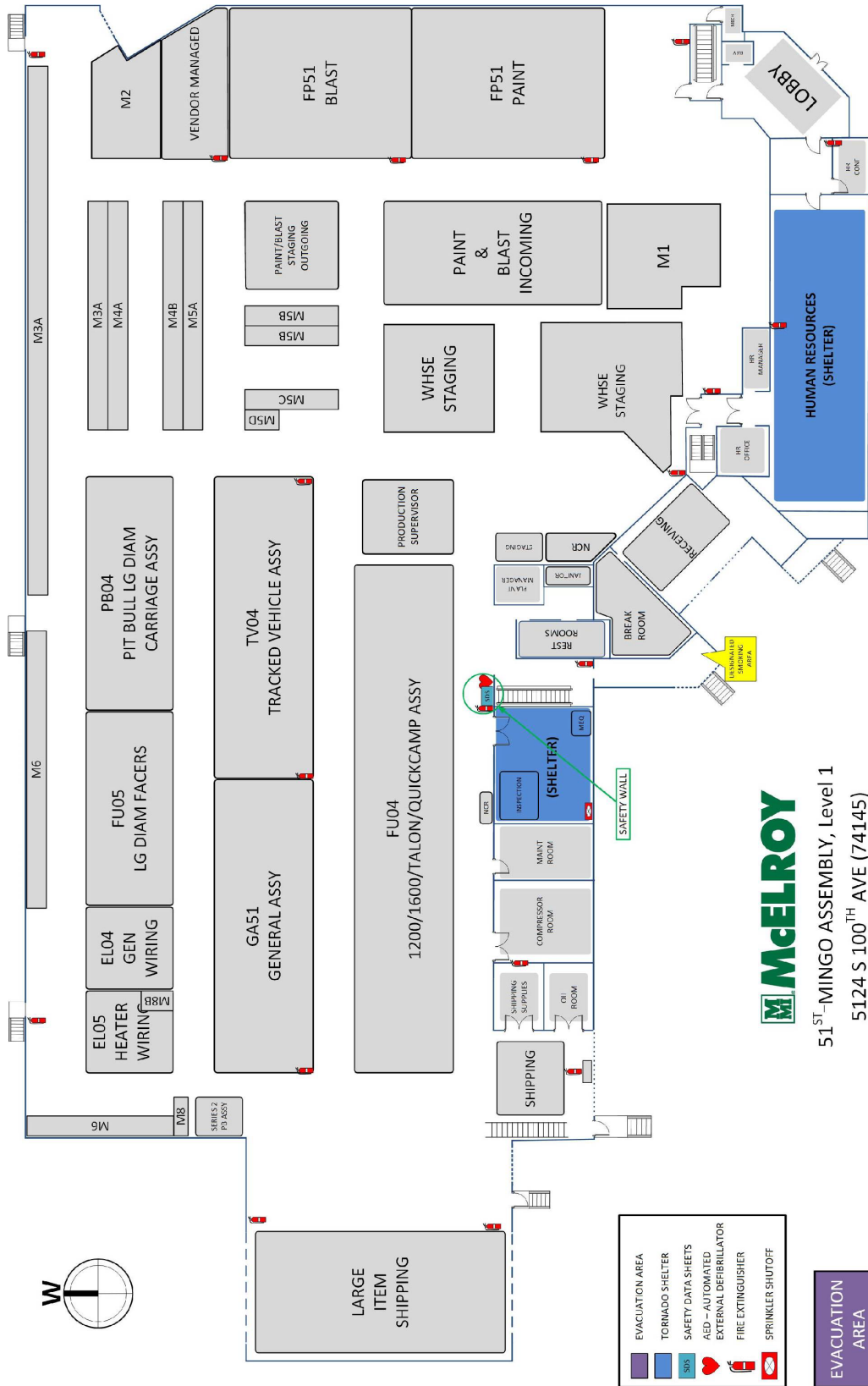
Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, McElroy will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the 51st Street Location Facility Map on page 20 and 21.

Accounting Procedures

All vendors, contractors, and employees must remain in evacuation areas or shelter areas until released by the Plant Manager, Health and Safety Manager, or a member of McElroy supervision. McElroy Management will make every reasonable effort to account for any missing vendors, contractors, or employees.



51ST-MINGO ASSEMBLY, Level 1
5124 S 100TH AVE (74145)

Figure 6. 51st Assembly Facility (Level 1)

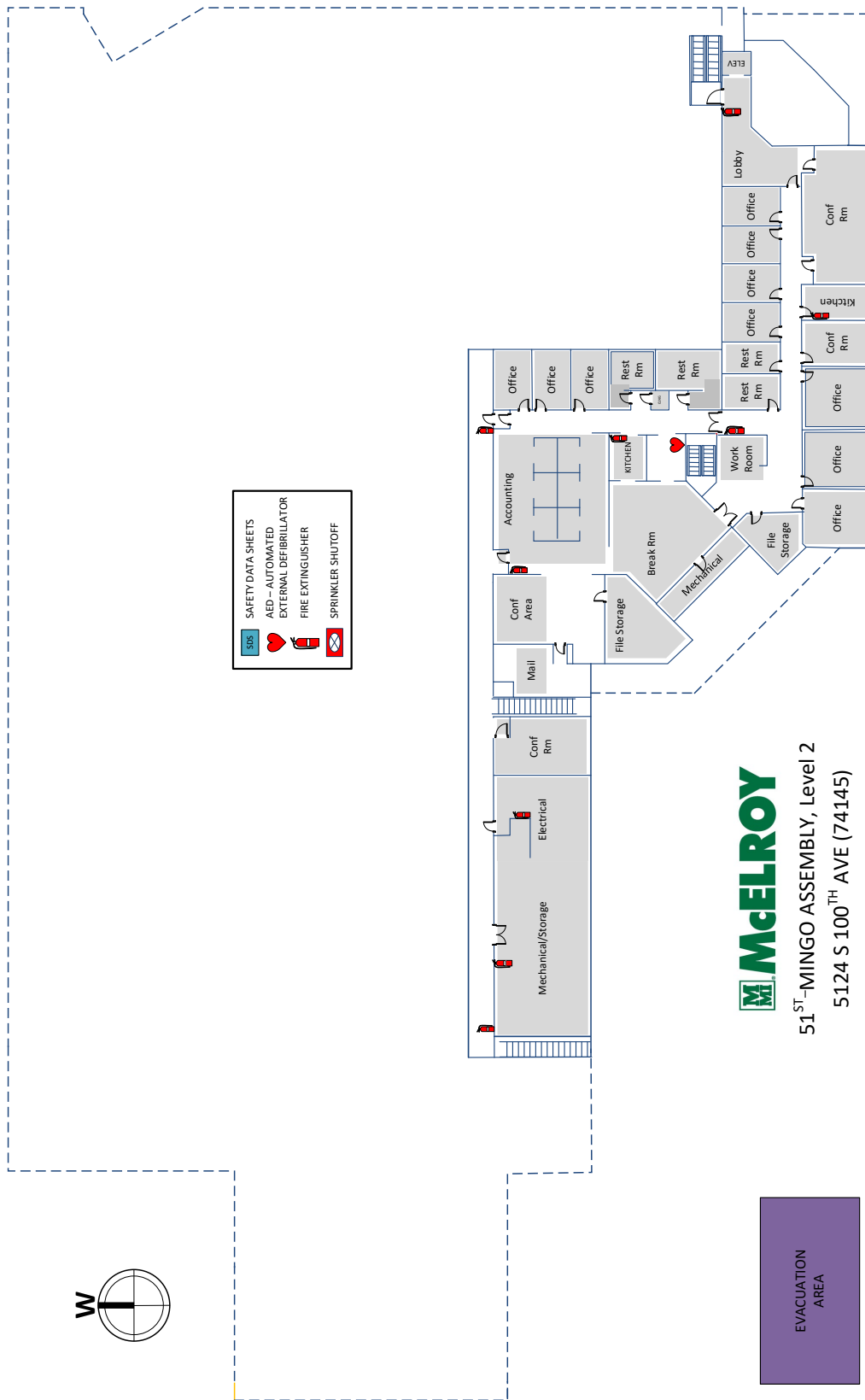


Figure 7. 51st Corporate Offices (Level 2)

FULTON WEST FACILITIES EMERGENCY PLANS (TECHNICAL TRAINING CENTER, FINTUBE FACILITY, PRESTON EASTIN, AND PRODUCT DEVELOPMENT BUILDING)

Fire or Other Emergency Requiring Evacuation of the Building

In the case of a facility evacuation, McElroy will announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the northeast corner of the property, inside the fence, and group together with the McElroy employees waiting in the evacuation area. The evacuation areas are designated on the Technical Training Center Facility Map, Fusion Sales Building Map, and Product Development Building Map on pages 23, 24, 25, 26, and 27. All vendors, contractors, and employees must remain in the evacuation areas until accounted for and released by a member of McElroy management.

Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, McElroy will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

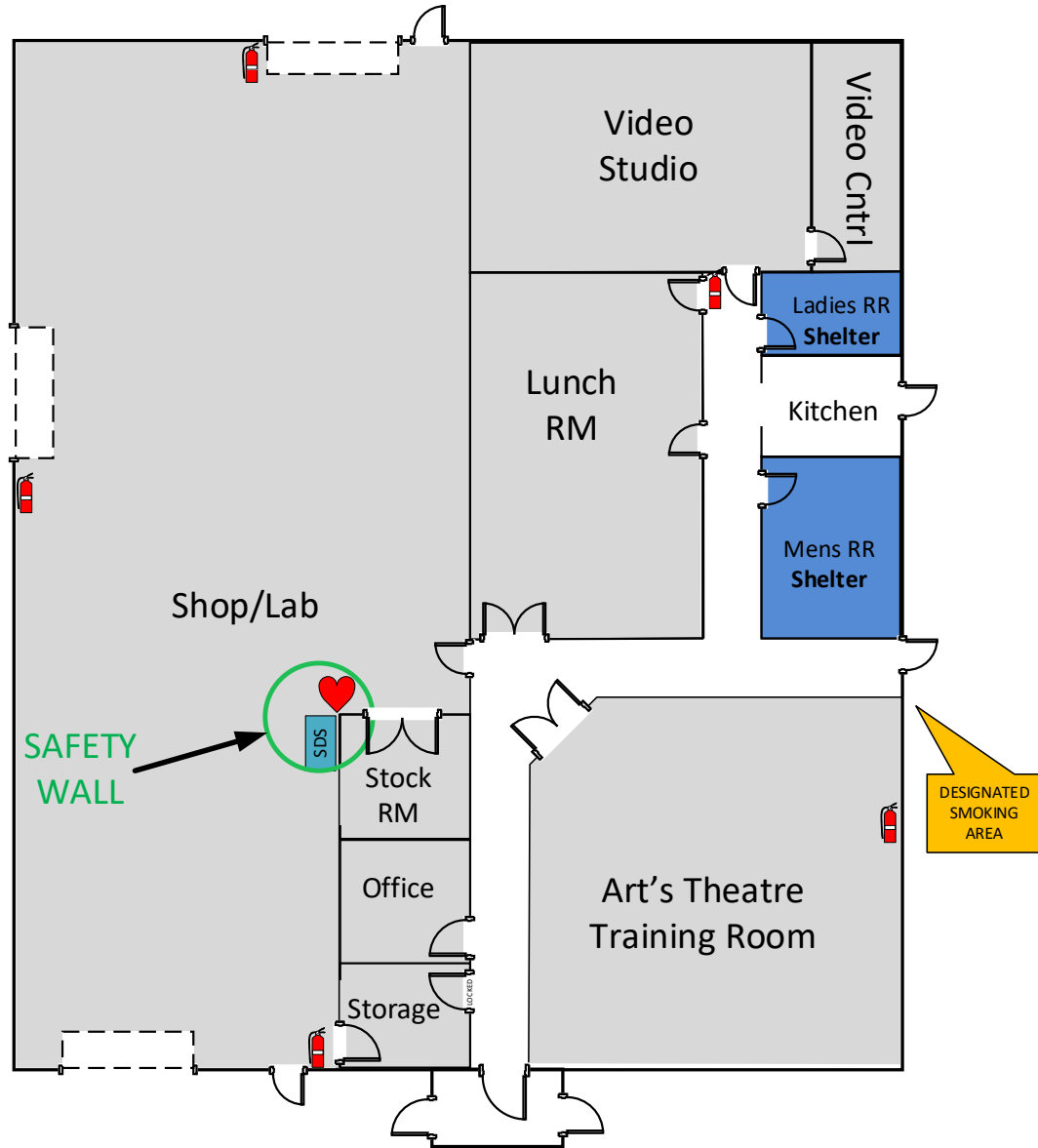
Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the Technical Training Center Facility Map, Fusion Sales Building Map, and Product Development Building Map on pages 23 through 27.

Accounting Procedures

All vendors, contractors, and employees must remain in evacuation areas or shelter areas until released by the Health and Safety Manager, or a member of McElroy supervision. McElroy management will make every reasonable effort to account for any missing vendors, contractors, or employees.



FULTON WEST
TECH CENTER
840 N FULTON AVE
TULSA OK 74115



| | | | |
|--|--------------------|--|---------------------------------------|
| | TORNADO SHELTER | | FIRE EXTINGUISHER |
| | EVACUATION AREA | | AED – AUTOMATED EXTERNAL DEFIBILLATOR |
| | SAFETY DATA SHEETS | | |



POC: JEANIE H X429 12/8/2023

Figure 8. Technical Training Center



**FULTON WEST
FINTUBE FACILITY**
826 N FULTON AVE
TULSA OK 74115

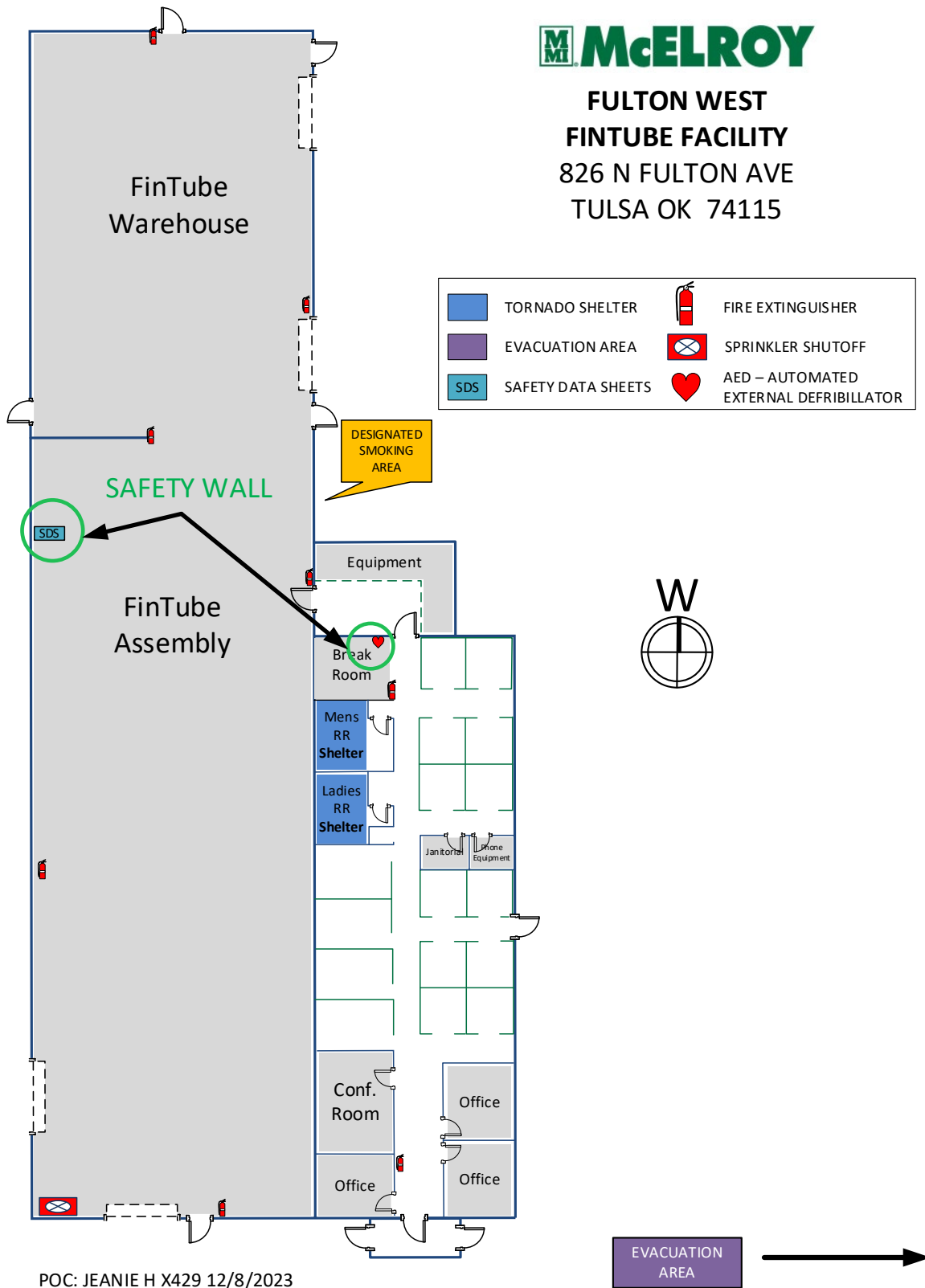


Figure 9. Fin Tube Assembly and Sales



FULTON WEST
PRODUCT DEVELOPMENT FACILITY
838 N FULTON AVE
TULSA OK 74115



LEVEL 1

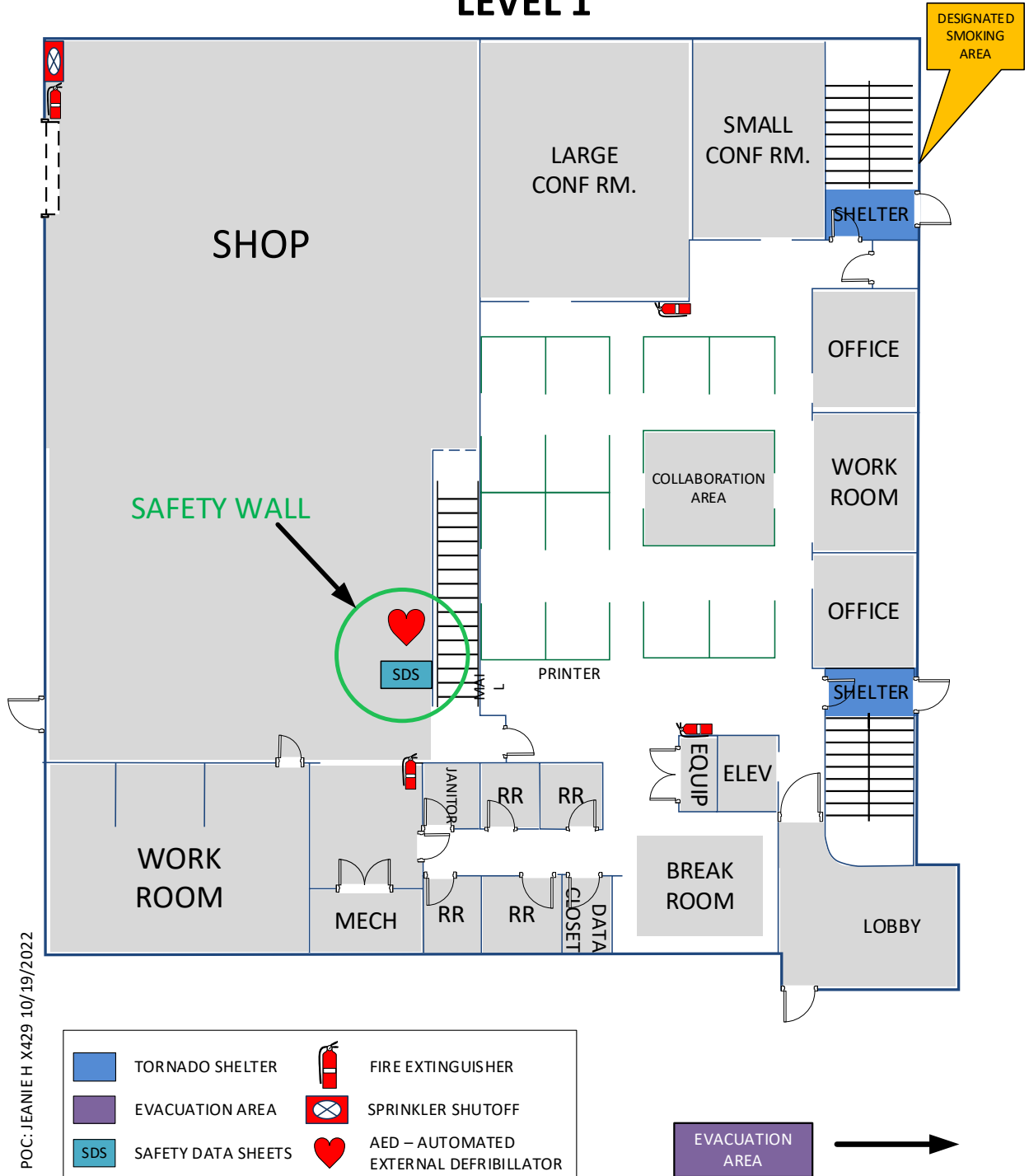


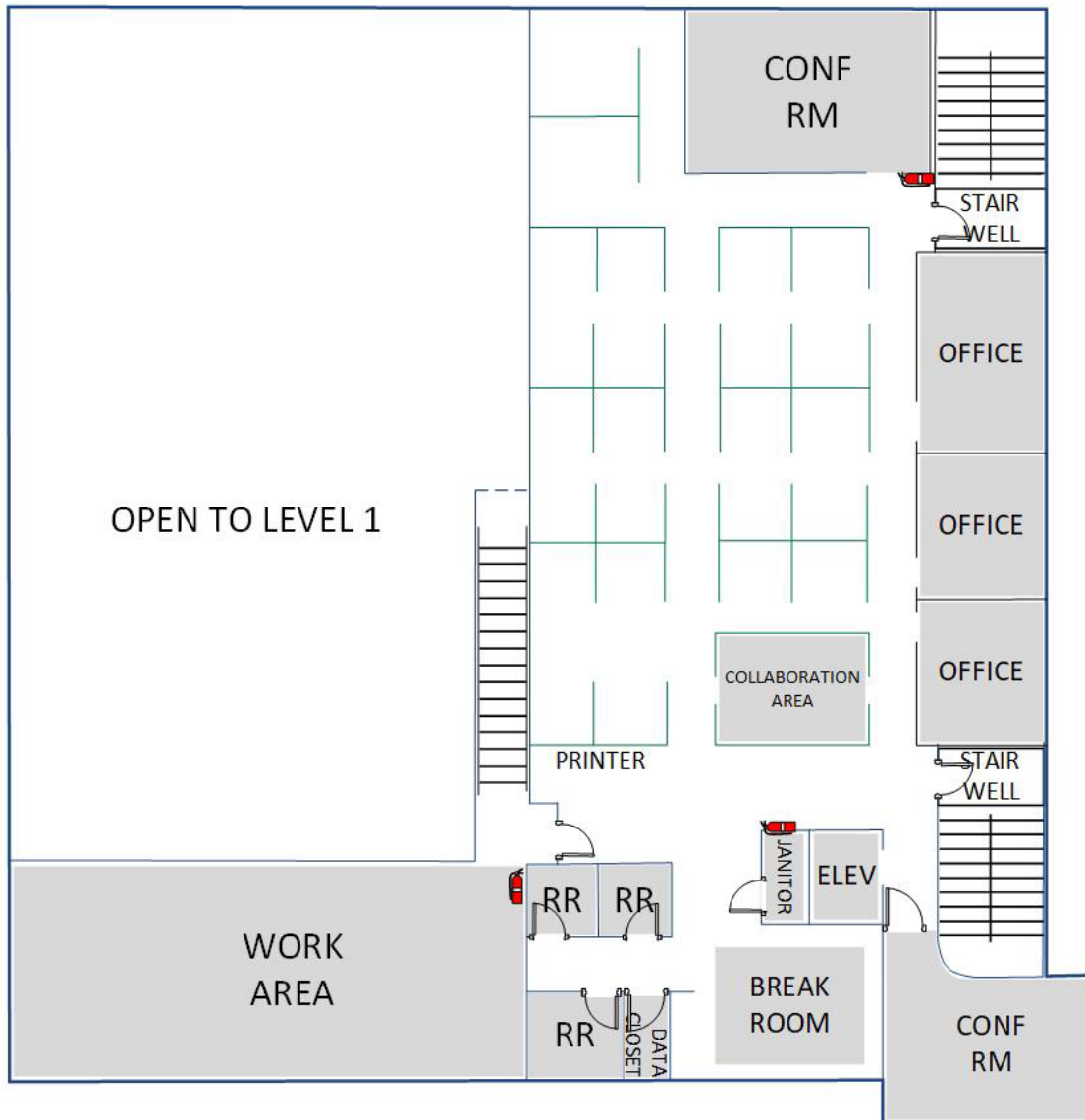
Figure 10. Product Development Facility (Level 1)



FULTON WEST
PRODUCT DEVELOPMENT FACILITY
838 N FULTON AVE
TULSA OK 74115



LEVEL 2



| | | | |
|--|------------------------|--|---------------------------------------|
| | TORNADO SHELTER | | FIRE EXTINGUISHER |
| | EVACUATION AREA | | AED – AUTOMATED EXTERNAL DEFIBILLATOR |
| | SDS SAFETY DATA SHEETS | | |

POC: JEANIE H X429 9/20/2022



Figure 11. Product Development Facility (Level 2)



**FULTON WEST
PRESTON-EASTIN FACILITY**
5341 E. INDEPENDENCE
TULSA OK 74115



POC: JEANIE H X429 12/22/2023

Figure 12. Preston-Eastin Facility

BROKEN ARROW FACILITY EMERGENCY PLANS

Fire or Other Emergency Requiring Evacuation of the Building

In the case of a facility evacuation, McElroy will announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the South-central area of the property, and group together with the McElroy employees waiting in the evacuation area. The evacuation areas are designated on the Broken Arrow Facility Maps on page 29, 30, and 31. All vendors, contractors, and employees must remain in the evacuation areas until accounted for and released by a member of McElroy management.

Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, McElroy will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the Broken Arrow Facility Maps on page 29, 30, and 31.

Accounting Procedures

All vendors, contractors, and employees must remain in evacuation areas or shelter areas until released by the Health and Safety Manager, or a member of McElroy supervision. McElroy management will make every reasonable effort to account for any missing vendors, contractors, or employees.

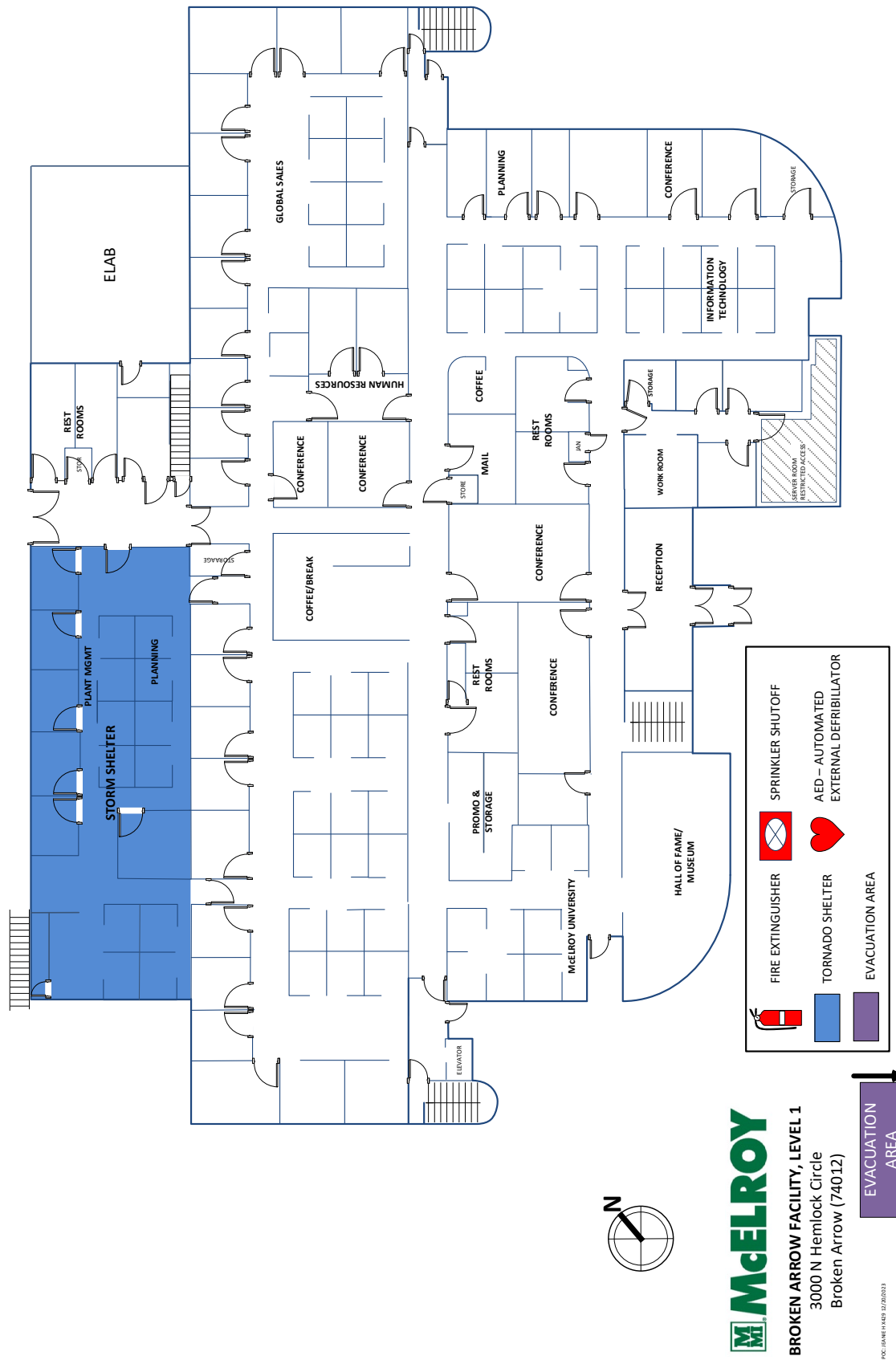


Figure 13. Broken Arrow Facility, Office Level 1

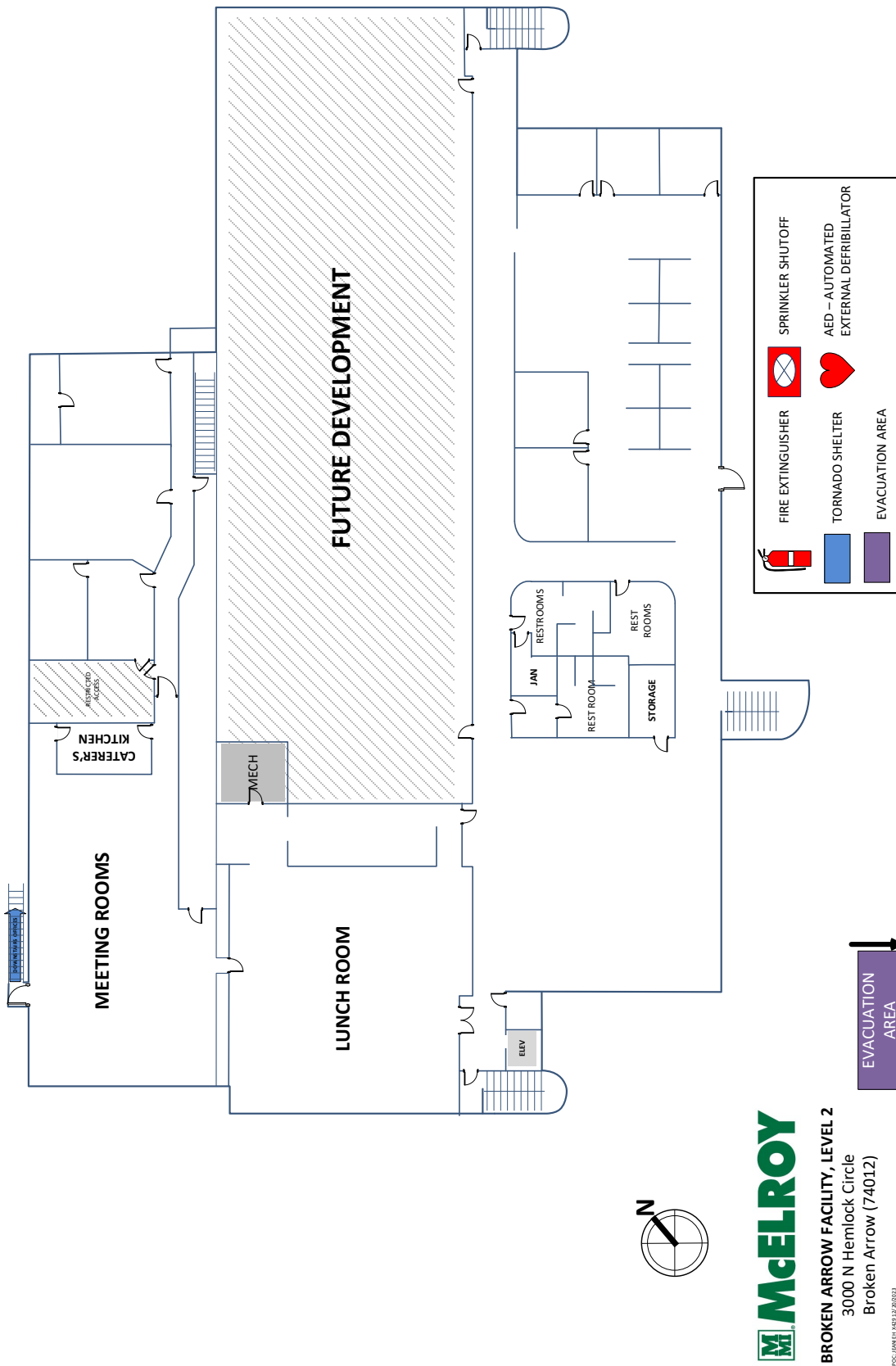
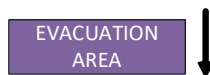
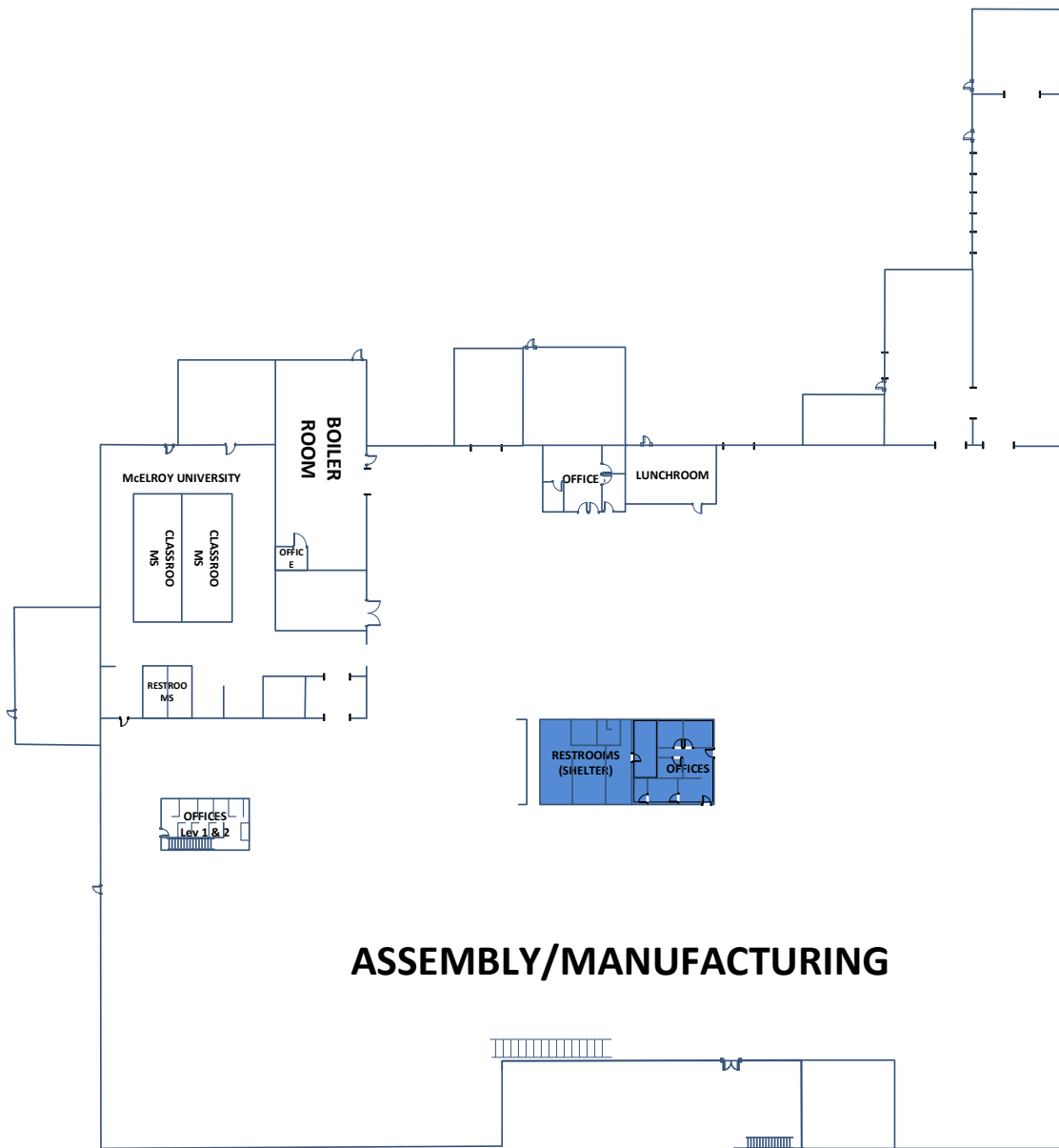


Figure 14. Broken Arrow Facility, Office Level 2



**BROKEN ARROW FACILITY,
ASSEMBLY/MANUFACTURING**
3000 N Hemlock Circle
Broken Arrow (74012)

POC: JEANIE H X429 12/20/2023






| | | | |
|---|-------------------|---|--|
|  | FIRE EXTINGUISHER |  | SPRINKLER SHUTOFF |
|  | TORNADO SHELTER |  | AED – AUTOMATED EXTERNAL DEFRIBILLATOR |
|  | EVACUATION AREA | | |

Figure 15. Broken Arrow Facility, Assembly Area

SOUTHERN SPECIALTIES CORPORATION FACILITY EMERGENCY PLANS

Fire or Other Emergency Requiring Evacuation of the Building

In the case of a facility evacuation, Southern will announce an evacuation message via the intercom system and land phones. Short consecutive blast last (3) to (5) seconds with a pause of (3) seconds between each blast.

Upon hearing an evacuation alarm, vendors or contractors must exit the building following the safest posted escape route. Vendors or contractors must proceed to the southeast corner of the property, inside the fence, and group together with the Southern employees waiting in the evacuation area. The evacuation areas are designated on the Southern Facility Map on page 33. All vendors, contractors, and employees must remain in the evacuation areas until accounted for and released by a member of Southern management.

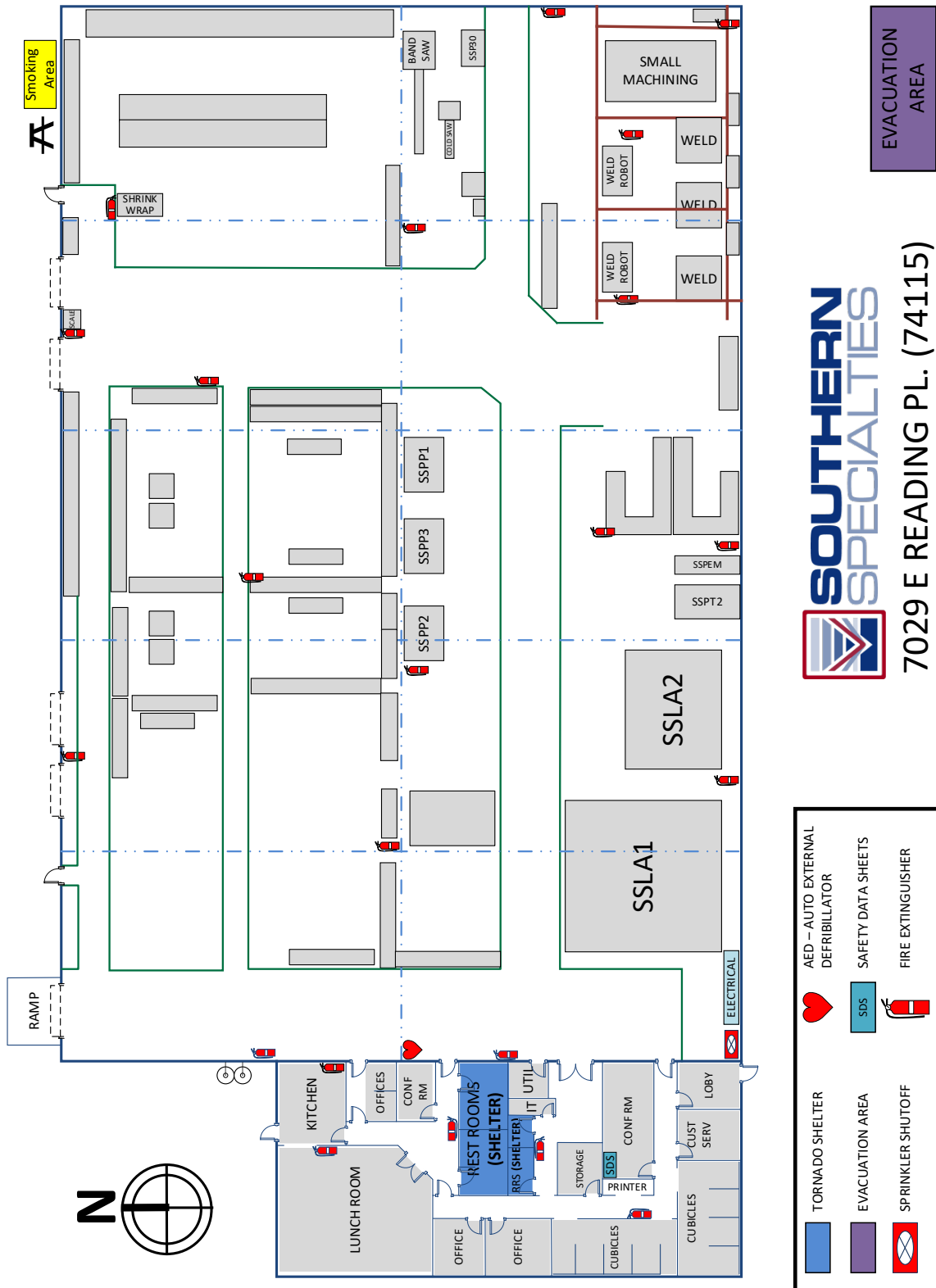
Tornado or other Emergency Requiring Shelter

In the case of a tornado or other emergency that requires shelter, Southern will announce a shelter message via the intercom system or land phone with (1) continuous long blast.

Upon hearing the seek shelter alarm, vendors or contractors must move to the nearest designated shelter area following the safest posted route. The shelter areas are designated on the Southern Facility Map on page 33.

Accounting Procedures

All vendors, contractors, and employees must remain in evacuation areas or shelter areas until released by the General Manager, Health and Safety Manager, or a member of Southern supervision. Southern management will make every reasonable effort to account for any missing vendors, contractors, or employees.



7029 E READING PL. (74115)

EVACUATION AREA

POC: JEANIE H X429 12/8/2023

Figure 16. Southern Specialties Corporation

ACKNOWLEDGMENT OF RECEIPT AND RESPONSIBILITY

I hereby acknowledge receipt of the *Vendor On-site Guidelines* and that it is my responsibility to read the information contained there-in. I understand that I have the opportunity to ask questions previous to signing this document.

Company Name

Vendor or Contractor's Printed Name

Vendor or Contractor's Signature

Date