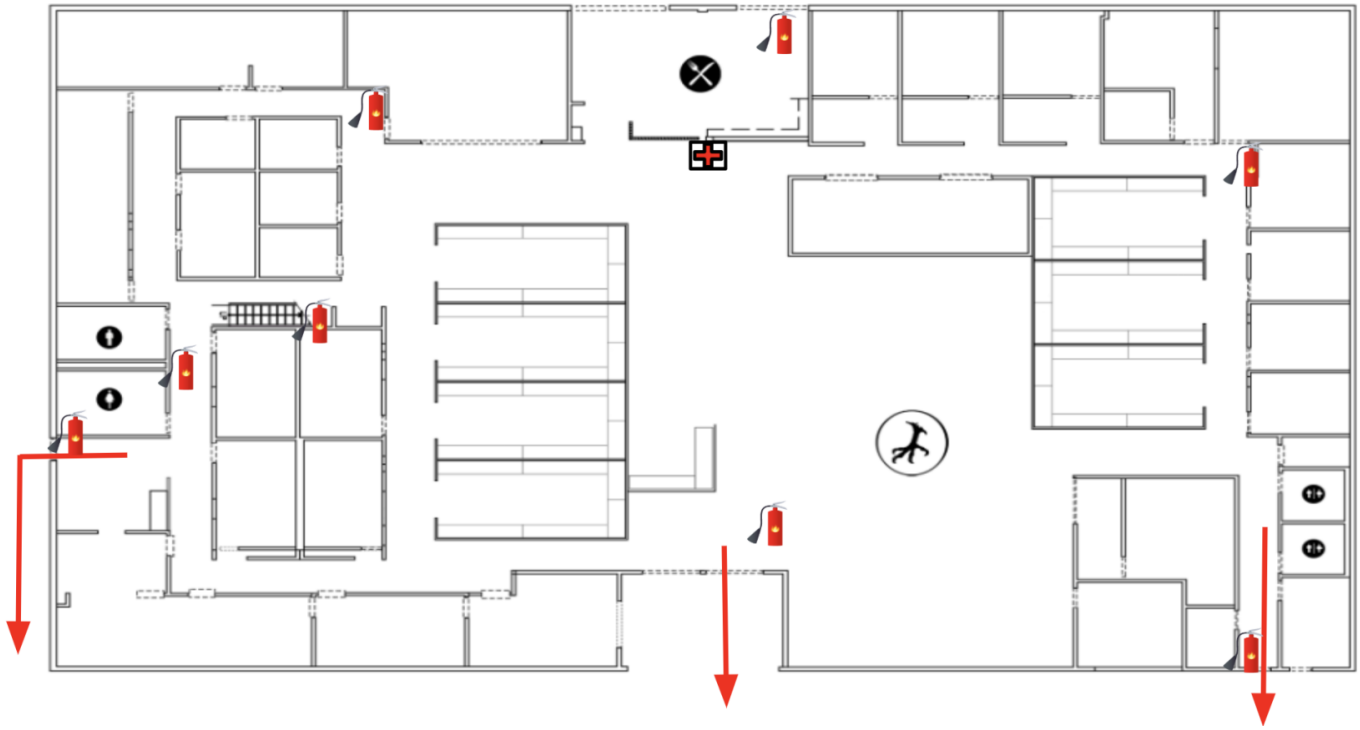
Emergency Exit protocol and workplace injury reporting

- Exit Route protocol
- In case of workplace injury

Exit Route protocol



- If you hear a siren sound off please exit the building immediately. **(Do not delay your exit by trying to grab your personal belongings)**
- All exit routes are marked with red arrows on the map.
- All exit routes have green lit up physical signs near them pointing you in the direction of said exit.
- Only use exit if it's safe to do so.
- Please make sure to NOT ever obstruct any egress routes or exits.
- In case of an earthquakes please find sturdy desk to get under.
    - Avoid being near windows or glass if possible.

- If you have a visitor or guest here please be responsible for their safe exit.
- If someone is injured and cannot exit, do not stay with them unless it is safe to do so.
    - Upon exiting please let first responders or head of operations know where that person is so they can get them help.

- After exiting the building please meet up at rondevu point, in the outdoor seating area between our building and the NPR building. If it's a fire or something that is impacting both buildings then please meet on the side walk on Jefferson Blvd in front of NPR.

        - Please be mindful of cars in the parking lot and street when exiting.

    - Once in the meet up area, a headcount will be taken.
        - Please inform us if know of someone on your team that might be OOO or WFH that day.

- **It is essential that you use the kiosk daily to both check in when you arrive and check out when you leave so we can use that data in case of emergencies.**

- Floor wardens will be assigned to do a full sweep of the building to make sure all have exited safely.
- If you know you will need assistance exiting in case of a future emergency, please let HR know asap so we can have a plan in place for you.

In case of workplace injury

- Please reach out to someone on the ops team to asses the situation.
- If it is a minor injury that can be treated in house, ops can help you find what is needed in our first aid kit.
- If the injury is not life threatening but requires additional attention, we will recommend you go see a doctor.
- If the injury is severe and requires immediate attention, a first responder will be contacted for assistance.
    - Please let HR know ahead of time if you have any allergies, medications you are on or medical conditions that would be important to be aware of in case of an emergency.

- If the injury requires transportation to a hospital, your manager will be alerted of your departure.
- Pictures may need to be taken for investigation/reporting purposes.
- A incident report will be made and submitted to HR for workers comp eligibility and Osha will be notified.
- A return to work plan will be discussed with you by HR.

Please do not Hesitate to report any injury no matter how small.

Also please let us know if you find anything within our space that can potentially be a hazard or concern for injury.