

Safety



POLICY FOR SECURITY CAMERA ACCESS:

All Security Camera Access will be in the hands of the District Leads, IT (Information Technology), or HR (Human Resources) only. No Supervisor will have access to the Camera System.

PROCEDURE FOR SECURITY CAMERA ACCESS:

In the event of an incident in your store that would require camera footage, for example: theft, customer accident, employee accident, etc., the following steps will be followed:

1. Fill out the form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=BuBLagq080aSyS6frqmHGdvOzxYQC11AmXTBvQfpU2JUNkRaR0NRWURLRDhBR1NXTDJNTzA2N0hQRS4u\>

2. After filling out the form, the appropriate department will respond with their findings.

PROCEDURE FOR AN ACTIVE SHOOTER SITUATION:

Active shooters are not robbers or thieves. Their only goal is to take life.

- There is no reasoning with an active shooter.
- Active shooters see people as objects, not human beings.

Response to the Situation – You MUST ACT IMMEDIATELY. The worst thing you can do in this situation is to freeze and not do anything at all. Assess the situation quickly – you have 3 options:

1. RUN

- The first option is to always run. Find the closest exit and get as far away from the area as possible.

2. BARRICADE

- If running is not an option, then you need to find a way to barricade yourself in a room. Lock the door or put things in front of the door. Find a place to hide.

3. FIGHT/RUSH THE SHOOTER

- As an absolute last resort your last option is to fight or rush the shooter.
- When the shooter is so close that you are not able to run or hide, then your only option is to fight back. Find anything that can be used as a weapon to dismantle the shooter.

A Note Regarding Situational Awareness:

As much as possible, stay aware of what is going on around you and in the store.



severe weather policy

Policies & Procedures Regarding Severe Weather Events:

1. If a TORNADO WARNING is in effect within 30 minutes of a Retail Associate's start time, Retail Associates are not to report to work until an "all clear" has been given by a local weather channel. Also, if a TORNADO WARNING is in effect, stores in that area will be immediately closed until an "all clear" has been given. Retail Associates and customers must be instructed to move to the safest defined location within the building.
2. If a SEVERE THUNDERSTORM WARNING OR TORNADO WATCH is in effect within 30 minutes of a Retail Associate's start time, each Retail Associate may use their own discretion in terms of reporting for work. If the weather appears questionable, all Retail Associates are encouraged to call their Operations Lead and discuss whether it appears safe to proceed.
3. Since local conditions can vary widely, we do not close any store, auction, or other operations simply because of a winter weather watch or warning. For snow and ice, the decision of whether to close a store and auction operations will be made by Company Leadership, considering the following factors as appropriate: 1) whether state or local police are asking everyone to stay at home, 2) whether other local organizations or businesses are closing or cancelling activities, 3) the weather forecast, and 4) the condition of the local roads and the parking lots. Decisions may be made on a location-by-location basis, based on current conditions at each location.
4. Use common sense and your best judgment when traveling to and from work or on Company business in poor weather conditions.
5. In the event of a closing, the Operations Lead will contact Retail Associates normally by text message and a sign will be placed on the front door of impacted stores.