

# HACH LOVELAND VISITOR'S GUIDE

## **Visitor's Log**

All visitors to the Hach Loveland facility must sign the Visitor's Log located at the Front Lobby or Service Dock entrances. In the event of an emergency, the Log is used to account for visitors.

## **Friends, Relatives, and Children**

Friends, relatives, and children must sign the Visitor's Log and wear a Visitor Badge. Facility access for children under the age of 12 is limited to the Front Lobby, restrooms, and the cafeteria. All children regardless of age must be supervised at all times.

## **Visiting on Weekends or After 4:00 pm**

Employees must inform their supervisors/facilitators of all visits which occur outside of normal business hours. On weekends or after 4:00 pm, visitors may contact employees by using the company telephone at the southwest employee entrance. Visitors must remain in the cafeteria.

## **Visiting Hach Associates**

Hach associates from other Hach facilities (outside of Loveland) are to sign the Visitor's Log, wear their name tags or an issued visitor or contractor badge at all times and abide by all Loveland safety rules.

## **Contractors**

Contractors will enter and leave the facility at either the Front Lobby or Service Dock entrances and will sign the Log that is maintained in those areas.

## **Visitor and Contractor Badges**

Each visitor must wear the badge issued to him in a visible location at all times while at the facility. Individuals will be issued one of two badges:

- Visitor Badge – issued to individuals who must be escorted by a Hach employee at all times while in the facility
- Contractor Badge – issued to other representatives who do not require an escort. Some examples of representatives who may be issued a contractor badge are food service vendors, subcontractors, and service repair personnel

## **Display Room**

Employees, visitors, tour groups, and contractors are invited to visit the Product Display Room. For an optimum experience, a knowledgeable Hach employee should accompany visitors; however, informational plaques are in place to assist when the tour is self-guided. Products are not to be removed from the Display Room without approval from the Marketing Department. For safety and environmental reasons, chemicals are not to be opened or used in instruments in the Display Room.

## **Tours**

Approved plant tours are arranged through Reception and must be approved by a Senior Executive Associate. Generally, tours are limited to groups of six or less and are not permitted after 5:00 pm. Tour arrangements should be made at least two weeks in advance. Tours may be limited in scope for safety or proprietary business reasons. Shorts, sandals, and open-toed shoes are prohibited.

## **Warning Signs and Safety Equipment**

Warning signs are posted throughout the Hach facility which indicate:

- Required safety equipment (safety shoes, safety glasses, etc.)
- Authorized personnel only (access denied to visitors due to workplace hazards)

Visitors to the Hach facility must abide by all posted warning notices, wear required safety equipment, and abide by Hach Company's written safety and environmental programs.

Safety equipment may be requested by contacting the Safety Department at 2404.

## **Fire Emergencies**

- Building 1 (Administrative Offices, Lobby, etc.) steady ring alarm
- Building 2 (Manufacturing Operations) intermittent buzz and strobe lights

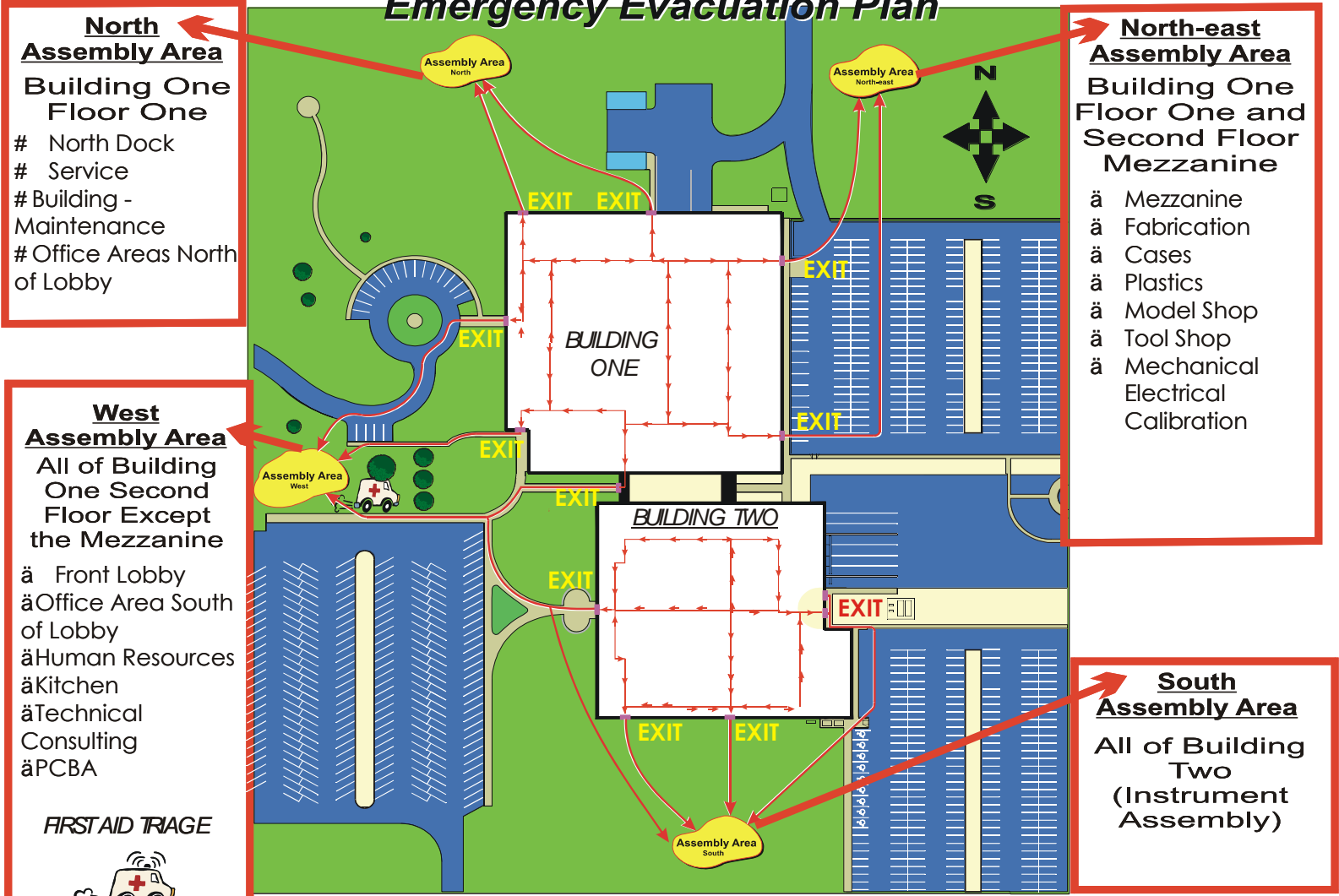
The above warning alarms indicate that the building must be evacuated. Visitors should proceed calmly to the nearest exit and meet their sponsoring Hach employee at the designated outdoor assembly area indicated on the maps located throughout the facility. If you are an unescorted contractor, please report to the West assembly area to be accounted by the receptionist. The assembly areas must be at least 200 feet from the building.

## **Severe Weather Emergencies**

- Building 1 (Administrative Offices, Lobby, etc.) verbal alert
- Building 2 (Manufacturing Operations) verbal alert

The above warning alarms indicate a severe weather emergency. In building 1, visitors should proceed immediately to a central location on the first floor, away from exterior doors and windows. In building 2, visitors should find the nearest rest room. Do not, under any circumstances, leave the shelter of the building during a severe weather alarm.

# Emergency Evacuation Plan



**North Assembly Area**  
**Building One Floor One**  
 # North Dock  
 # Service  
 # Building - Maintenance  
 # Office Areas North of Lobby

**North-east Assembly Area**  
**Building One Floor One and Second Floor Mezzanine**  
 ä Mezzanine  
 ä Fabrication  
 ä Cases  
 ä Plastics  
 ä Model Shop  
 ä Tool Shop  
 ä Mechanical  
 Electrical  
 Calibration

**West Assembly Area**  
**All of Building One Second Floor Except the Mezzanine**  
 ä Front Lobby  
 ä Office Area South of Lobby  
 ä Human Resources  
 ä Kitchen  
 ä Technical Consulting  
 ä PCBA

**South Assembly Area**  
**All of Building Two (Instrument Assembly)**

**FIRST AID TRIAGE**



**ALARM SYSTEM BUILDING ONE**  
*Steady Ring Alarm:*  
 Fire, Chemical Emergency, Bomb Threat  
 Go to an outdoor assembly area  
*Verbal Alert:*  
 Severe Weather.  
 Seek refuge on first floor at the center of building (PCBA).

**ALARM SYSTEM BUILDING TWO**  
*Intermittent Buzzer:*  
 Fire, Chemical Emergency, Bomb Threat  
 Go to an outdoor assembly area.  
*Verbal Alert:*  
 Severe Weather.  
 Seek refuge in the bathrooms and first aid rooms.