

Emergency Action Plan ASSEMBLY & BONDING

Each workplace must have an individual written emergency action plan for evacuation of employees. This written plan includes:

- Evacuation routes and procedures for employees
- Procedures for accounting for all evacuated employees
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

I. EVACUATION PROCEDURES:

A. Alerting Employees of a Fire Emergency

1. Employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs.
2. When possible, an alert call of "EMERGENCY" will be communicated over the paging system.

B. Accounting for Evacuated Employees

1. Evacuated employees will meet outside of the building by the company mailbox.
2. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel.

C. Critical Plant Equipment

1. Employees should *immediately* shut-down any equipment they are using and exit the building when there is an emergency-alert call.
2. The Plant Manager and/or leadmen should stay behind only to shut down critical plant equipment and only when able to do so without endangering themselves or others.

II. EVACUATION ROUTES: ASSEMBLY & BONDING

- **Escape Route 1:** LUNCHROOM EXIT DOOR-standard entrance/exit door
(located on the western side of the building in the lunchroom, go west through lunchroom door and continue west through exit door)
- **Escape Route 2:** BONDING DOOR-standard entrance/exit door
(located in the northeast corner of the bonding department, go north to the north end of bonding and east through exit door)
- **Escape Route 3:** EMPLOYEE ENTRANCE DOOR-employees-only entrance/exit door
(located on the northern side of the building, go north through door leading into the Office and continue north into the storage room and through exit door)

**NOTE: In warmer months the large bay door in bonding could serve as an exit door if open prior to emergency. It is not listed as an available escape route due to the time it takes to open, compared to a standard entrance/exit door.*

Emergency Action Plan SHIPPING & RECEIVING

Each workplace must have an individual written emergency action plan for evacuation of employees. This written plan includes:

- Evacuation routes and procedures for employees
- Procedures for accounting for all evacuated employees
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

I. EVACUATION PROCEDURES:

A. Alerting Employees of a Fire Emergency

1. Employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs.
2. When possible, an alert call of "EMERGENCY" will be communicated over the paging system.

B. Accounting for Evacuated Employees

1. Evacuated employees will meet outside of the building by the company mailbox.
2. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel.

C. Critical Plant Equipment

1. Employees should *immediately* shut-down any equipment they are using and exit the building when there is an emergency-alert call.
2. Critical Plant Equipment - the Plant Manager and/or leadmen should stay behind only to shut down critical plant equipment and only when able to do so without endangering themselves or others.

II. EVACUATION ROUTES: SHIPPING & RECEIVING

- **Escape Route 1:** SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, go west through the north side of Shipping & Receiving, to the west end of the department, go south and out exit door facing west)
- **Escape Route 2:** SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, go west through the south side of Shipping & Receiving, to the west end of the department, go south and out exit door facing west)
- **Escape Route 3:** LUNCHROOM EXIT DOOR-standard entrance/exit door
(located on the western side of the building in the lunchroom, go north through department and west through lunchroom door and continue west out through exit door)

Emergency Action Plan MACHINE SHOP

Each workplace must have an individual written emergency action plan for evacuation of employees. This written plan includes:

- Evacuation routes and procedures for employees
- Procedures for accounting for all evacuated employees
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

I. Evacuation Procedures:

A. Alerting Employees of a Fire Emergency

1. Employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs.
2. When possible, an alert call of "EMERGENCY" will be communicated over the paging system.

B. Accounting for Evacuated Employees

1. Evacuated employees will meet outside of the building by the company mailbox.
2. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel.

C. Critical Plant Equipment

1. Employees should *immediately* shut-down any equipment they are using and exit the building when there is an emergency-alert call.
2. Critical Plant Equipment - the Plant Manager and/or leadmen should stay behind only to shut down critical plant equipment and only when able to do so without endangering themselves or others.

II. Evacuation Routes: Machine Shop

- **Escape Route 1:** WELDING EXIT DOOR-standard entrance/exit door
(located on the western side of the building but facing north, go west through Machine Shop and continue to the west end of Welding area, go north out exit door)
- **Escape Route 2:** SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, go north into the south side of Shipping & Receiving, go west to west end of Shipping & Receiving then south to exit door facing west)
- **Escape Route 3:** SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, from the southeast corner of Machine Shop, go north into the south side of Shipping & Receiving, go west to west end of Shipping & Receiving then south to exit door facing west)

- **Escape Route 4: SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, go west through
Machine Shop office area and continue W out exit door)**

Emergency Action Plan WELDING AREA

Each workplace must have an individual written emergency action plan for evacuation of employees. This written plan includes:

- Evacuation routes and procedures for employees
- Procedures for accounting for all evacuated employees
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

I. Evacuation Procedures:

A. Alerting Employees of a Fire Emergency

1. Employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs.
2. When possible, an alert call of "EMERGENCY" will be communicated over the paging system.

B. Accounting for Evacuated Employees

1. Evacuated employees will meet outside of the building by the company mailbox.
2. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel.

C. Critical Plant Equipment

1. Employees should *immediately* shut-down any equipment they are using and exit the building when there is an emergency-alert call.
2. Critical Plant Equipment - the Plant Manager and/or leadmen should stay behind only to shut down critical plant equipment and only when able to do so without endangering themselves or others.

II. Evacuation Routes: Welding Area

- **Escape Route 1:** WELDING EXIT DOOR-standard entrance/exit door
(located on the western side of the building but facing north, go west to west end of Welding area and north out exit door)
- **Escape Route 2:** SHIPPING EXIT DOOR-standard entrance/exit door
(located on the western side of the building, go east into Machine Shop, go north into Shipping & Receiving, go west to west end of Shipping & Receiving, go south and out exit door facing W))

**NOTE: In warmer months the large bay door in welding could serve as an exit door if open prior to emergency. It is not listed as an available escape route due to the time it takes to open, compared to a standard entrance/exit door.*

Emergency Action Plan OFFICE

Each workplace must have an individual written emergency action plan for evacuation of employees. This written plan will include:

- Evacuation routes and procedures for employees
- Procedures for accounting for all evacuated employees
- The means of alerting employees to a fire emergency
- The means for employees to report emergencies

I. Evacuation Procedures:

A. Alerting Employees of a Fire Emergency

1. Employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs.
2. When possible, an alert call of "EMERGENCY" will be communicated over the paging system.

B. Accounting for Evacuated Employees

1. Evacuated employees will meet outside of the building by the company mailbox.
2. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel.

C. Critical Plant Equipment

1. Employees should *immediately* shut-down any equipment they are using and exit the building when there is an emergency-alert call.
2. Critical Plant Equipment - the Plant Manager and/or leadmen should stay behind only to shut down critical plant equipment and only when able to do so without endangering themselves or others.

II. Evacuation Routes: Office

- **Escape Route 1:** EMPLOYEE ENTRANCE DOOR-employees-only entrance/exit door (located on the northern side of the building, go to northeast corner of Office in the storage room, go north out exit)
- **Escape Route 2:** MAIN ENTRANCE DOOR-standard entrance/exit door in lobby area (located on the western side of building, go west through Office and south into Lobby area, go west out exit)

XII. EMPLOYEE REVIEW

- A. Review - written safety plans must be available for employees to review
- B. Training - employees must be trained in recognizing the evacuation “EMERGENCY” call and their role in the emergency evacuation plan.
- C. New Hire Employees - must be trained in the emergency evacuation program when beginning their job duties. All employees must be trained in any changes in the plan.
- D. Alarm System - when possible the paging system will be used to communicate the “EMERGENCY” alert call. When use of the paging system is not possible, employees should communicate this alert call vocally.