

**EMERGENCY ACTION &
FIRE SAFETY PROGRAM**

**Knott Brake Company
29 CFR 1910.38**

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The following fire safety and emergency action program has been developed in accordance with the OSHA Fire Safety Standard, 29 CFR 1910.38 and Section 7.2, 7.3 and 7.4 in the Knott Brake Company Employee Handbook.

I. RESPONSIBILITY:

- A. Plant Manager - is responsible for all facets of this program and has the full authority to make necessary decisions to ensure its success.
- B. Plant Manager - will develop detailed written instructions when required for this program and will amend these instructions when necessary.
- C. Immediate Supervisors - are responsible for training employees in the use of fire extinguishers, the evacuation plan, and any other training required by this program.

II. FIRE PREVENTION PLAN

To stop unwanted fires from occurring, a prevention plan will be drafted and updated by the Plant Manager. This plan should minimize the frequency of evacuation and will be approved by the Plant Manager.

The plan will include:

- Housekeeping procedures for storage of flammable materials
- Cleanup procedures for flammable waste
- Handling and packaging procedures for flammable waste, including recycling
- Safety rules regarding smoking, welding and other burning within the workplace

III. HOUSEKEEPING PROCEDURES FOR STORAGE OF FLAMMABLE MATERIALS

A. Oily Rags -

- 1. These will be kept in 5 gallon metal containers with lids.
- 2. These containers will be labeled "Oily Rags."

B. Flammable Chemicals - These chemicals, when stored in their original containers, will be labeled with the following information:

- 1. name of chemical
- 2. flammability
- 3. toxicity
- 4. special precautions (such as found on its MSDS)

When these chemicals are used in transfer containers, the transfer container will provide the following information:

- 1. name of chemical
- 2. appropriate warning (i.e. "Flammable")

IV. CLEANUP PROCEDURES FOR FLAMMABLE WASTE

- A. Oily Rags - These will be picked up, replaced and cleaned by an outside industrial laundry service.
- B. Flammable Chemicals - Chemical spills and cleanup procedures will be conducted according to instructions found on its MSDS.

V. HANDLING AND PACKAGING PROCEDURES FOR FLAMMABLE WASTE

- A. Used Coolant - This material will be stored in an approved tote.
- B. Disposal - This material will be disposed of by an industrial waste-removal company.

VI. SAFETY RULES (*Employee Handbook Section 7.2, 7.6*)

- A. Smoking -
 - 1. Smoking is restricted to private vehicles and designated *outside* smoking areas.
 - 2. Smoking is prohibited everywhere inside the building.
- B. Welding & Burning -
 - 1. Personal protective equipment must be worn during these processes.
 - 2. Welding always requires leather gloves, a leather welding garment and welding mask.

VII. FIRE EXITS:

- A. Escape Routes - each workplace must have at least two means of escape, remote from each other to be used in a fire emergency. These escape routes must be properly marked with signs designating exits from the building.
- B. Fire Exits - must not be blocked to prevent emergency use when employees are in the building.
- C. Inspections - the Plant Manager is responsible for inspecting the fire exits. An inspection will be performed every month.

VIII. PORTABLE FIRE EXTINGUISHERS:

- A. Location/Type - each workplace must have a full complement of the proper type of fire extinguisher for the fire hazards present.
- B. Training - employees must be instructed on the hazards of fighting fire, how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency. Training will be provided by the person responsible for training, named in section *A. Responsibility* or by a designated outside company.
- C. Operating Condition - only approved fire extinguishers are permitted to be used in workplaces, and they must be kept in good operating condition.

- D. Inspection - the Plant Manager will maintain and inspect fire extinguishers once a month and all fire extinguishers will be inspected annually by an outside company authorized to inspect and/or provide services for fire extinguishers.

IX. EMERGENCY EVACUATION PLANNING:

- A. Emergency Action Plan - each workplace must have a written emergency action plan for the evacuation of employees.
- B. Inclusions of Plan -
- 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

X. EVACUATION PROCEDURES:

- A. Alerting Employees of a Fire Emergency - employees should immediately and vocally alert others as soon as a fire has started or another emergency occurs. When possible, an alert call of "EMERGENCY" will be communicated over the paging system. (*Section 7.3 Employee Handbook*)
- B. Accounting for Employees - evacuated employees should meet in the front lobby area of the building. If that is not possible, they should meet at the company mailbox. The senior supervising employee outside of the building will be responsible to call for appropriate assistance and account for all personnel. (*Section 7.3 Employee Handbook*)
- C. Critical Plant Equipment - the Plant Manager and/or leadmen should stay behind only to shut down *unattended critical plant equipment* and only when able to do so *without endangering themselves or others*.
1. Critical Plant Equipment - equipment that if left *unattended* would constitute an additional hazard to the existing emergency. This equipment includes:
 - CNC Machines
 - Bonding Ovens
 - Dip Tank
 2. Self-endangerment - to minimize endangerment, designated employees staying behind to shut down critical plant equipment, must use the "emergency" stop device and may do so only when an escape route is near, visible, unobstructed and away from the present hazard.

XI. EMERGENCY ACTION PLANS/ EVACUATION ROUTES

- A. Assembly & Bonding
- B. Shipping & Receiving
- C. Machine Shop
- D. Welding Area
- E. Office