**PURPOSE:**

The Emergency Action Plan is essential to the safety of our employees. The purpose of Emergency Action Plan is to:

1. Prepare for an emergency.

2. Set-up an adequate chain of command during an emergency.

3. Minimize the impact of an emergency on employee health and safety.

4. Follow-up emergency action procedures.

**SCOPE:**

Wagner-Meinert, LLC has chosen to establish a complete emergency action plan for emergencies that could arise while the facility is occupied.

The Emergency Action Plan will immediately take effect whenever there is an emergency; fire, flood, tornado, earthquake, terrorism, etc.

**1.0 EMERGENCY ESCAPE PROCEDURES AND SHELTER IN PLACE**

**2.0 ACCOUNTING FOR EMPLOYEES IN THE EVENT OF AN EMERGENCY EVACUATION.**

**3.0 FIRE PREVENTION AND PROTECTION.**

**4.0 EMERGENCY ACTIVITIES, TRAINING AND FOLLOW-UP.**

**5.0 EMPLOYEES ACCESS TO EMERGENCY ACTION PLAN**

**REFERENCES:**

A) 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, paragraph (a).

***1910.38 Employee emergency plans and fire prevention plans.***

*(a) Emergency action plan. (1) Scope and application. This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.*

*(2) Elements. The following elements at a minimum, shall be included in the plan:*

*(i) Emergency escape procedures and emergency escape route assignments;*

*(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate:*

*(iii) Procedures to account for all employees after emergency evacuation has been completed;*

*(iv) Rescue and medical duties for those employees who are to perform them:*

*(v) The preferred means of reporting fires and other emergencies; and*

*(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.*

*(3) Alarm system. (I) the employer shall establish an employee alarm system which complies with 1910.165.*

*(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.*

*(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.*

*(5) Training. (I) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.*

*(ii) The employer shall review the plan with each employee covered by the plan at the following times:*

*(A) Initially when the plan is developed,*

*(B) Whenever the employee’s responsibilities or designated actions under the plan change, and*

*(C) Whenever the plan is changed.*

*(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan……..*

**PROCEDURES:**

**1.0 EMERGENCY ESCAPE PROCEDURES AND SHELTER IN PLACE**

1.1 Emergency evacuations that require exiting the building shall go to the assembly area at the west corner of the parking lot bordering Freedom Way road. This area is shown on the Emergency Evacuation & Shelter In Place Plan drawing (SP1.0). These emergency drawings will be displayed in different areas of the facility. These drawings will show egress routes and the required area for assembly for the emergency at hand.

1.1.1 Emergencies that require the facility to evacuate are:

1.1.1.1 Fire

1.1.1.2 Chemical Spill

1.1.1.3 Explosion

1.1.1.4 Bomb Threat

1.1.1.5 Earthquake

1.2 All other emergencies that require shelter in place shall proceed to the first floor to areas designated on the Emergency Evacuation & Shelter In Place Plan drawing (SP1.3). The shelter in place areas are listed below. See Section 26C for Shelter In Place Assignments:

|  |  |  |
| --- | --- | --- |
| **Shelter-In-Place Room Areas** | | |
| **Room #** |  | **Room Type** |
| Room 108 |  | Office |
| Room 109 |  | Men’s Restroom |
| Room 110 |  | Women’s Restroom |
| Room 113 |  | Conference Room |
| Room 122 |  | Office |
| Room 123 |  | Office |
| Room 126 |  | Office |
| Room 128 |  | Office |
| Room 129 |  | Office |
| Room 130 |  | Office |
| Room 131A |  | Men’s Restroom |
| Room 133 |  | Office |
| Room 136 |  | Office |
| Room 137B |  | Office |
| Room 139 |  | Office |
| Room 140 |  | Office |
| Room 141 |  | Office |

1.2.1 Emergencies that require shelter in place are:

1.2.1.1 Tornado

1.2.1.2 Terrorist threat

1.2.2 Emergencies that may require to Shelter In Place or Evacuate are:

1.2.2.1 A chemical spill depending on the location and type of chemical spill will determine is a Shelter In Place or an Evacuation order will be given.

1.3 All personnel operating tools or machinery should shut down or turn off before exiting unless the situation does not allow for this to take place.

1.4 All employees are to call 911 if needed and then call extension 100 to report any emergency. The person at the reception desk then calls out on PA system to alert everyone to the situation. The Safety Director or designee trained in the emergency procedures will take charge to determine action to be taken.

1.4.1 Safety Director Phone: 260-403-4206

1.4.2 Superintendent Phone: 260-615-9398

1.4.3 Fab Shop Foreman Phone: 260-615-3410

**2.0 ACCOUNTING FOR EMPLOYEES IN THE EVENT OF AN EMERGENCY EVACUATION.**

2.1 A complete of list office employees is located in the reception area. In the event of an emergency evacuation, the present receptionist will print the sign in/out sheet and take to the designated assembly area. Assembly areas are shown on the emergency drawings SP1.0 located throughout the facility.

2.2 A daily sign in log for contractors and visitors is located in the receptionist area. In the event of an emergency evacuation, the present receptionist or designate will carry the sign in/out sheet to the designated assembly area(s).

2.2.1 “DO NOT GO TO YOUR VEHICLES”

2.2.2 Primary Emergency Evacuation Assembly Area is in the west corner of WMI’s parking lot.

2.2.3 Secondary Emergency Evacuation Assembly Area (Across Freedom Way to Gustoff & Larson parking lot.

2.2.4 If the above areas are both in the danger zone of an emergency use common sense and move farther away.

2.3 A daily sign in log for fab area employees is located in the fab shop foreman’s office. In the event of an emergency evacuation, the fab shop foreman or designate will carry the sign in/out sheet to the designated assembly area.

2.4 A roll call will be conducted and the results communicated to the Safety Director or designated person in charge.

**3.0 FIRE PREVENTION AND PROTECTION**

3.1 Wagner-Meinert, LLC personnel have annual training in incipient stage fire fighting and its hazards and the use of different types of portable fire extinguishers.

3.2 Wagner-Meinert, LLC has an active Hot Work Permit Program as do the majority of our customers. Always follow Hot Work procedures when welding, cutting, or using any equipment when may supply an ignition source.

3.3 When utilizing heat producing equipment, make sure that the area is clear of all fire hazards and that all sources of potential fires are eliminated.

3.4 Do not use a salamander or other open flamed device in confined or enclosed structures.

3.5 Vent heaters to the atmosphere and make sure they are located an adequate distance from walls, ceilings and floor.

3.6 Have fire extinguishers available at all times where heat-producing equipment is used.

3.7 Know the location of fire fighting equipment in the work area and have knowledge of its use and application in case of fire.

3.8 Fire extinguishers are visually checked monthly and have a yearly documented maintenance check. Turn in all fire extinguishers for recharge after each use. Make sure the extinguishers you have are rated for the environment you will be working in. These records will be kept on file for one year after last entry of life of the shell.

**4.0 EMERGENCY ACTIVITIES, TRAINING AND FOLLOW-UP.**

4.1 All Emergency drill and training activities shall be coordinated by the Safety Director and the Safety Committee. Training will be conducted annually.

4.2 Once an emergency evacuation or shelter in place has been called, the Safety Director or designate shall be responsible for the coordination of activities.

4.3 All new employees shall be trained at orientation and annually thereafter.

4.4 All drills will be followed up with an assessment. This is done by the Safety Director using Section 26B Emergency Action Assessment Form.

**5.0 EMPLOYEES ACCESS TO EMERGENCY ACTION PLAN**

5.1 This emergency action plan is available to all employees through the Wager-Meinert, LLC Intranet.

5.2 All new and existing employees are communicated about access to the plan at company staff meetings and through emails.

**ASSOCIATED DOCUMENTS:**

|  |  |
| --- | --- |
| **SECTION 26A** | Emergency Evacuation & Shelter in Place Plan Drawing (SP1.0) |
|  |  |
| **SECTION 26B** | Emergency Action Assessment Form |
|  |  |
| **SECTION 26C** | Shelter In Place Assignments |

**DOCUMENT MANAGEMENT:**

**The Safety Director is responsible for developing and maintaining the program.**

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on March 7, 2005, replacing the former Emergency Action Plan entirely.

**PERSONNEL:**

The Owners of Wagner-Meinert have the ultimate responsibility for the Emergency Action Program. They have designated the Safety Director to manage the Emergency Action Plan.

| **Revision / Review History** | | | |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 3/7/2005 | Safety Director | Updated format and annual review |
| 2 | 1/3/2006 | Safety Director | Updated format and annual review |
| 2 | 6/26/2006 | Safety Director | Updated format and annual review |
| 2 | 9/6/2007 | Safety Director | Updated format and annual review |
| 2 | 4/21/2010 | Safety Director | Updated format and annual review |
| 2 | 10/7/2011 | Safety Director | Updated format and annual review |
| 2 | 5/19/2016 | Safety Director | Updated format and annual review |
| 2 | 6/13/2016 | Safety Director | Final Review Update |
| 3 | 6/24/2016 | Safety Director | Updated to add ISN requirements |
| 3 | 7/10/2017 | Safety Director | Changed evacuation points in program |
| 3 | 12/18/2018 | Safety Director | Annual review |
| 3 | 6/10/2019 | Safety Director | Annual review |
|  |  |  |  |
|  |  |  |  |