



Engineering and Technology Center

4671 Raindrop Way
Hilliard, OH 43026

Emergency Action Plan



The following emergency action plan is provided as a guide to assist in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan standard, 29 CFR 1910.38, and to provide site-specific emergency information.

**Engineering and Technology Center (ETC)
Emergency Action Plan (EAP)
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Emergency Action Plan
ADS Engineering and Technology Center (ETC)
Last Revised August 9, 2024

I. PURPOSE and SCOPE

The objective of the Engineering and Technology Center (ETC) Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities.

This plan applies to all emergencies that may reasonably be expected to occur at the ADS ETC.

II. ASSIGNMENT OF RESPONSIBILITY

A. Emergency Plan Manager

The Facility Manager shall manage the execution of the ETC Emergency Action Plan and is responsible for scheduling routine tests of the emergency notification system and response plan.

The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

The Environmental Health and Safety department (EHS) is responsible for maintaining the EAP documentation.

B. Emergency Plan Coordinators

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in an emergency. Coordinators also are responsible for accounting for employees/visitors in their respective departments after an evacuation.

The ETC Emergency Plan Coordinators are as follows:

Shift	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
*All	Curtis Hough Facility Manager	614-735-0762	Gabe Abraham Lab Coord Mgr	614-684-8769

**If work is to be performed within the labs outside of normal working hours, please notify Gabe Abraham (614-684-8769) in advance.*

All members of the ETC Safety Committee/Emergency Response Team (SCERT) will also serve as Emergency Coordinators and assist with evacuations and accounting for personnel.

Additionally, lab owners or their delegates are responsible to account for their lab team members during an emergency.

Emergency Plan Coordinators will relay all emergency information to Environmental, Health, and Safety personnel outlined below:

Shift	Primary Name and Position	Primary Phone #	Alternate Name and Position	Alternate Phone #
All	Meg DeWerth EHS Manager	614-969-9451	Brian Winter EHS Director	614-363-9174

C. Management

The Engineering and Technology Center will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. ETC management will ensure proper adherence to this plan through regular review.

D. Supervisors

Supervisors shall follow and ensure their employees are trained in and adhere to the procedures outlined in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan and shall be provided with the training described herein by Facility Manager/Lab Coordination Manager. Contractors are required to adhere to EHS Policy 8.01, Contractor Review.

G. Visitors

Visitors and their escorts are required to adhere to EHS Policy 8.03, Visitor EHS Management.

III. **PLAN IMPLEMENTATION**

A. Reporting Fire and Emergency Situations

All fires and emergency situations will be reported as soon as possible to the Facility Manager by one of the following means:

1. Verbally as soon as possible during normal work hours; or
2. By telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only designated personnel shall call 911 in an emergency. These designated personnel are: 1) facility receptionist; 2) facility administrator; 3) facility manager; and 4) EHS personnel.

See Appendix B for further emergency contact phone numbers.

Under no circumstances shall an employee attempt to fight a fire that has passed the developing stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter the facility to conduct search and rescue.

These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

Informing ETC Employees of Fires and Emergency Situations

In the event of a fire or emergency, supervisors or managers shall ensure that all employees are notified as soon as possible using the building alarm system (which is available 24 hours a day).

To activate the alarm system, please use the following instructions:

- Fire: In the event of a fire locate the nearest fire alarm and sound the alarm for notification of an emergency. If it is determined that evacuation of the facility is required, follow all necessary procedures to exit the building safely as identified in Section E.
- Natural Disaster: In the event of a natural disaster (flood, tornado, earthquake, etc.) locate an air horn (by the first aid supplies) and depress the trigger three times, making three short bursts. Repeat. The meeting point is the innermost hallway on the building's west side. Additional space is available in the locker rooms and restrooms if needed.

If a fire or emergency situation occurs after normal business hours, the Facility Manager shall contact all building leadership via phone or text of future work status depending on the nature of the situation. Building leadership is responsible for notifying employees not on shift of future work status, depending on the nature of the situation.

A call/text phone tree is available for this notification process.

B. Corporate Notification

The Facility Manager shall contact the corporate marketing department as soon as possible if media coverage of the situation is expected.

At no time are employees allowed to give statements to the media regarding emergency situations involving ADS. Employees are to refrain from posting updates on Facebook, LinkedIn, SnapChat, Instagram, or other social media outlets.

C. Emergency Contact Information

The corporate Human Resources department shall maintain a list of all employees' personal emergency contact information for easy access in an emergency.

D. Evacuation Routes

Emergency evacuation escape route plans are posted throughout the facility. See *Appendix A*.

If a fire alarm is sounded or instructions for evacuation are given, all employees (except those noted in Part III.F of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans.

Then they shall meet as soon as possible in the employee parking lot or outside southeast corner of the lot at the intersection of Clara and Lyman (by the Mount Carmel sign.). Each supervisor should account for all associates and immediately report to an Emergency Coordinator any missing persons or damage that may significantly impact the building or area. Stay in the evacuation assembly area until an "all clear" signal is given by the Emergency Coordinator.

E. Securing Property and Equipment

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel (such as securing confidential or irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only individuals designated by lab owners may remain in the building for a short period of time to secure the property and equipment to which they have been assigned.

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the employee parking lot or laydown yard.

F. Advanced Medical Care

Under no circumstances shall an employee provide advanced medical care and treatment. Advanced medical care and treatment is defined as anything past basic first aid. These situations shall be left to emergency services professionals who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

First aid and bodily fluid clean-up activities may be only performed by trained First Aid Providers.

G. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, all supervisors shall account for each employee/visitor assigned to them at the Designated Assembly Area. Each employee is responsible for reporting to the appropriate supervisor so an accurate head count can be made. All employee counts shall then be reported to the Facility Manager as soon as possible.

All visitors are required to check in at the front office upon arrival at the facility so they may be accounted for in the event of an evacuation. Those that have retained the services of contractors are responsible for ensuring that the contractor checks in as required.

H. Re-entry

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the Designated Assembly Area until the fire department or other emergency response agency notifies the facility manager that either:

1. The building is safe for re-entry, in which case personnel will wait to return to their workstations pending management approval; or
2. The building/assembly area is not safe, in which case personnel shall be instructed by the facility manager on how/when to vacate the premises.

I. Sheltering in Place

In the event that severe weather or chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to the Engineering and Technology Center, authorities and/or management may determine that it is safer to remain indoors rather than to evacuate employees.

The Facility Manager shall announce Shelter in Place status via direct verbal instructions. All personnel are to immediately report to the innermost hallway on the building's west side. Additional space is available in the locker rooms and restrooms if needed.

The Facility Manager shall immediately close the business. If there are customers, clients, drivers, or visitors in the building, they shall be advised to stay in the building for their safety. Those in the yard areas will be advised to report immediately to the building.

Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.

Office personnel shall quickly lock exterior doors and close windows after all employees, visitors, etc. are accounted for. Maintenance personnel shall turn off, seal, or disable all fans, heating and air conditioning systems.

Supervisors shall conduct a head count the same as an evacuation head count.

Management shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

J. Workplace Violence

- Intruder/Disgruntled Employee at location

Notify the Facility Manager as soon as it is safe to do so. Supervisors should quickly and calmly advise staff of the situation and follow the Emergency Action Plan.

Try to remain calm. Let the intruder/disgruntled employee speak freely. Do not attempt to alarm, disarm or otherwise upset the intruder/disgruntled employee. Do not hesitate to attempt to meet the needs and requests of the intruder, unless these needs and requests lead to further harm.

Call Law Enforcement (911), or have other personnel make the call. When calling 911:

1. Give location, specifics of situation, number of persons involved.
2. Do not hang up until told to do so by the dispatcher.

If the intruder requests to speak to another staff member (i.e., someone in charge), call the Facility Manager, Lab Coordination Manager, EHS Director, and EHS Manager.

If able, without alarming the intruder, try to keep additional employees or customers from entering the area. If appropriate, use messengers to evacuate the building/area in a direction away from danger. If possible and appropriate, close shades, barricade doors and have employees lie prone and/or get under their desk or any other item that will offer them protection.

- Bomb threat - Phone and/or Mail

All communications about bombs need to be taken seriously and assessed. A bomb threat requires immediate investigation and immediate activation of the evacuation portion of the Emergency Action Plan.

Management is to be notified immediately of all threats either directly or via phone. Do not rely on voicemail; continue to call until you reach someone. Supervisors should quickly and calmly verbally advise employees of the situation and evacuate the facility in a calm orderly fashion.

1. Phone-In Bomb Threat Response Steps
 - > Do not attempt to alarm or otherwise upset the caller.

- > If possible, have someone else notify Management and dial 911 to notify Law Enforcement Personnel. Make yourself aware of the caller's characteristics, any surrounding noises, etc.
- > Try to keep the caller on the line as long as possible. Get as much information as possible.
- > Take notes while phone conversation is occurring.
- > Evacuate the area.
- > Do not re-enter the facility until given the "all clear" by Law Enforcement and Management.
- > After the danger has passed, document the incident following the Incident Management Procedures.

2. Mailed In Bomb Threat – Letter/Package Bomb Indicators and Response

- > Cancellation or postmark may show a different location than the return address.
- > Mail bombs may have excessive packaging.
- > Letter bombs may feel rigid, appear uneven or lopsided.
- > Package bombs may be unprofessionally wrapped with several combinations of tape used to secure the package.
- > They may have markings of "Fragile-Handle with Care" or "Rush-Do Not Delay".
- > Package bombs may have an irregular shape, soft spots, or bulges.
- > Package bombs may make a sloshing sound.
- > Pressure or resistance may be noted when removing contents of an envelope or package.

IF YOU ARE SUSPICIOUS OF A MAILING AND UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER, DO NOT OPEN THE PACKAGE OR LETTER.

- > Isolate the mailing and activate Emergency Evacuation Procedures.
- > Do not put it in water or a confined space such as a drawer or filing cabinet.
- > If possible, open windows in the immediate area to assist with venting potential explosive gases.
- > If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent – instead immediately notify Law Enforcement and Postal Inspector.
- > Do not re-enter the facility until given the "all clear" by Law Enforcement and Management.
- > After the danger has passed, document the incident following the Incident Management Procedures.

IV. TRAINING

A. Employee Training

All employees including temporary employees shall receive instruction on this Emergency Action Plan as part of orientation upon hire. Additional training shall be provided:

1. When there are any changes to the plan and/or facility;
2. When an employee's responsibilities change; and
3. Annual refresher training.

Items to be reviewed during the training include:

1. Proper housekeeping
2. Fire prevention practices
3. Fire extinguisher locations, usage, and limitations
4. Threats, hazards, and protective actions
5. Means of reporting fires and other emergencies
6. Names of Emergency Action Plan Manager and Coordinators
7. Individual responsibilities
8. Alarm systems
9. Escape routes and procedures
10. Emergency shut-down procedures
11. Procedures for accounting for employees and visitors
12. Bloodborne pathogen awareness
13. Sheltering in place
14. Severe weather procedures
15. Emergency Action Plan availability

B. Fire/Evacuation and Tornado Drills

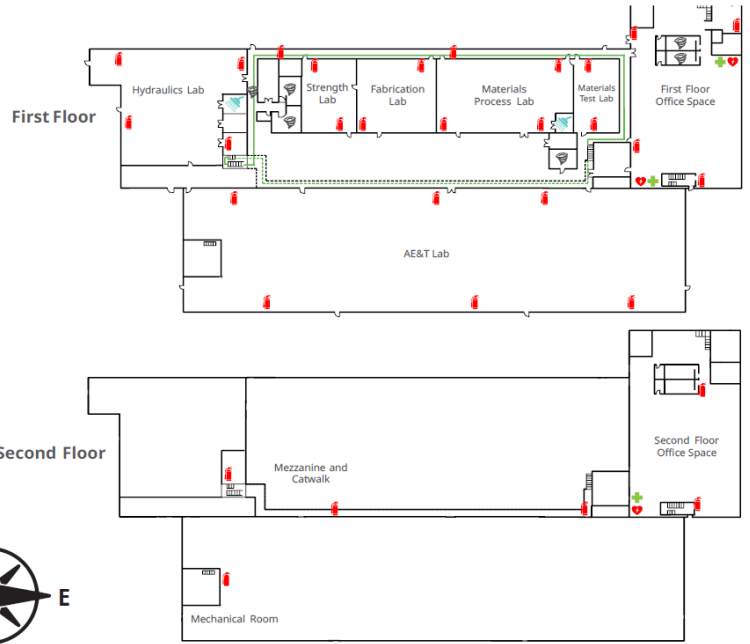
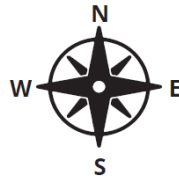
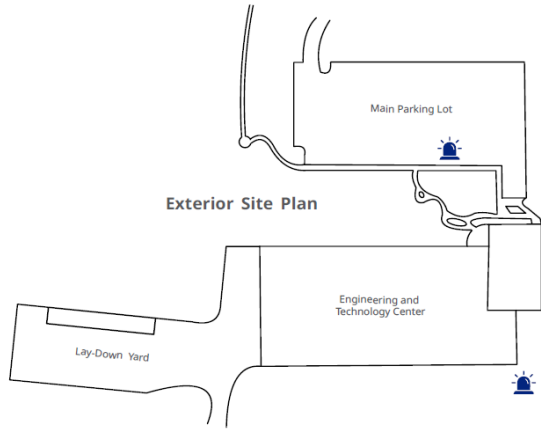
Fire/Evacuation and Tornado drills shall be conducted at least annually. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

V. PLAN EVALUATION

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by the Facility Manager and/or Safety Committee. Following each drill, the facility Safety Committee shall evaluate the drill for effectiveness and weaknesses in the plan and shall implement changes to improve it.

Appendix A ETC Evacuation Routes

Emergency Action Plan Map



ADS Emergency and Technology Center
 4671 Raindrop Way, Hilliard, OH 43026



Emergency Action Plan
 Appendix B – Emergency Contact Numbers



Always notify the ETC Facility Manager if you call 911 or a non-emergency number.

Fire Department/Ambulance	Norwich Township Fire Station 83 4283 Davidson Rd., Hilliard 614-876-3076
Police	Hilliard Division of Police 5171 Northwest Pkwy., Hilliard 614-876-7321
NurseLine (for non-emergency occupational injuries)	Nursing Triage available 24/7/365 888-861-8191
Urgent Care	Concentra Urgent Care 4821 Roberts Rd., Columbus 614-850-1476
Emergency Room	Ohio Health Emergency Care 3880 Fishinger Blvd., Hilliard 614-788-9310
ETC Facility Manager	Curtis Hough 614-735-0762
Lab Coordination Manager	Gabe Abraham 614-684-8769
EHS Manager	Meg DeWerth 614-969-9451
EHS Director	Brian Winter 614-363-9174