



COMTRAC Services, Inc.

Emergency Action Plan

2250 Lithonia Ind. Blvd., Lithonia, GA 30058

This Plan is to be available to all employees for review online & in the safety office. This plan will be reviewed annually with employees and will be given to all new employees upon hiring.



EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL AT: 2250 Lithonia Ind. Blvd

Name: Jim Nance Phone: 865-278-8916

Emergency Coordinator:

Name: Scott McCulloch Phone: 678-977-3421

ASSISTANTS TO PHYSICALLY CHALLENGED

Name: Brittany Elliott Phone: 770-934-9595

Evacuation Accountability Procedure

- All Personnel will meet at designated meeting point
- Each person will report to their supervisor/manager when they arrive at this point
- All supervisors/managers will report to the safety coordinator/director when employees have reported.
- Safety Coordinator/Director will communicate with emergency personnel if any employees are unaccounted for or give an all clear.

Employee Notification

Employees will be notified verbal and through phone system communication of an emergency. In the event of a fire, the fire alarms will automatically sound and employees will immediately begin the evacuation procedures.



EVACUATION ROUTES

- *Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:*
 1. Emergency Exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Assembly points

- *Site personnel should know at least two evacuation routes.*



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

SAFETY DIRECTOR: 865-278-8916



EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe Weather
- Bomb Threat
- Chemical Spill
- Extended power loss
- Other: Bomb threats/hostage situations

MEDICAL EMERGENCY

- Call medical emergency phone number – 911
Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number) and
 - c. Your name and phone number from which you are calling
- Do not move the victim unless absolutely necessary
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Jim Nance Phone: 865-278-8916

Name: Scott McCulloch Phone: 678-977-3421



- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (Note: use latex gloves to avoid contact with blood or other bodily fluids)
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Notify the local Fire Department by calling 911
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means: Voice Communications & Phone Paging

Fight the fire ONLY if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (Far end of parking lot by street out of line of traffic)
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.



Safety Director or Senior Management on site must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area Monitors must:

- *Ensure that all employees have evacuated the area.*
- *Report any problems to the emergency coordinator at the assembly area.*

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation



EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 1. Potable Waterlines
 2. Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: Shop supply room

Personal Protective Equipment (PPE); Safety Directors Office/Shop Supply Room

Safety Date Sheets: Soft copies of the SDS can be found on company computers at Y: Safety: Safety Manual: Safety Data Sheets and a Printed copy of all safety data sheets are in the company safety manual in the office of the Safety Director/Inspector

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator
- Contain the spill with available equipment (e.g. spill pads & spill kits)
- Secure the area and alert other site personnel
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical spill clean up

Name of Spill Clean-up Company: RemTech

Phone: 770-427-7766

- Evacuate building as necessary

When a small Chemical Spill has occurred:

- *Notify the Safety Director and/or supervisor.*
- *If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.*
- *Deal with the spill in accordance with the instructions described in the SDS.*
- *Small spills must be handled in a safe manner, while wearing the proper PPE.*
- *Review the general spill cleanup procedures*



TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ Approx. Age: _____

Origin of Call if known: Local _____ Long Distance _____

VOICE CHARACTERISTICS

__ Loud __ Soft
__ High Pitch __ Deep
__ Raspy __ Pleasant
__ Intoxicated __ Other

SPEECH

__ Fast __ Slow
__ Distinct __ Distorted
__ Stutter __ Nasal
__ Slurred __ Other

LANGUAGE

__ Excellent __ Good
__ Fair __ Poor
__ Foul __ Other

ACCENT

__ Local __ Not Local
__ Foreign __ Region
__ Race

Manner

__ Calm __ Angry
__ Rational __ Irrational
__ Coherent __ Incoherent
__ Deliberate __ Emotional
__ Righteous __ Laughing

Background Noises

__ Factory __ Trains
__ Machines __ Animals
__ Music __ Quiet
__ Office __ Voices
__ Machines __ Airplanes
__ Street __ Party
__ Traffic __ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____



If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS (AS APPLIES TO LOCATION)

TORNADO:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 1. Small interior rooms on the lowest floor and without windows
 2. Hallways on the lowest floor away from doors and windows, and
 3. Rooms constructed with reinforced concrete, brick or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over.

EARTHQUAKE:

- Stay calm and await instructions from the Emergency Coordinator or the designated official
- Keep away from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

FLOOD:

If indoors:

- Be ready to evacuate as directed by the emergency coordinator and/or the designated official
- Follow the recommended primary or secondary evacuation routes

If outdoors:

- Climb to high ground and stay there
- Avoid walking or driving through flood water
- If car stalls, abandon it immediately and climb to a higher ground

Hurricane:



- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 1. Small interior rooms on the lowest floor and without windows,
 2. Hallways on the lowest floors away from doors and windows, and
 3. Rooms constructed with reinforced concrete, brick or block with no windows.



TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: Atlanta

Name	Title	Responsibility
Jim Nance	Safety Director	Over See Evacuations & Be Point of Contact
Sharon Moon	Director of Admin. Services	Direct Evacuations for front office
Jim Nance	Fleet Manager	Direct Evacuations for Shop

Facility: Huntsville, AL

Name	Title	Responsibility
Toby Carroll	Alabama Manager	Direct evacuations for Houston Office

