**EMERGENCY ACTION PLAN**

**PURPOSE**

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire, tornado, earthquake, or bomb threat.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

**GENERAL PROCEDURES**

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, in-plant alarm, messenger, or police.

1. NOTIFICATION OF EMERGENCY WARNING

A person receiving notification of a possible disaster, or an in-plant emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees.

1. EMERGENCY CONTROL COMMITTEE

The following personnel will constitute the Emergency Control Committee. In the event of a disaster or immediate emergency, they are to report to a designated Emergency Control Center unless the prevailing situation dictates otherwise. Committee members are:

1. President
2. Safety Director
3. RESPONSIBILITIES-EMERGENCY CONTROL COMMITTEE
4. Assess nature and extent of all emergencies.
5. Assume control of all emergency actions.
6. Assign tasks to personnel to carry out specific actions.
7. Order evacuation if deemed necessary.
8. Take any other action necessary to protect life.
9. Annually review plan and revise as necessary.
10. Plan training exercises to test evacuation plan.
11. Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify, or supersede any provision of this plan in order to ensure employee safety.

1. EMERGENCY CONTROL CENTER

Emergency actions should be coordinated at the Emergency Control Center which will be designated as the President’s Office. If this office is not available, report to the most convenient office.

1. FIRST AID SERVICES

All employees have been trained by the American Red Cross to provide first aid. Each employee will administer first aid, to the extent they feel comfortable, in the plant, or in the event of a complete evacuation at a safe assembly outside the plant.

1. UTILITY CONTROLS

All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.

1. NEWS INFORMATION

Information to any source of news media will only be released at the discretion of the President.

1. PHONE LISTINGS

A listing of all emergency telephone numbers will be provided each employee and will be available at every phone location.

1. EVACUATION SITES

A map of all evacuation sites will be displayed in break rooms and other locations throughout the building (Appendix 1). Each map will show the route and exit to take depending where employees are located in the building.

**MAJOR DISASTERS**

1. FIRE

In the event of a fire, the Alarm System will be activated automatically and an alarm will sound throughout the building. Upon hearing the alarm, employees should, if time permits, shut off the power to the equipment they are operating and proceed to the evacuation site on the west side of the parking lot directly south from the employee entrance and conduct a roll call. When the alarm is activated the following procedure should be implemented:

1. Employees should evacuate the building.
2. One (1) member of the Emergency Control Committee should report to

the evacuation assembly site outside the plant and conduct a roll call.

3. The other members should take necessary action to insure safety of

the employees and provide first aid as needed.

1. Notify proper emergency agencies for any services that are needed.
2. TORNADO

In the event of a tornado or a sever weather warning, the following procedure should be put in effect by the supervisor or Emergency Control Committee:

1. Listen for latest advisories on radio.
2. Post outlooks for outside observation.
3. If necessary, initiate emergency shutdown procedures.
4. Move personnel into the basement tunnel.
5. Do not open any door or window.
6. After tornado passes, restore calm and check for injuries.
7. EARTHQUAKE

An earthquake will usually occur without any type of warning. Due to the suddenness, all should attempt to get into a doorway passage or under a table or desk. Any place where an employee feels safety is warranted. NO ONE SHOULD GO OUTSIDE THE BUILDING. After an earthquake has stopped, the following procedure should be initiated:

1. All employees should help restore calm to fellow employees.
2. Emergency Control Committee and first-line supervisors should check for injuries and provide first aid as needed.
3. The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.
4. The building should be inspected by a member of the Emergency

Control Committee for damage. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation.

1. The Emergency Control Committee should then notify proper utility

companies or services as needed.

1. BOMB THREAT

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

1. The person receiving the bomb threat should complete the attached

form (Appendix 3) as soon as possible and answer questions once the report has been turned over to the Emergency Control Committee.

1. The Emergency Control Committee shall determine the appropriate

procedures to be taken among the following:

1. Commence immediately plant wide evacuation to outside

evacuation sites.

1. Contact proper law enforcement agencies (Appendix 2).
2. Contact the fire department (Appendix 2).
3. Do not permit re-entry until the building has been searched

and declared safe by bomb disposal unit.

1. If a bomb threat is received by any other means than the telephone,

the person receiving the threat should report immediately to their first-

line supervisor or a member of the Emergency Control Committee.

**CONTROL OF WORKPLACE HAZARDS**

1. All flammable and combustible materials will be stored in a designated

area or flammable storage area.

1. Good housekeeping will be the responsibility of ALL employees.
2. Waste materials are to be discarded in their proper places.
3. All aisles and exits will be kept clear.
4. All painted areas to fire extinguishers will be kept clear for access.
5. All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.
6. All employees will be instructed on the company Emergency Action Plan.

**MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS**

1. Safety Director
2. To have semi-annual checks of the fire alarm system.
3. Responsibility to arrange for annual inspection of fire extinguishers and blanket locations.

**APPENDIX #1 - EVACUATION MAPS**

**APPENDIX #2 - EMERGENCY TELEPHONE LISTING**

EMERGENCY NUMBER . . . . . . . . . . . . . . . . . . . . . . . . . 911

(Fire, Police, Ambulance)

POLICE DEPARTMENT . . . . . . . . . . . . . . . . . . . . . . . . . .223-3313

COUNTY SHERIFF. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .223-2819

INDIANA STATE POLICE. . . . . . . . . . . . . . . . . . . . . . . . . 1-800-382-0689

FBI. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1-317-639-3301

POISON INFORMATION. . . . . . . . . . . . . . . . . . . . . . . . . . 1-800-222-1222

CIVIL DEFENSE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .223-6611

DUKE ENERGY - ELECTRICAL EMERGENCY. . . . . . . .1-800-343-3525

NIPSCO - GAS EMERGENCY. . . . . . . . . . . . . . . . . . . . . 1-800-464-7726

WATER DEPARTMENT. . . . . . . . . . . . . . . . . . . . . . . . . . .223-3412

**APPENDIX #3 - BOMB THREAT CHECKLIST**

INSTRUCTIONS: **BE CALM AND COURTEOUS**

**LISTEN, DO NOT INTERRUPT CALLER**

NAME OF OPERATOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CALLER IDENTITY: Male Female Adult Juvenile

ORIGIN OF CALL: Local Long Distance Booth Internal

**SPECIFICS ABOUT BOMB**

1. KEEP CALLER TALKING IF CALLER IS AGREEABLE TO FURTHER CONVERSATION.
2. ASK QUESTIONS LIKE:

When will the bomb go off? What is your present location?

Location of bomb? What is your name and address?

What kind of bomb? How do you know so much about the

bomb?

1. DID THE CALLER APPEAR FAMILIAR WITH PLANT OR BUILDING BY HIS

DESCRIPTION OF THE BOMB LOCATION?

1. AFTER CALL IS TAKEN, NOTIFY AT ONCE A MEMBER OF THE

EMERGENCY CONTROL COMMITTEE.

**HAZARD COMMUNICATION PROGRAM**

**PURPOSE**

The purpose of Rochester Telephone Company, Inc. Hazard Communication program (HCP) is to ensure that the hazards of all chemicals located in the plant are evaluated and that information concerning physical and health hazards is transmitted to potentially exposed employees. It is not only the intent of the Company to fully comply with the OSHA Standard 1910.1200 but also to improve the overall safety of our company. A successful HCP will reduce potential incidents of chemical source illnesses and injuries.

**AUTHORITY**

The Company HCP is required by the Occupational Safety and Health Administration, pursuant to Title 29 CFR Subpart Z part 1910.1200.

**SUMMARY OF HAZARD COMMUNICATION STANDARD**

The passage of OSHA’s Hazard Communication Standard gives the company the responsibility to establish a written, comprehensive program which includes provisions for container labeling, material safety data sheets, and employee information and training. The written program must contain a list of the hazardous chemicals in each work area, the means used to inform employees of hazards on non-routine tasks and methods used to inform contractors in our facilities of chemical hazards to which they may be exposed.

This written HCP outlines the Company plan to establish the objectives of the standard. Each objective will be specifically defined and discussed in this document. Additionally, this written program shall be reviewed during employee training and copies are available in the Safety File located in the Billing Department and at the garage.

**LIST OF CHEMICALS**

A plant chemical list is located in the Safety File in the Billing Department.

The Department Supervisor responsible for purchasing will have a chemical inventory on file. The Company shall evaluate the new products MSDS to determine if the product should be included in the HCP.

As new chemicals are purchased, they will be recorded on the inventory. Changes in inventory will be noted on the inventory form.

**MATERIAL SAFETY DATA SHEETS**

Material Safety Data Sheets are the keystone to a successful hazard communication program. MSDS are designed to provide the information needed to handle chemicals safely. They provide the necessary information for training, hazard evaluation, proper handling, emergency procedures, and employee personal protective equipment. The following procedures will be implemented to ensure that the Company maintains MSDSs for all chemicals identified on the chemical inventory.

1. Chemical manufactures supplying the Company with products are required by law to send MSDSs with each shipment. As MSDSs are checked off against the chemical inventory, missing MSDSs should be requested in writing from the respective manufacturer by the Department Supervisor ordering the material.
2. The Department Supervisor will document all attempts to obtain all Material Safety Data Sheets.
3. The Purchasing Department will require an MSDS for each new chemical purchased, as well as updated MSDSs for existing chemicals. This requirement will be indicated on all purchase orders.
4. Copies of Material Safety Data Sheets will be maintained in the following locations:
5. Mail Room
6. Garage
7. A glossary of MSDS terms will be immediately placed in the MSDS file at each location.
8. Updated MSDSs and new MSDSs will be immediately placed in the MSDS file at each location.
9. The Company will rely on each chemical manufacturer’s testing and hazard evaluation of chemical products used throughout the plant. The Company will ensure that MSDSs are supplied, and information contained on all MSDSs is complete.

**LABELING PROCEDURE**

1. The Company will rely heavily on chemical suppliers to provide labeling on their products used in our plants that meet the requirements of 1910.1200 (f). There are three basic requirements of this section. The label must contain:
2. The identity of the hazardous chemical.

1. The appropriate hazard warning.
2. The name and address of the chemical manufacturer.
3. Shipped Containers

With each chemical shipment the purchasing agent or his designee will check all containers to ensure that all labels meet the requirements outlined in this program. The Company will not accept improperly labeled containers. If there is a problem with a container, the Department Supervisor should be immediately notified.

1. Local Purchases-Shelf Stock Chemicals

The following procedures will be implemented to ensure that local purchases of shelf stock chemicals are properly labeled.

1. A local purchase inventory shall be maintained by the Department Supervisor.
2. Purchases of shelf-stock chemicals, which are not listed on the inventory will be reported to purchasing.
3. The Department Supervisor or representative shall inspect local purchases for their condition and whether these items meet the minimum label requirements of 1910.1200 (f) (I) (I,ii,iii). If these items do not meet this labeling requirement, and/or are in poor condition they will be immediately returned to the supplier.
4. The OSHA Standard does not require the Company to label portable containers which are intended for immediate use.

**EMPLOYEE TRAINING**

The Hazard Communication Standard requires the Company to provide exposed employees with information and training on hazardous chemicals in their work areas. Additionally, the Company must also explain the components and objectives of its written Hazard Communication Program to employees.

1. Initial Training of Employees. Training of personnel will be administered by the Company.
2. New employees will receive training promptly.

**PROCEDURES TO ASSESS HAZARDS OF NON-ROUTINE TASKS**

Non-routine tasks are those tasks which do not occur on a frequent basis or those tasks which are not identified as a normal production task. However, many of the tasks required of our maintenance personnel will be evaluated on a case-by-case basis to determine if they are to be considered a non-routine task.

**CONTRACTED SERVICES**

1. Contractors will receive a list of chemicals used in the work area.
2. All contractors will be required to notify the Company of hazardous chemicals brought into the premises.
3. A copy of our HCP will be available in the Safety File, located in the Billing Department.
4. A list of chemicals and corresponding MSDS’s will be available.

**LOCK-OUT/TAG-OUT PROGRAM**

**PURPOSE**

The purpose of this program is to establish Lock-out/Tag-out procedures to prevent the unintended release of stored energy which may energize a machine or equipment, causing injury to an employee.

**GENERAL INFORMATION AND RESPONSIBILITY**

This program will identify specific procedures to be used when working with stored energy sources. Hazardous energy sources will be identified and Lock-out/Tag-out devices will be identified and discussed. Procedures to control unintended activation during maintenance and service of equipment and property will be reviewed. Specific instructions for Lock-out/Tag-out release procedures will be included. The Vice President of Operations will be responsible for the establishment, implementation and review of this program.

**DEFINED HAZARDOUS ENERGY SOURCES**

Hazardous energy sources include the following:

1. Electricity
2. Natural Gas

**LOCK-OUT/TAG-OUT DEVICES AND TAGS**

Each location will have a lock-out station equipped with the appropriate lock-out devices for the Hazardous Energy Sources at that location. Also, tags and ties to be used during lock-outs will be available.

The following types of lock-out devices will be available:

1. Ball Valve
2. Gate Valve
3. Double and Single Pole Breaker
4. Hasp
5. Padlocks and Keys
6. Wall Switch

**SAFETY PROCEDURE LOCK-OUT/TAG-OUT**

To prevent unintended activation of energy sources to equipment being serviced by Rochester Telephone Company employees or contracted service personnel, the individual must insure his/her safety by employing the proper lock-out device with his/her name and date.

This procedure must be followed when any service or maintenance work requiring energy deactivation is required or an unsafe condition could potentially exist. Lock-out/Tag-out stations will be located at the General Office and Garage for the convenience of service personnel.

**RELEASE PROCEDURE LOCK-OUT/TAG-OUT**

Before removing Lock-out/Tag-out device form the energy source, the authorized person having performed the Lock-out/Tag-out must take the following precautions:

1. Inspect the work area to insure nonessential items or personnel are removed or safely positioned from the area.
2. Notify all affected employees before removing the Lock-out/Tag-out devices.
3. If the authorized person who applied the Lock-out/Tag-out device is unavailable, the device may only then be removed under the direction of management.
4. Management will verify that the employee or service person who applied the device is not at the facility.
5. Management will make all reasonable efforts to advise the authorized person that their device has been removed.
6. The authorized person shall provide for the orderly transfer of Lock-out/Tag-out devices to another authorized person should they have to leave the job prior to completion and activation of the energy source.
7. Depending upon an employee’s reason for unavailability in “C” above or failure to comply with “F” above could result in disciplinary action.

**TRAINING**

All employees shall be instructed in the purpose and use of the energy control Lock-out/Tag-out procedures. This training includes authorized employees, affected employees, and other types of employees or service personnel. Whereas defined:

1. Authorized Employee is one who performs service or maintenance involving energy sources where Lock-out/Tag-out is used for their own protection.
2. Affected employee is one who performs his or her job in an area in which the energy control procedure is implemented and service or maintenance are performed. An affected employee does not perform the service or maintenance and is not required to perform Lock-out/Tag-out. When an affected employee performs service or maintenance, they become an authorized employee and must perform Lock-out/Tag-out procedures.
3. Other employees need only to recognize when Lock-out/Tag-out is implemented and understand the purpose of the procedure and the importance of not attempting to start or activate equipment that has been locked or tagged out.

**LIMITATIONS**

1. Inform all employees that tags do not afford the same protection as locks. Tags alone present a false sense of security and should not be used alone. Therefore, Rochester Telephone Company shall use a combination of Lock-out/Tag-out. Where Lock-out is not possible, the authorized person must use Tag-out and advise management that Lock-out is not invoked.
2. Tags must be legible and able to withstand environmental conditions.
3. Tags shall be non-reusable and self-locking with a minimum unlocking strength of no less than 50 pounds.
4. Tags are not to be removed without the authorization of the installer.

Retraining will occur as needed with new maintenance personnel or new employees. Existing employees with new job responsibilities will review Lock-out/Tag-out procedures for any new area of assignment.

**EXCLUSIONS**

Work on cord and plug connected electric equipment when it is unplugged and the employee working on the equipment has complete control over the plug.

**REVIEW**

Review of this entire program will occur annually and upgraded when necessary.

**CONSEQUENCES**

Failure to comply in this Lock-out/Tag-out program will result in disciplinary action. Worse yet, failure to comply could result in serious injury or death.