


|   |  |  |                           |
|---|--|--|---------------------------|
|    | <p align="center"><b>QMS Procedure</b><br/><b>MTS Systems Corporation – MTS Test</b></p> | <p>Document Number:<br/><b>EHS-200-107</b></p>   | <p>Rev.:<br/><b>C</b></p> |
| <p>Title:<br/><b>Emergency Preparedness &amp; Response</b></p>  |  | <p>Page #:<br/><b>1 of 7</b></p>   |                           |
| <p>Procedure Owner(s) – list Functions:<br/><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b></p> |  | <p>Revision's Training Requirements – select one or both (per section #9):<br/><b>Awareness _      Formal <u>X</u></b></p> |                           |

## CONTENTS


|    |  |   |
|----|--|---|
| 1  | Purpose.....   | 1 |
| 2  | Scope – applies to where & when the work instruction is used.....        | 1 |
| 3  | Definitions and Acronyms .....   | 2 |
| 4  | Graphic (if needed) .....  | 2 |
| 5  | Responsibilities .....   | 2 |
| 6  | Procedure .....  | 3 |
| 7  | Associated Quality Records – as stated in the Quality Records List ..... | 5 |
| 8  | Reference Forms / Templates / Documents.....                             | 5 |
| 9  | Current Revision’s Training Requirements.....                            | 6 |
| 10 | Revision History & Approval .....  | 6 |

## 1 PURPOSE

- 1.1 This procedure describes and identifies the preparedness and response procedures for potential accidents and foreseeable emergency situations that give rise to significant environmental impacts and hazards. It also describes the process for post incident review for revising emergency procedures when necessary. It pertains to clause 4.4.7 of ISO 14001 and OHSAS 18001, respectively for the Environmental Health and Safety Management System of the MTS Test Division.

## 2 SCOPE – APPLIES TO WHERE & WHEN THE WORK INSTRUCTION IS USED

- 2.1 This procedure applies to the business activities of MTS Test Division for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:
- 2.1.1 Fires, explosions;
  - 2.1.2 Severe weather conditions;
  - 2.1.3 Major chemical spillage or leakage;
  - 2.1.4 Medical Response
  - 2.1.5 Workplace Violence

|   |  |  |                           |
|---|--|--|---------------------------|
|    | <p align="center"><b>QMS Procedure</b><br/><b>MTS Systems Corporation – MTS Test</b></p> | <p>Document Number:<br/><b>EHS-200-107</b></p>   | <p>Rev.:<br/><b>C</b></p> |
| <p>Title:<br/><b>Emergency Preparedness &amp; Response</b></p>  |  | <p>Page #:<br/><b>2 of 7</b></p>   |                           |
| <p>Procedure Owner(s) – list Functions:<br/><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b></p> |  | <p>Revision's Training Requirements – select one or both (per section #9):<br/><b>Awareness _      Formal <u>X</u></b></p> |                           |

- 2.2 This procedure applies to operations and activities, under normal conditions and reasonably foreseeable situations, in the office and facilities of MTS Test Division and applies as referenced within the scope of the EHS Manual.

### 3 DEFINITIONS AND ACRONYMS


- 3.1 **Site Environmental Health & Safety Management Representative:** The Environmental Health and Safety Manager who irrespective of other responsibilities has accountability and authority for ensuring that an environmental health and safety management system is established implemented and maintained in accordance with ISO 14001:2004 and OHSAS 18001, and for reporting to senior management on the performance of the Health Safety and Environmental Management System for review, including recommendations for improvement.
- 3.2 **Environmental Health and Safety (EHS) Core Team:** A team consisting of representatives from EHS, Engineering, Operations, Quality, Field Service and Facilities. The team is responsible to oversee the hazard identification and risk assessment process for the Environmental Health and Safety Management System.

### 4 GRAPHIC (IF NEEDED)

N/A

### 5 RESPONSIBILITIES

- 5.1 **Functional Area Manager-**The functional area manager shall work with the Site Environmental Health and Safety Management Representative to prepare and continuously develop Emergency Response Procedures to identify the potential for emergency situations and potential accidents that can have impact(s) on the environment and the safety of individuals.
- 5.1.1 The functional area manager shall ensure that employees and contractors who work on site are aware of and familiar with the requirements of the emergency procedures that affect them.

|   |  |   |                           |
|---|--|---|---------------------------|
|    | <p align="center"><b>QMS Procedure</b><br/><b>MTS Systems Corporation – MTS Test</b></p> | <p>Document Number:<br/><b>EHS-200-107</b></p>  | <p>Rev.:<br/><b>C</b></p> |
| <p>Title:<br/><b>Emergency Preparedness &amp; Response</b></p>  |  | <p>Page #:<br/><b>3 of 7</b></p>  |                           |
| <p>Procedure Owner(s) – list Functions:<br/><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b></p> |  | <p>Revision's Training Requirements – select one or both (per section #9):<br/><b>Awareness <u>  </u> Formal <u>X</u></b></p> |                           |

5.1.2 The functional area manager shall assist and support the emergency drills and ensure that the requirements of the emergency procedures are communicated to personnel and affectively implemented.

5.1.3 In case of emergency situations in the facility, the functional area manager shall be informed and support the review of accident reports and corrective actions taken by responsible personnel.

5.2 **Site Environmental Health and Safety Management Representative-** The Site Environmental Health and Safety Management Representative is responsible to work with the functional area managers to develop and test emergency response procedures through agreed, scheduled drills, in order to prepare First Responders (EMR staff), Security, and Facilities staff for actual emergency events.

5.3 **Emergency Response Team-**When emergency incidents occur, the Emergency Response Team) is responsible for the execution of the appropriate emergency procedures as advised by the Site Environmental Health and Safety Management Representative and supported by the functional area managers.


5.4 **Emergency Medical Responders -**When emergency incidents occur, especially medical, the EMR’s are asked to respond, support, and provide initial examination and treatment of ill or injured employees/staff (All EMR staff are certified/trained per the MN Dept. of Health EMR qualifications – 40 hrs. program) EMR staff also provide evacuation and drill support as well during such events and activities

5.5 **All Employees-**All employees shall be familiar with the emergency procedures and follow them in case of accidents or emergency situations (posted on website, available on the floor at ER communication stands – main production floor entrance points).

## 6 PROCEDURE

6.1 The Site Environmental Health and Safety Management Representative, EHS Core Team, and Functional Area Managers shall identify dangers and take necessary precautions to prevent emergency incidents, and complete necessary tasks in preparation for emergencies.

6.2 The Site Environmental Health and Safety Management Representative shall coordinate the preparation and maintenance of Emergency Response Procedures and establish an annual drill/response schedule at the beginning of each calendar year, with review and approval by Functional Area Managers, EHS Core Team, and Senior Leadership group (calendar is then posted/noted on the MTS-internal web pages).

|   |  |   |                           |
|---|--|---|---------------------------|
|    | <p align="center"><b>QMS Procedure</b><br/><b>MTS Systems Corporation – MTS Test</b></p> | <p>Document Number:<br/><b>EHS-200-107</b></p>  | <p>Rev.:<br/><b>C</b></p> |
| <p>Title:<br/><b>Emergency Preparedness &amp; Response</b></p>  |  | <p>Page #:<br/><b>4 of 7</b></p>  |                           |
| <p>Procedure Owner(s) – list Functions:<br/><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b></p> |  | <p>Revision's Training Requirements – select one or both (per section #9):<br/><b>Awareness <u>  </u> Formal <u>X</u></b></p> |                           |

6.3 The Functional Area Managers shall familiarize and ensure that their staff members are trained on the emergency response procedures and their respective responsibilities. The following Emergency Response Procedures have been developed by the Site Environmental Health and Safety Management Representative and Functional area managers to prepare for potential emergency events:

- 6.3.1 Fire, Smoke, or Explosion-Eden Prairie (EHS-600-100)
- 6.3.2 Severe Weather-Eden Prairie (EHS-600-101)
- 6.3.3 Chemical Spill (EHS-600-102)
- 6.3.4 Utility Failure (EHS-600-108)
- 6.3.5 Medical Incident-Eden Prairie (EHS-600-103)
- 6.3.6 Workplace Violence Response (EHS-600-109) (Code Orange)


6.4 For Field Service Engineers, a site emergency response plan will be developed, as needed, for the customer site (if the customer does not have a site emergency response plan provided for contractors).

6.5 The functional area manager, supervisor, EHS representative, and involved staff shall identify the root causes for any emergency event and any required corrective actions. A level 3 corrective action is required for EHS incidents and shall be documented on-line in accordance with the MTS Test Division Corrective Action procedure.

6.6 The functional area manager, supervisor, EHS representative, and involved staff shall also identify any required preventive actions. Preventive actions and their associated action plans (RAILs) are documented in accordance with the MTS Test Division Preventive Action Procedure.

6.7 The EHS and Functional Area Managers shall ensure emergency drills and periodic testing of the procedures are conducted, where practical, and maintain the emergency/drill report form EHS-500-109 for the Site Environmental Health and Safety Management Representative to review and act upon (should issues be noted).

6.8 The Site Environmental Health and Safety Management Representative together with functional area managers shall review the suitability, adequacy and effectiveness of the

|   |   |   |                   |
|---|---|---|-------------------|
|    | <b>QMS Procedure</b><br><b>MTS Systems Corporation – MTS Test</b> | Document Number:<br><b>EHS-200-107</b>  | Rev.:<br><b>C</b> |
| Title:<br><b>Emergency Preparedness &amp; Response</b>  |   | Page #:<br><b>5 of 7</b>  |                   |
| Procedure Owner(s) – list Functions:<br><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b> |   | Revision's Training Requirements – select one or both (per section #9):<br><b>Awareness <input type="checkbox"/> Formal <input checked="" type="checkbox"/></b> |                   |

emergency procedures and systems after each accident or emergency situation and revise them as necessary.


- 6.9 The Site Environmental Health and Safety Management Representative shall maintain records of emergency response and preparedness events for at least 3 years.
- 6.10 In the event personnel should become caught and or trapped in one of the passenger and or service elevators located at the Eden Prairie facility, personnel should follow the posted instructions detailing the use of the unit emergency phone numbers (business hours Ext. 6000 (952-937-600 –from mobile), and after hours (911 first responders) or, as applicable to the situation, the 24 hr. elevator service response number (ThyssenKrupp - 612-588-7844) = HELP button connection

## 7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

| Required Record                           |
|---|
| Emergency/Drill Report Form (EHS-500-109) |
|   |
|   |

## 8 REFERENCE FORMS / TEMPLATES / DOCUMENTS

| Form / Template / Document Title                     | Location            |
|--|---------------------|
| Fire, Smoke, or Explosion-Eden Prairie (EHS-600-100) | QMS-EHS             |
| Severe Weather-Eden Prairie (EHS-600-101)            | QMS-EHS             |
| Chemical Spill-Eden Prairie (EHS-600-102)            | QMS-EHS             |
| Medical Incident-Eden Prairie (EHS-600-103)          | QMS-EHS             |
| Emergency/Drill Report (EHS-500-109)                 | QMS-EHS             |
| Utility Failure Emergency Response (EHS-600-108)     | QMS-EHS             |
| Workplace Violence Response Procedure                | EHS – Files-Records |

|   |   |   |                          |
|---|---|---|--------------------------|
|    | <b>QMS Procedure</b><br><b>MTS Systems Corporation – MTS Test</b> | Document Number:<br><b>EHS-200-107</b>  | Rev.:<br><b>C</b>        |
|   | Title:<br><b>Emergency Preparedness &amp; Response</b>            |   | Page #:<br><b>6 of 7</b> |
| Procedure Owner(s) – list Functions:<br><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b> |   | Revision's Training Requirements – select one or both (per section #9):<br><b>Awareness <input type="checkbox"/> Formal <input checked="" type="checkbox"/></b> |                          |

|   |   |
|---|---|
| (EHS-600-109)                             |   |
| Emergency/Drill Report Form (EHS-500-109) | EHS – Files-Records                       |
| EHS – Annual Emergency Drill Calendar     | EHS-Files-Records & MTS internal web page |

## 9 CURRENT REVISION'S TRAINING REQUIREMENTS

1.


| Select (mark X) | Training Type | Training Definition  |
|-----------------|---------------|--|
|                 | Awareness     | Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups. |
| X               | Formal        | Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.                            |

### Functions/Groups that require Formal Training to this procedure:

- Formal: EHS Department, EMR and Emergency Response Team Members, Functional Area Managers, EHS Core Team.

## 10 REVISION HISTORY & APPROVAL

| Revision History |  |                |                |
|------------------|--|----------------|----------------|
| Rev              | Description of Change  | Author         | Effective Date |
| A                | Developed initial procedure for conformance to ISO 14001§ 4.4.7 (most current revision), and OHSAS 18001§ 4.4.7 (most current revision)  | Bob Klenotich  | 5/15/12        |
| B                | 1. Section 2 revised scope: removed Chanhassen.<br>2. Section 6.3 revised list of procedures: removed Chanhassen<br>3. Section 8 revised reference forms/templates/documents: removed Chanhassen | Paula Williams | 03/27/2014     |

|   |   |   |                          |
|---|---|---|--------------------------|
|    | <b>QMS Procedure</b><br><b>MTS Systems Corporation – MTS Test</b> | Document Number:<br><b>EHS-200-107</b>  | Rev.:<br><b>C</b>        |
|   | Title:<br><b>Emergency Preparedness &amp; Response</b>            |   | Page #:<br><b>7 of 7</b> |
| Procedure Owner(s) – list Functions:<br><b>EHS Department, EHS Core Team, Functional Area Managers, Emergency Response Team members</b> |   | Revision's Training Requirements – select one or both (per section #9):<br><b>Awareness <input type="checkbox"/> Formal <input checked="" type="checkbox"/></b> |                          |

|   |  |              |           |
|---|--|--------------|-----------|
| C | <ol style="list-style-type: none"> <li>1. Revised Section 5 - 5.1/5.2 to clarify duties and responsibilities pertaining to arranging and scheduling emergency response drills at MTS,</li> <li>2. Revised Section 6.3 to include list of all major Emergency Response Procedures, Workplace Violence-Code Orange and Utility Failures,</li> <li>3. Revised Sections 6.5/6.6 to include EHS Representative as part of any needed CA process related to an emergency incident/event</li> <li>4. Elevator response emergency information</li> </ol> | James Kinney | 4/30/2016 |
|---|--|--------------|-----------|

| Approval of Current Revision   |           |  |
|--|-----------|--|
| Name / Function  | Signature | Date   |
| Rod Christensen / Director of Quality Management Representative (Quality Manual) | On file   | 01/29/2014<br>(scope change only from Rev A, per Quality Management Rep) |
| Bob Klenotich / EHS Manager-Document Originator                                  | On file   | 02/12/2014<br>(scope change only from Rev A, per EHS Manager)            |
| Gene Simon Operations – Management Representative                                |           |  |
| James Kinney/ EHS Manager-Document Revision                                      |           |  |