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1 PURPOSE

- 1.1 The purpose of this procedure is to describe actions to be taken in the event of a fire, smoke or explosion emergency.


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

- 2.1 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 to the following physical plant location.
- 2.2 14000 Technology Drive, Eden Prairie, MN55344-2290

3 DEFINITIONS AND ACRONYMS (IF NEEDED)

- 3.1 Safety and Environmental Services (SES): The Environmental Health and Safety Manager or the Environmental Health and Safety Specialist, or appointed designee. Is the primary person in charge during an emergency and has authority to control plant-wide activities.
- 3.2 Designated Management (DM): Officers, Directors, Managers or other personnel who are designated as being in charge of a situation or have authority to control plant-wide activities when an SES is not present.

4 GRAPHIC (IF NEEDED)

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N/a

5 RESPONSIBILITIES

- 5.1 Safety and Environmental Services (SES) – Develops and updates the Emergency Response Procedures. Supports the Front Desk Security and acts as a liaison with outside emergency personnel and Designated Management. Has the authority to control plant-wide activities during an emergency.
- 5.2 Front Desk Security -Monitors emergency phone, and is responsible to control conversations with those reporting emergencies in order to ensure effective response efforts. Contacts 911 dispatcher in the event of a fire emergency.
- 5.3 Supervisors: Coordinates the orderly movement of their employees to the designated assembly point and conducts role call to account for employees in their respective work units.
- 5.4 Employees: Follow the emergency response procedures as documented and attend required training.
- 5.5 Maintenance: Provide surveillance of sprinkler zones in the event of a fire emergency and offer technical assistance, and support to SES personnel and the Fire Chief in the event of an emergency.
- 5.6 Designated Management: In charge of a situation or has authority to control plant-wide activities when an SES is not present.

6 INSTRUCTION

- 6.1 **IF FIRE, SMOKE, OR EXPLOSION IS DISCOVERED/REPORTED:**
 - 6.1.1 Dial 6000
 - If the line is busy, keep trying.
 - If the telephones are inoperable, report to the front desk
 - 6.1.2 Give security the appropriate information.
 - State the nature of the emergency.

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- Allow the front security to control the conversation.
 - Give the exact location of the problem.
 - State your name.
 - Give the extension you are calling from.

6.1.3 Follow the front security's instructions

- NEVER hang up until instructed by the security at the front desk.

6.2 **FRONT DESK RESPONSIBILITIES:**

6.2.1 Answer the Emergency Phone.

- Ask “What is the emergency?”

6.2.2 Control the conversation by asking:

- “Where exactly is the fire (smoke or explosion)?”
- “What is your name?”
- “What extension are you calling from?”
- “Have people been injured?”
 - “Have the injured people been evacuated?”
- “Do you know what caused it?”


6.2.3 Instruct the caller when to hang up.

6.2.4 If the fire (smoke or explosion) has been reported or a sprinkler or smoke alarm has been activated, **DIAL 911.**

- **DO NOT** wait for authorization to call.
- If line is busy, keep trying.

6.2.5 Give 911 dispatcher appropriate information.

- State the exact nature of the problem.
- Allow the dispatcher to control the conversation.
 - State the location of the facility.

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○ 14000 Technology Drive, Eden Prairie, MN 55344

- State your name and title.
- State the phone number you are calling from.
- State the exact location of the entrance for the Fire Department or ambulance.

6.2.6 Follow the Dispatcher’s instructions.

- NEVER Hang up until instructed by the Dispatcher.

6.2.7 Notify an SES to report situation. **Refer to call list A.**

6.2.8 Notify First Response Team Members to Assemble outside the Front Main Employee Entrance. **Refer to call list E.**

6.3 EMPLOYEE RESPONSIBILITIES:

6.3.1 Turn off equipment as previously instructed by your Supervisor.

6.3.2 Exit quickly through the nearest available exit.

- Do not travel through any other parts of the building unless your primary exit is blocked.
- Do not use elevators.
- Help any handicapped individuals who may need assistance.

6.3.3 Gather with your work unit at your designated assembly point at least 200 feet away from the building.


- If using an exit not near your work unit, move immediately to your designated assembly point.

6.3.4 Stay at your designated assembly point until the “All Clear” has been announced.

6.3.5 Return to the building through the Employee or Visitor Entrance.

6.3.6 Check your work area for damage or problems.

- Report any safety problems or damage to your Supervisor.


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6.4 SUPERVISOR RESPONSIBILITIES:

- 6.4.1 Direct employees to the exists they should use.
 - Ensure that all visitors in your area know where to exit.
- 6.4.2 Check equipment to ensure everything which should be shut down is turned off.
- 6.4.3 Monitor corridors to ensure employees are exiting in a correct manner.
 - Remind employees not to use elevators.
- 6.4.4 Take employee name list with you.
- 6.4.5 Call roll as soon as possible once outside the building.
 - Note any employees that are not present.
 - Dispatch someone to inform an SES of any missing or injured employees.
 - Keep your employees at the designated assembly point until the “All Clear” has been given.
- 6.4.6 Return through the employee entrance or the main visitor entrance.
- 6.4.7 Check your work area for damage or problems as soon as you return to work.
 - Report safety problems or damage to the Safety & Facilities Manager in your building.

6.5 SAFETY AND ENVIRONMENTAL SERVICES (SES) RESPONSIBILITIES:

- 6.5.1 As appropriate or if notified by the Front Desk:
- 6.5.2 Initiate the Fire Alert Sequence.
 - Press the “**COMMAND CENTER**” button, and then select the “**EVAC ALERT**” button on the control panel and allow the siren and automated voice commands to continue running.
 - ***This will cause an automated voice command to evacuate the building.***
 - ***The alarm sounds and the strobes will flash***
- 6.5.3 Allow sirens to continue run until people have evacuated the building.

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6.5.4 If injured employees are reported, notify the First Response Team by pager.

- First Response Team members will be assembled just outside the Front Main Employee Entrance.
- Give location of injured employees if known.

6.5.5 In the event that the sprinkler flow alarm is a result of a known broken sprinkler head or broken sprinkler system pipe, immediately contact Maintenance Personnel. **Refer to call list C.**

6.5.6 Notify an SES. **Refer to call list A.**

6.5.7 Assign someone to act as a lookout for arriving emergency personnel.

6.5.8 Do not permit any employees to congregate at your station or re-enter the building.

6.5.9 In the event of fire, smoke or toxic vapors threaten your immediate area, abandon your security station.

6.5.10 Place “Plant Closed due to Emergency” sign at the visitor entrance.

Complete an Incident Report.

6.5.11 Contact the front desk, support and act as a liaison with outside emergency personnel and DM.

6.5.12 Communicate closely with the DM. **Refer to call list B.**


6.5.13 Determine if structural damage has occurred.

- If structural damage has occurred the SES will instruct facilities maintenance personnel. **Refer to call list C.**

6.5.14 **TO CANCEL ALARMS if instructed by Fire Chief**, Use building master key to re-enter building then Press the selected button a second time in this case “EVAC ALERT”.

6.5.15 Determine when it is safe to re-enter the building after receiving clearance from the Fire Chief.

- Push the “**COMMAND CENTER**” button, and then select the “**ALL SPEAKERS**” button on the control panel and keying the microphone announce the following message:

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- **“ATTENTION. ATTENTION. THE FACILITY IS NOW CLEAR. YOU MAY RE-ENTER THROUGH THE EMPLOYEE OR VISITOR MAIN ENTRANCE”.**

6.6 DESIGNATED MANAGEMENT (DM) RESPONSIBILITIES:

- 6.6.1 Exit through the nearest emergency exit.
- 6.6.2 Travel outside the building to the temporary command post.
- 6.6.3 If an SES is PRESENT, work closely with that person to determine the extent of any damage.
 - OR
 - If an SES is NOT PRESENT, act as a liaison with outside emergency personnel.
 - Determine if damage has occurred.
 - If damage has occurred, the DM will notify facilities maintenance personnel. **Refer to Call List C.**
- 6.6.4 Inform appropriate management personnel if damage is severe enough to close all or part of the building.
- 6.6.5 Determine when it is safe to re-enter the building after receiving clearance from the Fire Chief.
- 6.6.6 Instruct a member of facilities when to announce the all clear if an SES is not present.

6.7 MAINTENANCE RESPONSIBILITIES:

- 6.7.1 Exit through the nearest available exit.
- 6.7.2 Travel outside the building to the temporary command post.
 - Assign a member of the Maintenance staff to watch the sprinkler zone valves for the affected building to assure that **NO ONE** shuts them off until relieved by the Fire Department. The **ONLY TIME** a valve **MAY BE SHUT OFF** by MTS Test Division Maintenance personnel is if the alarm is the result of a broken sprinkler head or broken system piping.
- 6.7.3 Communicate closely with an SES and DM personnel.

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- 6.7.4 Standby to render assistance should emergency personnel require facility information.
- 6.7.5 When it has been determined that a sprinkler flow has occurred as the result of a broken sprinkler head or pipe:
- Go outside and shut off the valve for the zone in which the break occurred.
 - Refer to the attached drawing and index of zones to unlock the corresponding valve and shut off the water flow.
 - Go inside to the system drain for the zone in which the break occurred and open the valve to allow the water to drain from the system.
 - Insure that Facilities Manager Contacts Global Asset Protection Services, LLC (XL) at 1 (800)-243-8222 and inform them that the sprinkler system has been shut down as a result of a break in the sprinkler system.
 - Insure that the break is repaired as soon as possible.
 - Insure that the fire alarm system is reset and working properly.
 - Once the system is on-line, notify FM Global Insurance that the sprinkler system has been repaired and is now back in operation.
- 6.8 Arrange for maintenance/clean-up process as directed by DM.

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


Required Record
Emergency / Drill Report
Call lists

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)

Form / Template / Document Title	Location

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Emergency Drill Report (EHS-500-109)	EHS Department
Call list form (EHS-500-111)	EHS Department

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Current Revision's Training Requirements



Training requirements are determined by the document owner – either awareness or formal.

Select One (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.

9 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	Updated Call List Designations and Changed Responsibility from Front Desk to Call Center, changed notification from FM Global to Global Asset Protection Services, changed responsibility to use alarm panel from front security to SES.	Bob Klenotich	6/18/12
C	Updated to include front desk responsibility to answer emergency phone and changed emergency number to 6000	Bob Klenotich	10/2/12
D	Revised document to reflect security support hours, security replacement of front desk receptionist, 9-911 update to 911,	James Kinney	7/28/2015

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APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Tom Milas, Vice President Global Operations –EHS Management		3/16/2016
James Kinney EHS Manager-Documents Originator		3/16/16

