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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 Severe Weather 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, MN55344-22

3 DEFINITIONS AND ACRONYMS (IF NEEDED)

- 3.1 Severe Weather-One or more of the following, but not limited to:

- Winds over 50 miles per hour (sustained)
- Hail more than 3/4" in diameter
- One or more funnel sightings
- Flash flooding

Note: Does not include WINTER STORM which is addressed separately

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- 3.2 Safety and Environmental Services (SES): The Environmental Health and Safety Manager or the Environmental Health and Safety Specialist, or designee. Is the primary person in charge during an emergency and has authority to control plant-wide activities.
- 3.3 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)


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.
- 5.3 Supervisors: Coordinates the orderly movement of their employees to the designated severe weather 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 support to the DM in the event that an SES is not present.
- 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 SEVERE WEATHER IS OBSERVED:

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- Dial 6000
- If the line is busy, keep trying.
- If the telephones are inoperable, report to the front desk
 - Give front desk security the appropriate information.
 - State the nature of the emergency.
 - Allow the front security to control the conversation.
 - Give the exact location of the severe weather.
 - State your name.
 - Give the extension you are calling from.
- Follow the call center instructions
 - NEVER hang up until instructed by the call center.

6.2 FRONT DESK SECURITY RESPONSIBILITIES:

- Answer the Emergency Phone.
 - Ask “What is the emergency?”
- Control the conversation by asking:
 - “Where exactly is the severe weather?”
 - “What is your name?”
 - “What extension are you calling from?”
 - “Have people been injured?”
 - “Have the injured people been evacuated?”
- Instruct the caller when to hang up.
- Notify an SES and relay the information received. **Refer to Call List A.**

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6.3 EMPLOYEE RESPONSIBILITIES:


- Turn off equipment as previously instructed by your Supervisor.
- Immediately move to the center of the building to your Severe Weather Shelter Area.
 - 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.
- Stay at your designated assembly point until the “All Clear” has been announced.
- Do not gather at entrances or near windows.
- Check your work area for damage or problems as soon as you return to work.
- Report any safety problems or damage to your Supervisor.

6.4 SUPERVISOR RESPONSIBILITIES:

- Coordinate the orderly movement of employees to the designated assembly point.
- Ensure that special measures are taken to move handicapped employees.
- Verify that all employees in your group are present.
 - Ensure that all employees stay in this area until the “ALL CLEAR” has been announced.
- Check your 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:

- If observed, when notified by the Front Desk, or others that severe weather exists, the SES will either:
 - Continue to closely monitor the situation,

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OR

- Initiate the SEVERE WEATHER ALERT SEQUENCE on the alarm panel
- When an official TORNADO WARNING is announced by the U.S. Weather Service, for the **Southwestern Hennepin County** as defined by this ERP or is observed or reported, (INITIATE THE SEVERE WEATHER WARNING ALERT SEQUENCE)
- Notify a DM IF TIME PERMITS. **Refer to call list B.**
- SEVERE WEATHER SEQUENCE -PUSH the button labeled “COMMAND CENTER.”
- SELECT - WEATHER ALERT by pushing the button.
 - You will hear an automated voice command as follows:
 - “May I have your attention please! A severe weather warning has been issued. Proceed immediately to the shelter area in East Low Bay on the ground floor of the building. Stay away from windows and areas with large roof spans. Do not go outside or attempt to leave the building”
- If the Severe weather is known to have cleared:
 - Push the “COMMAND CENTER button, and then select the ALL SPEAKERS” button on the control panel and keying the microphone announce the following message:
 - “ATTENTION. ATTENTION. THE FACILITY IS NOW CLEAR.”
- Determine if damage has been done at the facility.
 - If there is damage, the SES will contact Maintenance personnel. **Refer to call list C.**

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6.6 MAINTENANCE RESPONSIBILITIES:

- Arrange for maintenance/clean-up processes as directed by DM personnel.

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

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.

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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 responsibility to use alarm panel from front security to SES.	Bob Klenotich	6/18/12
C	Updated emergency number to 6000, changed header information	Bob Klenotich	10/2/12
D	Updated hours of operation, removed Chanhassen facility reference and front desk receptionist reference for security	James Kinney	7/28/2015

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

