**Purpose:**

 To provide employees with the adequate resources and training to safely and effectively respond to an emergency situation.

**Responsibilities:**

 The Safety Manager is responsible for documenting, implementing, maintaining, and training the Managers/Supervisors and new hires of the individual departments on this procedure.

Managers/Supervisors of the individual departments, members of the Safety Committee, and employees have the responsibility for complying with this procedure.

**Affected Employees**

 All employees in the Larson Davis Plant facility

**Associated Documents:**

 OSHA's Emergency Action Plan Standard (29CFR, Part 1910.1938)

 NFPA 10, Standard for Portable Fire Extinguishers.

**Definitions:**

**Central Control Station**: A location staffed by experienced and trained personnel who receive emergency calls and take necessary actions.

**Contingency and Emergency Plan**: A plan, prepared in accordance with Section 8.4 of the Utah Hazardous Waste Management Regulations, designed to minimize the hazards to human health and the environment from fires, explosions, or any unplanned, sudden or non-sudden release of hazardous waste constituents to the air, soil, or surface water. The plan addresses the following items:

* Access to communications or the alarm system.
* Amendments of contingency plan, including changes in design or operation of facility, changes in
emergency coordinators, and changes in emergency equipment.
* Arrangements with local authorities including facility tours, emergency responses, training, contingency plan copies, and any other applicable arrangement.
* Contingency plan distribution including the LD Safety Manager, the General Manager, Provo Fire Department, Utah Valley Regional Medical Center, and Utah County Emergency Services.
Emergency procedures including implementing facility evacuation and emergency notification, identifying exact source and nature of the emergency, assessing hazards to human health and the environment, reporting findings to emergency response authorities, taking steps to minimize effects, monitoring exposures and hazards, implementing post-emergency decontamination, ensuring proper clean-up and disposal, notifying proper authorities of clean-up, and maintaining facility record.
* Facility emergency response management including facility emergency response coordinator/contact and the facility emergency response support staff.
* Medical injuries.
* Required equipment including internal emergency communications, external communications, emergency equipment and capabilities, sufficient water pressure and supply, and additional spill containment equipment.
* Testing and maintenance of equipment.
* Site evacuation plans.

**Emergency Response Team (ERT**): Appendix B shows the LD emergency response team. This group of employees is qualified and trained to respond to emergency situations and have completed a course of instruction given by the Safety Manager or safety trainer. Each individual is a member of the LD Safety Committee. Each team member is capable of independently responding to and addressing an emergency.

**Emergency Response Plan**: The procedures defined by the LD Safety Manager that are followed during an emergency incident.

**Emergency Situation**: An incident that is based on the following criteria:

* If left uncontrolled, poses an immediate health hazard to employees or threatens their physical well-being or a threat to property (such as fire, explosion, toxic gas leak, power failure, or major chemical spill).
* Does not occur on a routine basis.
* Requires ERT specialized training and equipment to rectify the situation.
* Requires the immediate evacuation of employees

**Environment**: The air, water, soil, or any device, construction, or drainage that provides a conduit to the public domain.

**Hazardous Production Material (HPM)**: A solid, liquid, or gas that is classified as a National Fire Protection Class *1-4* hazard and is used in research, laboratory, or production processes. Generally, all materials displaying characteristics of corrosiveness, reactivity, ignitability, and toxicity are considered an HPM.

**Incident**: Any spill or release, either accidental or deliberate, of an HPM into the environment or the work place. Incidents are classified as major, moderate, and minor.

**Procedure:**

**OVERVIEW**

This procedure is designed to ensure that proper up-front planning has been done to provide a safe evacuation of the facility for all employees in the event of an emergency. These emergency conditions include, but are not limited to, hazardous chemical spills, fire/smoke, earthquake, flood/water, outside emergencies and power hazards. In addition, this procedure will cover preventative measures to reduce the chances of the aforementioned events, as well as providing directions for medical emergencies.

**ALARM SYSTEMS**

An alarm system is maintained throughout the facilities for activation in the event of an emergency. This system is primarily designed to handle fire and intrusion emergencies, although intrusion emergencies are outside the scope of this document.

Activation of the fire alarm is accomplished through the use of the alarm keypads or the fire pull located in the server room in the North building. Activation may also take place through a number of fire sensors located throughout the buildings. Activation will result in an audible alarm that is able to be heard throughout the facility and flashing strobe lights at the horn/strobe location. In the event of an accidental activation, the Safety Manager, or designee, will call the alarm company to verify the incident as a false alarm.

In the event of an actual emergency, evacuation will take place per the Evacuation section of this procedure. In this case, the alarm company will notify the City’s Fire Department. The Safety Manager or designee will attempt to determine the source of the alarm without compromising his / her own safety.

The alarm system shall be tested twice per year either as part of a drill or separately. If the test is not part of a drill, the test will be immediately preceded by a general page and performed prior to 6:00 AM or after 7:00 PM or on the weekend to minimize disruption to the facility. In general, the test will be announced at least one week in advance. Various activation mechanisms will be tested and this information recorded in the alarm maintenance records. Notification to the alarm company is required prior to and after the actual test. A yearly fire drill including evacuation is required for each shift.

**REPORTING OF EMERGENCIES**

**Types of incidents**

A major incident is one of the following where an entire building needs to be evacuated. An evacuation signal will be broadcast over the LD paging system or alarm system.

* Fire
* Explosion
* Flood
* Earthquake (any magnitude, due to aftershock possibility)
* Toxic gas leak
* Major chemical spill (more than one gallon) requiring ERT specialized cleanup
* Structural collapse of any type
* Confirmed natural gas leak

A moderate incident is one of the following and only limited, room specific evacuations are required. No evacuation signal will be broadcast. Supervisors in affected areas will be responsible for seeing to it that employees evacuate the immediate area in an orderly manner.

* Strong irritant odor sufficient to cause coughing or irritation to the eyes, nose and throat
* Small fires that may be controllable (smaller than a 55 gallon drum)

A minor incident is one of the following, with no building or area evacuation required. The Safety Manager should be notified within a reasonable timeframe.

* Unusual odors, such as paints, bug sprays, etc. or any unusual situation
* Minor accidents
* Minor spills of nontoxic chemicals
* Very small fires that are defined as controllable

**Employee Responsibilities**

In the case of a major incident activate the fire alarm system, pull box in server room or alarm keypad, or call 9911 or 911 on cell phone and then report to the Receptionist by phone (extension 4144) or in person the following information.

* Name
* Telephone number or work extension
* Nature of the incident or emergency
* Location of the incident
* Assistance needed, if injury is involved
* Evacuation request

In the case of a moderate incident call 9911 or the receptionist and report the following information

* Name
* Telephone number
* Nature of the incident or emergency
* Location of the incident
* Assistance needed, if injury is involved
* Evacuation request

In the case of a minor incident call the receptionist at 4144 and report the incident as well as calling the Safety Manager.

**Receptionist responsibilities**

For major and moderate incidents the Receptionist will broadcast a message identifying the type of incident and the affected building location. The fire alarm system should be activated which will signal all employees to evacuate. The Receptionist then calls 9911 and reports the fire to local authorities if personal safety allows.

The Receptionist will broadcast a message, with the affected building location, should response from the site Emergency Medical Technician be necessary. In a severe medical emergency, the Receptionist will call 9911 and report the problem to local authorities who will respond with ambulance service.

The Receptionist will broadcast a message over the intercom system for chemical spill emergencies, with the affected building location. The receptionist will also alert the proper local authorities.

When requested by the Safety Manager or any member of LD management, or in the event of a catastrophic incident, the Receptionist will notify the Emergency Response Team by broadcasting an emergency alert over the paging system.

**Supervisor responsibilities**

Supervisors/Managers will assure the safety of all employees first by signaling an evacuation. They shall have the power to evacuate areas and send runners to notify Emergency Response Team members in

other buildings should the paging system be down or inoperable due to a power failure or catastrophic incident.

The supervisor must notify the Safety Manager of any safety related incident, no matter how small in a timeframe contingent upon the severity of the situation.

**Safety Manager Responsibilities**

Informs local agencies, such as the fire department, ambulance crew, paramedics, and police about LD site specific information which can help control the incident or emergency.

**EMERGENCY RESPONSE**

 **SPECIAL NOTE**: The primary concern of any emergency response is the safety of the members of the Emergency Response Team (ERT) while performing emergency functions. No demand will be placed on any ERT member that requires action in an unreasonably hazardous situation. The ERT safety priorities are:

1. ERT members
2. Employees
3. Community
4. Property

**NOTE**: As a secondary concern, the ERT minimizes property damage and promotes prompt site recovery from an emergency.

**Supervisor Responsibilities**

* Any situation where a threat to the health and safety of employees is determined; the supervisor/manager initiates an evacuation by activating the fire alarm system and/or calling the Receptionist at 4144 or shuts down the area.
	+ For example:
		- Water spilled where employees must stand or work adjacent to live electrical equipment.

**LD site Emergency Medical Technician responsibilities**

* The Emergency Medical Technician will only treat minor medical problems, due to the liabilities involved. These are non-life threatening situations such as minor cuts, abrasions, etc., and the medical response will be sufficient to handle an immediate, minor, insignificant medical incident.

**NOTE: THE EMPLOYEE HAS THE RESPONSIBILITY TO GET FOLLOWUP MEDICAL
ADVICE AND TREATMENT FROM THEIR PERSONAL PHYSICIAN, NO MATTER HOW
MINOR THE INCIDENT. THIS WILL BE COVERED BY WORKMAN’S COMPENSATION INSURANCE**

* In life threatening situations, the Emergency Medical Technician will only serve to stabilize the patient until emergency help arrives. This may include medical procedures recognized as reasonable and prudent, such as performing CPR, giving oxygen, applying pressure to open wounds, etc., and other emergency first aid responses, specific to the medical situation.
	+ Employees wishing to participate in this emergency service shall state such in a letter to this affect and deliver it to LD General Manager, who shall keep the letter in their personnel file and prepare a list of these employees and notify the site Emergency Medical Technician.

**Emergency Response Team responsibilities**

* Report to the location of the incident reported on the intercom system and get an update of the situation by the first responding Safety Committee/Emergency Response Team member.
* The first responder of the Emergency Response Team to the incident location shall evaluate the severity of the situation and not allow any entry by ANY LD employee to a hazardous area. The situation must first be evaluated without putting anyone at risk.
* The Emergency Response Team shall assist supervisors in evacuating individuals from the incident area. This includes assisting with special need/handicapped individuals.
* If the incident does not require ERT response, contact the Receptionist and report the situation. An “all clear, return to work areas” message will be broadcast over the intercom system.
* If the incident is of a severity to require response by ERT members with specialized training, the ERT responders shall evaluate the situation and plan a course of action as outlined in the LD Safety Specification.
* Emergency Response Team members are to promote prompt recovery from moderate and major emergency situations.

**Safety Manager Responsibilities**

* Direct the overall emergency response operations.
* Coordinate any ERT activities whenever civil authorities become involved, and act as liaison between the ERT and civil authorities.
* Supervise the ERT and employees during emergencies and evacuation practice drills.
* When the Safety Manager is out of the facility, the General Manager shall assume all leadership and coordinating functions.
* Serve as a technical resource to the ERT personnel during a response.
* Document incidents and file necessary reports with appropriate regulatory agencies.
* Turn off facility electrical, gas, or water utilities as necessary to prevent further damage or a hazardous situation.

**EVACUATION PLAN**

In the event of the activation of the alarm system, employees should immediately, and orderly, proceed to the nearest exit and staging area in the parking lot east of the South building.

Supervisors/Managers and their backups, are responsible for the safe and orderly evacuation of the employees in their department. Each area has a specific exit and backup exit if blocked due to the emergency itself (see map – Appendix A). Supervisors/Managers will ensure a safe and orderly exit for employees by checking restrooms, training rooms, conference rooms, work rooms and break rooms within their responsible areas prior to exiting the building. Once the Supervisor/Manager arrives at the designated staging area, it is his/her responsibility to account for all employees and visitors working that day.

**General Evacuations**

**Employee responsibilities**

* Evacuate the building at a safe pace, using the nearest exit as noted on evacuation maps posted throughout the building, and as shown on Appendix A.
* Do NOT smoke during an evacuation
* Do NOT stop to gather personal belongings
* Walk to the nearest exit door, report to the holding area for a head count, and remain there until you are told to leave. The holding area for LD will be the parking lot directly east of the South Administrative building
* Do NOT loiter in the building or at the exit areas
* Do NOT move your vehicle unless instructed to do so as this may interfere with responding emergency vehicles

**Receptionist responsibilities**

* Initiate the evacuation alarm tone over the LD intercom and alarm systems if instructed to do so

**Supervisor responsibilities**

* Ensure that all employees and visitors working in your area have left the building and are accounted for at the evacuation holding area
* Do not allow anyone to reenter the building until the all clear sign is given
* Do not allow anyone to leave the staging area except in the case of a medical emergency until the all clear sign is given
* Notify the Safety Manager, as soon as possible regarding the status of the employees in their respective staging area, including any employee that did not arrive at their designated staging area
* Notifies employees in his staging area that the building is clear to enter after receiving all clear approval from the Safety Manager
* Checks that all employees have returned to their work stations in a timely manner once the all clear signal has been given. Reports to the Safety Manager about any employees that did not return to their work area.

**Emergency Response Team responsibilities**

* Report to the incident area, but do not enter unless instructed to by the first responder.
* An incident evaluation and plan of attack must first be completed before any action is taken.
* ERT safety is the primary concern

**Safety Manager responsibilities**

* The Safety Manager or his appointee from the Safety Committee, has the responsibility to communicate information to the local responding agency incident commander at the scene to ensure that appropriate action will be taken
* He should communicate that all employees and visitors are accounted for and out of the building
* If someone is missing he should communicate the last known location of the individual
* The Safety Manager gives the all clear signal to reenter the plant upon notification from the local incident commander

**Power Failure Evacuations**

* Rooms at LD using chemicals must be evacuated in power outages because of the possible hazardous fume buildup when exhaust venting is inoperative
* A formal head count is not necessary, nor is reporting to outside holding areas
* Emergency lighting will last from one to two hours and this time should be used to turn off soldering irons, switches to equipment that were on when the power went out, etc

**NOTE: Power outages occur when the electrical power supply system malfunctions (no apparent incident causing the failure) or as a result of another occurrence (for example: fire or flood, lightning strikes, etc)**

**Earthquake evacuations**

* If indoors during an earthquake, all employees will do the following:
	+ Do NOT leave the building or area unless ordered to
	+ Do NOT use matches, lighters, or candles
	+ Do NOT operate electrical switches
	+ Watch for falling objects, bookcases, or furniture that could topple over. If in danger from falling objects, get under a table, desk, or other protection
	+ Stay away from areas with glass
	+ Do not use telephones except to report emergency conditions to the Receptionist
* If outdoors during an earthquake, all employees will do the following:
	+ Do NOT enter a building
	+ Avoid walls, power poles, or other tall items that could topple. If possible, distance yourself from any object that may topple by at least 110 % times the height of that object
* Actions after an earthquake:
	+ Do NOT use matches, lighters, or candles
	+ Do NOT operate electrical switches
	+ Check for broken gas lines, chemical spills, process gas leaks, and fires. If any are found, contact the Safety Manager immediately and report the emergency situation to the Receptionist
	+ The Safety Manager will check for damage to equipment and structural integrity before re-occupancy
* If an evacuation of a building is ordered by the Safety Manager, Emergency Response Team Member, or supervisor, leave the building immediately and go to the emergency assembly area.

**Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.



Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. At PCB we are calling any type of workplace violence “Code Orange” and employees will hear these words over the loudspeaker in the event there is a workplace violence situation.

**Good practices for coping with an active shooter situation:**

* Be aware of your environment and any possible dangers
* Take note of the two nearest exits in any facility you visit
* If you are in an office, stay there and secure the door
* If you are in a hallway, get into a room and secure the door
* As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 WHEN IT IS SAFE TO DO SO!**

**HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
* Have an escape route and plan in mind and meet in your assigned Staging Area
* Evacuate regardless of whether others agree to follow
* Leave your belongings behind
* Help others escape, if possible
* Prevent individuals from entering an area where the active shooter may be
* Keep your hands visible
* Follow the instructions of any police officers
* Do not attempt to move wounded people
* Call 911 when you are safe
1. **Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
* Be out of the active shooter’s view
* Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
* Do not trap yourself or restrict your options for movement
* To prevent an active shooter from entering your hiding place:
* Lock the door
* Blockade the door with heavy furniture

**If the active shooter is nearby**:

* Lock the door
* Silence your cell phone and/or pager
* Turn off any source of noise (i.e., radios, televisions)
* Hide behind large items (i.e., cabinets, desks)
* Remain quiet

**If evacuation and hiding out are not possible**:

* Remain calm
* Dial 911, if possible, to alert police to the active shooter’s location
* If you cannot speak, leave the line open and allow the dispatcher to listen
1. **Take action against the active shooter.** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
* Acting as aggressively as possible against him/her
* Throwing items and improvising weapons
* Yelling
* Committing to your actions

**HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

* Officers usually arrive in teams of four (4)
* Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
* Officers may be armed with rifles, shotguns, handguns
* Officers may use pepper spray or tear gas to control the situation
* Officers may shout commands, and may push individuals to the ground for their safety

**How to react when law enforcement arrives**:

* Remain calm and follow officers’ instructions
* Put down any items in your hands (i.e., bags, jackets)
* Immediately raise hands and spread fingers
* Keep hands visible at all times
* Avoid making quick movements toward officers such as holding on to them for safety
* Avoid pointing, screaming and/or yelling
* Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 911 operator**:

* Location of the active shooter
* Number of shooters, if more than one
* Physical description of shooter/s
* Number and type of weapons held by the shooter/s
* Number of potential victims at the location

**Notes**: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**Bomb threats and civil disturbances**

* Notify the Receptionist by dialing 4144 or call 9911 directly
	+ The Receptionist will call authorities and notify LD General Manager
* Management will decide on a course of action on a case by case basis
* Any media contact is to be handled only by LD General Manager or his chosen representative
* ERT/Safety Committee members are to be used to control crowds and bystanders by keeping them well away from buildings or areas of emergency.

**Other Responsibilities during an Evacuation:**

* In the event the evacuation alarm sounds, the Safety Manager or his designee will investigate the source of the alarm. Once the source has been determined, the local Alarm Company will be notified as to whether emergency assistance is required.

**EVACUATION DRILLS**

 **NOTE**: These drills are used to evaluate the effectiveness of the LD Emergency Response Plan and to help employees become familiar with proper exit routes to the emergency holding area.

**Safety Manager Responsibilities**

* Schedule and conduct fire and evacuation drills at least once a year
* Document the results of the drills
* Assign individuals with back-ups to bring the Evacuation Kits to the staging area

**Employee responsibilities**

* Physically leave the building and go to the designated holding area
* Act as though a real emergency situation exists

**Supervisor Responsibilities**

* Assist contractors and visitors in your area to leave the building
* Know all emergency exit routes out of your area
* Ensure that all employees know where to go and how to act during an emergency evacuation
* Ensure that your employees are in the staging area by performing a headcount

**MEDICAL EMERGENCIES—FIRST AID**

Although PCB endeavors to maintain a safe and accident free workplace, it is important to be prepared for all types of medical emergencies. All work-related incidents are to be reported to a supervisor who will ensure that the Incident Report (PE043) is completed no later than the next business day. This paperwork must include corrective / preventative actions to ensure that repeat accidents are prevented. In addition, this paperwork will be reviewed by the Safety Committee in order to monitor and ensure that effective corrective actions have been implemented.

* PCB employees with first aid training willing to help out in emergency situations will be known to the Safety Manager and members of the Safety Committee. This list will also be posted with the First Aid boxes throughout the plant.

Qualified first aid employees may be called on for help in the following circumstances:

* Serious first aid emergency – A serious emergency is one defined as that which requires activation of the town’s EMS (911) system.
* Non-serious first aid emergency – In this case no town EMS response is needed. Internal responders are notified directly to assist the patient. If the situation warrants further medical attention, the employee will have someone drive him/her to Utah Valley Regional Medical Center.

In the case of a medical emergency the following actions should take place:

* Notify the local medical emergency organizations by dialing 9911 if serious in nature
* When you dial 9911 the Receptionist switch board will sound an alarm. Call the receptionist at 4144 to let her know the location and severity of incident
	+ The Receptionist will announce on the intercom the location of the emergency to notify the ERT
	+ During times when the receptionist is not at work, supervisors are responsible for fulfilling the receptionist’s duties by dialing 706 to announce the location of the emergency.
* Wait for the arrival of the LD Emergency Medical Technician and local Fire Paramedics
* The Supervisor of the area will send another worker to an outside location where arriving emergency personnel can be directed and escorted to the victim
* The victim should be stabilized, if possible, by providing assistance to make them more comfortable until medical help arrives
	+ The only medical emergency where immediate help should be offered is in the case of a severe cut or abrasion or splashing a hazardous liquid in the eyes or on the body. Using safety guidelines as set forth in Section 34, Blood borne Pathogens of the Safety specification
	+ Apply direct pressure to stop the bleeding if the wound is causing a great loss of blood
	+ For chemical burns, assist the victim in reaching the safety shower or eye wash station and make them rinse until medical help arrives
	+ Chemicals in the eyes should require a minimum of 15 minutes of rinsing

First Aid equipment is maintained at the locations indicated on the exit maps.

The Safety Manager or designee is responsible for ensuring that the above equipment is properly stocked, maintained and inspected.

**FIRE PREVENTION MAINTENANCE**

In order for PCB to properly conduct its business, it is necessary to maintain and store a number of flammable and / or hazardous materials. An SDS is maintained on all such material and is available from Document Control or the Safety Manager. The SDS sheet indicates specific information about the substance. Examples of such material include, but are not limited to: Greases, Solvents, Cleaners, Paints, and Alcohol.

* It is the responsibility of each department using such material to ensure that it is stored correctly. All flammables must be stored in their original shipping containers or approved fireproof containers.
	+ No more than 5 gallons should be stored outside of the chemical room or a fire approved cabinet.
	+ Small amounts of up to 1 gallon may be left at workbenches in covered, labeled containers.
* In addition, all departments shall be cleaned and cleared of flammable and combustible trash on a routine schedule, which shall be removed from the building by the maintenance personnel.
* All exits, fire pull boxes, first aid equipment, and fire extinguishers will be kept clear of any obstruction.
* Fire suppression equipment, including fire extinguishers, will be maintained at various locations throughout the building. The Safety Manager is responsible for ensuring that authorized personnel service this equipment annually,
* In the event of a fire, the Safety Manager or Safety Committee or ERT is responsible for shutting off the main utilities to the facility, including natural gas and electrical power. Other energy sources may be turned off as needed.

**PORTABLE FIRE EXTINGUISHER STORAGE AND USAGE**

**NOTE**: The following instructions are performed by any employee who may be required to use a fire extinguisher, except where otherwise stated.

**NOTE**: The labels on the extinguishers indicate the fire class and size, type of flammable materials the extinguisher can be used on, and the area that the extinguisher is capable of extinguishing.

**Safety Manager Responsibilities for testing and storage**

* Determine the locations and type of fire extinguishers
* Ensure that the fire extinguishers are tested and certified according to State requirements
* Ensure that the extinguishers are kept in their designated places
* Ensure that the extinguishers are conspicuously located where they will be readily available in the event of a fire
* Ensure that extinguishers are installed using the specially designed brackets
* Ensure that extinguishers are protected from physical damage

**Fire extinguisher usage by employees**

* Use the proper fire extinguisher for the emergency situation. Use the following guidelines:

	+ **Class A Extinguishers**—Used on ordinary combustibles, such as wood, paper, cloth, rubber, and plastic.
	+ **Class B Extinguishers**—Flammable liquids, flammable gases, greases, and oils.
	+ **Class C Extinguishers**—Used on energized electrical equipment.
	+ **Class D Extinguishers—**Used on metal fires, such as magnesium, aluminum, sodium, potassium, lithium, and zinc.
	+ **WARNING \*\* IF CARBON DIOXIDE EXTINGUISHERS ARE USED, ELECTRICAL SHOCK MAY RESULT,ENSURE PROPER GROUNDING WHEN USING. THESE EXTINGUISHERS ARE RECOGNIZED BY THEIR WIDE DELIVERY CONE OR NOZZLE**
* Use carbon dioxide extinguishers only on Class B & C fires (flammable liquids & electrical)
* Use dry chemical extinguishers on Class A, B, and C fires. These dry chemical extinguishers usually are filled with sodium bicarbonate
* To avoid breathing the heated smoke and fumes and the extinguishing agent, stay low and stand at a minimum of 5 feet away from the fire
* To fight an electrical fire, look for the power disconnect buttons and switches, and turn off
the electrical power
* Hold the extinguisher in an upright position. Pull the locking pin from the handle
* Aim the nozzle or hose at the bottom of the fire and squeeze the handle
* Sweep the extinguisher side to side and move forward as the fire diminishes
* Facility fire extinguisher locations are outlined in Appendix A

**PORTABLE FIRE EXTINGUISHER MAINTENANCE**

* Monthly inspection by the Safety Manager
* At least once a month, inspect the extinguishers, as specified by the NFPA 10, Standard for Portable Fire Extinguishers, for the following conditions:
	+ Gauge is in the operable range (if extinguisher is stored pressure type)
	No obvious physical damage or condition to prevent operation
	+ Extinguisher is at the designated place
	+ Tamper seals are intact and an annual inspection tag is present
* If any problems are detected, repair or replace the extinguisher
* If the annual inspection tag or the pressure gauge indicates that the extinguisher be recharged or if the extinguisher is used, have the extinguisher recharged
* Recharging of fire extinguishers
* Send the extinguisher to a qualified vendor for recharging
* On the maintenance tag, record the date the recharging was performed

**EMERGENCY RESPONSE TEAM TRAINING**

**NOTE**: The ERT Training course curriculum has been designed to comply with the 24 hour minimum training requirement specified for Level 3 responders as outlined in OSHA’s Hazardous Waste Operations and Emergency Response Regulation, 29 CFR 1910.120 and SARA Title I.

**Safety Manager responsibilities**

* In cooperation with area supervisors, identify, interview, and select candidates for the ERT.
* Develop and administer the following training programs to meet the needs of employees and to comply with Federal and State regulations:
	+ Air Purifying Respirator Training
	+ Building Layouts
	+ Chemical Inventory
	+ Chemical Safety
	+ Confined Space Entry
	+ Hazard Evaluation
	+ First Aid/Emergency Medical First Response
	+ Electrical Safety-Lockout/Tagout
	+ Emergency Communications
	+ ERT Organization
	+ Fire Safety
	+ Hazardous Waste Training
	+ Personal Protective Equipment
	+ Rescue Techniques
* Measure ERT member training retention and personal implementation through written and practical skills testing. Records will be maintained on each ERT member who has successfully completed the ERT course curriculum and final exam.
* Review and enhance team skills and efficiency by conducting periodic ERT practice sessions and drills.

**Emergency Response Team member responsibilities**

* Attend all required classes and pass the written exam
* Participate in drills to review and practice ERT skills obtained during training.

**GENERAL EMPLOYEE TRAINING**

All employees will receive training on this procedure during their employee orientation. In addition, retraining on this procedure once every year is mandatory.

All employees with specific safety functions (first aid, supervisors, etc.) will receive additional training to ensure that they are competent to exercise their specific duties.

PCB will typically conduct emergency evacuation drills on a yearly basis. The drills will ensure that employees are aware of the following:

* Alarm signal
* How to exit the building
* Where to stage
* The responsibilities of Supervisors/Managers
* The “All Clear” process

**CONTACT PERSONNEL**

For more information regarding this procedure please contact:

 Nathan Harris, Safety Manager, (801) 354-0238

 David Rosen, Director of LD Operations, (801) 354-0212; 801-358-1394

 Hayley Montgomery, Human Resources , (716) 684-0002, ext. 2116

**Referenced Documents:**

 Emergency Evacuation Map (Appendix A)

**Unusual Conditions:**

**STAGING AREAS**

|  |  |  |
| --- | --- | --- |
| **Staging Area** | **Staging Area Coordinator** | **Department Areas** |
| #1 | Production ManagerLine Supervisor | Production LineTechniciansMic LabWash AreaNo. Bldg. Break room |
| #2 | Logistics ManagerLD Logistics Supervisor | PurchasingStoresQA InspectorsNo. Bldg. RestroomsNo. Bldg. Work RoomIT Server Room |
| #3 | Engineering ManagerLD Engineering Staff II | EngineeringAdministrationTechnical SupportSo. Bldg. RestroomsSo. Bldg. Break roomAll other areas of South Bldg |

**APPENDIX A – EXIT MAP**

**South Building**



 = Emergency Lighting

 = Fire Extinguishers

 = First aid Kit

**APPENDIX A – EXIT MAP (cont.)**

**North Building**

 = Emergency Lighting

 = Fire Extinguishers

 = First aid Kit

**APPENDIX B—Emergency Response Team**

Nathan Harris, Safety Manager

Natalie Jarvis

Justin Johnson

Dave Rosen