

# **Jay Industries, Inc.**

Emergency Action Plan

For

Jay Industries, Inc.

1555-1595 W. Longview

Avenue

Mansfield, Ohio 44906

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## Jay Industries, Inc. EMERGENCY PERSONNEL

| NAME            | POSITION                          | DESK #       | CELL#        |
|-----------------|-----------------------------------|--------------|--------------|
| Brent Taylor    | Vice-President                    | 419-521-0574 | 256-312-6533 |
| Dannie May      | Operations Manager                | 419-521-0532 | 419-295-3377 |
| John Vidonish   | Warehouse Manager                 | 419-521-0536 | 419-295-4558 |
| Cody Honse      | Division Manager                  | 419-527-2256 | 419-295-8668 |
| Jason Adkins    | Maintenance Manager               | 419-521-0548 | 419-612-1377 |
| Bobby Willis    | Second Shift Supervisor - Broshco | 419-521-0535 | 567-274-3730 |
| Klayton Cornell | First Shift Supervisor – Kronis   | X3251        |              |
| Josh Oakley     | Weekend Shift Supervisor - Kronis | x3266        | 419-565-9920 |
| Mike Dechert    | First Shift Supervisor – SARCA    | 419-527-2263 | 419-295-1741 |
| Wes Beal        | Second Shift Supervisor – SARCA   | 419-522-3600 | 419-295-2140 |
| Tarah Hall      | Human Resources                   | 419-527-2252 |              |
| Scott Bobst     | EHS                               | 419-521-0366 | 419-632-4400 |
| Maintenance     |                                   | x3514        |              |

## EMERGENCY PHONE NUMBERS

|                                   |                     |
|-----------------------------------|---------------------|
| Police Department                 | 911 or 419-522-1234 |
| Fire Department                   | 911 or 419-524-2424 |
| Avita Hospital and Emergency Room | 567-307-7666        |
| Avita Workwell                    | 419-709-8667        |
| Ohio Poison Control Center        | 1-800-222-1222      |
| Mansfield Water Treatment         | 419-755-9806        |
| Richland County Health Department | 419-755-4500        |
| Mansfield Sewer Treatment         | 419-755-9809        |
| Ohio Edison                       | 1-888-544-4877      |
| Columbia Gas                      | 1-800-344-4077      |

## NEARBY BUSINESS CONTACTS

|                              |                         |              |
|------------------------------|-------------------------|--------------|
| Longview Steel               | 1555 W. Longview Avenue | 419-747-1096 |
| Richland County Admin. Bldg. | 1495 W. Longview Avenue | 419-774-5530 |
| Sheriff Gosling Roofing      | 1445 W. Longview Avenue | 419-529-8249 |
| America's Best Siding        | 1395 W. Longview Avenue | 419-589-5900 |
| Richland County Fairgrounds  | 750 N. Home Road        | 419-747-3717 |
| Richland County Dog Pound    | 810 N. Home Road        | 419-774-5892 |

***Place a copy of this page near phones or in offices.***

## CRITICAL OPERATIONS

During some emergency situations, it will be necessary for certain specially assigned personnel to remain at work areas to perform critical operations.

- Personnel involved in critical operations may remain on site upon the permission of the Division Manager or designated official.
- In case the emergency situation will not permit any personnel to remain at the facility, the Division Manager or designated official shall notify the Vice President.

If an emergency occurs near propane, flammable or combustible liquids, combustion engine equipment or electrical tools, employees will shut off propane sources at the cylinders and turn off all equipment before evacuating, provided employee safety is not jeopardized by doing so.

Consider the following questions when assessing critical operations. Does the work area:

- |  |         |        |
|--|---------|--------|
| • Use propane?   | Yes ___ | No ___ |
| • Involve flammable or combustible liquids?              | Yes ___ | No ___ |
| • Use combustion engine equipment?                       | Yes ___ | No ___ |
| • Use electrical tools or other ignition sources?        | Yes ___ | No ___ |
| • Use other critical operations or materials not listed? | Yes ___ | No ___ |

## ALARM SYSTEM

The alarm system consists of a the telephone paging system, on a battery backup, so that it will work during a power failure, and an audible mechanical fire alarm system. All emergency messages have priority over non-emergency messages. In departments with 10 or fewer employees, direct communication may be used to inform the employee of the emergency.

Employees must:

- listen to the intercom;
- follow instructions; and
- evacuate according to posted evacuation route maps.

Critical and emergency telephone numbers are to be posted near every telephone with an outside line, on bulletin boards, and in conspicuous locations where they may be needed.

## MEDICAL EMERGENCY

- Call medical emergency phone number, as required by the nature of the emergency:
  - Police Department
  - Fire Department
  - Avita Hospital and Emergency Room
  - Ohio Poison Control Center
  
- Provide the following information:
  - a. Nature of medical emergency,
  - b. Location of the emergency (address, building, area), and
  - c. Your name and the phone number from which you are calling.
  
- Do not move victim unless absolutely necessary.
  
- Call personnel trained in CPR/AED and First Aid to provide the required assistance prior to the arrival of the professional medical help.
  
- If personnel trained in CPR and First Aid are not available, as a minimum, attempt to provide the following assistance:
  - a. Use a Blood borne Pathogen Protection Kit to avoid contact with blood or other bodily fluids.
  - b. Stop the bleeding with firm pressure on the wounds.
  - c. Clear the air passages using the Heimlich Maneuver in case of choking.
  
- If helping a person exposed to hazardous materials, consult the Safety Data Sheet (SDS) (located on the home page or in Plex) and wear the appropriate Personal Protective Equipment (PPE).
  
- Supervisor will complete Accident/Incident Report.

## PUBLIC INFORMATION OFFICER

Depending on the size and nature of the emergency, the Division Manager, or his designee, shall appoint a public information officer to interact with the media.

The Public Information Officer shall:

- Establish a media area away from the plant and evacuation area.
- Update the media with correct factual information.
- Return media calls.
- Liaison with the Fire Department for corrected or updated information.

## NON-EVACUATION EMERGENCY PROCEDURES

Non-evacuation may be used for the following incidents:

- Small quantity spill of hazardous materials.
- Non-hazardous spills.
- Localized small fires that can be extinguished by using one fire extinguisher.
- Tornados requiring non-evacuation/shelter-in-place, covered under Severe Weather and Natural Disasters, page 11.

## EVACUATION ROUTES

- Evacuation route maps are posted in each work area. They contain the following information:
  - a. Emergency Exits
  - b. Primary and Secondary evacuation routes
  - c. Locations of Fire Extinguishers
- Every employee should know at least two evacuation routes.
- **Evacuation Assembly Points:** Evacuate using the nearest exit and walk to the assembly point for your area which is the large west parking lot for Broshco, and the parking areas in front of the main entrances for Kronis and SARCA.

# EVACUATION EMERGENCY PROCEDURES

When an emergency requires an evacuation, such as a fire or hazardous release, employees should notify their supervisor or line leader at once. The supervisor or line leader will notify the proper emergency response by calling 9-1-1. The back-up method for reporting emergencies that require evacuation requires assessing the situation for all hazards and acting to assure the safety and health of all employees.

## ***Evacuation:***

- Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:
  - a. Listen to the paging system and follow directions.
  - b. Listen to voice instructions as to where to go and what to do.
  - c. Exit by moving away from the emergency site to the next nearest EXIT.
  - d. Find and stay with other employees so the supervisor or line leader can conduct a head count.
  - e. Assist people with disabilities
  - f. Never re-enter the building for any reason until the all clear is given.
  - g. Use the buddy system.
  - h. Avoid hazardous areas during the emergency, such as paint, chemical, propane, and oil storage areas.
- Supervisors may be required to use the paging system to sound an alarm following these steps:
  - a. Slowly and clearly speak evacuation instructions for the employees.
  - b. Example: after activating the paging system, say slowly and clearly, "This is an emergency. There is a fire in the Laser Area. Employees are to evacuate immediately."
  - c. Repeat the message several times.

## ***Procedures to Account for Employees:***

- Supervisors and other trained employees shall assist in the safe and orderly evacuation for all types of emergencies that require evacuation. The employees selected are trained in the complete plant layout and the various alternative escape routes from the plant. Before leaving, these employees check offices, rest rooms, and other enclosed spaces in the plant for employees who may be trapped or otherwise unable to evacuate.

- Trained personnel may include:
  - a. Supervisors
  - b. Line Leaders
  - c. Group Leaders
  - d. Maintenance
  - e. Employees assigned and trained by their supervisor to perform essential duties during an emergency.
- These employees have been designated by the company and trained to:
  - a. Direct and assist in the safe and orderly emergency evacuation.
  - b. Provide guidance and instruction for all types of emergency situations.
  - c. Be aware of employees with special needs who may require extra assistance.
- Trained personnel must include at least one person from every area for every shift. The trained personnel serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete.
- Supervisors must be aware of the locations of all employees working on a particular day and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary.
- Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee shall:
  - a. Take roll of his or her group.
  - b. Make sure all persons are accounted for.
  - c. Report counts to a central checkpoint managed by the Division Manager or designated official.
  - d. Answer questions.
- The Division Manager or designated official shall tally head counts and report them to the appropriate emergency personnel.

***Re-entry:***

- No employees are to return to the building until advised by the Division Manager or designated official, after determination has been made that re-entry is safe. If anyone is injured or contaminated, rescue and first aid should be activated. If the emergency incident expands, the Division Manager or designated official may send employees home by normal means or provide them with transportation to an offsite location.



# FIRE EMERGENCY

- *When fire is discovered:*
  - a. Use the telephone paging system or Fire Alarm system to sound the alarm.
  - b. If a fire alarm is not available, notify employees about the fire emergency by the following means:
    - Voice Communication
    - Radio
    - Phone Paging
    - Other
- *Fight the fire ONLY if:*
  - a. The fire is small and is not spreading to other areas.
  - b. There is an escape route available by backing up to the nearest exit.
  - c. The fire extinguisher is in working condition and employees are trained to use it.
- *Call the fire department if the fire becomes unmanageable.*
- *Upon being notified about the fire emergency, occupants must:*
  - a. Leave the building using the designated escape routes.
  - b. Assemble in the designated area (large parking lot at west end of building).
  - c. Remain outside until the Division Manager or designated official announce that it is safe to re-enter.
- *Division Manager and/or Supervisors must:*
  - a. Obtain a current roster and visitor log.
  - b. Coordinate an orderly evacuation of personnel and ensure that all employees and visitors have evacuated the area/floor.
  - c. Perform an accurate head count of personnel reporting to the designated area.
  - d. Determine a rescue method to locate missing personnel.
  - e. Provide Fire Department personnel with necessary information about the facility.
  - f. Disconnect utilities and equipment unless doing so jeopardizes employee safety.
  - g. Complete Accident/Incident Report.

## EXTENDED POWER LOSS

In the event of extended power loss, certain precautionary measures should be taken depending on the geographical location and environment of the plant:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- If a power loss occurs during freezing temperatures, the Division Manager or designated official will determine when to turn off and drain the following lines in the event of a long term power loss.
  - a. Fire sprinkler system
  - b. Standpipes
  - c. Potable water lines
  - d. Toilets
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- Upon Restoration of heat and power:
  - a. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
  - b. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

# SEVERE WEATHER AND NATURAL DISASTERS

## Severe Thunderstorms and Tornado:

- a. *Severe Thunderstorms and/or Tornado Watch* – supervisors will monitor the local weather, by radio or internet.
- b. *Tornado Warning* – if appropriate, an outside watch will be posted. The Division Manager or designated official may stop production and move employees to a tornado shelter.
- Seek inside shelter in one of the following areas:
  - a. Any restroom
  - b. Interior offices away from windows
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over by the Division Manager or designated official.
- When the tornado is over, be cautious of downed power lines, open holes, trip hazards, flooding or chemical spills.

## Flood:

- *If indoors:*
  - a. Be ready to evacuate as directed by the Division Manager or designated official.
  - b. Follow the recommended primary or secondary evacuation routes.
- *If outdoors:*
  - a. Climb to high ground and stay there.
  - b. Avoid walking or driving through flood water.
  - c. If car stalls, abandon it immediately and climb to higher ground or on top of the car.

During the flood, be cautious of strong currents and undertows, storm drains, floating objects, electrical and shock hazards, hazardous material spills and dirty, disease-filled water.

## Earthquake:

- Stay calm and await instructions from the Division Manager or designated official.
- Keep away from windows, filing cabinets, cranes, machines and electrical power.
- Assist people with disabilities in finding a safe place.
- If possible, exit the premises following the evacuation procedure, or find shelter as instructed by the Division Manager or designated official.
- When the earthquake is over, be cautious of downed power lines, open holes or pits, trip hazards, flooding or chemical spills.

## Blizzard:

- *If indoors:*
  - a. Stay calm and await instructions from the Division Manager or designated official.
  - b. Stay indoors.
  - c. If there is no heat:
    - Close off unneeded rooms or areas.
    - Stuff towels or rags in cracks under doors.
    - Cover windows at night.
  - d. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
  - e. Wear layers of loose-fitting, light-weight, warm clothing, if available.
- *If outdoors:*
  - a. Find a dry shelter. Cover all exposed parts of the body.
  - b. If shelter is not available:
    - Prepare a lean-to, wind break, or snow cave for protection from the wind.
    - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
    - Do not eat snow. It will lower your body temperature. Melt it first.
- *If stranded in a car or truck:*
  - a. Stay in the vehicle.
  - b. Run the motor about ten minutes each hour. Open windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
  - c. Make yourself visible to rescuers:
    - Turn on the dome light at night when running the engine.
    - Tie a colored cloth to your antenna or door.
    - Raise the hood after the snow stops falling.
  - d. Exercise to keep blood circulating and to keep warm.

# CHEMICAL SPILLS

- *When a Small Chemical Spill has occurred:*

- a. Notify the Supervisor (who will in turn notify EHS).
- b. Contain the spill with available equipment (yellow Spill Kit Buckets located throughout the building).
- c. If toxic fumes are present, secure the area (with caution tape or cones) to prevent other personnel from entering.
- d. Clean the spill in accordance with the instructions described in the Safety Data Sheet (SDS) (located on the home page or in Plex).
- e. Wear proper Personal Protection Equipment (PPE).

| <u>Small Spill Kit Contents</u> |                |
|---------------------------------|----------------|
| Absorbent Socks                 | Absorbent Mats |
| Repair Putty                    | Dust Mask      |
| Gloves                          | Safety Glasses |
| Tyvek Coat                      | Trash Bag      |

- *When a Large Chemical Spill has occurred:*

- a. Immediately notify the Supervisor (who will in turn notify EHS).
- b. Contain the spill with available equipment. Large spill Kit Barrels are located near the press room oil storage, at the front shipping docks, and in the back maintenance bay in the plant.
- c. Secure the area and alert other site personnel.
- d. Attend to injured personnel and call the medical emergency number, if necessary.
- e. Do not attempt to clean the spill unless trained or directed to do so.

| <u>Large Spill Kit Contents</u> |                |
|---------------------------------|----------------|
| Oil Sorbent Booms               | Oil Dry        |
| Repair Putty                    | Dust Mask      |
| Gloves                          | Safety Glasses |
| Tyvek Coat                      | Trash Bag      |

- *For additional information on handling spills, refer to the detailed SPCC and SWPPP plans for this location.*

If a spill enters the sanitary or storm sewer, contact EHS and the city of Mansfield.

# BOMB THREAT

- In the event of a bomb threat, the Division Manager or designated official will review the information taken by the front desk, report threat to the police, and determine whether or not to evacuate the plant.
- Law enforcement may ask plant officials to help search for suspicious packages.
- The Division Manager or designated official must weigh the credibility of threat against disruption of operations.



# VIOLENCE IN THE WORKPLACE

In the event of an active shooter in the workplace, quickly determine the most reasonable way to protect your own life and others.

- **Evacuate:** Leave quickly if there is an accessible escape route. Help others to escape, if possible. Evacuate, whether or not others agree to follow. Prevent individuals from entering an area where an active shooter may be. Leave your belongings behind.
- **Contact Police:** Call 9-1-1 when you are in a safe area. Answer all questions such as physical description, what is happening, description of gun, how many people are involved, etc. Give any other information, such as name of shooter, blocked doors, number of wounded, places where employees are hiding, etc.
- **Shelter in Place:** If there is no escape, find a place to hide where the shooter is less likely to find you. Take cover behind an object that will protect you from gunfire. There is a difference between concealment, which is hiding, and cover, which is protection. Turn off any source of noise that would reveal your location, such as a cell phone or pager. Lock or block all doors leading to your hiding place.
- **Attack the Shooter:** If your life is in danger you have a right to protect yourself by incapacitating the shooter. Use surprise. Be 100% committed. Improvise a weapon. Act aggressively. Close the distance and use force to injure and/or incapacitate the shooter.
- **When Law Enforcement Arrives:** Officers will go directly towards the shooter and will not stop to help. Officers may shout commands and may push people out of the way for safety. Remain calm and follow officers' instructions. Put down any items in your hands and raise your hands, keeping them visible at all times. Avoid quick or threatening motions. Do not ask officers to help. Leave the way the officers entered.

Once you have reached a safe location, do not leave the area until the situation is under control and you are released by the police.

## EHS Administrative Duties

The Jay Industries Environmental Health and Safety (EHS) Director has overall responsibility for the Emergency Action Plan, including the following:

- Developing, maintaining, reviewing, and updating a written Emergency Action Plan.
- Notifying the proper rescue and law enforcement authorities, the Jay Industries, Inc., President, and Vice-President in the event of an emergency affecting Jay Industries, Inc.
- Taking security measures to plan for the protection of employees.
- Integrating the Emergency Action Plan with any other emergency plan covering the building or work area.
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee.
- Conducting drills and/or discussions to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Training designated employees in emergency response such as the use of fire extinguishers and first aid.
- Deciding which emergency response to initiate (evacuate or not).
- Maintaining records and property as necessary.
- Ensuring that Jay Industries, Inc. meets all local fire codes, building codes, and regulations.

Copies of this plan may be obtained through the EHS department located at 515 Newman Street, Mansfield, Ohio 44902 for employees, their representatives, and any person upon written request.

The Division Manager or Shift Supervisor has full authority to implement the Emergency Action Plan if he/she believes an emergency might threaten human health.



# TRAINING

- Supervisors will review the Emergency Action Plan with each employee at the following times:
  - a. During new employee orientation.
  - b. When the employee is initially assigned to a job, through on the job training (evacuation routes).
  - c. When an employee's responsibilities or designated actions under the plan change.
  - d. When new equipment, materials, or processes are introduced into the workplace that may affect the plan.
  - e. When the layout or design of the facility changes.
  - f. When the plan is changed.
  - g. Annually, during mandatory evacuation and tornado drills.
  
- After a drill, Supervisors will report problems or shortcomings, such as:
  - a. Doors that would not open.
  - b. Employees who enter storage closets instead of exiting.
  - c. Employees who get lost or are confused about their duties and responsibilities.
  
- Problems or shortcomings must be addressed before a real emergency occurs.

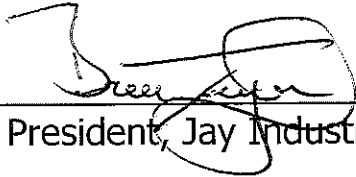
# EMERGENCY EQUIPMENT AND SUPPORT

Our company provides the following equipment and support for use by our trained personnel during emergencies:

- Fire Extinguishers – ABC Dry Chemical, CO2, and Halogen.
- Spill Kit Buckets for small spills.
- Spill Kit Barrels for large spills.
- Emergency lighting and Exit lights.
- Personal Protection Equipment (PPE) – Gloves, Tyvek coats, safety glasses, hard hats, hearing protection, and dust masks.
- Two way radios – for use by Maintenance personnel, Robot Techs, Supervisors, and Line Leaders.
- First Aid kits and AED machine.

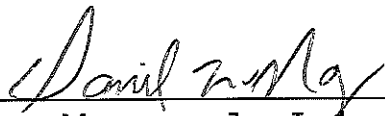
Approvals

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9/17/20  
Date

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Vice President, Jay Industries, Inc.


9/17/20  
Date

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Operations Manager, Jay Industries, Inc.

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EHS Date

|                    |                                |                 |
|--------------------|--------------------------------|-----------------|
| July 8, 2015       | Plan rewritten                 | Marijan Grogoza |
| September 15, 2016 | Personnel changes              | Marijan Grogoza |
| May 17, 2017       | Personnel changes              | Marijan Grogoza |
| June 25, 2018      | Personnel and Hospital Changes | Marijan Grogoza |
| September 16, 2020 | Combined Division Plans        | Scott Bobst     |
|                    |                                |                 |
|                    |                                |                 |
|                    |                                |                 |