



**EMERGENCY ACTION PLAN**  
**FOR**  
**ADVANCED INDUSTRIAL SERVICES, INC.**  
**3250 SUSQUEHANNA TRAIL**  
**North Manchester Township, York County**  
**YORK, PA 17406**  
**717-764-9811**

**DATE PREPARED: 06/01/2015**

**REVISED: 08/16/2019 (SLT)**

The Emergency Action Plan shall be established, implemented, reviewed, maintained and updated annually in conjunction with

- Client emergency services department requirements
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The Emergency Action Plan is available to all employees, copies of the plan can be found in the following public areas:

- Lunchroom
- Fab Shop
- Warehouse
- Front Desk
- AIS Intranet

The Emergency Response plan is reviewed with employees when one of the following situations occurs:

- When the Employee is assigned to a different job
- When the employee is hired
- When the employee responsibilities under the plan change
- When the plan changes

When on a client site the Project Manager and/or Foreman must review the client Emergency Action Plan with crew on the first day of the assignment and when there are personnel changes.

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS:**

### **Designated Responsible Official:**

Jim Heinrichs: 412-889-4940

### **Emergency Coordinator:**

Safety Manager( Scott Trimmer) - 717-793-0990

HR (Blythe Pruitt)- 410-336-3894

### **Area Monitors:**

#### **Warehouse:**

Stephen Campbell: 717-215-0135

**Maintenance Department:**

Jim Bortner: 717-891-4130

**FAB Shop:**

Mike McWilliams: 717-814-0275

**Office:**

Safety (Scott Trimmer) 717-793-0990

HR (Blythe Pruitt): 410-336-3894

**Emergency Equipment:**

The following equipment is available in AIS facilities for use in responding to emergencies in the building or on company property:

- Fire Extinguishers, ABC
- First Aid Kits
- Bum Kits
- Automatic External Defibrillator
- Emergency Oxygen Kit
- Spill Containment Kits
- Hand Tools and Equipment
- Forklifts

**SAFETY KIT LOCATIONS:**

<b>A.E.D.</b>	Lunch/Break Room
<b>Oxygen Kit</b>	Lunch/Break Room
<b>Infectious Control Kit</b>	Lunch/Break Room
<b>Infectious Control Kit</b>	Vehicle Maintenance Shop
<b>Infectious Control Kit</b>	Fab Shop wall between North & Center Area
<b>Burn Kit</b>	Lunch/Break Room
<b>Burn Kit</b>	Fab Shop wall between North & Center Area

<b>Eye Wash Kit</b>	Vehicle Maintenance Shop
<b>Eye Wash Kit</b>	Fab Shop wall between North & Center Area
<b>Eye Wash Kit</b>	Lunch/Break Room
<b>Eye Wash Station</b>	Vehicle Maintenance Shop
<b>Eye Wash Station</b>	Fab Shop wall between North & Center Area
<b>Eye Wash Station</b>	Paint Shop

<b>Medium First Aid Kit</b>	Vehicle Maintenance Shop
<b>Large First Aid Kit</b>	Lunch/Break Room
<b>Large First Aid Kit</b>	Office, 2 <sup>nd</sup> Floor Ladies Restroom
<b>Large First Aid Kit</b>	Fab Shop wall between North & Center Area

<b>Spill Control Kit</b>	Dock Door Two
<b>General Spill Chest</b>	Hardware Storage Room/ Bolt Room
<b>Hazmat Spill chest</b>	Hardware Storage Room/Bolt Room

***Twenty-two ABC Fire Extinguishers are located throughout the facility.***

Any company forklift on the premises, during a hazardous emergency, may be used to support, control, and cleanup of the emergency. Company forklifts are propane-powered, sit down units, with capacities from 5,000 LB to 30,000 LB.

### **EVACUATION ROUTES:**

Evacuation route maps have been posted in each work area. Emergency exits, as well as primary, and secondary evacuation routes, are marked on the evacuation maps. All site personnel should know at least two evacuation routes.

If it becomes necessary to evacuate personnel from the facility, due to an emergency situation, the alarm system will be activated, and/or an alert will be announced on the PA system. The facility evacuation will be supervised by the Emergency Coordinator and Assistants (Area Monitors). Employees shall assist new hires and/or any visitors in the building.

Department Managers and/or Area Monitors are required to ensure everyone sign by their name on the roster sheet, to ensure everyone is out of the building. The roster will be collected by the emergency coordinator for final verification

**NORTH FAB SHOP, CENTRAL FAB SHOP AND FAB SHOP OFFICE:** Personnel in these areas should evacuate by way of the exits on the west side of the building. These persons should meet on the paved driveway to the west of the building, across from truck garage to ensure everyone is accounted for.

**SOUTH WAREHOUSE AND OFFICE:** Personnel in these areas should leave by the nearest exit and meet on the grass, south of the building to ensure everyone is accounted for.

**EQUIPMENT STORAGE BUILDING:** Personnel in this area should leave by the nearest exit and meet on the concrete pad east of the building near the vehicle heater outlets.

**MAINTENANCE BUILDING:** Personnel in this should leave by the nearest door and meet on the paved driveway to the west of the building.

**PERSONNEL MUST NOT RE-ENTER THE BUILDING OR LEAVE THE ASSEMBLY AREAS AFTER AN EVACUATION UNTIL THE EMERGENCY COORDINATOR INFORMS THEM IT IS SAFE TO DO SO.**

## **EMERGENCY RESPONSE AND REPORTING PROCEDURES:**

Any employee discovering a fire or spill involving hazardous materials in the building or on company property shall take the following immediate action:

- Warn other persons in the area of the emergency, evacuate them from the danger area, and activate the alarm system
- Notify your supervisor first, then the Emergency Coordinator of the emergency through the telephone intercom system. If the intercom system is not working, send a runner to the Emergency Coordinator with the information. If the coordinator is not available, contact the Alternate.
- **IF** you are trained and authorized, contain the fire or spill until help arrives. Be sure to use the proper PPE.
- Follow the instructions of the Emergency Coordinators or Emergency Response Teams when they arrive at the scene.

**REPORT THE FOLLOWING TYPES OF EMERGENCIES TO THE EMERGENCY COORDINATOR OR YOUR SUPERVISOR:**

- MEDICAL
- FIRE
- CHEMICAL SPILL
- BOMB THREAT
- TERRORIST ATTACK/HOSTAGE TAKING
- SEVERE WEATHER
  - TORNADO
  - EARTHQUAKE
  - OTHER WEATHER-RELATED DISASTERS

**MEDICAL EMERGENCY**

- **Call 911 immediately**
- Provide the following information:
  - ✓ Nature of medical emergency
  - ✓ Location of the emergency  
(address, and location in the building)
  - ✓ Your name and the phone number from which you are calling
- **DO NOT MOVE THE VICTIM** unless absolutely necessary.
- IF you (or anyone nearby) are trained in CPR and First Aid, provide the required assistance prior to the arrival of the professional medical help.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - ✓ Stop the bleeding with firm pressure on the wounds. **AVOID CONTACT WITH BLOOD OR OTHER BODILY FLUIDS!** Latex gloves are provided in First Aid kits for your protection.
  - ✓ Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

## FIRE EMERGENCY

When FIRE is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911
- If the fire alarm is not available, notify site personnel about the fire emergency by intercom system or phone

Fight Fire **ONLY** if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, **OCCUPANTS** must:

- Leave the building using the designated escape routes
- Assemble in the designated areas specified under the Evacuation Route portion of this document.
- Remain at the designated area until the Emergency Coordinator announces that it is safe to reenter.

### **Designated Officials, Emergency Coordinator, Area Monitors or Supervisors Must:**

- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated assembly area.
- Provide Fire Department personnel with a number of any missing personnel and their likely location in the building, as well as necessary information about the facility.

### **Area Floor Monitors Must:**

- Ensure that all employees have evacuated the area/floor
- Report any problems to the Emergency Coordinator at the assembly area
- Assist all physically challenged employees and/or visitors in emergency evacuation.

## **SEVERE WEATHER AND NATURAL DISASTERS:**

### **Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter
- **The Lunch/Break-Room is the designated tornado shelter**
- If you are unable to make it to the Break Room in time, consider the following;
  - First floor bathrooms
  - The hallway, near the mailboxes on the 1st floor away from doors and windows
  - Keep away from overhead fixtures, windows, filing cabinets and electrical power
- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered in place until it has been determined the risk has passed.

### **Earthquake:**

- Stay calm and **“Drop, Cover and Hold On”**
  - **DROP:** At the first sign of an earthquake, drop down to your hands and knees before you are knocked down by the shaking. Trying to walk or run during shaking puts you at risk. If you need to move, crawl on your hands and knees, low to the ground for better stability.
  - **COVER:** Seek shelter under a heavy object that will provide coverage from falling objects (example; sturdy table).
    - If you are not able to find adequate shelter, cover your head with your hands and arms.
  - **HOLD ON:** Hold on to your shelter (or your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Once the shaking stops remain in your shelter until you are further instructed.



## **ACTIVE SHOOTER/WORKPLACE VIOLENCE:**

An active shooter/hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area, by any means including but not limited to, firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

### **ACTION GUIDELINES:**

- **EVACUATE-Run:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate; run as fast as you can, and in a zig zag pattern.
  - Leave your belongings behind.
  - Help others evacuate, if possible.
  - Call 911 when you are safe.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible,
  - Follow instructions of any police officers/emergency responders.
  - Do not attempt to move wounded people.
  
- **SHELTER-IN-PLACE –HIDE:** If evacuation is not possible, or the assailant is outside of the building, 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).
  - Not trap you or restrict your options for movement.
  - To prevent an active shooter from entering your hiding place:
    - Lock the door.
    - Silence your cell phone.
    - Turn off any source of noise (i.e. radio, TV, Computer, phone).
    - Turn off the lights.
    - Hide behind large items or under desks/tables.
    - Remain quiet.
  
- **PROTECT YOURSELF-FIGHT:** As a very last resort, and only when your life is in imminent danger. Remember that attacking the shooter is your final option.

You should only fight him/her if you're sure that you'll be shot if you do nothing. 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.

● **WHEN POLICE ARRIVE:**

- Put down any items in your hands
- Keep hands visible
- Follow all instructions
- Avoid making quick movements towards officers
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

**YOUR ROLE IN PREVENTING WORKPLACE VIOLENCE:**

- Report any suspicious activity
  - If you notice a person on the premises who does not belong, notify the designated official or Emergency Coordinator.
- If a co-worker talks about killing people or is threatening to bring a weapon to work, report it immediately to the designated official or Emergency Coordinator. You may prevent a disaster by doing so.
  - Do not take threats lightly or as a joke.

**Three Mile Island**

We do work within a 10-mile radius of Three Mile Island, a Nuclear Power Plant. In case of an Emergency at Three Mile Island, everyone is required to shelter in place until told to evacuate. You are notified of an emergency by a warning siren. Once you hear the siren, tune the radio to one of the stations listed on the next page. You are to follow all instructions as given by authorities. If you are to shelter in place do not leave the building and close all windows, doors and any ventilation systems in your area. Stay in the building until told to evacuate by authorities. If you are asked to evacuate, follow the evacuate route and go directly to the Reception Center, which for our area is Susquehanna High School, South of Glen Rock. Once there, you will be instructed on how you can meet up with family members.

# Emergency Alert System

The **Emergency Alert System** will provide you with official information in cases of tornados, floods, nuclear plant accidents or other emergencies. Turn on your radio or TV for official information and instructions.

## Emergency Alert Stations

<b>Cumberland County</b>	<b>FM</b>	WYCR 98.5	<b>TV</b>
<b>AM</b>	WRKZ 106.7	WVYC 99.7	WHP CH 21
WHYL 960*	WIOV 105.1	WGTY 107.7	WHTM CH 27
WI00 1000	WDAC 94.5	<b>TV</b>	WITF CH 33
WSHP 1480	WFNM 89.1	WPMT CH 43	
WWII 720	WROZ 101.3*	WGCB CH 49	<b>Lebanon County</b>
WTKT 1460	WLAN 96.9*	WGAL CH 8	<b>AM</b>
<b>FM</b>	WJTL 90.3	<b>Dauphin County</b>	WLBR 1270*
WRVV 97.3*	<b>TV</b>	<b>AM</b>	WADV 940
WHYL 102.3	WGAL CH 8	WTCY 1400	WWSM1510
WTPA 93.5	WLYH CH 15	WHP 580*	<b>FM</b>
WWKL 99.3	<b>York County</b>	WTKT 1460	WQIC 100.1*
WRBT 94.9	<b>AM</b>	<b>FM</b>	WRVV 97.3*
<b>TV</b>	WHVR 1280	WRVV 97.3*	WCTX 92.1
WITF CH 33	WQXA 1250	WHKF 99.3	WOMA LP 93.1
<b>Lancaster County</b>	WSBA 910*	WITF 89.5	<b>TV</b>
<b>AM</b>	WOYK 1350	WNNK 104.1	WITF CH 33
WPDC 1600	WGET 1320	WMSS 91.1	
WLPA 1490*	<b>FM</b>	WRBT 94.9	
WLAN 1390	WSOX 96.1	WTPA 93.5	
	WKZF 92.7	WWEL 92.1	
	WARM 103.3*	WQXA 105.7	

\* Primary  
Emergency Alert  
Stations



ADVANCED INDUSTRIAL SERVICES, INC.  
AIS GRAPHIC SERVICES, INC.  
3250 SUSQUEHANNA TRAIL • YORK, PA 17406  
800-544-5080 • 717-764-9811  
AIS-YORK.COM



I am acknowledging that the Emergency Action Plan for Advanced Industrial Services was reviewed with me and I also acknowledge that I have received a copy of the plan. I understand the Emergency Access Plan is accessible in the Lunchroom, Front Desk and Fabrication Shop, Warehouse and on the employee section of our website.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_