



**Pannier Corporation**  
**Health and Safety Handbook**  
**Marking System Group**



**Emergency Action Plan**

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**1 Purpose/Objectives:**

To provide instructions on what to do in case of an emergency at Pannier's Route 8 facilities. The emergency action plan will be made available to all employees for review.

**2 Definitions:**

None

**3 Instructions:**

**3.1 EVACUATION ROUTES AND PROCEDURE**

- A. Refer to attached map of plant.
- B. If there is a major chemical spill, explosion, and/or fire in the building, the routes shown on the map will be followed to fire exits only. The dock doors cannot be used as fire exits.
- C. After exiting the building, proceed immediately to your designated meeting location. Once all personnel have assembled, the "point person" for each group will conduct a head count to ensure that everyone is accounted for.

**3.2 ACCOUNTING FOR EMPLOYEES AFTER EVACUATION**

- A. If possible, a list of employees must be brought out to the meeting area during the emergency. Each employee is to be noted and marked as "Present." If a list is not available, the point person is to call out the name of each person in his/her group to determine if everyone is in the proper location.
- B. All visitors to Pannier must sign in at the Visitors Register in the Purchasing Department. The person listed in the "To See" column will be responsible for their visitor during emergencies. This includes the visitor(s) evacuation of Pannier buildings and accounting for the visitor(s) once safely outside at the employee's meeting area.
- C. If any point person finds that someone is NOT accounted for, the following steps are to be taken:
  - 1. A cursory search of the outside of the building is to be done to ensure the employee(s) has not simply avoided the proper meeting area or was unable to make it there.
  - 2. After the fire/police/medical team has arrived, they MUST be notified of the missing employee(s) so the team can then take appropriate measures.
- D. Under NO circumstances are any employees permitted to re-enter the building to search for and/or rescue any missing employee(s).



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**3.3 PROCEDURE FOR SHUTTING DOWN VITAL MACHINERY AND POWER**

- A. In the event of an emergency requiring the evacuation of the plant, any employee who is not in immediate danger of exposure is to quickly shut down his/her machine. Then he/she must follow the escape procedure.
- B. If the emergency is not located by the main power boxes, the closest responsible person is to quickly shut off all main power switches and then immediately follow the escape procedure.

**3.4 RESCUE AND FIRST AID PROCEDURES**

- A. In the event of an accident causing personal injury to one or more employees, the following steps should be taken:
  - 1. If the injury is treatable by basic first aid (cuts, choking, sprains, etc.), any employee who has been trained in first aid should treat the affected employee(s) immediately.
  - 2. If the injury is determined to need further medical attention, the appropriate people need to be contacted by the rules set forth in Section (C) "Personal Injury".
  - 3. If the injury is serious or mortal in nature, the proper medical/emergency team MUST be contacted immediately. If any first aid can be done on the person without risk of further injury, the employee should be treated by another trained in first aid.

**3.5 REPORTING AND HANDLING WORK SITE EMERGENCIES**

**A. FIRE**

- 1. When a fire is detected, the Fire Department is to be called immediately if the alarm has not been activated by the fire.
- 2. The supervisor or plant manager must then be notified.
  - a. Give your name
  - b. Give the location of the fire
  - c. Describe the severity of the fire
- 3. When reporting a fire, make sure you remain in contact with your supervisor until all information is given.
- 4. As soon as it becomes dangerous for any employee to remain in an area of the plant, the employee will immediately follow normal escape procedures.



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#### **B. CHEMICAL SPILLS**

1. When a chemical spill – of *any* magnitude – takes place in the building, immediate steps are to be taken to stop or restrict the extent of the spill.
2. Emergency spill kits are located throughout the plant. These kits contain the necessary items to contain and clean up the spill provided that the spill is not too large.
3. Your supervisor must then be notified as soon as possible.
  - a. Give your name
  - b. Give location of spill
  - c. Describe severity of spill
4. If the spill becomes too dangerous to handle under normal conditions (very large spill, fire, etc.), then employees must:
  - a. Immediately follow escape procedures
  - b. Contact emergency personnel (refer to Emergency Response Plan)
  - c. Notify Supervisor

#### **C. PERSONAL INJURY**

1. When an incident occurs in the plant resulting in personal injury to one or more employees, it must be reported immediately to the foreman and the plant manager. The details of the accident and the severity of the injury must be reported.
2. Depending on the severity of the injury, the employee's supervisor will contact emergency medical personnel whenever necessary.
3. If the incident requires the hospitalization of three (3) or more employees, it must be reported to OSHA within eight (8) hours of the time that the supervisor became aware of the incident.

#### **D. CONTACT INFORMATION**

1. Employees who need additional information pertaining to the plan or in their respective duties, should contact their supervisor or the Safety Director.
2. The emergency evacuation plan will be reviewed with all employees on an annual basis but also for the following reasons:
  - When a new employee is assigned to a job
  - When the employees responsibilities change
  - When the plan changes



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**EMERGENCY PHONE NUMBERS**

**SHALER POLICE/FIRE/EMS:**

**DIAL 9, THEN 911**

**OSHA office in Pittsburgh: 412-395-4903**