

# EMERGENCY ACTION PLAN



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for

Facility Name: **Mechanical Services & Design, Inc.**

Facility Address: **4401 Springfield Street  
Dayton, Ohio 45431**

DATE PREPARED/REVISED: 03/01/2023

# EMERGENCY PERSONNEL NAMES & PHONE NUMBERS

## DESIGNATED RESPONSIBLE OFFICIAL

Name: John Stewart - President/CEO Phone: (937) 254-3235 Ext. 223

## EMERGENCY COORDINATOR:

Name: Phil Smith - Safety Manager Phone: (937) 673-5087

If John Stewart or Phil Smith are not in the building, Vicki Dix, Jackie Tangeman and/or Brad Bradley will fill in as the Designated Responsible Official and Emergency Coordinator.

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## EMERGENCY PHONE NUMBERS

**Fire Department:** 911

**Paramedics:** 911

**Ambulance:** 911

**Police:** 911

## UTILITY COMPANY EMERGENCY CONTACTS

**Electric:** AES Ohio (937) 331-3900

**Water:** City of Dayton (937) 333-3550

**Natural Gas:** CenterPoint Energy (800) 227-1376

# EMERGENCY REPORTING & EVACUATION PROCEDURES

Types of emergencies to be reported by office personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- EXTENDED POWER LOSS
- NATURAL GAS LEAK
- WORKPLACE VIOLENCE

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## EVACUATION ROUTES

Evacuation route maps are posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Assembly points
- All personnel should know at least two evacuation routes.

# MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
  - Paramedics
  - Ambulance
  - Fire Department
  - Other

Provide the following information:

1. Nature of medical emergency,
  2. Location of the emergency (address, building, room number),
  3. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - 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 (note: avoid contact with blood or other bodily fluids).
    - In case of choking, clear the air passages using the Heimlich maneuver.
  - In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS), available online in the SDS library, and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

**Safety Data Sheet (SDS) Library:**

<https://cmn.m3v.net/login.html>

Login: **sds@msdinc.net**  
Password: **pass1234**

# FIRE EMERGENCY

*When fire is discovered, or the fire alarm is activated.*

- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify office personnel about the fire emergency by the intercom and voice communication.

*Fight the 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 you 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 area which is across the street at the carry out.
- Remain outside until the competent authority, John Stewart or Phil Smith announces that it is safe to reenter.
- Emergency Coordinator (Phil Smith) and/or Administrative Specialist/Front Desk will remove the "Emergency Evacuation Plan" and the clipboard with the guest sign in.
- The Emergency Action Team shall sweep the office, warehouse, restroom, basement, prefab shop, and manufacturing areas.

*Designated Official and/or Emergency Coordinator, (John Stewart and/or Phil Smith) will:*

- Ensure that all employees have evacuated the office.
- Take roll call in designated area.

## EXTENDED POWER LOSS

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

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Add propylene-glycol to drains to prevent traps from freezing.
- 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:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- 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.

## NATURAL GAS LEAK

In the event of a suspected natural gas leak:

- Cease all operations immediately.
- Do not switch lights on or off.
- Evacuate the facility.
- Do not reenter the facility until instructed to do so.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose the same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Notify your supervisor immediately.

Call the Police (911) and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.



# SEVERE WEATHER AND NATURAL DISASTERS

## *Tornado:*

- When a warning is issued by sirens or other means, seek inside shelter.
  - Tornado Shelter for the office area is located in the main floor restrooms.
  - Tornado Shelter for the prefab, manufacturing, and warehouse areas is located in the MSMU apprenticeship/training lab and the basement.
- 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.

## *Earthquake:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## *Flood:*

### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended evacuation route.

### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

## *Blizzard:*

### *If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids **prevent** dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- 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:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- 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.
- Exercise to keep blood circulating and to keep warm.

## WORKPLACE VIOLENCE

*What to Do When Violence Occurs*

- Call 911 immediately if this can be done safely.
- Try to stay calm. Raising your own voice may increase the anxiety of the potentially violent person.
- Speak slowly, softly, and clearly to reduce the momentum of the situation.
- Listen empathetically by paying attention to what the person is saying. Let the person know that you will help them within your ability to do so or you will send for additional help.
- Do not agree using neither distorted statements nor attempt to argue. Avoid defensive statements. This is not the time to place blame on the enraged person.
- Ask the belligerent person to leave the office.
- Ask questions to help regain control of the conversation.
- Ask uninvolved parties to leave the area and call 911 if this can be done safely.
- Never challenge, try to bargain, or make promises you cannot keep.