



EMERGENCY ACTION PLAN PROGRAM

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EMERGENCY CONTACT LIST

Name	Title	Phone
Tom Sinnott	CFO Tate Engineering	443-718-4402
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Brian Drucker	Service Manager RICH/CHES/ROA	804-518-2780
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TJ Ray	Service Manager SSS	443-336-9003
Doug Thierfeldt	Service Manager	410-928-4397
Kim Brown	Safety & Quality	443-926-3201

INTRODUCTION

These emergency action plans describe the methods used to prevent emergencies and the response to emergencies that may occur in facilities owned and/or occupied by Tate Engineering Systems. Although this plan is extensive, portions of any emergency preparedness plan are site specific. Because of this, each Branch Service Manager must prepare specific evacuation plans, assembly areas, and other such activities.

Tate has specific emergency response or recovery plans (Emergency Action Plans) for various types of incidents.

1. Fight Fire
2. Fire Extinguishers
3. Evacuation
4. Medical Emergencies
5. Weather Related Emergencies
6. Other Emergencies: Power Interruption, Chemical Spills, Workplace Violence, Bomb threat

STRATEGIC PLANNING

Tate Engineering strategy for addressing emergency response involves the following three major phases, which reflect the life cycle of an emergency or crisis. Primary planning emphasis should be on prevention and containment.

Phase 1. Prevention

1. Risk assessment process - ensures the most effective prevention planning is for the most likely emergencies which could result in the largest loss.
2. Alert communication protocol - aids in accuracy of communications during a crisis.
3. Prepare emergency response plans - Requires specific plans for each type of potential incident with actions unique to the type of emergency and location.
4. Training - achieves competence for employees with responsibilities in preventing and responding to emergencies.



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Phase 2. Emergency Response

First Responders and Emergency Response Team:

1. Activate the response warranted by the type of emergency
2. Identify if employees are in immediate danger.
3. Collect and assess initial information to be passed onto professional response services.
4. Act on protocol for communicating during emergencies

Phase 3. Crisis Management

The following components are important aspects of an effective emergency response plan.

1. Team structure, roles, training, and annual exercise to maintain competence
2. Develop strategy for dealing with various types of emergencies
3. Manage impacts on affected employees, customers, suppliers, communities, agencies
4. Coordinate with authorities and other resources
5. Integrate emergency response management team and local emergency response team's actions
6. Investigation and procedures, and training to reflect lessons learned

APPLICATION

This plan applies to all Tate Engineering Systems employees whether they are located at one of our facilities or a client's facility. The plan covers those actions management and employees must take to ensure employee safety from fire and other emergencies. These include:

1. Emergency evacuation procedures and routes (See appendix for site specific routes and emergency support equipment)
2. Procedures for employees who remain to shut down critical equipment before evacuating
3. Procedures to account for all employees after evacuation has been completed
4. Rescue and medical duties for those employees who are to perform them
5. Methods for reporting fires and other emergencies
6. Names or job titles of persons to be contacted for further information or explanation of duties under the plan

The policies and procedures stated in this program apply to all Tate Engineering Systems employees and operations. Additional policies and procedures may be in effect at customer locations, and such policies and procedures must be followed as if they were Tate Engineering Systems'. In the event of conflicting emergency preparedness plans, the stricter requirement will apply. If such is the case, it will be the responsibility of the Branch Service Manager and or the HR Director to refer this conflict to the Safety & Quality Manager for resolution.



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Tate Engineering Systems, Inc. will review the EAP with each employee covered by the plan when the employee is hired, when the employee's responsibilities under the plan change, and when the plan is changed. All employees must be trained on what actions they are to take in emergency situations that may occur on site or a customer's property:

- Evacuation plans
- Designated meeting location after evacuation
- Alarm systems
- Reporting procedures
- Types of potential emergencies

RESPONSIBILITIES

Tate Engineering Systems will assure the availability of the proper protective equipment when such equipment is necessary to protect the health and safety of employees, clients, visitors and the general public.

The Safety & Quality Manager is responsible for the management and administration of the emergency preparedness program for all locations, and for conducting the required periodic evaluations of its effectiveness to assure the program accurately reflects current conditions. The Safety & Quality Manager is also responsible for training Branch Service Managers, Service Managers, and employees, as well as assuring that training is in compliance with current regulations.

Branch Service Managers are responsible for the development, management and administration of the emergency preparedness plan at the branch level. They are also responsible for assuring that all employees receive proper training. They must also assure that the Service Manager is aware of the customer's evacuation and response plans for each jobsite.

Service Managers are responsible for obtaining customer's evacuation and response plans for each jobsite and to instruct each employee on the details of those plans. Service Managers determine, through the Work Hazard Analysis program, the appropriate safety measures required, including PPE and to assure that those measures are implemented at the jobsite.

Employees are required to follow the pre-planned procedures for responding to various emergencies, assist in the evacuation of personnel, and report any emergency by the pre-planned methods.

GENERAL REQUIREMENTS

Branch Service Managers must prepare location specific evacuation plans, assembly areas, and other such activities. All employees assigned to the respective Branch must be instructed on the specific plan associated with that location.



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Facility floor plans must be posted in all Tate Engineering Systems branch location, at various points throughout and clearly show the location of the particular point where this floor plan has been posted, the location of exits and;

- The route to be taken to the nearest exit
- The route to be taken to a physically separate exit
- The location of fire extinguishers
- The location of fire alarms

Branch specific plans must include a list of key personnel along with contact information.

Branch specific plans must be kept in a location convenient to employees.

At Branch locations, the determination of whether an emergency warrants evacuation and implementation of the established emergency procedures will fall first on the Branch Manager and in his/her absence, the Branch Service Manager or Safety & Quality Manager.

At customer facilities, the Tate Engineering Systems authority for determination of an emergency, when only Tate Engineering Systems employees are involved, will be that of the senior employee on site.

It is the responsibility of the Branch Service Manager to meet with customer representatives and obtain copies of the customer's emergency preparedness plan. This plan must be reviewed prior to the start of work, or as soon as possible thereafter, to determine the particular aspects of the customer's plan and how these specifics will apply to Tate Engineering Systems workers. This information must be communicated with employees as soon as possible.

At customer facilities, all Tate Engineering Systems employees should be informed of the location of exits and the escape routes from each work area.

PREVENTION

All Tate Engineering Systems Branches must practice good housekeeping by daily removing all combustible waste materials. No large accumulation of combustible materials, waste or otherwise, will be permitted.

General housekeeping should be conducted daily in each Tate Engineering Systems location, including customer facilities. This housekeeping should include, but not be limited to:

- Sweeping of all work areas
- Empty all trash receptacles to an exterior location (dumpster).
- Clean up all spills
- Oil or solvent soaked rags must be placed into an approved container



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- All combustible materials moved to the exterior

No more than five gallons of any flammable liquid should be kept inside the facility at any time. Flammable liquids must be kept in UL listed containers constructed of heavy gauge steel, with spring-loaded, self-closing lids. When not in use, the containers of flammable liquids must be stored inside a metal storage cabinet meeting or exceeding NFPA standards.

All Tate Engineering Systems Branches are smoke-free workplaces. Smoking restrictions should be rigidly enforced. Designated smoking areas must meet with all applicable laws and regulations.

Welding and cutting operations may not take place in close proximity to combustible material. If, because of the installation, this is not possible, a fire watch should be set to ensure that no ignition of the combustibles has occurred.

Welding and cutting activity is not permitted unless a proper, currently serviced multi-purpose fire extinguisher, rated not less than 2A:10BC, is immediately available. A second multi-purpose fire extinguisher, rated not less than 2A:10BC, must be located less than twenty feet from the work area.

REPORTING

Anytime an emergency occurs, it is the responsibility of all Tate Engineering Systems employees to report the incident to the appropriate authorities as quickly as possible. If "911" service is not available in a given Branch location, then emergency phone numbers for fire, EMS, etc must be posted throughout the building in conspicuous locations. All key employees should have these phone numbers programmed into their cell phones in case emergency calls cannot be made safely from inside the facility.

As soon as appropriate, the senior Tate Engineering Systems employee on-site must notify the Safety & Quality Manager, HR, Chief Financial Officer, and VP of Operations.

ALARMS

In all Tate Engineering Systems facilities, a method must be devised to alert all employees in that facility of an emergency. This method must be communicated to all affected employees.

In every Tate Engineering Systems building or structure with such size, arrangement, or occupancy that a fire may not itself provide adequate warning to occupants, fire alarm facilities will be provided, where necessary, to warn occupants of the existence of fire.

Types of alarm systems by branch:

- Baltimore: Calling out emergency
- Chesapeake: Calling out emergency
- Richmond: Calling out emergency



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- Salisbury: Calling out emergency
- Lorton: Calling out emergency
- New Holland: Calling out emergency
- SSS: Calling out emergency

FIGHTING FIRE

Tate Engineering Systems employees may fight fires in the beginning stages, however under no circumstances should an employee place him/herself in danger to fight an established fire.

Only those employees who have received proper training in the use of fire extinguishers should attempt to extinguish an early fire. Those who have not received such training should stand ready to evacuate, as directed.

Don't attempt to fight a fire unless others have been alerted and the fire is small and contained and is not growing or being fueled and the room is not filled with smoke. If you cannot put the fire out within one minute, stop and evacuate the area.

Do not attempt to fight a fire unless you have safe exit route that can be reached without exposure to fire.

No Tate Engineering Systems employees are authorized to attempt fire extinguishing or other related response activities in areas where toxic fumes from hazardous chemicals may be generated as a result of the fire. Tate Engineering Systems employees must follow evacuation procedures in the event of an emergency in those areas where drums or tanks of such chemicals are stored or used and are in danger of ignition during a fire event.

FIRE EXTINGUISHERS

Portable fire extinguishers will be provided for employee use and selected and distributed based on the classes of potential fires and on the size and degree of hazard that would affect their use. These fire extinguishers must be mounted, located and identified so that they are readily accessible to employees without subjecting the employee to possible injury.

Only multi-purpose fire extinguishers, rated not less than 2A:10BC, will be used to meet the requirements of this section. The maximum travel distance to a fire extinguisher shall be less than 50 feet. In addition, fire extinguishers shall be located at all entrances and exits to warehouse and work areas.

When welding or cutting activities are taking place, an additional fire extinguisher shall be immediately available at the point of activity. A second multi-purpose fire extinguisher, rated not less than 2A:10BC, must be located less than twenty feet from the work area.

The Branch Service Manager will ensure that fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use. The Branch Service Manager must



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ensure that all fire extinguishers are visually inspected each month by Tate Engineering Systems personnel and annually inspected by a authorized fire extinguisher service agency. Verification of these inspections should be maintained on the extinguisher in the form of an inspection tag. Inspection and verification are also required for fire extinguishers that are located in Tate Engineering Systems vehicles, as well as those taken to jobsites to be available for hot work activities.

EVACUATION

In Tate Engineering Systems facilities, the Branch Service Manager, Branch Service Manager or senior employee will determine if an evacuation is to be conducted and whether any attempt shall be made to attempt to extinguish a fire in its early stages. In customer locations, this will be determined, in most cases, by the customer's responsible party.

When directed by emergency alarm, or by management, employees must immediately proceed, in an orderly fashion, to a predetermined assembly area in a safe location. Evacuated employees must remain in this area until further direction is provided. All employees must comply with instructions given by emergency responders.

In any Tate Engineering Systems facility, where special procedures for assisting in the evacuation of physically impaired employees are needed, this activity must be prearranged with the employee providing this assistance, and the employee needing assistance. This assistance will vary from branch to branch, and will depend on the employees involved; therefore, this plan must be site specific.

Baltimore: Plan Coordinator will designate employees to assist with aiding in the evacuation of impaired employees. Primary, and secondary employees will be assigned to assist.

ESCAPE ROUTES AND EXITS

Every exit route should be conspicuously indicated in a manner that every occupant who is physically and mentally capable will readily know the direction of escape. Each path in its entirety must be so arranged or marked that the way to a place of safety outside is unmistakable.

Each building must have at least two means of escape, remote from each other, to be used in a fire emergency.

In each Tate Engineering Systems facility, exits must be arranged and maintained to provide free and unobstructed egress from all parts of the building at all times when it is occupied. Locks or other fastening devices, which would prevent free escape from any part of any building, will not be permitted. **Under No Circumstances** will Tate Engineering Systems employees be permitted to work in a place where exits have been locked, or otherwise secured, to prevent unobstructed egress.

Any device or alarm installed to restrict the improper use of an exit must be so designed and installed that it cannot, even in cases of failure, impede or prevent emergency use of the exit.



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Any doorway or aisle not constituting an exit or exit-way, but of such a character to be possibly mistaken for an exit, must be arranged or marked to minimize its possible confusion with an exit. An example of such a marking could include a sign stating, "Not An Exit," or "No Exit." All such markings must meet NFPA standards.

Every exit, exit-way, or discharge point into the street or open space, must be continuously maintained free of all obstructions or impediments to full use in the case of fire or other emergency. Fire doors must not be blocked or locked to prevent emergency use when employees are within the facility.

ASSEMBLY AND ACCOUNTABILITY

A predetermined point of assembly (POA) must be established, in a safe area outside of the building where employees who are not otherwise assigned, must report once they have evacuated the building during an emergency. Employees must remain at this POA until they have been accounted for, and given further instructions by the manager or supervisor in charge.

The manager or supervisor in charge will perform a count of the employees at the assembly and provide further instructions regarding emergency duties, return to work, or release from work activities for the day. Persons not reporting to the assembly area, and who have not been otherwise assigned, must be considered still in the building and this information must be immediately reported to the fire department or other emergency rescue personnel.

The manager or supervisor in charge must be aware of the Tate Engineering Systems contractor personnel on site and take these persons into account when counting personnel to assure that all have been properly evacuated.

KEY PERSONS AND SHUTDOWN PROCEDURES

At this time, there are no activities requiring Tate Engineering Systems employees to remain in the workplace to perform these activities instead of evacuating with others.

MEDICAL EMERGENCIES

Once each year, the Branch Service Manager will make arrangements for first aid/CPR training for employees at that location. The Safety & Quality Manager will assist in setting up this training.

NEW CUSTOMER SITES

Prior to the beginning of work at a customer's location, particularly involving new construction or renovation/replacement projects, the Branch Service Manager must ascertain the location of the nearest medical facility to work-site. This information may be obtained either from the customer's safety representative or by actual survey of the area.



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The Branch Service Manager must also determine the availability of adequate emergency transportation. In the event work is being performed in a remote location, prior contact with the rescue service must be made to alert them of the site location, access routes, and hospital locations.

The Branch Service Manager should familiarize themselves with the work-site, and the above information, and then prepare a brief, site-specific written emergency procedure to be followed for the handling of emergencies with minimum confusion.

ALL CUSTOMER SITES

Emergency phone numbers must be posted in conspicuous places near or on telephones. It should also be programmed into the cell phone of all employees on the site.

If Tate Engineering Systems operations involve work activities that may be conducted without an infirmary, clinic, or hospital, or other emergency medical response in (e.g. paramedics, etc.), near proximity to the workplace; and which could potentially be expected to result in injuries which are considered life threatening, or involving "serious physical harm," a designated "first responder" must be available at the worksite whenever Tate Engineering System employees are present. The determination will be that of the Branch Service Manager, based on certain criteria, including type of work to be performed and the availability of adequate medical facilities.

Where the eyes or body of any Tate Engineering Systems employee may be exposed to injurious materials, suitable means for quick drenching or flushing of the eyes and body must be provided within the work area for immediate emergency use.

DEFINITIONS

For the purposes of this program, the following definitions will apply:

- "In close proximity" will mean a response time within 3 – 4 minutes of an injury that is considered life threatening, and within 15 minutes of injuries involving serious physical harm.
- "Life threatening" will mean any injury, which may or may not respond to medical treatment, including first aid, and which could potentially result in the imminent death of the injured party. These include the cessation of breathing or heartbeat and/or arterial bleeding.
- "Serious physical harm" will mean impairment of the body in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job. Such impairment may be permanent or temporary, chronic or acute. Injuries involving such impairment would usually require treatment by a medical doctor. Examples of injuries that constitute such harm include:
 - Amputation
 - Concussion
 - Crushing



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- Fracture
- Burns or scalds, including electrical and chemical burns
- Cut, laceration, or puncture involving significant bleeding and/or requiring suturing
- “First responder” will mean a person who has been properly trained in first aid and CPR, is physically capable of performing the duties that may be assigned to them, and who is provided with the appropriate first aid supplies.

RESCUE

No Tate Engineering Systems employee is authorized to perform rescue operations unless he/she has received proper training in first aid and CPR, the rescue activity, the use of the required equipment, and has been informed of the hazards involved. People that receive this training will be designated First Responders. No rescue will be authorized unless the person(s) performing the rescue has been provided the proper equipment, both rescue and personal protective equipment.

Participants in the First Responder Program will also be offered a HEP B vaccination in accordance with OSHA 1910.1030.

Adequate first aid supplies must be on-hand during any rescue attempt. First aid supplies must be readily available at the work-site. These supplies should be ordered through consultation with a reputable vendor. At a minimum, a first aid kit must contain the items recommended by ANSI.

Note: A blood borne pathogen kit is also available at the branch.

Note: a kit should have optional items added, based upon specific workplace hazards. No oral medications should be dispensed from a company first aid cabinet. All application products should be individually sealed and packaged to prevent contamination if the kit is in the branch for multi person use.

A posting for Universal Precaution shall be placed on the front of the first aid cabinet.



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COMMUNICATION

In cases of anticipated severe weather, a decision will be made as early as possible, based on the weather forecast, to determine Tate Engineering Systems response to such weather (i.e. cancellation of work activity, delayed reporting for work, selected work suspension, etc.). Every attempt must be made by Tate Engineering Systems management to contact employees prior to start of the work day to relay the appropriate decision. Generally, these will apply to long-term conditions, (hurricane, flood, severe winter weather, etc.). Additionally, employees should attempt to determine such decisions prior to attempting to travel to the work-site.

In all Tate Engineering Systems branches, a method must be devised to immediately alert all employees in that location of an imminent weather related emergency. In cases of threatening weather activity, the Branch Service Manager or designated person should begin monitoring appropriate sources, i.e. radio, TV stations, etc.), to keep informed of changing weather conditions. This method, specific to each location must be communicated to all affected employees.

Types of alarm systems by branch:

Baltimore: Call/text to employees on the road and call out to employees in branch

Chesapeake: Call/text to employees on the road and call out to employees in branch

Richmond: Call/text to employees on the road and call out to employees in branch

Salisbury: Call/text to employees on the road and call out to employees in branch

Lorton: Call/text to employees on the road and call out to employees in branch

New Holland: Call/text to employees on the road and call out to employees in branch

SSS: Call/text to employees on the road and call out to employees in branch

IMMINENT SEVERE WEATHER

Tornado

- As part of the emergency action plan, the Branch Service Manager should determine the “safe” areas within the building, where employees are to proceed in the event of a tornado. The safest place in most buildings is a location near the center of the building, away from windows, doors, and other building openings. Basements, which are not subject to flooding, are also considered safe areas. This location must be communicated to all branch employees.
- All employees should be in a state of increased alert upon the announcement of a tornado warning. This would call for the securing of all operating equipment such as portable generators, portable air compressors, welders, etc., by properly shutting such equipment down, timer permitting. Close all roll up doors. Other equipment and tools should be properly stored to prevent their becoming a missile in the event of a tornado.



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Team Member responsible for this task by branch:

- Baltimore: WHS personnel or other employee working in branch
 - Chesapeake: WHS personnel or other employee working in branch
 - Richmond: WHS personnel or other employee working in branch
 - Salisbury: WHS personnel or other employee working in branch
 - Lorton: WHS personnel or other employee working in branch
 - New Holland: WHS personnel or other employee working in branch
 - SSS: WHS personnel or other employee working in branch
-
- If a funnel cloud is sighted, or if other signs of an imminent tornado strike are detected (i.e., characteristic rumbling sound, often described as the sound of a freight train), employees should immediately, without fail, proceed to either a pre-determined shelter, safe location in the building as described above. Once in this location, remain there until certain that the danger has passed.
 - If activities are conducted outside and no building shelter is available, proceed immediately to a terrain depression, such as a ditch, hole, or other similar area, and lay prone to minimize wind resistance, and to avoid being hit by flying objects. Do not remain in a vehicle or attempt to “outrun” a funnel cloud headed in your direction.

Thunderstorms & Lightning

- The principal danger from severe thunderstorms, apart from the possibility of tornados, is the lightning that usually accompanies such storms. If inside a building during a thunderstorm, remain inside until the storm has passed. Generally, most of the lightening accompanying a storm is along the front of the storm.
- If activities are conducted outside and no building shelter is available, crouch down as low as possible or even lay down to avoid being a “lightening rod”. Stay away from tall structures such as trees, towers, poles, antennae, etc., since taller structures are the most prone to lightening strikes.

Hurricane, Earthquake & Flooding

In the event these weather emergencies occur or are an immediate threat to the building and personnel, the following procedure shall be implemented:

- Associates will be directed to seek shelter to a more secure location within the building, such as near an interior, load-bearing wall or for flooding to a higher elevation. Keep away from any glass windows, doors or equipment with glass in it. Keep away from exposed or damaged electrical wiring.



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- Once the weather emergency ends, determined if all personnel can evacuate to the designated Emergency Point of Assembly areas. Provide medical care to injured associates, contacting EMS if necessary.
- The Branch Service Managers will perform a roll check to ensure all employees are accounted for. As soon as it is safe, a properly trained and authorized employee/manager should disconnect any remaining electricity that may still be connected to machinery in the damaged area of the building.

POWER INTERRUPTIONS

Evacuate building during a long-term power outage and report outage to Senior Management ASAP. Turn off all powered equipment that was in use prior to evacuation.

CHEMICAL SPILLS & RELEASE of TOXIC GASES

Hazmat spill kits are available at all Tate Engineering Systems locations to address a spill of flammable chemicals, battery acid from a PIT or other type of chemical in storage. These kits will be placed where they are readily available for a quick response and warehouse associates will be training on how to use their contents. The hazmat spill kits will be inventoried annually to ensure all items are available.

Dependent on operations at customer locations, emergency action may be required in the event of either chemical spill or release of toxic gases. No Tate Engineering Systems personnel are authorized to assist in the response to either of these possibilities, other than conduct an immediate evacuation of the premises in accordance with the pre-determined plan. All employees working at these locations will be advised as to the hazards present, and the procedures to be followed regarding an emergency with such hazards.

WORKPLACE VIOLENCE AND BOMB THREAT

Tate Engineering Systems facilities are not generally considered at risk from workplace violence, since we do not engage in "at risk activities such as handling money transactions, selling of alcohol or drugs, etc., or any other activity involving direct interaction between employees and the public. However, realizing that no workplace is completely safe from such violence, the following is made part of this program.

For the purpose of this program, workplace violence will be defined as the attempt or actual exercise, by a person, of any physical force so as to cause injury to an employee. This includes any threatening statement or behavior which gives an employee reasonable cause to believe that he/she is at risk of injury. Such behavior may be displayed by a co-worker, family member, customer, or stranger.

All employees should be informed of the potential of such violence and of the precautions to take to minimize the risk.

Any emergency, perceived emergency, or suspected criminal conduct must be immediately reported to the Branch Service Manager. Dependent on the event, law enforcement officials should then be contacted and their assistance requested. In all cases, an incident report should be completed and kept on file.



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Contact should be made to all non-involved employees an emergency involving violent or criminal conduct. Care should be taken however to communicate such activity in such a manner as to avoid antagonizing the perpetrator, and thus avoid a heightened level of such behavior.

Precautions to be taken by off-site employees, particularly those individuals traveling to the work-site alone, include:

- Absolutely no picking up of hitchhikers, or other strangers
- Informing supervisors of their location throughout the day
- Provision and use of communication devices) i.e., cell phones or radios)

Bomb/Explosion (occurrence or threat):

Immediately evacuate the facility using the established evacuation routes

Account for all employees. Do not disturb, move, or touch any suspicious boxes or packages. If a bomb threat is called in, if possible, document all voice characteristic and background noises identified to hand over to law enforcement. Shutdown facility due to threat. Branch Service Manager will coordinate with the City Police Department to confirm an "all clear". Once the "all clear" is established, the Branch Service Manager, will open the facility.

SECURITY

Branch Service Managers must develop procedures to assure that the facility is not open to unauthorized individuals, both during business hours and during after hours. Procedures would include locks on doors and windows, burglar alarms, lobby attendants, etc.

Procedure by branch:

Baltimore: Lock doors during business hours –WHS staff to monitor back door delivery, doorbell front door. Roll up doors have screens or gates when open.

Chesapeake: Lock doors during business hours. Doorbell front door. Roll up doors closed after passed through.

Richmond: Lock doors during business hours –WHS staff to monitor back door delivery, doorbell front door. Roll up doors have screens or gates when open.

Salisbury: Lock doors during business hours –WHS staff to monitor back door delivery, doorbell front door. Roll up doors have screens or gates when open.

Lorton: Lock doors during business hours. Doorbell front door. Roll up doors closed after passed through.

New Holland: Locked doors during business hours. Roll up doors closed after passed through.

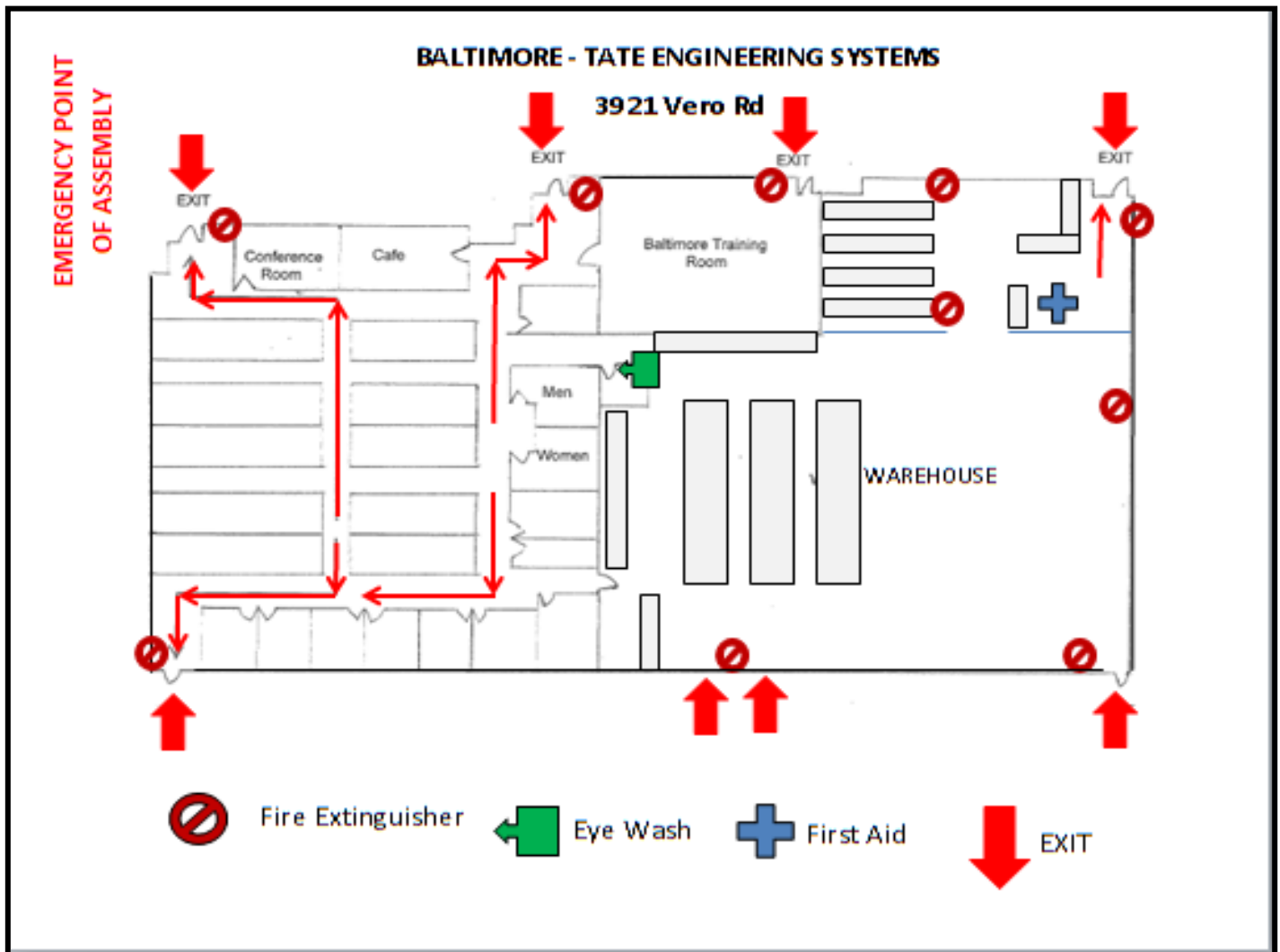
SSS: Locked doors during business hours. Roll up doors closed after passed through.



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Emergency Services Maps:

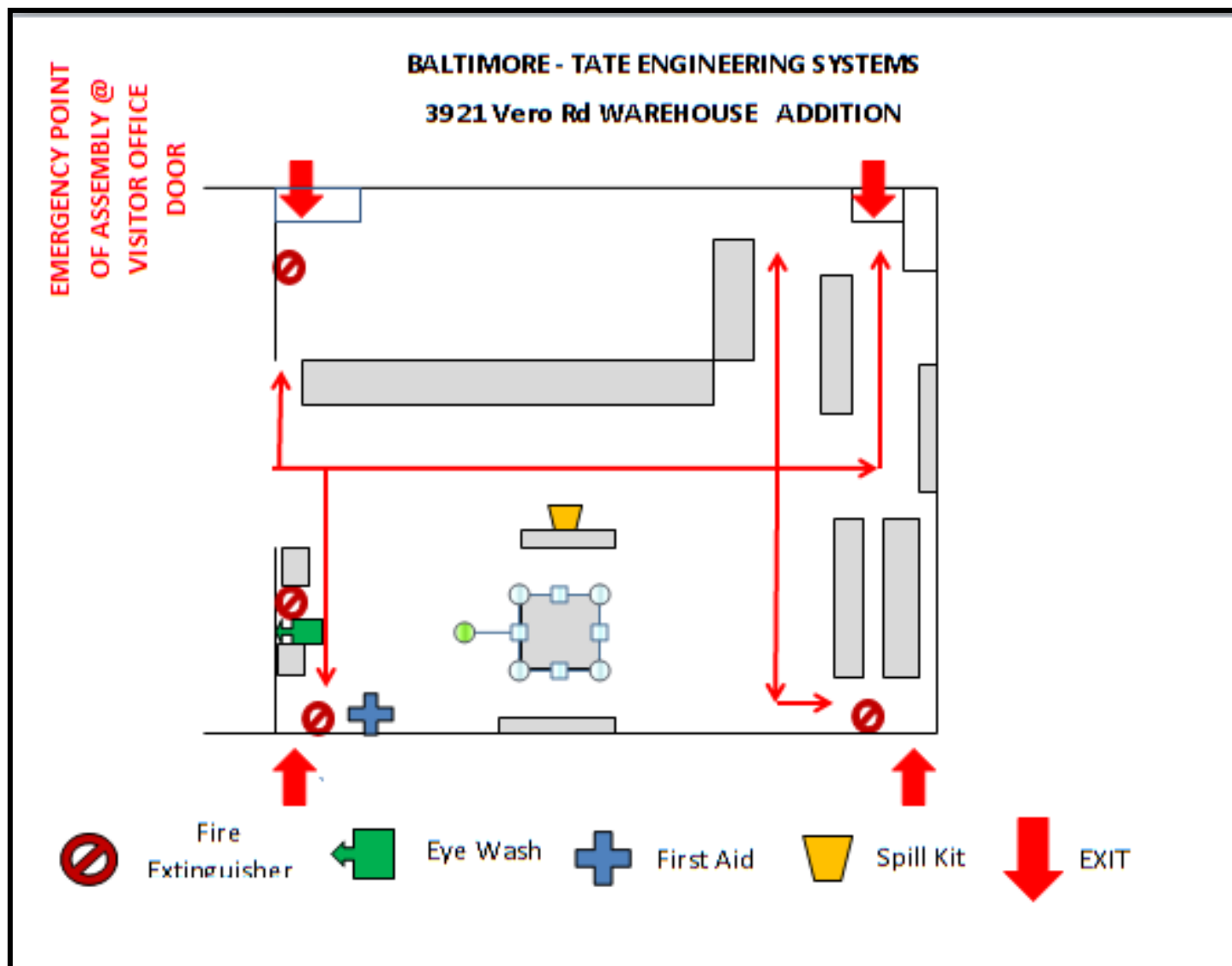
Baltimore Office and Parts/Shipping Warehouse





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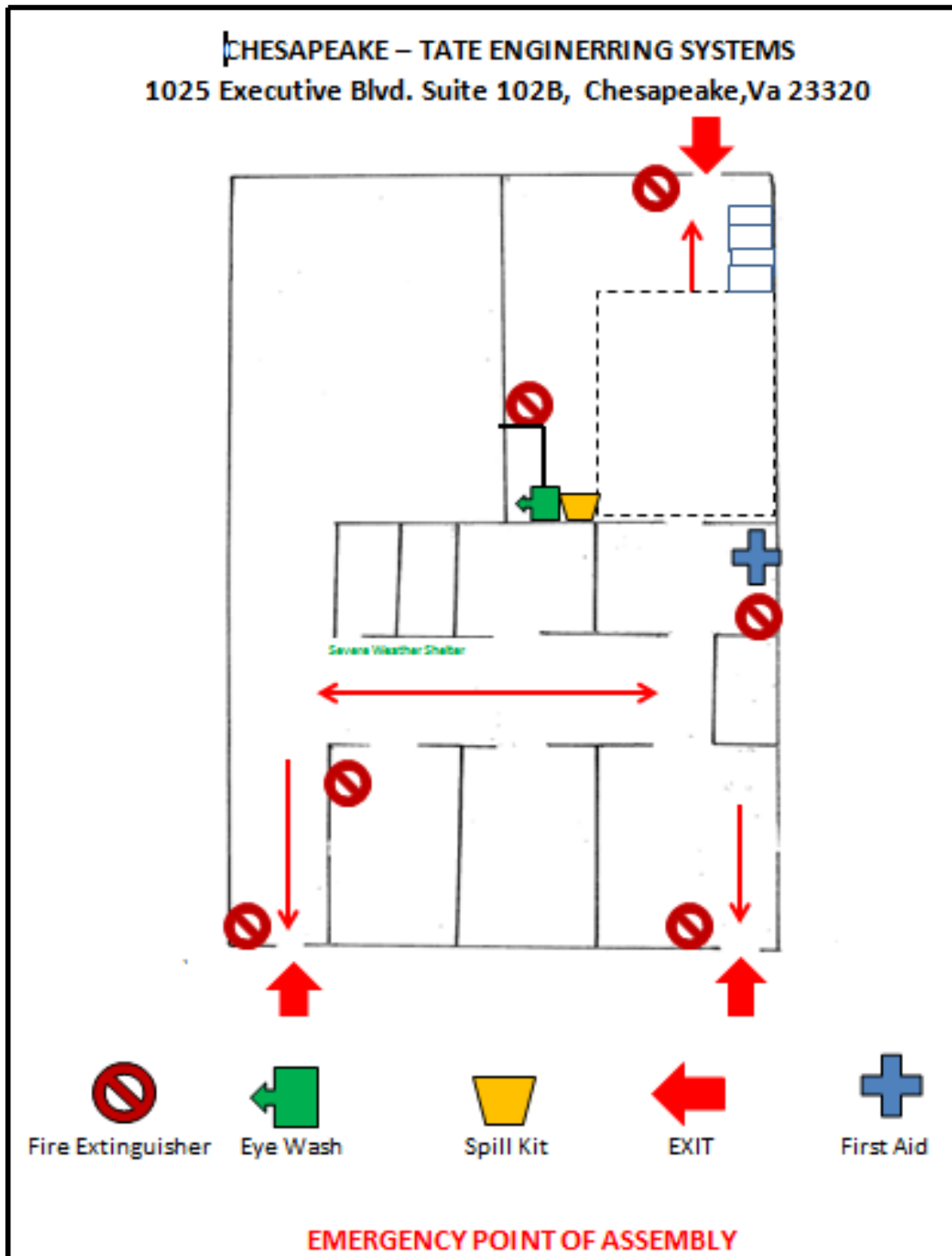
Baltimore Technicians Warehouse





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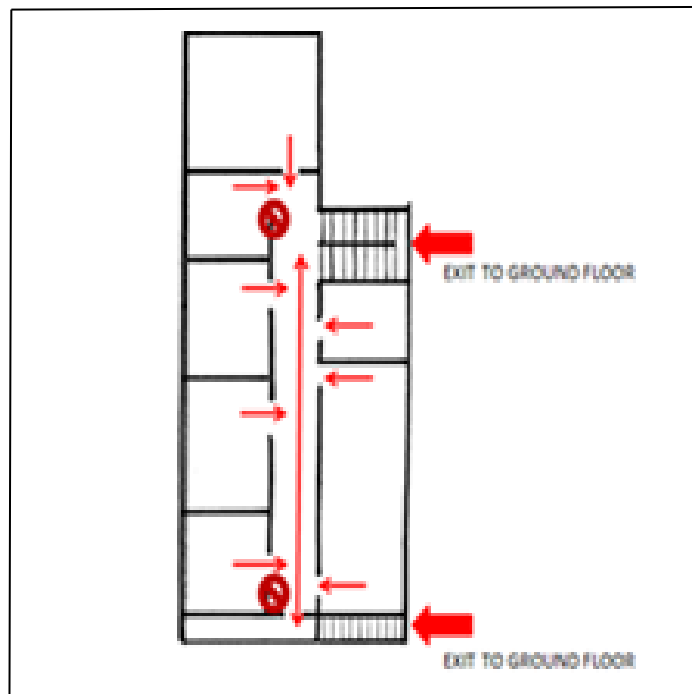
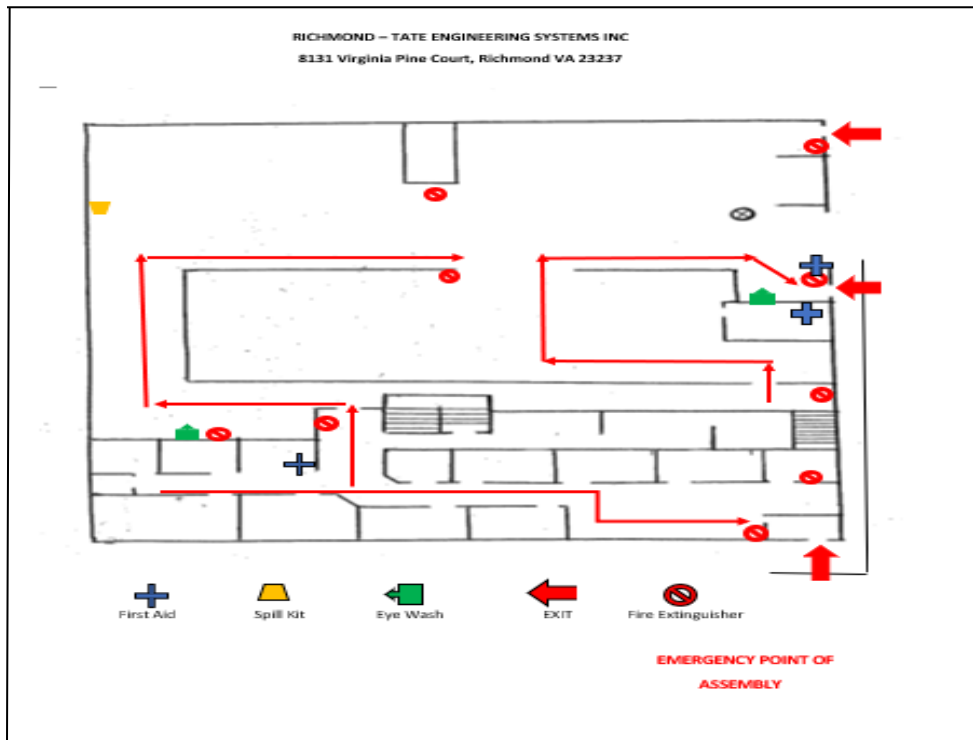
Chesapeake:





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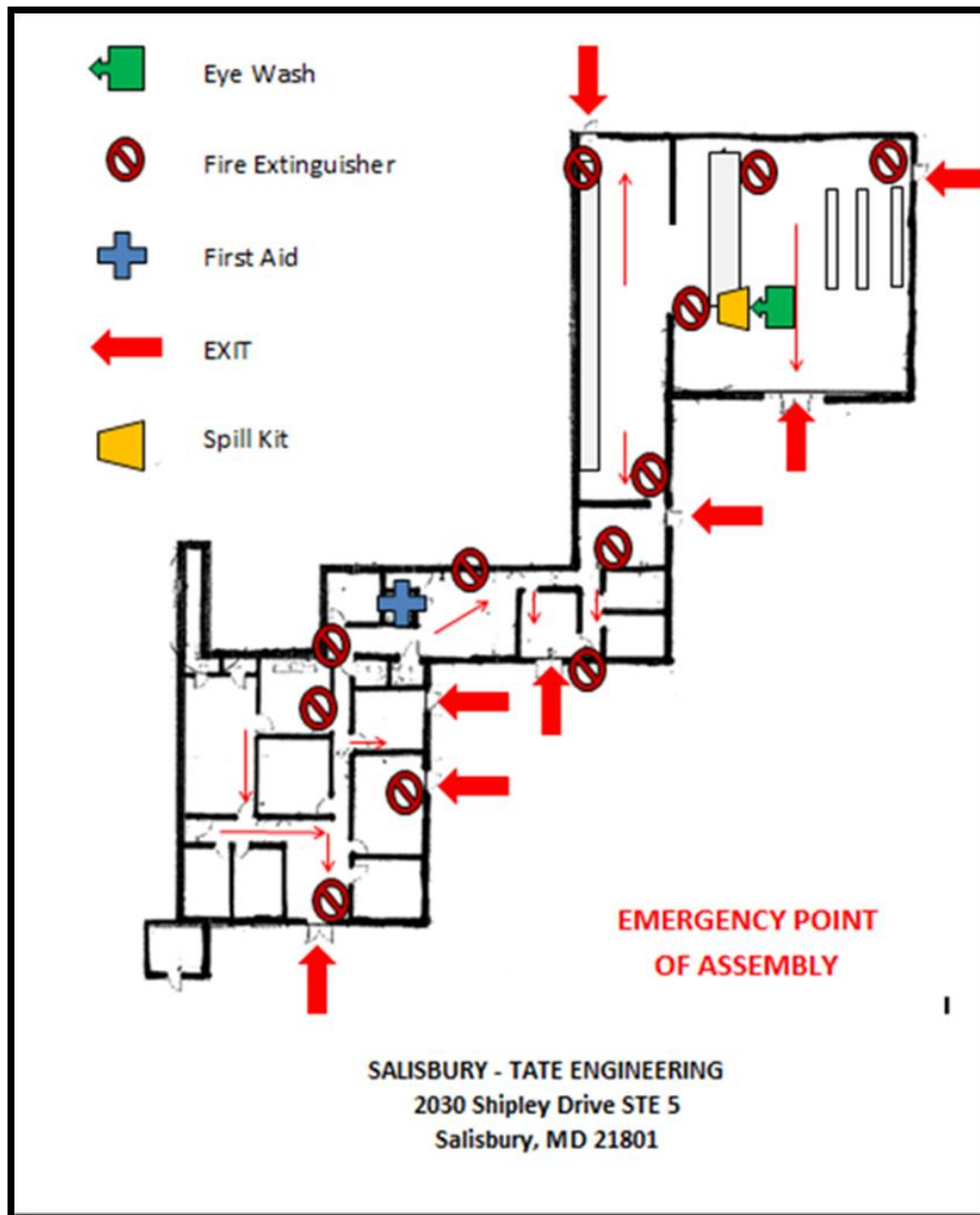
Richmond: Ground Floor and Upper Floor:





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Salisbury:





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Lorton:

