

Millard Refrigerated Services

Emergency Preparedness

Training Outline - APRIL

Meeting Objectives

To learn Millard's Emergency Action Plan for this facility so all workers will know what to do and how to do it quickly in case of an emergency, such as a fire, ammonia leak, or weather-related event.

Suggested Materials to Have on Hand:

- Copy of Emergency Action Plan
- Map of work area showing exits and emergency evacuation routes
- Alarm (or tape recording of alarm) to demonstrate signal
- Names and phone numbers of emergency contacts

Introduction/Overview

The topic of this safety meeting is to discuss our emergency action plan and what to do in the event a fire actually occurs in the warehouse, or any other emergency, such as an ammonia leak or weather related event such as a tornado.

This building is made of fire-retardant materials and equipped with sprinklers. However, fires have occurred in cold storage warehouses. Millard had a major fire last year in our West Omaha facility. There are specific steps to follow in the event of an emergency:

- Know what to do if you discover an emergency situation, such as a fire or ammonia leak
- Can recognize alarm system in place in this facility
- Know what to do when an evacuation or shelter-in-place is necessary

The reason we're spending time on something that seems so simple is to make sure we all memorize what we have to do. Emergencies can occur fast, and we have to act accordingly. In any serious emergency—you don't have time to experiment or go look up what you're supposed to do. The lights may go out, or there may be so much smoke that you can't see anything. So, you've got to know what to do and where to go—and do it without thinking twice. At some time in the near future, we will be performing a mock evacuation drill. It will be up to you to know the closest evacuation route and take it.

In most emergencies, your role is limited. One of the keys to handling these situations is to turn them over to people who have received special training and who have the proper equipment for the job, such as the Fire Department or HAZMAT Team. All you need to be responsible for is getting yourself to safety and staying out of the way of the emergency response team.

Safety Procedures

OSHA requires employers to have an emergency action plan that has to include escape routes and procedures in case of an emergency. We'll be discussing these aspects of our plan today. There are three major types of hazards that can initiate our emergency action plan:

- 1) Fire
- 2) Ammonia Leak
- 3) Weather-related emergency such as a tornado, earthquake, snowstorm, or flood. (Discuss who call if weather prevents employees from making it into work.)

For each of these hazards, there are specific procedures to follow. However, in all cases, there are certain procedures that must be followed to protect you:

1) **Reporting Emergencies**

If you encounter a fire or ammonia leak in the warehouse, you need to report it to your supervisor immediately. Weather-related emergencies will be communicated to us by radio or TV. In either case, your supervisor will contact the plant manager or operations manager to assess the situation and determine the appropriate action.

2) **Alarm System**

The most important part of the system for you is the warning alarm. There is a different type of alarm for different type of emergencies because there are different steps to follow depending on the type of emergency. (Demonstrate or explain the alarm system that is in place. There should be a separate alarm for each type of emergency. This is the critical area to be covered in this meeting.)

3) **Facility Maps and Emergency Evacuation Routes**

(Use the facility map to illustrate this point) There are numerous exit routes in this facility. We also have an assembly point for all employees to go to in the event of an evacuation. We have posted our facility maps in the facility at these locations:

4) **Evacuating the Facility**

The evacuation procedure depends upon the type of emergency. (Discuss the site-specific procedures to follow for your warehouse for each type of emergency). Once employees have gathered at the assembly point, a headcount will be taken by the _____ to ensure that everyone has evacuated the building. The only people responsible for shutting down equipment is our maintenance personnel and they can only shut down equipment if there is enough time to safely do so. Remember, nobody should put themselves in danger just to protect equipment or product in an emergency. Don't panic. Know what to do and do it quickly.

5) **Emergency Personnel**

It is Millard's policy to turn emergency situations over to the professionals. The Fire Department or HAZMAT Team will take command of an incident and tell us what we need to do once we have evacuated the building. They will also ensure that emergency medical personnel will be available if needed.

Wrap-Up

Emergency preparedness is everyone's responsibility. Millard has worked hard to prepare a detailed plan to handle emergencies and has trained and equipped people to deal with specific types of accidents. But everyone in the company has emergency responsibilities:

- To be informed about risks
- To take steps to prevent accidents
- To respond quickly in an emergency
- To follow emergency procedures quickly and properly.

We want a safe workplace, and even if some unforeseen accident occurs, we want everyone to get out of it in good condition. So know exactly what to do in an emergency—and do it.

Evacuation Procedures

Plant: _____

Evacuation Procedures for:

Fire: Go to the primary assembly area located at the _____. In the event the wind is blowing in the direction of the primary assembly area, then go to the alternate assembly area the _____.

Ammonia: Go to the primary assembly area located at the _____. In the event the wind is blowing in the direction of the primary assembly area, then go to the alternate assembly area the _____.

Earthquake: If you are indoors, take cover under a desk, table, bench or against inside walls or doorways. Stay away from glass windows and racking systems. If you are driving a forklift, stay in the forklift. The forklift has protective equipment for falling objects. If you are outdoors, move away from the building, overhead utility wires, and away from trailers.

Tornado and Weather-Related Event: Take shelter on the lowest level and keep away from windows and doors. A shelter would be in a small interior room with stout walls and under desks or other heavy furniture. Since most serious injuries during these types of storms are the result of flying debris, get as close to the floor as possible and protect your face and head.

Reporting Emergencies: All emergency situations must be reported to your immediate Supervisor, including a fire or ammonia leak. Your Supervisor will contact the Plant Manager and Plant Engineer to assess the situation and determine the appropriate action.

Alarm System: You will be notified of the emergency through the public address (P.A.) System or by another method used in this facility. You will be given instructions on what procedures to take according to the type of emergency.

Evacuating The Facility: If the order to evacuate the facility is announced over the P.A. system or by another method, follow the instructions that are given. Generally, you will leave the facility through the nearest exit and proceed to the assembly point.