



Global Services

EHS Policy / Procedure

Emergency Action Plan

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Distribution: Safety Share Point Site

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GSSP-020

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0.0

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Emergency Action Plan

1.0 PURPOSE:

The purpose of this Emergency Action Plan (EAP) is to establish emergency response procedures and duties, to promote planning and to establish training for various types of emergencies. This Emergency Action Plan covers those actions managers and employees need to take to ensure employee, visitor and customer safety from fire and other emergencies.

2.0 SCOPE:

The EAP applies to all Vertiv facilities, employees, visitors and Vertiv employees who work at customer sites. Additionally these employees must be aware of and know the customer site emergency procedures and phone numbers.

The applicability of the EAP will be demonstrated by addressing the following types of emergencies:

- Fire
- Medical Emergencies
- Tornado
- Earthquakes
- Bomb Threat
- Criminal Activity
- Power Outage

3.0 REFERENCE DOCUMENTS:

Crisis Management Plan

Vertiv Global Safety and Health Standard Emergency Procedures

4.0 DEFINITIONS:

- 4.1 **Evacuation:** Action taken to leave an area for personal Safety.
- 4.2 **Shelter-in Place:** The process of remaining at your current location or a specified designated location within the building/facility and taking shelter in lieu of attempting to evacuate.
- 4.3 **Evacuation Staging Area:** The location where evacuees will convene once an order to evacuate is given.
- 4.4 **Designated Evacuation Staging Area(s):** In the event of an evacuation, building occupants will proceed as quickly as possible to a designated evacuation staging area(s).

5.0 RESPONSIBILITIES:

To ensure that the Vertiv Emergency Action Plan is implemented and maintained in accordance with the procedures listed in this program, the following personnel are given the following responsibilities.

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5.1 Safety Manager

The Safety Manager is responsible for implementing the Emergency Action Plan and is also responsible for:

- Maintaining and updating the Emergency Action Plan on an annual basis.
- Including or modifying tasks and procedures when necessary.
- Ensuring the Emergency Action Plan is available to employees, customers, OSHA and others as requested.

5.2 Training Manager – Human Resources

The Training Manager has the responsibility for developing, implementing and tracking the Emergency Action Plan training program, and is also responsible for:

- The objective of the training is to ensure that all employees are knowledgeable of their roles and responsibilities.
- Know the plan's procedures to affect a safe response to the emergency situation.
- Training, documenting training and making the Emergency Action Plan training log available to employees, customers, OSHA and others as requested.

5.3 Managers

Managers have the overall responsibility for implementing and maintaining this plan within their areas of responsibility. Specific responsibilities include:

- Actively supporting this procedure by providing resources (financial and Personnel) to implement this plan.
- Holding direct reports responsible for all requirements of this plan.
- Ensuring that audit findings are corrected in a timely manner in their areas.
- Conducting and updating task-specific training with the Employees that work in the area.
- Initiating enforcement actions if warranted.

5.4 Employees

- Employees are responsible for complying with the requirements of this plan.
- Being aware of common fire hazards in their respective places of work.
- Being able to Identify hazards
- Know the location of items such as manual pull fire alarm stations, fire extinguishers, exit locations and designated assembly area(s).
- Any employee who works at a customer site must know the site's emergency procedures and phone numbers.
- If an employee works in a critical room, they must understand that they must evacuate if the fire suppression system is set off as many of these systems may be harmful to humans.

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5.5 Emergency Coordinator of Service Centers

- Manages all aspects of the Emergency
- Oversees the development, communication, implementation and maintenance of the overall Emergency Action Plan
- Ensuring the training of building occupants, Critical Operations Personnel and notifying all personnel of changes to the plan.
- Maintaining up to date lists of building occupants, critical operations personnel, and any other personnel with assigned duties under this plan
- In the event of an emergency relays applicable information to emergency personnel, and others as needed

5.6 Emergency Management Team of Service Centers

The Emergency Management Team is responsible for dealing with the operational aspects of the incident. The Team will convene during emergency situations and make applicable decisions regarding the safety of the facility occupants in conjunction with any traditional first responder agencies on scene.

6.0 EMERGENCY ACTION PLAN:

Emergencies do happen, including personal injuries, fires, explosions, chemical spills, toxic gas releases, vandalism, natural disasters such as tornadoes and floods, and man-made disasters such as riots and terrorist activities. Anticipating emergencies and planning your response can greatly lessen the extent of injuries and limit equipment, material and property damage.

Emergency telephone numbers should be posted on or near telephones, on bulletin boards or in other conspicuous locations. It may also be necessary to notify other employees during off-duty hours, so an up-to-date, written list of essential personnel, in priority order, should be posted.

Have this information available when you call:

- The address of where you are calling.
- The phone number you are calling from.
- A major cross street or landmark.
- The nature of the emergency (what is wrong).
- If there is any weapons or violence involved.

6.1 Customer Locations

- Jobsite specific Emergency Action Plan (EAP) procedures and equipment must be developed prior to the start of a jobsite project. Jobsite specific EAP must be discussed and documented at the daily EHS Survey/ tailgate meetings. The jobsite specific EAP should be coordinated with the customer to include participation in any customer emergency requirements and evacuation drills.

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6.2 Emergency Communication

An announcement to evacuate or take shelter-in-place can be done in several ways.

- Sounding of an alarm
- Announcement over the internal intercom system – indicating the type of emergency
- By word of mouth

6.3 Medical Emergency:

If someone becomes ill or is injured and requires immediate assistance:

- Emergency Phone Number
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move a person who has fallen and appears to be in pain.
- Limit your communication with ill or injured person to quiet reassurances. After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
- Planning for such emergencies includes being trained in emergency first aid procedures, and CPR.
- Immediately report all medical emergencies and accidents to your supervisor.

6.4 Evacuation:

- Understand the building evacuation plan.
- In the event that a fire/emergency alarm is sounded or instructions for evacuation are given, all employees except those responsible for securing equipment and property shall immediately exit the building at the nearest exit shown on the building evacuation plan and shall meet as soon as possible at designated assembly area (parking lot).
- Recognize the sound of the evacuation alarm in your building.
- Know at least two ways out of the building from your regular workspace.
- Remain calm.
- Leave quickly.
- Try to make sure that all employees hear the alarm and evacuate the area.
- As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the evacuation signal.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
- Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
- Once out of the building, move to your building's designated assembly area (parking lot) or as instructed by Police or Fire Department Officials.
- Elevator Use – **Elevators are not to be used during an emergency.** Stairs are to be used by building occupants.

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6.5 Securing Property and Equipment (Per Business Unit requirements):

- In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as shutting down equipment to secure irreplaceable records). Only Critical Operations Personnel or their designee may remain in the building to secure the property and equipment.
- All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment have been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the designated assembly area.

6.6 Accounting for Personnel after Evacuation:

- Once an evacuation has occurred, a designated manager/person shall account for each employee/visitor at the designated assembly area (parking lot) so an accurate head count can be made.

6.7 Re-entry:

- Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.
- All employees shall remain at the designated assembly area (parking lot) until the fire department or other emergency response agency notifies the Emergency Coordinator that either:
 - The building is safe for re-entry, in which case personnel shall return to their workstations; or
 - The building/assembly area is not safe, in which case personnel shall be instructed by the Emergency Coordinator on how/when to vacate the premises.

6.8 Explosions:

- Chemicals, leaking gas, faulty boilers, or aircraft crash could all be the cause of life-endangering explosions.
 - If you see, hear, or witness an explosion Emergency Phone Number. Remain calm.
 - Be prepared for possible further explosions.
 - Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
 - If evacuation is ordered, proceed to one of the designated exits.
 - Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
 - Open doors carefully. Watch for falling objects.
 - Do not use elevators.
 - If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
 - Do not use matches or lighters.
 - Avoid using telephones.
 - Do not spread rumours.

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6.9 SEVERE WEATHER WARNING:

- A tornado / severe weather warning is the sounding of the emergency sirens. The siren is used to alert the public of an impending danger such as tornado or severe thunderstorm with high winds. The siren does not sound for the entire duration of a warning. Do not assume that the danger has passed when the siren stops. Tune into your local radio or television station for further instructions. If a severe weather warning has been issued for your area:
 - Stay inside and be alert to falling objects.
 - Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.
 - Proceed to a below-ground-level, central hallway of the building, or a designed shelter area if possible.
 - Do not use elevators.
 - If requested, assist persons with disabilities to the safest area on the same floor.
 - Remain in the safe area until at least 10 minutes has elapsed or the "all clear" has been given.
 - Planning includes identifying the appropriate place in your building to seek shelter should a tornado or severe weather occurs.
 - Listen to weather radio.
 - If caught away from buildings in vehicles or on a piece of equipment, do not try to out run a tornado. Lie flat in a ditch or depression, or get into a large culvert if available.

6.10 CHEMICAL SPIILL:

- Remain Calm.
- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
- Call Emergency Phone Number IMMEDIATELY.
- If there is possible dangers evacuate your area.
- After the emergency, all chemical spills and fires, no matter how small, should be reported to your manager and the Corporate Safety and Environmental Services Manager -- See Corporate Environmental Manual for further information.
- IF A CHEMICAL FIRE OCCURS:
 - Remain calm.
 - Call Emergency Phone Number. Report the exact location of the fire and, if known, what is burning. Sound the building alarm by pulling an alarm station. . If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
 - Never allow the fire to come between you and an exit.
 - Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Proceed to an exit.
 - Do not break windows. Oxygen feeds a fire.
 - Do not attempt to save possessions at the risk of personal injury

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6.11 FLOODING AND WATER LEAKS:

- Remain calm.
- Beware of possible electrocution hazard. If an electrical source is present, use caution and evacuate the area. Never attempt to unplug or remove an electrical appliance or wire from a flooded area.
- If you know the source of the water and are confident of your ability to stop it (e.g., unclog the drain, turn off the water, etc.), do so.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger

6.12 POWER OUTAGE:

- If a power outage occurs in your office or building:
 - Remain calm.
 - Provide assistance to others in your immediate area that may be unfamiliar with the space.
 - If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
 - If you are in an elevator, stay calm. Use the emergency button or telephone to alert Maintenance.
 - If instructed to evacuate, proceed cautiously to the nearest clear exit.
 - Planning for such situations includes having a flashlight available.
 - Do not use candles or other types of flame or heat producing devices for illumination.

6.13 EARTHQUAKES

- Stay indoors and take cover under sturdy furniture or counter. Choose shelter that will provide an airspace if the ceiling collapses.
- If there is not item to take cover under, stand in a doorway or brace yourself against an inside wall.
- Protect your head and neck.
- Stay away from windows, and items that could fall on you.
- After the shaking stops, take time to assess the area.
- Be prepared for possible aftershocks.
- Be aware of gas leaks, downed power lines, smoke or flames.
- Account for other people in the area.
- Do not leave until you are advised to do so by a manager, emergency coordinator or emergency personnel.

6.14 CARBON MONOXIDE:

- Carbon monoxide or CO is a toxic gas that is produced when fuels burn (example internal combustion engines, or heaters that use fuels). When CO is breathed into the body, it combines with the body's blood and prevents it from absorbing oxygen. High levels of carbon monoxide can be fatal.

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- Symptoms are often mistaken for the flu – severe headaches, nausea, vomiting and sleepiness. One difference is that with Carbon Monoxide poisoning there is usually no fever and symptoms tend to clear up when you go outside and breathe fresh air.
- The first line of defence against Carbon Monoxide poisoning is to have the heating system, hot water heaters and propane forklifts inspected annually by a qualified technician. Never leave a vehicle, forklift, lawnmower or snow blower running in the shop area.
- Installing a Carbon Monoxide detector will give added protection, but should not replace regular maintenance on forklifts, heating and ventilation systems.

7.0 DRILLS

- Emergency Evacuation and Shelter-in-Place Drills are to be conducted annually or as required by local ordinances.
- Drills shall be documented by using the EAP Exercise Evaluation form.

8.0 FORMS

Emergency Contact lists
Map of facility/service center
Bomb Threat Checklist
EAP Exercise Evaluation
Evacuation Assembly Area Map

9.0 TEMPLATE

Emergency Action Plan Template