



# Metro Plastics Technologies, LLC.

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Emergency Action Plan



**Emergency Preparedness and Response** - Emergencies can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that employers and workers have the necessary equipment, know where to go, and know how to keep themselves safe when an emergency occurs. These items listed below we will discuss in full detail to prepare for such an emergency according to the OSHA guidelines.

## What is a workplace emergency?

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods
- Hurricanes
- Tornadoes
- Fires
- Toxic gas releases
- Chemical spills
- Radiological accidents
- Explosions
- Civil disturbances and Workplace violence resulting in bodily harm and trauma

## How to alert employees?

Our plan has a way to alert employees, including disabled workers, to evacuate or act. Our alarms are distinctive and recognized by all employees as a signal to evacuate the work area or performance actions identified in our plan.

Dial 1002# from any internal phone, *You may also call from 317-674-0555 to page from an outside phone*

At tone dial

81# Fire Evac

82# Tornado

00# You must speak to indicate Code Yellow – DO NOT indicate a Civil disturbance or workplace violence

To end alert, press the \* key before you hang up

**Call 911 and report the emergency** – 17145 Metro Park Court, Noblesville, IN 46061

## Emergency Action Coordinators

The coordinator should be responsible for the following:

Assessing the situation to determine whether an emergency exists requiring activation of your emergency procedures;  
Supervising all efforts in the area, including evacuating personnel; Coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary; and Directing the shutdown of plant operations when required.

## First Responders (AED, CPR and First Aid Certified)

The First Responder should be responsible for the following:

Employees designated to assist in emergency evacuation procedures shall be trained in the complete workplace layout and various alternative escape routes. All employees and those designated to assist in emergencies should be made aware of employees with special needs who may require extra assistance.

## Medical Assistance

First aid must be available within 3 to 4 minutes of an emergency. Worksites more than 3 to 4 minutes from an infirmary, clinic, or hospital should have at least one person on-site trained in first aid (available all shifts), have medical personnel readily available for advice and consultation, and develop written emergency medical procedures.

1. Hospital = Riverview Health, 2.2 miles – 395 Westfield Road, Noblesville
2. Police Department = Noblesville Police Department, 3.4 miles – 135 S. 9<sup>th</sup> Street, Noblesville
3. Fire Department = NFD, 2.5 miles – 135 S. 9<sup>th</sup> Street, Noblesville

## What role should employees play in our emergency action plan?

Ensure that employees receive training for emergencies. Education about the types of emergencies that may occur and train them in the proper course of action.

**Fire**



# Fire

Total of 5 Emergency Action Coordinators (EAC) needed to complete the actions below. All EAC's will have a backpack that will be filled with a vest, whistle, flag, flashlight and current employee roster. All EAC will have a walkie talkie as their primary method to communicate with each other.

Once a fire has been identified, the following actions will take place

1. EAC # 1, Call the Fire Department **(911)** in the event of emergency (17145 Metro Park Court, Noblesville, IN 46060) will obtain the safety bag that contains a flag, flashlight, vest and whistle for a visual at the mustering point. Will also conduct Roll Call using Walkie Talkie.
2. EAC # 2, will sound the alarm system by following the directions below and will ensure that the inside of the building is cleared and will have all employees go to the nearest exit door. Walk quickly, but carefully, DO NOT RUN to the designated exit for your area.

Sound the alarm:

Dial 1002# from any internal phone, *You may also call from 317-674-0555 to page from an outside phone*

At tone dial

81# Fire Evac                      To end alert, press the \* key before you hang up

3. EAC # 3, will contain or extinguish a fire (Judgement Call), will have EAC #2 assist with judgement of fire. If fire can not be detained, EAC # 3 will head to the mustering point by the pond and work with EAC # 1 to support additional roll call needs.
4. EAC # 4, will immediately go into the Safety Room to pick up the First Aid kit and will proceed to the mustering point by the pond. The EAC #4 will create a visual at the mustering point at the pond. Will also support if needed, First Responders CPR, AED and First Aid until medical personnel from the Fire Department / EMS have arrived.
5. EAC # 5 will ensure will pull the Fire alarm by the Riser Room that the inside of the building is cleared and will assist with aiding the Fire Department to the official building keys

## EAC #1,

1. Call the Fire Department (911) in the event of emergency (17145 Metro Park Court, Noblesville, IN 46060)
2. Obtain the safety bag that contains a flag, flashlight, vest and whistle for a visual at the mustering point.
3. Will also conduct Roll Call using Walkie Talkie.



## EAC #1

All employees shall arrive at the pond area and check in with the EAC #1. Emergency Action Coordinator will take roll call and will give the clear to all personal to return to the building after clearance has been provided by the Fire Department.

4. Once the clear has been provided by the Fire Department, Emergency Action Coordinator #1 will direct and provide communication to employees that it is safe to enter the building



## EAC #2,

1. Will sound the alarm system by following the directions below and will ensure that the inside of the building is cleared and will have all employees go to the nearest exit door. Walk quickly, but carefully, DO NOT RUN to the designated exit for your area.

2. Sound the alarm:

Dial 1002# from any internal phone, *You may also call from 317-674-0555 to page from an outside phone*  
At tone dial

81# Fire Evac

To end alert, press the \* key before you hang up



## EAC #3,

1. Will contain or extinguish a fire (Judgement Call), will have EAC #2 assist with judgement of fire.

2. If fire can not be detained, EAC # 3 will head to the mustering point by the pond and work with EAC # 1 to support additional roll call needs.



### Extinguisher Care and Maintenance:

- Fire extinguishers must be readily accessible and clearly marked.
- They cannot be blocked by equipment or materials.
- Extinguishers must be mounted and always within 75 feet
- Kept clean
- Inspected monthly (initialed on inspection tag)
- Inspected annually by an outside agency

### Properly Using a Fire Extinguisher:

No matter what type of fire extinguisher you are using, you can always remember the acronym PASS to ensure proper use.

Pull the pin. The pin keeps the handle from being accidentally pressed when not in use.

Aim the nozzle at the base of the fire, while standing 8 to 10 feet back.

Squeeze the handle to discharge the extinguisher.

Sweep the nozzle back and forth at the base of the fire, to ensure you cover as much area as possible.

### When to Use a Fire Extinguisher:

A fire extinguisher should only be used on small fires and to help escape the building. A 10-pound fire extinguisher will only last 10-30 seconds. That is not enough time to put out a large fire. Instead, exit the building and make your way to your outside collection point.

## EAC #4

1. Will immediately go into the Safety Room to pick up the First Aid kit and will proceed to the mustering point by the pond.
2. Will also support if needed, First Responders CPR, AED and First Aid until medical personnel from the Fire Department / EMS have arrived.

\* Must be CPR Certified

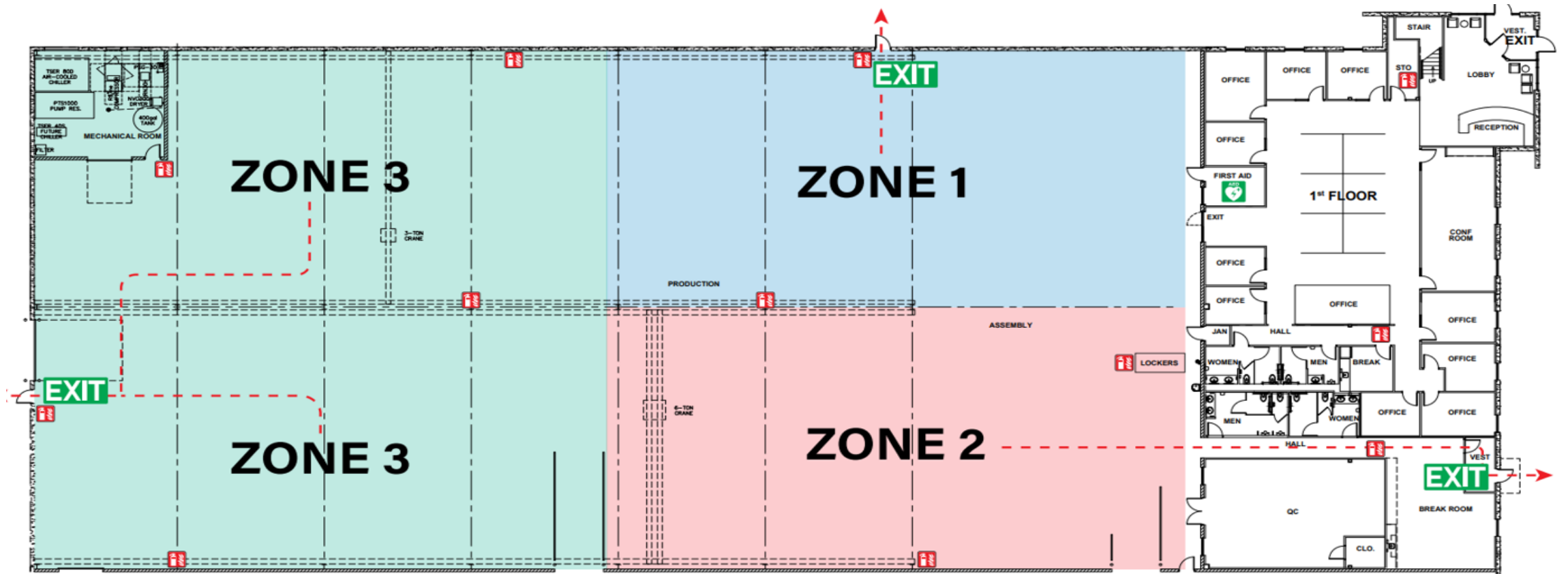


## EAC#5

1. Will ensure will pull the Fire alarm by the Riser Room, walk through the Riser Room and provide the key to Fire Department right outside the Fire Door



# Production Floor

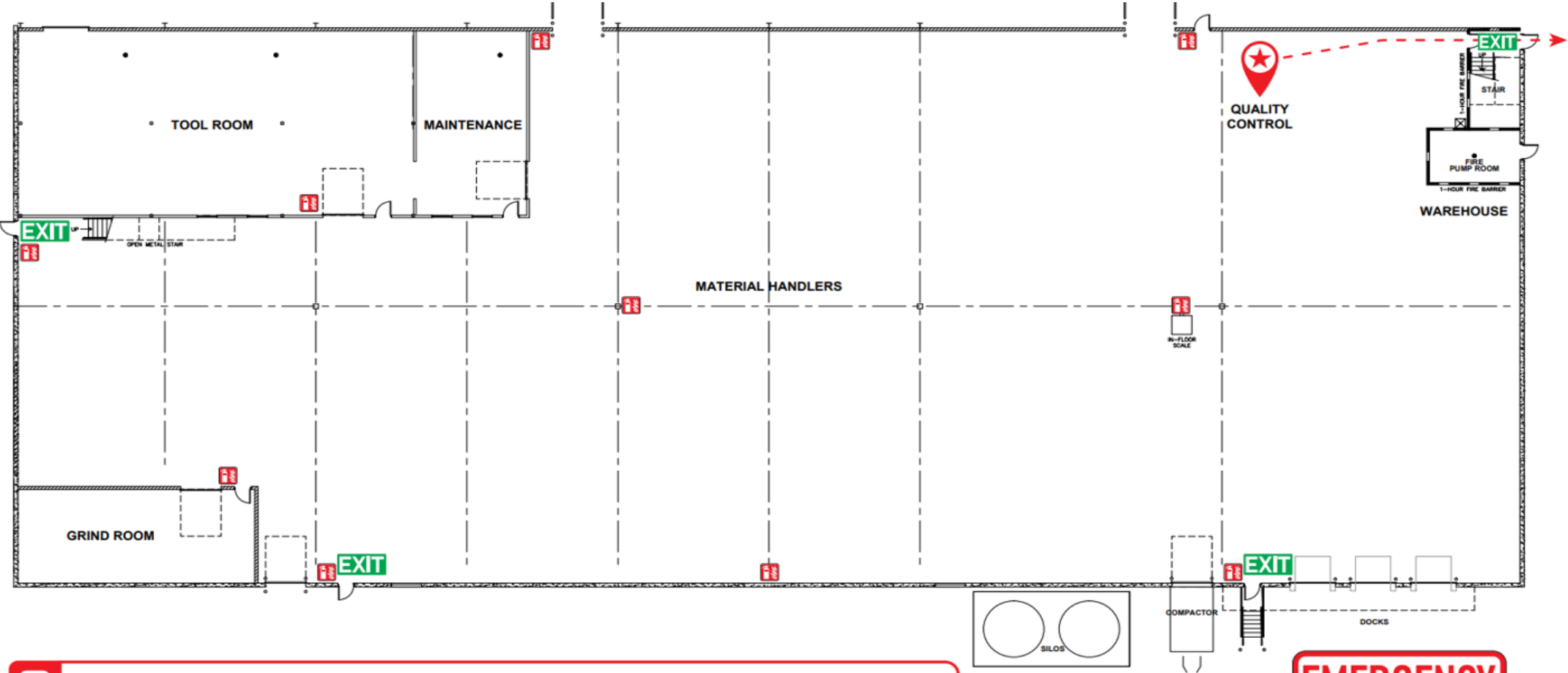


**LEGEND**

-  Fire Extinguisher
-  **EXIT** Emergency Exit
-  - - - - - Exit Routes
-  **AED** Automated External Defibrillator

**EMERGENCY**  
**DIAL 911**

# Warehouse







**LEGEND**

-  Fire Extinguisher
-  **EXIT** Emergency Exit
-  You Are Here
-  Exit Routes

**EMERGENCY**  
**DIAL 911**

# Front Office

**LEGEND**

-  Fire Extinguisher
-  Emergency Exit
-  You Are Here
-  Exit Routes
-  Automated External Defibrillator

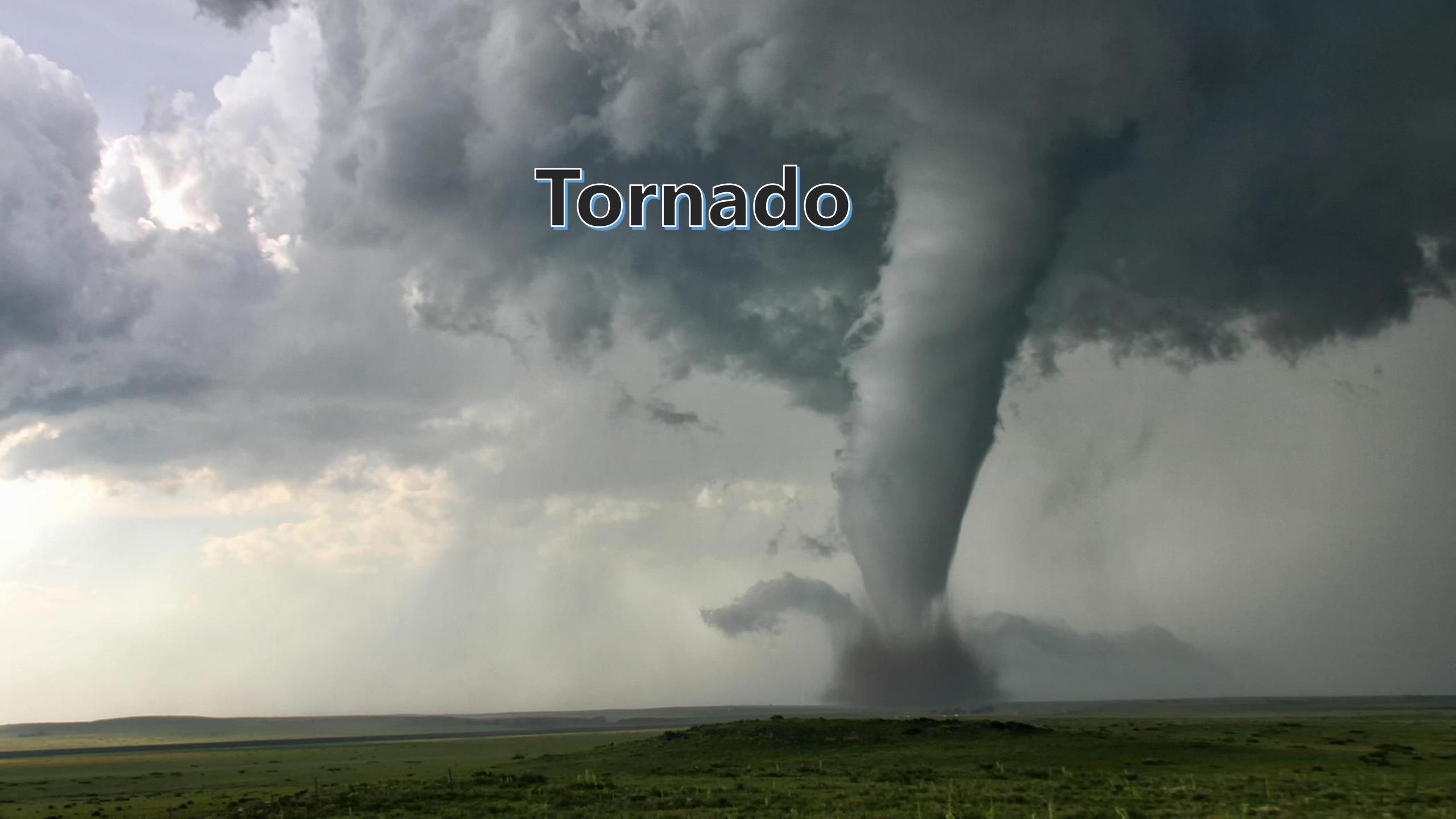
**EMERGENCY  
DIAL 911**



# 2<sup>nd</sup> Floor



# Tornado



# Tornado

Total of 5 Emergency Action Coordinators needed to complete the actions below. All Emergency Action Coordinators will have a backpack that will be filled with a vest, whistle, flag, flashlight and current employee roster. All EAC will have a walkie talkie as their primary method to communicate with each other.

Once a Tornado warning has been identified by the weather radio or cell phone, the Emergency Action Coordinator #1 will:

1. Sound the alarm:

Dial 1002# from any internal phone, *You may also call from 317-674-0555 to page from an outside phone*

At tone dial

82# Threat (Tornado)

To end alert, press the \* key before you hang up

2. Emergency Action Coordinator # 2 will obtain the Safety bag with a flag, flashlight, vest, whistle and fire / tornado roster, portable First Aid kit in the First Aid Safety room and will proceed to the inside collection point, the designated shelter area. Will conduct roll call in the men's bathroom.

Signs are listed over the bathrooms in the office and production area for all. All upstairs office employees must come down to the first floor and go directly into the office bathrooms. Sit on the floor as close to an interior wall as possible. If unable to reach the bathroom, please proceed quickly to sections of the building away from windows offering the greatest protection.

3. Emergency Action Coordinator # 3 will obtain the Safety bag with a flag, flashlight, vest, whistle and fire / tornado roster and will proceed to the inside collection point, the designated shelter area. Will conduct roll call in the women's bathroom.

5. The Emergency Action Coordinator's #2 and #3 will be in contact with Emergency Action Coordinator # 1 for the clearance to return to work. will instruct all

6. The Emergency Action Coordinator # 4 will do a sweep of the upstairs and downstairs offices and will support with assessing any damage internally to the building

7. The Emergency Action Coordinator # 5 will do a sweep of the production floor, warehouse and will support with assessing any damage externally to the building

## EAC #1,

Once a Tornado warning has been identified by the weather radio or cell phone, the EAC #1 will:

### 1. Sound the alarm:

Dial 1002# from any internal phone,  
*You may also call from 317-674-0555  
to page from an outside phone*

At tone dial

82# Threat (Tornado)

To end alert, press the \* key before  
you hang up



## **EAC #2,**

1. Signs are listed over the bathrooms in the office and production area for all. Will obtain the Safety bag with a flag, flashlight, vest, whistle and fire / tornado roster, portable First Aid kit in the First Aid Safety room and will proceed to the inside collection point, the designated shelter area.

2. Will conduct roll call in the men's bathroom and communicate with EAC #3 total count



### **EAC #3,**

1. Signs are listed over the bathrooms in the office and production area for all. Will obtain the Safety bag with a flag, flashlight, vest, whistle and fire / tornado roster. Will proceed to the inside collection point, the designated shelter area.

2. Will conduct roll call in the women's bathroom and communicate with EAC #2 total count



## EAC #4,

1. After the Tornado was passed, EAC # 4, will do a sweep of the upstairs and downstairs offices and will support with assessing any damage internally to the building

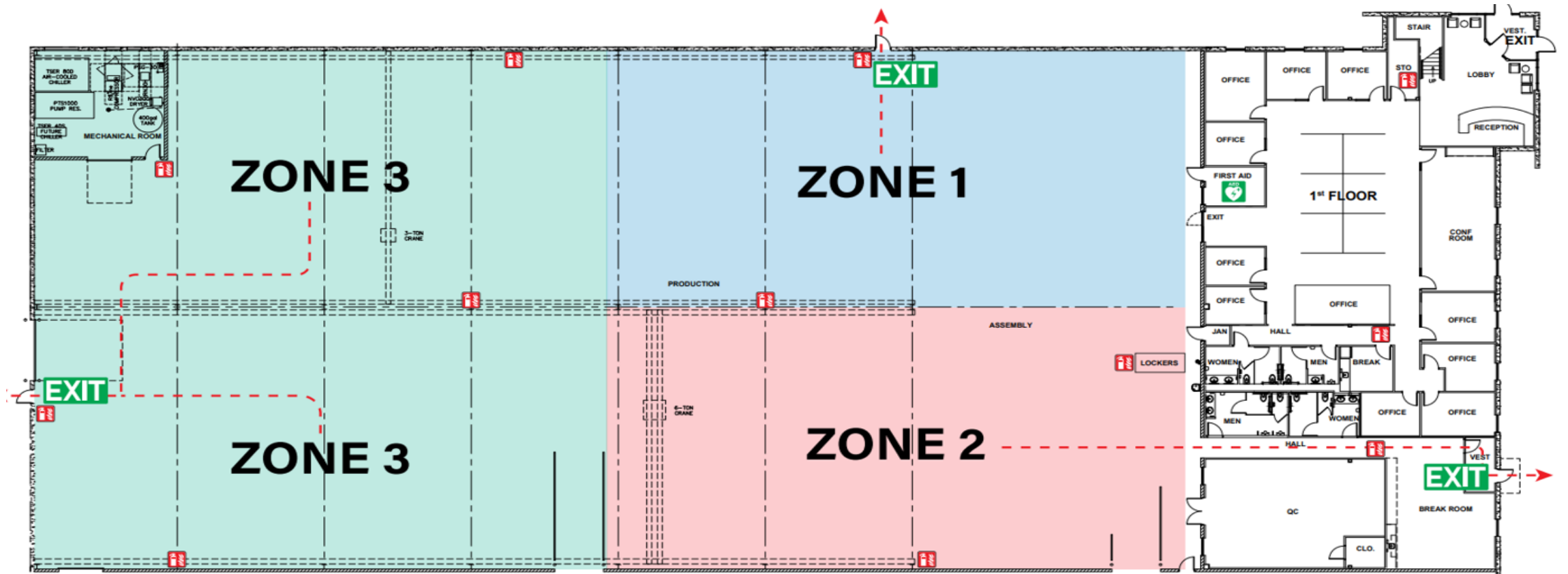


## **EAC #5,**

1. After the Tornado was passed, EAC # 5, will do a sweep of the production floor, warehouse and will support with assessing any damage externally to the building



# Production Floor

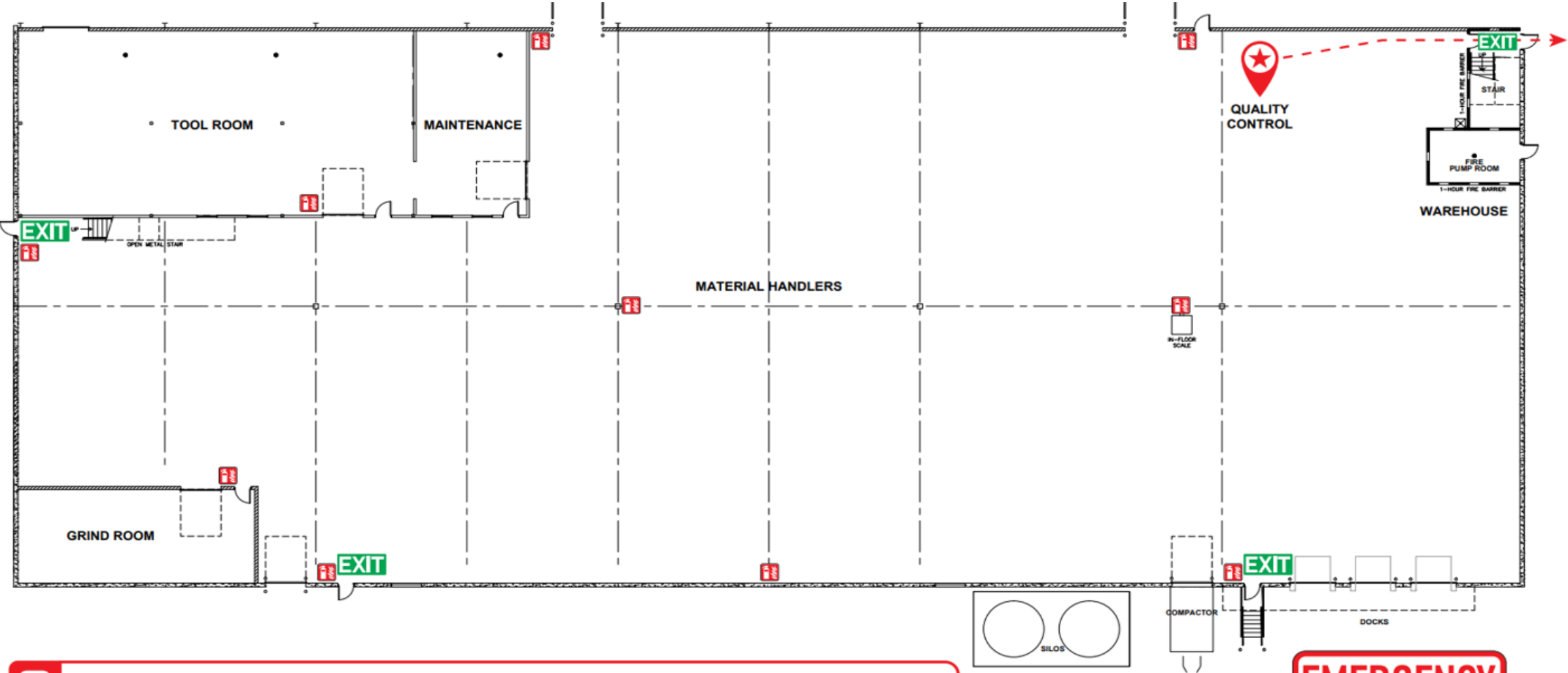


**LEGEND**





-  Fire Extinguisher
-  **EXIT** Emergency Exit
-  Exit Routes
-  **AED** Automated External Defibrillator

**EMERGENCY**  
**DIAL 911**

# Warehouse






**LEGEND**

-  Fire Extinguisher
-  **EXIT** Emergency Exit
-  You Are Here
-  Exit Routes

**EMERGENCY**  
**DIAL 911**

# Front Office

**LEGEND**

-  Fire Extinguisher
-  Emergency Exit
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**EMERGENCY  
DIAL 911**



# 2<sup>nd</sup> Floor





**Active  
Shooter**

## Active Shooter

### **Active Shooter Safety Resources**

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area, and recent active shooter incidents have underscored the need for a coordinated response by law enforcement and others to save lives. The FBI is committed to working with its partners to protect schools, workplaces, houses of worship, transportation centers, other public gathering sites, and communities.

These FBI training videos demonstrate the three tactics you can use to keep yourself and others safe during an active shooter attack—run, hide, and fight. Learning these principles now will prepare and empower you to put them into practice—and survive—should the unthinkable occur.

<https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

Mass Shootings in 2023 data - <https://www.gunviolencearchive.org/reports/mass-shooting>

## Facts

### **76% of Incidents Take place at a Business Location.**

The “it won’t happen here” mentality is so pervasive that many companies are ill-equipped to prevent workplace violence and unprepared to respond to a crisis. Many have no mass shooting prevention and intervention program or have cobbled together some well-meaning (but misguided) policies.

*“Attacks at restricted commercial facilities, such as office building, factories and warehouses, occurred at approximately the same frequency as attacks at open commercial facilities such as retail stores or restaurants.”* Combined, 76% of all incidents studied in the report took place somewhere other than schools.

Source: NYPD “Active Shooter Recommendation and Analysis for Risk Mitigation, 2010 & 2012.

## Active Shooter

Once an Active Shooter has arrived in the building, the Emergency Action Coordinator #1 will:

1. Call 911 and have them arrive to 17145 Metro Plastics Court, Noblesville, IN 46060
2. Emergency Action Coordinator # 2 will sound the alarm:  
Dial 1002# from any internal phone, *You may also call from 317-674-0555 to page from an outside phone*  
At tone dial  
1002# and calmly alert employees with the verbiage of **Code Yellow**

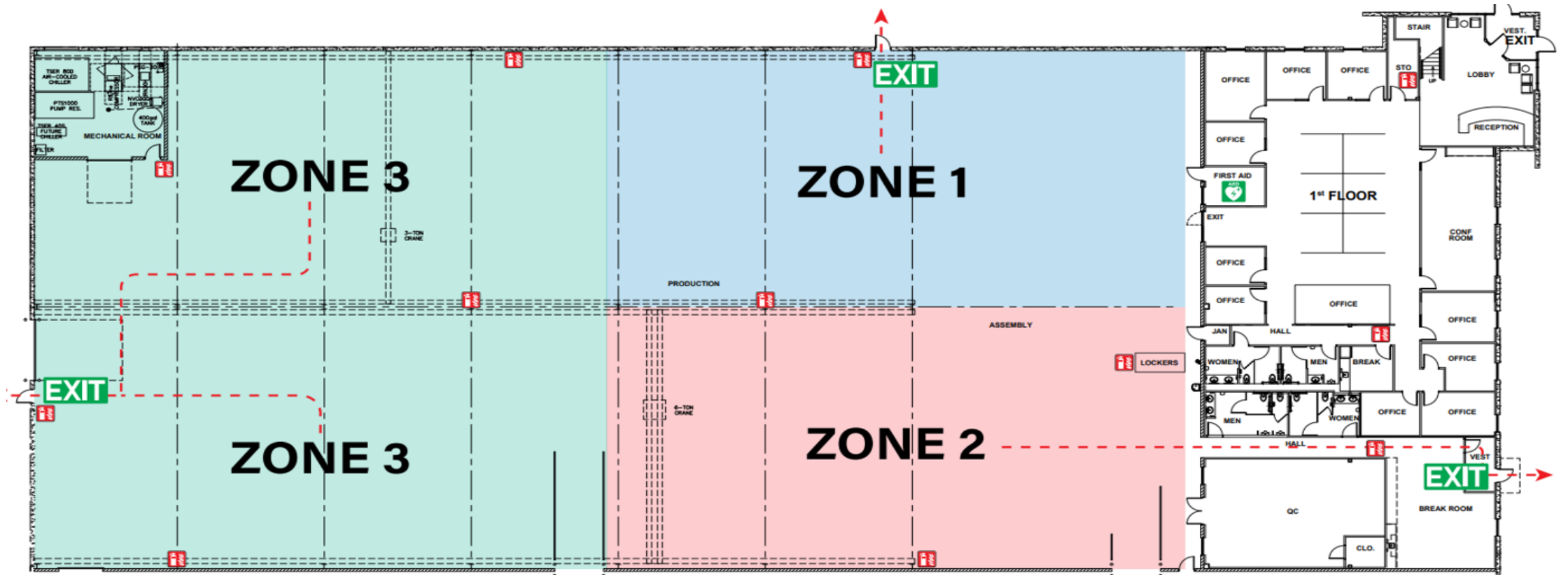
## 3. **Run. Hide. Fight.**

These FBI training videos will demonstrate the three tactics you can use to keep yourself and others safe during an active shooter attack—**run, hide, and fight**. Learning these principles now will prepare and empower you to put them into practice—and survive—should the unthinkable occur.

<https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

ALICE Training - <https://www.alicetraining.com/?source=ppc> (Cost is \$99.00 per employee to complete, I would like to suggest that we purchase and place on the overhead screen and review the group of our First Responders)

# Production Floor

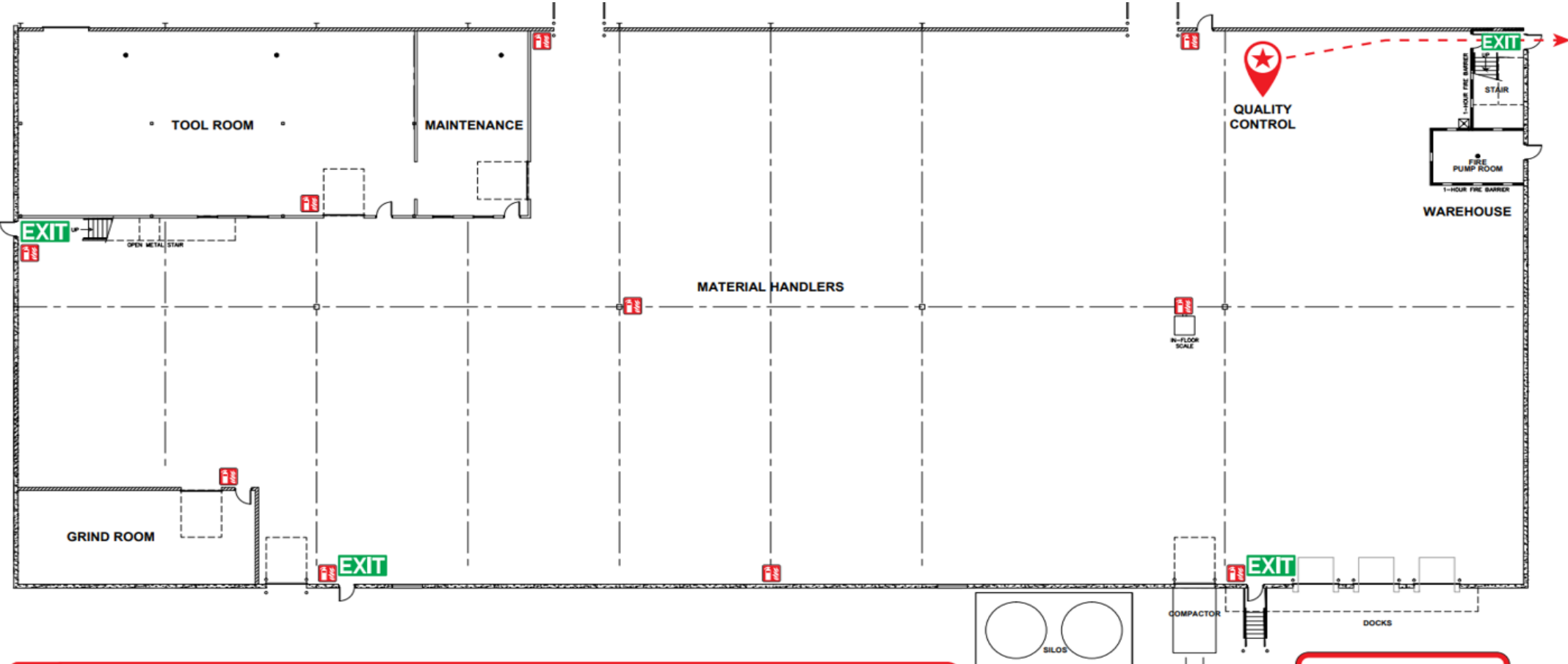


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# Warehouse








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# Front Office

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**EMERGENCY  
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# 2<sup>nd</sup> Floor

