

NMAA
Emergency Action Plan:
Emergency Evacuation
Subpart E, 29 CFR 1910.38

In every operation there is the chance of an emergency. Whether it is weather-related or internally, we must all be prepared. Workplace floor plans are clearly posted to identify exit routes at all room exits and near the bulletin boards at the north and south entrances. All entrances/exits and emergency shelters are labeled with illuminated and non-illuminated signs for better visualization during an evacuation.

PLANT EVACUATION:

Before conducting an evacuation or seeking safety in a tornado shelter, a determination must be made as to the severity of the situation. The supervisor of the shift must first evaluate if time allows the extent of the danger and determine if a complete evacuation is necessary.

- **TORNADO**

In the event of tornado-like weather, (severe storm warning, tornado watch) the Shift Supervisor and/or Team Lead shall stand alert visually of the weather conditions and/or consult with current news broadcasts, whether by radio or television. **(Keep in mind that just because there is a severe storm warning or tornado watch in effect that it does not necessarily necessitate an evacuation, but it does require that the Shift Supervisor and Team Lead be more cautious of the current weather.)** If a tornado warning has been issued and has been broadcast over the television and/or radio a tornado has been sighted in our area or one is headed towards our area. The Emergency Operation Center of Bartholomew County will sound the severe weather alert sirens for approximately 3 minutes. At that time the Shift Supervisor and/or Team Lead will put the furnaces in an "on hold" position while continuously monitoring the weather **(refer to plant evacuation)**. If a tornado is eminent all NMAA employees will be notified through the public-address system to seek shelter. Everyone will then proceed to the designated shelters, which are the identified locker rooms and/or restrooms, until the "all-clear" is given by a supervisor.

If it has been determined that an evacuation is needed **during** normal business hours (7:30am ~ 4:30pm) the GM Production Control and/or his representative may instruct certain individuals to assist in putting the furnaces in an "on-hold" position, if time allows and then they will proceed to a designated shelter.

If it has been determined that an evacuation is needed **after** normal business hours (4:30pm ~ 7:30am), or during the weekend, the Shift Supervisor and/or Team Lead will evaluate the situation, and then attempt to place the furnaces in an "on-hold" position, if time allows. Then they will proceed to a designated shelter.

- **FIRE**

In the event of a fire

- **Fire**
- **Gas leak**
- **Major Molten Spill and/or Explosion**
- **Active Shooter in the Building**
- **Nitrogen Leak**

If any of these scenarios occur the following steps will be taken:

- If time allows, the Shift Supervisor verifies the need for evacuation.
- The supervisor notifies a member of management to announce the need for immediate evacuation over the public-address system **during** normal business hours.
- Once the need for an evacuation has been announced, all employees located in the office areas will follow the posted evacuation routes for exiting the building and go directly to the **South Employee Parking Lot**. Any person located in the production area or material yard should take the most direct and safest route toward the **South Employee Parking Lot**.
- After normal business hours, the Shift Supervisor and/or Team Lead will notify the GM Production Control or his representative that an evacuation is needed, if time allows. Then an announcement from the Shift Supervisor and/or Lead Operators for an immediate evacuation will be announced over the public-address system to evacuate to the **South Employee Parking Lot**.
- It will be the responsibility of the shift or department supervisors to ensure that all employees are aware of the need to evacuate, especially those that may be out in the material yard that possibly cannot hear the evacuation announcement.
- Once the evacuation is complete, an accurate head count will be conducted for all departments, and all will wait for further instructions. **No one is authorized to leave without the permission of the manager or supervisor in charge.**
- Whatever the emergency, the supervisors and department heads will be responsible for making sure that all employees are out of the building or in the designated shelter areas and that proper procedures have been followed for the given emergency. This person should also assess all employees to assure that no one was injured in the

given incident or escape and arrange for immediate treatment for those that were injured, if necessary.

- As soon as possible, the person in charge will designate someone to call 911 and activate the panic button which will open the main gate and side gate. This person should also direct emergency personnel to the correct location of the emergency.
- The turnstile at employee entrance and side gate will move freely during an evacuation of the building. If an emergency happens after business hours the front gate will open as well.
- If there is a power failure due to one of the above emergencies, a bull horn located in the **Production Office** can be used to direct employees to the appropriate shelter or evacuation area. In addition to the bull horn and siren, all employees that have walkie talkies issued to them shall make sure that they have them in their possession to be able to keep open communications. The radios will also be needed if the emergency was weather related, and communications are needed between the north locker rooms and the south locker rooms. Additionally, supervisors can use their cell phones to communicate from one location to the other

If any incident occurs after normal business hours and contact cannot be made to the GM Production Control it is necessary to contact other key personnel, such as the GM Compliance, Production Manager and/or Training Coordinator.

A list of emergency contacts will be placed in the Production Office for immediate access. If there are any questions about what to do in an emergency or to obtain a copy of this written plan, please feel free to contact the Compliance Department.

EMERGENCY CONTACTS:

- **GM Compliance :** Chad Hughes 812-569-3565
- **Production Manager :** Richard Hunt 812-569-1844
- **Safety Coordinator :** Bobby Blair 812-219-3702
- **Vice President:** Dean Trapp 812-343-1644
- **Maintenance Mgr :** Jason Roberts 812-603-6426

