



doorautomation
CORP.

OFFICE:
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2700 SHAMES DRIVE
WESTBURY, NY 11590

EMERGENCY ACTION PLAN

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I acknowledge that I have received, read, and understand the **DOOR AUTOMATION CORP. EMERGENCY ACTION PLAN**. I agree to comply with the policies and procedures outlined enclosed. I understand that this handbook is not a contract of employment and that the company may modify or revise the handbook at any time. I have been given the opportunity to ask questions about the handbook and have received satisfactory answers to my questions.

X _____ DATE: _____

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A. PURPOSE

OSHA's Emergency Action Plan Standard, found at 29 CFR 1926.35, requires **DOOR AUTOMATION CORP.** to have a written Emergency Action Plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of our construction sites.

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

Under this plan, our employees will be informed of the plan's purpose, emergency escape procedures and route assignments, procedures to be followed by employees who remain to control critical plant operations before they evacuate, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system.

The **Controller** is the program coordinator and has the overall responsibility for the plan. The Controller will review and update the plan as necessary. Copies of this plan may be obtained from **2700 Shames Drive, Westbury, NY 11590**

If after reading this program, you find that improvements can be made, please contact the Controller. We encourage all suggestions because we are committed to the success of our EAP. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

B. EMERGENCY ESCAPE PROCEDURES AND ASSIGNMENTS

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including:

- Fire
- Active Shooter
- Potential Environmental Act of God

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Employees need to know what to do when they are the first persons to discover an emergency and when they are alerted to a specific emergency. Our safety and health manager, has developed alternate procedures for responding to an emergency, depending on what the emergency is. The following guidelines apply to all EAPs:

1. All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer must review with each employee, upon initial assignment, the parts of the plan, which the employee must know to protect the employee in the event of an emergency.
2. The training includes use of floor plans and workplace maps, which clearly show the emergency escape routes included in the EAP. Color-coding aids employees in determining their route assignments. These floor plans and maps are available and posted at all times in every area of the company to provide guidance in an emergency.
3. As a matter of general practice, stairwells are the primary means for evacuation. Elevators are used only when authorized by a fire or police officer, or to assist physically disabled personnel.
4. No employee is permitted to re-enter the building until advised by the Designated Employee (after determination has been made that such re-entry is safe).
5. A list of refuges/safe zones is given in this table. A refuge zone is a meeting area designated in a location deemed safe for each group of employees within **DOOR AUTOMATION CORP.**

The following groups of employees will report to a designated person at their emergency destinations:

A volunteer from the group is to remain behind during evacuation to care for critical plant operations (should this be necessary). The procedures to be taken by those employees who have been selected to remain behind to care for essential plant operations until their evacuation becomes absolutely necessary include:

1. The monitoring of plant power supplies and water supplies, essential services which cannot be shut down for every emergency alarm, and

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2. Manufacturing processes which must be shut down in stages or steps where certain employees must be present to assure that safe shut down procedures are completed, including the following manufacturing processes:

Trained evacuation personnel conduct head counts once evacuation has been completed. There is at least one trained evacuation person for each twenty employees in the workplace to provide adequate guidance and instruction at the time of an emergency. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Once all employees have reached their evacuation destinations, each trained evacuation employee:

- Takes roll of group.
- Make sure all persons are accounted for.
- Reports to Josh Gatoff directly.
- Assumes the role of department contact to answer questions.

C. RESCUE AND MEDICAL DUTY ASSIGNMENTS

Rescue and medical aid may be necessary during emergency situations. Circumstances that call for rescue and/or medical aid shall be as deemed necessary.

Emergency Response Team (ERT) members are responsible for performing rescue duties in case of an emergency requiring rescue.

Designated first aid responders are to provide medical assistance within their capabilities to employees requiring it during an emergency situation.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

D. EMERGENCY REPORTING PROCEDURES

1. In the Event of a Fire

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When a fire is detected, go to the nearest fire alarm station and activate the alarm by pulling on the lever. The alarms will notify the Emergency Response Team as well as the local or facility Fire Department. Fire alarms are located on each floor near the elevators, and also near each entry/exit door.

The Emergency Response Team will perform assigned duties and will meet the fire department to assist them in putting out the fire. Head counts should be given to the local or facility Fire Chief of fire fighters. No employees are to return to the buildings until the "all clear" is given by the Emergency Response Team leader or the local or facility Fire Chief.

2. In the Event of a Tornado

When a tornado watch has been issued by the National Weather Service, the weather page will sound, followed by a weather bulletin with further information. At that point, A Designated Employee will monitor the National Weather Service reports. The Designated Employee will alert other employees of next steps.

In the event of a tornado, it is corporate policy to provide emergency warning and shelter. At the time of the announcement, all employees are responsible for evacuating to their assigned shelters in a tornado emergency.

E. TRAINED EVACUATION PERSONNEL

Critical Plant Operations Personnel

All employees have been notified by the company and provided training to assist in safe and orderly emergency evacuation for all types of emergency situations. All employees are to help direct all fellow employees during emergency evacuation, serve as a resource of information about emergency procedures, and conduct head counts once evacuation has been completed.

F. DESIGNATED EMPLOYEE'S RESPONSIBILITIES

Here at **DOOR AUTOMATION CORP.** the Controller/HR Liaison with support of other employees as needed is responsible for the following activities. He or she must:

1. Develop a written EAP for regular and after hours work conditions.

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2. Immediately notify the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the office.
3. Integrate the EAP with the existing general emergency plan covering the building occupied.
4. Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.
5. Conduct drills to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan. Yes, fire drills are required.
6. Satisfy all local fire codes and regulations as specified.
7. Train designated employees in the use of fire extinguishers and the application of medical first aid techniques.
8. Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained in their homes for use in communicating an emergency occurring during nonwork hours.
9. Decide to remain in or evacuate the workplace in the event of an emergency.
10. If evacuation is deemed necessary, the designated employee during the emergency ensures that:
 - * All employees are notified and a head count is taken to confirm total evacuation of all employees.
 - * When practical, equipment is placed and locked in storage rooms or desks for protection.
 - * The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
 - * In locations where the building owner/superintendent is not available, security measures to protect employee records and property are arranged as necessary.

G. TRAINING

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and

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immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during an emergency to ensure their safety.

This document is not one for which casual reading is intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it or will not understand the plan's importance. In addition, training on the plan's content is required by OSHA. A better method of communicating the EAP is to give all employees a thorough briefing and demonstration. **DOOR AUTOMATION CORP.** has chosen to train employees through presentation followed by a drill. Our local fire department requires fire drills, so we cover related EAP information at that time.

A better method of communicating the EAP is to give all employees a thorough briefing and demonstration. **DOOR AUTOMATION CORP.** has all managers and supervisors present the plan to their staff in small meetings.

We have set up a building wide EAP including all employees in the building. **DOOR AUTOMATION CORP.** has informed our employees of their duties and responsibilities under the plan. The standardized plan is kept in a binder in the Controller's office and is accessible by affected employees at 2700 Shames Drive.

H. TYPES OF EMERGENCY EVACUATIONS

At this company the following types of emergency evacuation exists as detailed earlier in this plan:

1. Fire
2. Active Shooter
3. Potential Environmental Act of God

We have attached to this, as well as samples or procedures we thought would ensure a better understanding of our written program.

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APPENDIX A
1910.38 Code of Federal Regulations
Employee Emergency Plans and Fire Prevention Plans

A. EMERGENCY ACTION PLANS

- (1) ***Scope and Applications:*** Applies to all EAPs required by a particular OSHA standard. The EAP shall be in writing and shall cover those designated actions employers and employees must take to ensure employees safety from fire and other emergencies. A copy of this plan can be found on the bulletin board of the main hallway.
- (2) ***Elements:*** The following elements, at a minimum, shall be included in the plan:
 - (i) Emergency escape procedures and emergency escape route assignments;
 - (ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
 - (iii) Procedures to account for all employees after emergency evacuation has been completed;
 - (iv) Rescue and medical duties for those employees who are to perform them;
 - (v) The preferred means of reporting fires and other emergencies; and
 - (vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
- (3) ***Alarm system:*** The employer shall establish an employee alarm system, which complies with 1910.165. If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.
- (4) ***Evacuation:*** The employer shall establish in the EAP, the types of evacuation to be used in emergency circumstances.
- (5) ***Training:***

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- (i) Before implementing the EAP, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of all employees.
- (ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (a) Initially when the plan is developed,
 - (b) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (c) Whenever the plan is changed.

B. INTRODUCTION

- (1) These procedures are to be used in case of fire or any other type of an emergency.

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(i)	Telephone Numbers of Emergency Services	Section One
(ii)	Building Emergency Exit Plan	Section Two
(iii)	Emergency Procedure — Fire	Section Three
(iv)	Emergency Procedure — Serious Injury or Illness	Section Four
(v)	Emergency Procedure — Tornado	Section Five
(vi)	Emergency Procedure — Hurricane	Section Six
(vii)	Emergency Procedure — Bomb Threat	Section Seven

(2) Section One

(i)	Telephone Numbers of Emergency Services	
(a)	Local Fire Department	911
(b)	Local Police Department	911
(c)	Local Emergency Medical Services (EMS)	911
(ii)	Non-Emergency Numbers	
(a)	Local Fire Department – Westbury Fire Department (516)334-7968	?
(b)	Local Police – Nassau Cty Second Precinct (516)573-6200	?

(3) Section Two: Building Emergency Exit Plan

- (i) The Building Emergency Exit Plan is to be posted in each office and in the warehouse area to illustrate the proper and exact evacuation routes to be taken. The Building Emergency Exit Plan illustrates all exits, all fire extinguisher locations, and all doors that are to remain unlocked during business hours. This drawing will also emphasize the inside hallways which should be occupied during any tornado or high wind alert decreasing the chance of injuries occurring from broken glass.

(4) Section Three: Emergency Procedure — Fire

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- (i) Regardless of the size of the fire, the following action points must be accomplished immediately in the order listed.
- (ii) Action Points:
 - (a) Alert all employees through the telephone P.A. system that there is a fire in the building.
 - (b) Call the fire department. 911 Number
 - (c) If any visitors or physically challenged employees are in the building, assist in their evacuation. At any **DOOR AUTOMATION CORP.** facility where an employee is deaf or hard of hearing, a special visual warning light meeting all federal, state, and local standards must be installed for his/her safety during any evacuation.
- (iii) Exit the building in a safe and orderly fashion and assemble in the parking lot.
- (iv) Outside the building, await the arrival of the Fire Department and direct them to the location of the fire.
- (v) Take a head count of all employees in the assembly area located at 1200 Shames Drive

Ricci Ritirato VP of Operations
John Pirhala Warehouse Supervisor

(5) Section Four: Emergency Procedure — Serious Injury or Illness

- (i) In case of a serious injury or illness, the following procedure will be implemented in the order as listed:
- (ii) Action Points:
 - (a) Call paramedics and/or ambulance — Use 911
 - (b) First aid can be administered by employees with proper training and certification, if such a person is available, and decides on their own to render first aid. At the office, no employee meets this criteria as of this date, making Action Point (a) the proper method.

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(5) Section Five: Emergency Procedure — Tornado

(i) In case of a tornado, the following procedure will be implemented:

- (a) If a tornado is sighted all personnel should be alerted by way of the P.A. system.
- (b) After the announcement is made, employees are to go to one of the following locations:
 - (1) Any Inside Hallway
 - (2) Inside room without windows
 - (3) INSIDE OF INTERNAL BUILDING RESTROOMS
- (c) All rooms with windows should be avoided
- (d) After emergency has past, take a head count of all employees
- (e) Call paramedics and/or ambulance and/or fire department if needed
- (f) If the smell of natural gas exists DO NOT USE TELEPHONES - Go to a safe place to use the telephone.
- (g) Assist all physically challenged personnel, and any visitors.
- (h) Section Six: Emergency Procedure — Hurricane
- (i) In case of a hurricane, the following procedures should be implemented:
 - (a) Management will notify all employees of the plan, when and if a complete or partial shutdown of the facility is necessary.
 - (b) Before a possible shutdown all efforts should be made to anchor any object outside that could become a possible missile if left outside
 - (c) Move any vehicle including trailers inside out of harms way.
 - (d) If caught at this facility during a hurricane use the same procedures as used in Section Five: Emergency Procedure — Tornado.

(6) Section Seven: Emergency Procedure — Bomb Threat

(i) In case of a bomb threat, the following procedure should be implemented:

- (a) Warn all employees by means of the P.A. system
- (b) Call police

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- (c) Exit building and assemble in the front parking lot as close as possible
 - (d) Call paramedics and/or ambulance and/or fire department if needed
 - (e) Assist all physically challenged personnel or visitors
- (ii) Names and regular job titles of persons or departments who can be contacted for further information or explanation of duties under this plan.

Lahna Finstad, Controller

C.FIRE PREVENTION AND MAINTENANCE

- (1) General: Because fires occur less frequently than other accidents, fires and the hazards that cause them are often regarded lightly. While the frequency of fires may not seem great, their potential consequences — the destruction of the building and/or the loss of life — are measurably greater.
- (2) Definition — Fire Prevention can be defined as the correction of unsafe practices (employee performance errors) or unsafe conditions (management system failures) which could result in fires. Unsafe practices and unsafe conditions which each employee must be aware of include:
- (i) Unsafe smoking procedures
 - (ii) Unsafe electrical equipment
 - (iii) Poor housekeeping or improper inspections
 - (iv) Use of open flame
 - (v) Improper disposal of hot materials
 - (vi) Unsafe use of flammables
 - (vii) Leaking gas
 - (viii) Spontaneous combustion

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- (ix) Improper storage

- (3) Each employee must constantly be on the alert for fire hazards and take immediate corrective action on any unsafe practice or condition they observe.

D. OSHA 1910.38 FIRE AND PREVENTION PLAN

- (1) ***Scope and Application:*** This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan will be in writing, except if you have less than ten employees.

- (2) ***Elements:*** The following elements, at a minimum, shall be included:

- (i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them.

- (a) Locations (Please list):

- (1) Warehouse
- (2)
- (3)

- (b) Storage (Please list):

- (1) Warehouse
- (2)
- (3)

- (c) Ignition Sources

- (1) Smoking — Electrical Breaker Box — Appliances

- (d) Control Procedures

- (1) All flammable materials shall be stored in an approved cabinet.
- (2) No smoking within 35' of stored combustible products.

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- (3) All electrical appliances must be placed in a safe location, away from combustible materials.
 - (4) All appliances must be Underwriter' s Laboratory or Factory Mutual approved.
 - (5) The appliance must be in proper working order with electrical cords and plugs in good condition. Periodic inspections on the condition of the appliance must be conducted monthly.
 - (6) If the unit develops cords with frayed wiring, defective plugs, or other defects, it must be taken out of service immediately.
 - (7) Provide designated smoking areas with proper equipment.
 - (8) Before the repaired unit is returned to service, safety personnel must approve it.
- (ii) Names or regular job titles of those personnel responsible for control of fuel source hazards.- N/A
 - (a) Name or Job Title
 - (b) Name or Job Title
- (3) ***Housekeeping:*** The employer shall control accumulation of flammable and combustible waste material and residues so that they do not contribute to a fire emergency. The housekeeping procedures are as follows:
 - (i) All oil soaked and paint saturated clothing, rags, waste and combustible refuse shall be stored in covered, non-combustible containers.
 - (ii) All gasoline, oil, or any flammable spill shall be covered with absorbent and disposed of properly.
 - (iii) Accumulation of all types of dusts should be cleaned at regular intervals from motors, electrical panels, overhead pipes and beams, and any place combustible materials are stored.
 - (iv) All trash cans inside and outside are to be emptied on a weekly basis. No cardboard, wood pallets, or paper refuse is to be thrown on the floors or areas near where combustible materials are stored.

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(4) **Training.** **DOOR AUTOMATION CORP.** shall apprise employees of the fire hazards of the materials and processes to which they are exposed. This training is to occur:

- (i) Initially when the plan is developed
- (ii) Whenever the employee's responsibilities or designated actions under the plan change
- (iii) Whenever the plan is changed

(4) **Maintenance.** The employer will regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

APPENDIX B

Active Shooter Action Plan for Field Employees

1. Purpose

To provide clear guidance for employees working in the field in the event of an active shooter situation. The goal is to ensure personal safety and quick, effective response under extreme stress.

2. Situational Awareness

- Always be aware of your surroundings.

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Know the location of:

- Nearby exits
- Areas to hide or barricade
- Potential escape routes
- Stay alert to suspicious behavior or noises (e.g., gunshots, screams).

3. Recognize an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area, typically using firearms.

4. Immediate Response Options

Follow the 'Run – Hide – Fight' protocol, in order of priority:

A. RUN (Evacuate)

- If there is a safe escape path, attempt to evacuate the area immediately.
- Leave belongings behind.
- Warn others on your way out, if it is safe to do so.
- Move quickly and quietly to a safe location far from the threat.
- Call 911 when you are safe. Provide:
 - Your name
 - Location of the shooter
 - Number of shooters (if known)
 - Description of the shooter and weapons

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- Your location and status

B. HIDE (Shelter in Place)

If you cannot safely run:

- Find a place out of the shooter's view.
- Lock and barricade doors if inside a building or trailer.
- Silence phones and any other noise-making devices.
- Turn off lights.
- Stay low and remain quiet.
- Do not leave until given the all-clear by law enforcement.

C. FIGHT (Last Resort)

If you are confronted and cannot run or hide:

- Commit to your actions.
- Improvise weapons (tools, hard hats, heavy objects).
- Work as a team, if not alone, to overpower the shooter.
- Be aggressive and aim to disable the attacker.

5. Communication Protocol

- Report the incident to **911 immediately once you are safe.**
- Notify your supervisor and/ or the office as soon as you are safe.
- **Do not post details on social media until the situation is resolved and cleared by law enforcement.**

6. After the Incident

- Cooperate fully with law enforcement.
- Seek medical attention, even for minor injuries or emotional trauma.
- Participate in any required incident debriefing or reports.

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- Use company-provided mental health resources or Employee Assistance Programs (EAP).

7. Preparedness Tips

- Attend all active shooter or safety training sessions provided by the company.
- Review emergency procedures for each worksite.
- Identify two exit routes at every site.
- **Keep phone batteries charged, and location services enabled while in the field.**
- Use the company's emergency communication system/app, if available.

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