



2025

Revision

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WORK RELATED INJURY/INCIDENT PROCEDURES

IF AN EMPLOYEE REQUIRES EMERGENCY MEDICAL ATTENTION, CALL 911 IMMEDIATELY! or seek medical attention from the nearest emergency room or urgent care facility.

- The employee should notify their supervisor immediately after a work-related injury, illness, or near miss occurs. The supervisor should then notify the department director and a human resources representative.
- If an employee requires non-emergency medical attention, the employee should seek medical attention from a WCRC approved medical facility after obtaining an authorization form from a human resources representative.
- If the employee only requires first aid or needs to document the incident, the employee only needs to complete the Incident Report Form.
- If the employee requires medical attention, it is the supervisor's responsibility to accurately and completely fill out Incident Report in conjunction with the employee and return it to a human resources representative within two (2) days of the incident.
- Immediately after ensuring the employee has received proper first aid or medical attention the supervisor should initiate an accident investigation to focus on the root cause of the accident and subsequent corrective actions.
- See the Drug-Free Workplace Policy HR-16 for post-accident drug and alcohol testing.
- The injured employee must follow up with a human resources representative after receiving medical attention.

AFTER HOURS INJURY/ILLNESS

If an employee requires medical attention after hours for a work-related injury or illness, the employee should seek medical attention from a WCRC approved medical facility. The employee should notify their supervisor as soon as possible that medical attention was received after hours.

EMERGENCY CONTACTS

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MANAGEMENT COMMITMENT AND PLANNING

HEALTH AND SAFETY POLICY STATEMENT

The Washtenaw County Road Commission (WCRC) places a high priority on the safety of its employees. WCRC is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop.

It is WCRC's fundamental safety policy that no task is critical enough for an employee to violate a safety rule or risk injury or illness to complete it.

SAFETY OBJECTIVES

WCRC plans to achieve worker health and safety by:

- Utilizing a designated Safety Coordinator.
- Engaging in loss control inspections with the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) and the County Road Associate Self-Insurance Fund (CRASIF).
- Planning for safety before each job and each new task using a written Activity Hazard Analysis (AHA). Performing site safety inspections.
- Following established safety guidelines, procedures, and rules.
- Providing on-going safety training.
- Enforcing safety rules and issuing appropriate discipline.

SAFETY TRAINING

New Hire Safety Orientation

All new employees will receive a comprehensive safety orientation to familiarize them with our policies, procedures, and emergency protocols. This program includes education on personal protective equipment (PPE), safe work practices, reporting procedures, and specific safety training relevant to their job.

Ongoing Safety Training

Safety is an ongoing priority. Employees will receive continuous education to stay current with emerging risks, equipment, and regulations. This training includes:

- **Annual Safety Refresher Courses:** Regular courses designed to reinforce core safety principles, update employees on new safety regulations, and remind them of safe work practices.

- **Job-Specific Safety Training:** Role-specific training tailored to the tasks employees perform, such as operating heavy machinery, handling hazardous materials, or working around confined spaces.
- **Safety Drills and Simulations:** Regular drills to practice emergency response protocols for situations such as fire evacuations, medical emergencies, or severe weather events.
- **Online Safety Training via WCRC Academy:** This training provides convenient, flexible access to important safety information, ensuring that workers can complete required courses at their own pace and on their own schedule. The WCRC Academy online training program includes interactive modules, videos, quizzes, and scenario-based learning to engage employees and reinforce key concepts such as hazard identification, emergency procedures, and proper equipment usage. By offering this training remotely, WCRC can ensure compliance with safety regulations, reduce workplace accidents, and foster a culture of safety, all while saving time and resources.

DESIGNATED SAFETY COORDINATOR

The Washtenaw County Road Commission utilizes a designated Safety Coordinator. The Safety Coordinator will coordinate, implement, and administer the health and safety program. Specific responsibilities include:

- Ensure compliance with MIOSHA construction and general industry safety and health standard requirements.
- Conduct or coordinate regular site safety inspections.
- Establish safety and health procedures.
- Coordinate or facilitate regular safety and health training.
- Conduct or assist with informal group discussions focused on a particular safety issue.
- Maintain documentation of training, inspections, and other safety records.
- Participate in accident investigations and implementation of corrective actions.

SUPERVISOR RESPONSIBILITIES

Supervisors have specific responsibilities to provide for the health and safety of their employees. Their role in key leadership positions in the organization is to promote WCRC safety policies and procedures and to prevent injuries to their employees. Specific responsibilities include:

- Enforcement of all safety rules and regulations.
- Provide training for each newly assigned employee regarding the operating procedures, hazards, and safeguards of each task.

- Ensure that safety equipment, devices, personal protective equipment, and apparel are provided, maintained, and properly used by individuals working under their supervision.
- Take prompt corrective action when unsafe conditions, practices, or equipment are reported or observed.
- Conduct a prompt and thorough investigation of all work-related injuries, illnesses, and accidents. Submit appropriate recommendations on all accident reports.
- Provide employees with instruction and assistance in the proper operation of equipment, materials, and personal protective equipment involved in any operation which may be potentially hazardous.
- Be knowledgeable of appropriate safety policies, rules, and procedures and how they specifically apply to their responsibilities and authority.

RESPONDING TO HEALTH AND SAFETY ISSUES

WCRC will take prompt consistent action when responding to health and safety issues. We will demonstrate our commitment to addressing safety and health concerns and encourage employee participation. Supervisors will respond to employee reports of hazards or potential hazards as soon as they are reported.

Immediate supervisors will review, investigate, and take any necessary and appropriate action on all employee reports of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards is compulsory, a condition of employment, and will be without fear of reprimand.

EMPLOYEE INVOLVEMENT

SAFETY COMMITTEE

The Safety Committee was formed to help employees and management work together to identify safety problems, develop solutions, review incident reports, and evaluate the effectiveness of the Road Commission's health and safety program. The Safety Committee is comprised of two (2) stakeholder groups, directors and employee representatives. The employee group meets monthly, with the director's group joining quarterly for in-depth discussion and guidance.

REPRESENTATIVES

The safety committee will consist of up to twelve (12) representatives and one (1) permanent member. Ten (10) representatives will be employees representing different departments and locations and two (2) may be at-large representatives. Employee representatives can volunteer and will serve a term of one (1) year, which may be continued. The Safety Coordinator will be a permanent member of the committee and will act in an advisory role.

COMPOSITION

The safety committee will consist of at least one representative from each of the following areas:

- Administration
- District 1, Signs, and Signals
- Districts 2 and 5
- District 3
- District 4
- District 6
- Engineering
- Facilities
- Heavy Equipment and State Trunkline
- Safety Coordinator
- Shop
- At-Large
- At-Large

EMPLOYEE RESPONSIBILITIES

All WCRC employees have specific responsibilities, as a condition of employment, to comply with established health and safety policies, standards, rules, procedures, and

regulations. Compliance with these is essential to creating and maintaining a healthy and safe work environment.

Specific responsibilities include:

- Comply with applicable environmental health and safety policies, standards, rules, regulations, and procedures. These include safety-related signs, posters, warnings, and written/oral directions when performing tasks.
- Refrain from performing any function or operation that is considered hazardous or is known to be hazardous without proper instruction or authorization.
- Become thoroughly knowledgeable about potential hazards associated with the work area; know where information on these hazards is maintained and how to use this information when needed.
- Correctly wear or use prescribed personal protective equipment. Each employee is responsible for the condition of their safety equipment. Any defect or damage shall be reported to the supervisor immediately.
- Report all unsafe conditions, practices, or equipment to the supervisor, or Safety Coordinator, whenever deficiencies are observed.
- Inform the supervisor immediately of all work-related injuries or accidents and obtain prompt medical attention when necessary. All associated accident/illness reports should also be completed accurately.

SAFETY SUGGESTION PROGRAM

The Safety Suggestion Program was established to encourage all employees of the WCRC to actively participate in ensuring that our workplace is as safe as possible. Through this program, employees are encouraged to submit their suggestions for improving the safety of various work activities throughout the organization. All full-time, part-time, and temporary employees are eligible to participate in the program.

WORKSITE ANALYSIS

The Washtenaw County Road Commission will conduct a worksite analysis working with MCRCSIP and CRASIF, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are examples of worksite analysis actions that can assist with compiling an inventory of potential hazards in our workplace:

- Activity Hazard Analysis
- Comprehensive hazard surveys (insurance pool inspections, MIOSHA on-site, etc.).
- Hazard analyses of changes in the workplace (new equipment, new processes).
- Regular site health and safety inspections (employee and management).
- Employee report of hazards or potential hazards.
- Accident and incident investigations with corrective actions and follow-up.
- Injury and illness trend analysis.
- Identification of energy sources for specific machines.
- Personal protective equipment assessment.
- Ergonomic and hygienic analysis.
- Specific identification of confined spaces.

NEW EQUIPMENT, PROCESSES, AND FACILITY HAZARD ANALYSIS

The Director of Operations and/or supervisor will analyze new facilities, equipment, processes, and materials for hazards and potential hazards.

ACTIVITY HAZARD ANALYSIS (AHA)

The main purpose of an Activity Hazard Analysis (AHA) is to prevent accidents by anticipating and eliminating hazards. The relevant supervisor will periodically perform an AHA to assure the appropriate safeguards and protections are in place and develop safe work practices and procedures.

EMPLOYEE REPORT OF HAZARDS

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective safeguard to set in motion a closer look at a piece of equipment or operation. Reports of potential hazards should also contain suggestions to eliminate a hazard.

ACCIDENT/INCIDENT INVESTIGATION

WCRC will conduct an investigation for all accidents/incidents and near misses. The primary goal of conducting an investigation is to determine the root cause to prevent the risk of a future occurrence. Reports can help determine injury and illness trends over time so that reoccurring risk patterns can be identified and prevented. Accidents and near-miss incidents will be investigated by immediate supervisors. The completed reports will be reviewed by the Safety Coordinator.

GENERAL HEALTH AND SAFETY

All employees play an important role in keeping our workplace safe. Some of these procedures may be described as simplistic or fundamental to safety in any office, work zone, garage, storage facility, or other situation where potential hazards exist, but these procedures are relevant and important.

GENERAL HOUSEKEEPING

- It is the policy of WCRC to comply with the requirements in MIOSHA General Industry Safety Standard, Part 1, R 408.10015, which mandates safe housekeeping practices to ensure a safe work environment.
- Work areas shall be uncluttered and cleaned upon completion of operations or at the end of each workday. This is particularly important for areas with hazardous materials and equipment.
- Floors shall be maintained free from tripping, slipping, and falling hazards (e.g. cords, cables, wires, hoses, equipment, and tools).
- All materials, hazardous or non-hazardous, shall be clearly and properly labeled, stored in designated containers, and in designated storage areas in accordance with Safety Data Sheet (SDS) guidelines.
- Desk, file drawers, and cabinet doors shall be closed when not in use.
- Oil and/or solvent soaked rags shall be properly disposed of in appropriate fireproof containers.
- Spills shall be cleaned immediately and thoroughly.
- Emergency equipment and controls shall not be blocked. Hallways and stairways shall not be used as storage areas.
- Workbenches and shelves shall not be overloaded with unused equipment, chemicals, or other materials.

FIRE SAFETY

- Fire extinguishers shall be checked monthly for usage service conditions, and to ensure they are in good operating condition.
- Areas around welding or flame cutting operations shall be free of flammable or combustible materials.
- Fire extinguishers shall be present in designated locations and clearly labeled. Clear access to fire extinguishers shall be maintained at all times.

- Exits, aisles, and corridors shall be free of obstacles, hazards, and combustible materials.
- Combustible or flammable materials shall be maintained at a safe distance from heat sources or electrical equipment. Flammable materials shall be stored in an approved manner.
- Exit signs shall be visible and properly illuminated.
- Smoking shall be prohibited within 15 feet of all fueling operations.

ELECTRICAL SAFETY

- It is the policy of WCRC to comply with the requirements in MIOSHA General Industry Safety Standard, Part 40 (Electrical Safety). This includes all regulations regarding electrical installations, maintenance, and safety measures to prevent electrical hazards.
- Access to electrical equipment (e.g. plugs, switches, and circuit breakers) shall be free from obstruction. Electrical panels must always remain easily accessible, and their access areas should be kept clear of any materials or equipment.
- All current transmitting parts of electrical devices shall be enclosed.
- Electrical connections shall not be handled with wet hands or when standing in or near water.
- Safety devices, such as circuit breakers and fuses shall not be bypassed.
- Electrical equipment shall be disconnected from electrical outlets or circuits when being adjusted, lubricated, moved, or cleaned. In accordance with MIOSHA Lockout/Tagout (LOTO) standards, lockout/tagout procedures shall be followed when necessary to ensure equipment is de-energized.
- Electrical plugs, cords, and extension cords shall be maintained in good condition. Cords with frays, exposed wires, or other visible damage shall be immediately removed from service and replaced.
- Extension cord use shall be kept to a minimum and shall be used only temporarily.
- Cords shall be placed in areas where they are not exposed to physical damage. They shall not be run through doorways or ceilings, improper wall penetrations, or placed under carpets.
- Under no circumstances shall extension cords or electrical cords be spliced.
- Extension cords, multiple outlet strips, and cubes shall be plugged directly into a wall outlet.

ERGONOMICS

Ergonomics is the science of adapting tasks, machines, and the workspace to the capacities and limitations of the human form to promote the health and safety of the worker. Ergonomic wellness can be achieved by following these guidelines:

- Educate yourself about potential risks associated with operations involving prolonged repetitive motion and make the necessary adjustments to achieve the best “fit” for your work situation.
- Avoid performing repetitive motions/tasks for a long period. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Utilize proper body posture during work tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to minimize glare.

All WCRC employees are encouraged to understand the ergonomics applicable to their work area, determine if the work area meets those ergonomic standards, and to suggest any necessary changes or modifications. Employees can contact the Safety Coordinator for assistance with work area evaluation.

OCCUPATIONAL HEALTH AND SAFETY PROGRAMS

HAZARD COMMUNICATION PROGRAM (RIGHT-TO-KNOW)

It is the policy of WCRC to comply with the requirements in MIOSHA General Industry Standard, Part 92, which pertains to Hazard Communication. The purpose of this program and standard is to ensure that employees are informed about the chemical hazards in their work environment. This information is to be communicated through a written Hazard Communication Program, container labeling, Safety Data Sheets (SDS), and employee education and training programs.

A copy of the Hazard Communication Program, a list of known surveyed hazardous chemicals and the department in which they are used, and copies of the Safety Data Sheets (SDS) and a copy of state regulations, are available under Employee Central on the WCRC website. For additional information, employees may refer to the Hazard Communications Program policy (HR-41), contact their supervisor or the Safety Coordinator for additional information.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Industry best practices as well as the Occupational Safety and Health Administration (OSHA) require the use of personal protective equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures.

It is the employee's responsibility to use, maintain and clean the PPE provided to them. If the employee's PPE becomes broken, damaged or worn, it is the employee's responsibility to request a replacement.

Refer to the Safety Coordinator or Activity Hazard Analysis for task specific PPE requirements. It is the employee's responsibility to ask when unsure what PPE is required when performing an assigned task.

Eye and Face Protection

- Eye and face protection shall be worn as a protective barrier to guard against flying objects or particles, liquid chemicals, chemical gases or vapors, acids or caustic liquids, and light radiation that results from welding, brazing, or soldering operations.
- Safety glasses shall be equipped with permanent or integral side shields to eliminate the possibility of projectiles entering the sides of the safety glasses.

- Eye and face protection shall comply with the American National Standards Institute (ANSI) Standard, Z-87.1.
- Compliant eye protection must be worn outdoors while engaging in, inspecting, or observing work activities, in building areas marked requiring eye protection, regulating traffic (flagging), and in any activity where there is a chance of an eye injury.
- Safety glasses with tinted lenses shall be prohibited inside buildings and other areas where there is insufficient lighting.
- Ultraviolet (UV) protective coatings for prescription safety glasses are permitted.
- Eye and face protection shall be maintained in good condition and shall be visually inspected before each use to check for defects, such as pitting or scratched lenses.

Safety glasses with side shields may not afford adequate protection while performing certain tasks. Hazards requiring the use of face shields and/or goggles along with the safety glasses and side shields include the following:

- Chemical splashes and vapors in areas where chemicals are mixed, poured, and batteries are handled.
- Flying fragments, large chips, particles, sand, and dirt from work involving chipping, grinding, machining, masonry, and sanding.
- Burns from hot sparks in work involving pouring hot materials, electrical work, gas cutting, or welding.
- When grinding, chipping, or cutting, approved goggles must be worn to eliminate any flying fragments from finding an opening into the eye.
- When cutting or welding metal, welding goggles or a welding helmet with a tinted window must be worn.
- A mesh window, in place of a face shield, can be worn during work involving brush cutting, clearing, and debris pick-up.

Hand Protection

- Hand protection shall be worn as a protective barrier to guard against: harmful substances that can be absorbed into the skin, sharp materials or processes that could cause severe cuts, lacerations, abrasions or punctures, chemicals that irritate the skin or enter or enter the bloodstream, temperature extremes, and irritating substances that could cause dermatitis.
- Loose fitting gloves shall not be worn around equipment which could catch on the glove, (i.e. brush chippers, drills, or other rotating/moving pieces of equipment).
- When working with liquids or doing electrical work, appropriate rubber gloves shall be worn.

- Electrical work requires rubber insulating gloves and is covered in MIOSHA Construction Standard, Part 6, as to type and testing requirements. Guidance for using rubber/neoprene gloves when handling chemicals can be found in the SDS for the particular substance.
- Hand protection shall be maintained in good condition and shall be inspected before use for cracks and holes, especially at the tips and between the fingers.

Head Protection

- Head protection shall be worn to protect against falling objects (impact and penetration), electrical hazards, and bump hazards.
- Head protection shall at minimum comply with ANSI Standard, Z89.1, Type 1, Class C.
- Head protection must be worn outdoors while engaging in, inspecting, or observing work activities; in building areas marked as requiring head protection, regulating traffic (flagging), and by all personnel engaged in any activity where there is a hazard from falling or flying objects, or other harmful contacts, or exposures to head injury.
- Hard hats shall not be deliberately damaged, physically altered, or painted (shell becomes brittle) and shall be worn as intended. No other head gear may be worn under a hard hat, except for an approved hard hat liner.
- Hard hats shall not be stored in a vehicle. Overexposure to ultraviolet light, such as sunlight and extreme heat, may cause the shell to deteriorate.
- Hard hats shall be maintained in good condition and shall be visually inspected before use for signs of cracks, penetration or other damage due to rough treatment or wear.

Hearing Protection

- Hearing protection shall be worn when employees are exposed to noise levels that equal or exceed an 8-hour time weighted average sound level of 85 dBA.
- Employees with hearing loss shall wear appropriate hearing protection to conserve their hearing.
- Ear plugs and earmuffs can be worn in conjunction with each other to provide additional protection.

Leg and Foot Protection

- Foot protection shall be worn when hazards exist that could result in impact and compression, electrical or metatarsal injuries.
- Foot protection shall meet the most recent requirements of ANSI Standard F2413.
- All required safety boots shall bear a permanent mark to show the manufacturer's name or trademark and have the American Society of Testing Material (ASTM) standards certificate F2413. Safety boots shall also have a 6-inch or higher top.

- Safety boots must be worn by all personnel engaging in, inspecting, or observing field operations, in building areas requiring protective footwear, regulating traffic (flagging), and in any activity where there is a hazard for foot injury. Footwear such as athletic shoes, dress shoes, and other casual shoes shall be prohibited from safety sensitive work areas.
- Additional foot protection, such as metatarsal guards, may be required when operating air hammers and other work which could cause injury to other areas of the foot. When a hazard is created by chemicals or other irritants which could cause injury or impairment to the feet by absorption, rubber boots must be worn over the safety footwear. When working with hazardous substances, Safety Data Sheets (SDS) should be consulted as to any recommendations for foot protection.
- The Department Director or their designee shall determine when, in their judgment, a pair of safety boots require replacement. Foot protection shall be replaced or repaired when the soles are worn out, when holes are present, or when the stitching unravels.

Protective Clothing

- High visibility safety apparel, such as vests and t-shirts shall meet the most recent requirements of ANSI Standard ANSI/ISEA 107, Performance Class 3 and shall be worn when workers are exposed to the hazard of being struck by public traffic or construction vehicles and moving equipment within a work zone or adjacent to a roadway.
- Employees shall not wear clothing such as shorts or cut-offs, skirts, sleeveless shirts, halter tops, clothes with holes in them when involved in field activities.
- Generally, it is good to cover as much of the body as possible to protect against scrapes, burns, punctures, or even the harmful effects of the sun. All employees will be required to wear a shirt with sleeves and full-length pants when involved in field activities.

Respiratory Protection

There are no known WCRC operations or activities where exposure levels are such that respiratory protection would be required to be worn.

Fall Protection

- Fall Arrest Equipment
 - a. When exposure to an elevated fall hazard cannot be prevented through recognized controls (elimination, substitution, engineering, and administrative), personal fall arrest equipment shall be used to control the fall.
 - b. Personal fall arrest equipment shall be rigged such that an employee can neither free fall (four feet or more in General Industry settings or six feet or more in Construction settings), nor contact any lower level.

- c. Fall arrest systems are to be installed and used in accordance with rules and standards as prescribed by MIOSHA, ANSI/ASSP, manufacturer instructions and this policy.
- Fall Protection Systems
 - a. Fall protection systems (railings) shall be used whenever there is potential to fall (four feet or more in General Industry settings or six feet or more in Construction settings)
- Surfaces
 - a. All surfaces shall be free of debris, holes, loose boards, protruding fasteners, and liquids and shall allow for free movement of traffic and pedestrians, as is practical and reasonable.
- System Components
 - a. All harnesses, belts, lanyards, ropes, positioning device systems and lifelines shall be inspected in accordance with recommendations prescribed by MIOSHA, ANSI/ASSP, manufacturer instructions and best practices.
 - b. All inspections shall be documented and damaged equipment shall be removed from service and tagged “DO NOT USE” or destroyed immediately.
- Training
 - a. Employees required to use fall protection equipment shall be trained prior to use in the safe and proper use of the equipment as prescribed by MIOSHA, ANSI/ASSP, manufacturer instructions and best practices.

PERMIT-REQUIRED CONFINED SPACE ENTRY

It is the policy of WCRC to comply with the requirements in MIOSHA Occupational Health Standards, Part 35 (Construction), Part 90 (General Industry Safety), and Part 490 (General Industry Health). No employee shall enter confined spaces without authorization.

A confined space is defined as the following:

- A space that is not designed for continuous employee occupancy.
- Is large enough and so configured that a person can physically enter into and perform assigned work.
- Has limited or restricted means for entry or exit.

A permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.

- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

Effective hazardous energy control procedures will protect employees during machine and equipment servicing and maintenance where the unexpected energization, start up or release of stored energy could occur and cause injury.

Refer to Interoffice Procedure IO-19 for detailed information to ensure that machines and equipment are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance.

OCCUPATIONAL HEALTH AND SAFETY WORK RULES

EQUIPMENT OPERATION

- All WCRC work rules for operation of equipment and all State of Michigan traffic laws shall be strictly observed.
- Employees are limited to operating equipment they are authorized to use and only after all safety devices are in place and operation manuals are reviewed.
- Vehicles or equipment shall be thoroughly inspected before starting assigned work. Any and all defective safety equipment or mechanical deficiencies shall be reported to their supervisor or the Equipment Maintenance Supervisor.
- Proper 3-point mounting/dismounting techniques shall be used when mounting/dismounting a piece of equipment.
- Seat belts shall be worn at all times.
- Windshields, windows and mirrors shall be kept free of dirt, frost or other obstructing substances or materials.
- Basic safety equipment, which includes flares, flashlight, current fire extinguisher and first aid kit, shall be carried in all vehicles in case they are needed.
- All small tools shall be stored in a secured toolbox and vehicles will be kept free of unnecessary equipment or debris.
- Prior to starting, operators will assure that no obstacles or personnel are in the area. If unsure, drivers shall exit and walk around the vehicle or obtain assistance.
- When heavy equipment is being loaded or off-loaded from a trailer, two employees may be necessary to perform this operation. The second employee will act as a guide and perform traffic control, as conditions warrant.
- Machines shall not be kept running while unattended.
- Equipment shall not be adjusted while it is running or attempts made to stop equipment with hand or another makeshift device.
- Proper jacks and blocking devices shall be used at all appropriate times.
- Vehicle gasoline tanks shall not be filled while indoors, while the engine is running or while using cell phones.
- Rotary mower blades shall be lifted for proper clearance while traveling over loose gravel drives or walkways.
- The load capacity and operating speed of equipment shall not be exceeded.
- Loose fitting clothes shall not be worn when working with or near machinery. When operating or in close proximity to equipment, jewelry on hands and wrists shall be removed, necklaces tucked in, dangling earrings removed, and long hair pulled back.

GARAGE AND/OR REPAIR AREA

- Be sure all guards have been replaced and properly adjusted before operating any equipment which has been repaired or adjusted.
- Keep repair and yard areas free of unnecessary debris and equipment parts. Immediately remove floor hazards, such as oil, grease, debris, and tools, which can cause falls or fires.
- Repair areas shall be adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas by:
 - Move equipment with engine running to the outside, or
 - Attach a hose leading outside to the vehicle or machine's exhaust, or
 - Ensure the ventilation system for the facility is operating to remove contaminants.
- Do not attempt to move heavy parts alone. Ask for help or use a mechanical lifting device.
- Do not overload hand-operated or electrical hoists. Always check the capacity of the hoisting device and know the weight of the object being lifted.
- When inflating a tire, turn face away from tire. Never hold the tire between your legs. Always use a safety cage when inflating tires equipped with lock rings.
- Compressed air may be used for cleaning or servicing of equipment not for blowing dirt from hands, face, or clothing.
- Label all compressed gas cylinders. For large cylinders secure in an up-right position to a stationary support. For portable cylinders, secure to carrying case. For cylinders mounted on vehicles, secure to vehicle fixture.
- Fuel and oxidizer should not be stored together. These substances shall be separated by a distance of at least twenty (20) feet.
- Carry or store small quantities of gasoline or other flammable solvents only in safety cans and tagged containers. Do not use any flammable substance to wash hands or clothing.
- Use a safety solvent provided for cleaning parts. Never use carbon tetrachloride, gasoline or other hazardous materials.
- Use metal safety stands when working under a vehicle which is raised by a floor jack.
- When working under the box of a dump truck, ensure that the box is chocked in two (2) locations.
- Use suitable replacement parts, lubricants, service procedures, and proper tools for the job, at all times.
- Adjust machinery only if authorized and qualified to do so.
- Keep all tools in clean, safe condition, including replacing broken handles, dressing mushroomed heads of striking equipment, and making sure all electrical tools are properly grounded.

- Take necessary measures to limit exhaust emissions in repair areas by operating appropriate ventilation.
- Use lifts, jacks, and hoists at the manufacturer's recommended load limits.

EXCAVATION AND TRENCHING

- It is the policy of WCRC to comply with the requirements in MIOSHA Construction Safety Standard, Part 9.
- Use protective systems if the trench is 5' or deeper.
- If the trench is less than 5' but is hazardous due to soil or the nature of the trench, then protective systems must be used.
- Appropriate protective systems to prevent a cave-in may include trench boxes, shoring, benching of trench sides, or sloping of trench sides.
- Inspect site daily at the start of each shift, following a rainstorm, or after any other hazard-increasing event.
- Contact MISS DIG at 1-800-482-7171 or 811 to locate underground lines at least 3 days prior to excavating.
- Plan for traffic control when necessary; refer to the *Michigan Manual on Uniform Traffic Control Devices* (MMUTCD), Part 6 for traffic control.
- Provide safe access into and out of the excavation. If the excavation is 4' or greater, ensure a ladder is within 25' of workers in the excavation.
- Provide appropriate protections if water accumulation is a problem. Water flow and accumulation must be inspected and controlled.
- Limit excavations to the minimum amount of time needed to complete operations.

WORK ZONE SAFETY

A traffic control plan must be developed and implemented before performing any work in or around the roadway. Refer to the *Michigan Manual on Uniform Traffic Control* (MMUTCD), Part 6 for specific guidelines and requirements.

When operations are such that signs, signals, and barricades do not provide adequate protection on or adjacent to a highway or street, flaggers and/or other appropriate traffic control shall be provided. Flaggers shall use signaling techniques in strict accordance with the *Michigan Manual on Uniform Traffic Control* (MMUTCD), Part 6, to ensure safety for workers and road users.

LADDERS/ELEVATED PLATFORMS

- It is the policy of WCRC to comply with the requirements in MIOSHA Construction Safety Standard, Part 12.
- Ladders shall be stored in locations where they will not be exposed to the elements.
- Ladders shall be long enough to do the job safely. Individuals shall not stand on the top two steps of a stepladder. The top three feet of an extension ladder shall not extend beyond the anchor point.
- Ladders shall not be placed in front of a door that opens towards them unless the door is blocked, locked, or guarded.
- Stepladders shall be fully spread and locked when used.
- Fiberglass ladders are preferable to aluminum or wood ladders when working around electrical equipment. Rubber shoes shall be worn if an aluminum ladder is used.
- Ladder feet shall be leveled before individuals climb on the ladder.
- Ladders shall be used by only one person at a time.
- Individuals shall face the ladder and hold onto each rung when climbing or descending.
- No attempt shall be made to reach beyond normal arm's length while standing on the ladder, especially to the side.
- Ladders shall be secured at the bottom to prevent kickout and secured at the top with non-conductive material if they are tall or unstable.
- Elevated platforms shall be erected properly and securely.
- Wooden ladders shall not be coated with opaque materials, such as paint.

HAND AND POWER TOOLS

- It is the policy of WCRC to comply with the requirements in MIOSHA General Industry Safety Standard, Part 38.
- Any tool that is malfunctioning shall be immediately removed from service and tagged.
- Only appropriately trained employees shall operate tools and machinery.
- All tools and equipment shall be kept in a clean and good working condition. Keep all tools properly lubricated and make sure all cutting tools are sharp.
- Use the right tool for the job and store it in a safe place.
- Do not carry any tool or piece of equipment by the cord or yank it to disconnect it from the receptacle.
- Secure work by using clamps or a vise.
- When sawing, never reach under the material being cut.
- Never exceed the manufacturer's recommended speed (RPM) on any rotary equipment.

- All rotary operating machines and all pinch points must be protected by a proper guard or shield.
- Electric tools shall be grounded or double insulated in an approved manner and control switches shall be placed at a readily accessible point.
- Air powered (pneumatic) tools shall be secured to the hose in such a manner as to prevent disconnection, and the manufacturer's recommended safe operating pressure shall not be exceeded.
- Tractors or other equipment with power take-off shafts shall be guarded. This equipment shall be shut off before the operator dismounts to make any repairs or adjustments.
- Abrasive wheel and stand grinders shall be provided with safety guards, which cover the spindle ends, nut and flange projections, and are strong enough to withstand the effects of a bursting wheel. If guards become broken or damaged the equipment must be removed from service and tagged until it can be repaired.
- Floor and bench mounted grinders shall be equipped with a rigid work rest adjusted to a clearance not to exceed 1/8 inch between the rest and the wheel surface. Should the work rest become broken the grinder will be taken out of service and tagged until it can be repaired.
- Abrasive wheels shall be closely inspected before mounting to ensure that they are free from defects. Abrasive wheels should be inspected daily for cracks.

AERIAL DEVICE OPERATIONS

- It is the policy of WCRC to comply with the requirements in MIOSHA Construction Safety Standard, Part 32.
- Only trained and certified employees shall operate aerial lifts.
- A compliant harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- Employees shall stand firmly on the basket floor and not sit/stand/climb on the edge of the basket. Planks, ladders, or other devices shall not be used for additional elevation.
- Aerial lift trucks shall not be moved with workers in an elevated basket.
- Lift controls shall be tested each day prior to use to ensure that they are in good working condition.
- Control functions shall be plainly marked.
- Wheel chocks shall be installed before using an aerial lift on an incline.
- The aerial work platform shall be used only in accordance with the manufacturers or owners operating instructions and safety rules.

WELDING AND CUTTING

- It is the policy of WCRC to comply with the requirements in MIOSHA Construction Safety Standard, Part 7.

- Welding equipment shall be chosen for safe application to the work and shall be properly installed. Proper shielding and eye protection to prevent exposure to personnel from welding hazards shall be provided and used.
- Compressed gas cylinders shall be securely fastened to prevent their falling over or being knocked down, both on the job and during transportation.
- Use adequate ventilation when welding, cutting or soldering.
- Avoid working in the same work area where flammables or combustibles are present.
- Workers designated to operate welding equipment shall have been properly instructed and qualified to operate it.
- Precautions for fire prevention in areas where welding or other “hot work” is being done shall include isolating welding and cutting activities, removing fire hazards from the vicinity and providing a fire watch.

HANDLING AND STORAGE OF MATERIALS

- It is the policy of WCRC to comply with the requirements in MIOSHA Construction Safety Standard, Part 8.
- When lifting an item, place your feet shoulder width apart to ensure secure footing. Bend at the knees and get a firm grip on the object. Keep your back straight and as upright as possible. Lift gradually by straightening your legs, maintaining a straight back throughout the movement. Avoid twisting your body or moving into awkward positions. When lowering the item, use the same steps in reverse to ensure safety.
- Always ask for assistance in handling heavy loads or loads of awkward shapes or sizes. When two or more persons lift or carry a load, be sure all act together to prevent throwing the load onto anyone member of the team.
- Wear the PPE which is required for the job being performed.
- Keep hands away from pinch points, such as between walls and objects being handled to prevent crushed fingers and hands.
- Use the proper equipment for moving or lifting the load such as hooks, ropes, slings, levers, or mechanical devices.
- Wear gloves and safety glasses and stand clear when cutting wire or metal straps. Warn others in the area of the possible danger of flying objects.
- Make sure the path through which you must remove material is free of traffic, tripping, and/or other dangers.
- While stacking material for storage, make sure the base is firm and level. Cross tier and keep piles from becoming too high. Keep aisle clear and never stack materials in emergency paths.
- Beware of open flames or hot surfaces when handling combustible and flammable materials.

HEAT STRESS

- It is the policy of WCRC to comply with the requirements outlined MIOSHA General Industry Standard, Part 451.
- Wear protective clothing that provides cooling; clothing that is lightweight (poly/cotton blend), light colored, and loose-fitting.
- Check on other workers that might be at high risk; use a buddy system. Be aware of heat exhaustion. Some symptoms: heavy sweating, paleness, muscle cramps, dizziness, headache, nausea, and fainting.
- If possible, avoid or block out the direct sun and other heat sources.
- Slow down; pace yourself.
- Stay hydrated – drink plenty of fluids, drink often and before you are thirsty.
- Avoid beverages that contain caffeine (they de-hydrate the body), same for salty foods.
- Take frequent rest periods and water breaks in a shaded area.
- Don't forget to protect your exposed skin with sunscreen.

EMERGENCY RESPONSE PLANS

The objective of the WCRC Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to ensure employees are prepared to respond to emergency situations. The plan is designed to minimize injury, loss of life, and damage to company resources by providing training, maintaining necessary equipment, and assigning clear responsibilities. It applies to all emergencies that may reasonably occur at the WCRC.

EMERGENCY RESPONSE – FIRE

In the event of a fire, the personal safety of staff and visitors is the first concern. Protection of property is secondary to personal safety.

Fire Extinguishers

- There are fire extinguishers located throughout the buildings.
- These fire extinguishers are multipurpose dry chemical ABC type, suitable for use on any kind of fire, including Type A (trash, wood, paper); Type B (liquids and grease); and Type C (energized electrical equipment).
- Each floor is an Emergency Evacuation Route sign, which shows where the fire extinguishers are located on each floor.

How to Use a Fire Extinguisher – PASS System

Fire extinguishers are activated by using the **PASS** system:

- **P**ull the pin
- **A**im low at the base of the flames
- **S**queeze the handle
- **S**weep side to side

When to Use a Fire Extinguisher

Use a fire extinguisher only if:

- The fire is small and contained
- You have a safe egress route without exposure to the fire and a fire extinguisher is readily available.

If in doubt, **EVACUATE!**

If a small fire breaks out, it may be possible to extinguish the fire through the use of a fire extinguisher.

If a significant fire breaks out, first priority must be given to the safety of persons in the building(s).

- Quick action is often the key to ensuring that loss to person and property is avoided or minimized.

If a Fire Breaks Out

- Evacuate persons in the immediate area; help those who may need assistance.
DO NOT USE THE ELEVATOR.
- Any individual observing smoke or fire should activate the fire alarm, **CALL 911**, and then notify the Human Resources Manager or any available Director.
- Notify all departments using the Everbridge notification system.
- Directors will supervise evacuation of the offices in a rapid and orderly manner.
- All personnel will disperse to the planned assembly area.
- The assembly areas will be as follows:
 - **Main Yard (Zeeb Road)** – Either side of the main (South) gate
 - **Southeast Service Center** – Near the main (East) gate
 - **Chelsea Yard** – Near the main gate
 - **Manchester Yard** – Near the main gate
 - **Northeast Service Center** – Near the main gate
- Directors shall have a roll call at the assembly area using Everbridge. All employees must locate and check in with their supervisor. Each supervisor shall report to their Director the status on their employees. An on-site supervisor or designee will then report to the incoming incident commander the accountability of all personnel.
- When prompted, employees are responsible for quickly responding to Everbridge alert messages received via email, text message, or phone call. These alerts are critical for ensuring timely communication during emergencies, operational disruptions, or other urgent situations. Acknowledging receipt of the message as soon as possible confirms you are informed and helps leadership account for personnel safety and readiness.
- All employees must remain at the assembly area unless released by their supervisor.

EMERGENCY RESPONSE – MEDICAL EMERGENCY

In the event of a medical emergency, staff should attempt to see that medical problems are attended to promptly, either through direct or indirect means. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which individuals respond shall be appropriate to their training and experience.

MINOR FIRST AID INCIDENT

- Staff should assist the individual, with their consent.
- First aid kits are located on each floor of the building.
- Universal Precautions should be followed at all times.

MAJOR ACCIDENT OR MEDICAL EMERGENCY

- Staff should be extremely cautious and conservative in determining whether the person should be moved since further injury might result.
- **CALL 911** to contact trained emergency responders. Delegate someone to go outside and escort emergency responders to the exact location.
- Remove all unnecessary personnel. Any personnel that are not directly administering first aid or medical care should be removed from the general area to respect the confidentiality of the situation.

AED EMERGENCY PROCEDURES

- An AED is used to treat victims who experience sudden cardiac arrest. The AED shall only be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected.
- The AED will charge to the appropriate energy level and advise the operator to deliver a shock. An AED shall be used in conjunction with CPR in cases of sudden cardiac arrest, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association.
- Use of the AED and CPR shall continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local emergency medical services (EMS) arrive at the scene and assume responsibility for emergency care of the patient.
- Personnel not trained to provide first aid assistance are expressly instructed not to provide any medical treatment. General assistance to the victim, with their consent when conscious, is permissible and advised. The medical emergency shall be assessed by responding personnel, who will evaluate the situation, and the course of action to be taken.
- Remain with the individual until emergency services arrive to care for the individual. Before applying the AED, responders will assess for unresponsiveness, check for breathing, pulse and signs of circulation. Additionally, responders must assess the area for additional hazards (e.g. electrical, physical, etc.) to determine if the victim needs to be moved to a safer location prior to using the AED. If the victim is not breathing or no pulse is detected, they shall begin CPR. Upon arrival of AED, responders will stop CPR and utilize the AED. Only trained personnel shall administer first aid, CPR or utilize the AED. Allow the emergency services personnel to administer all care to the individual upon arrival.
- Once the victim is in the care of Emergency Medical Services, the AED unit shall be immediately secured and taken out of service, by the AED Coordinator

(Stockroom Supervisor), so that any necessary reports can be downloaded, and the unit can be cleaned and the supplies replenished. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

EMERGENCY RESPONSE – SEVERE WEATHER

In the event that severe weather has been sighted and is moving toward the area, notification will be received via the county's radio system (Emergency Management). Emergency Management will sound the alarm and then follow it with a voice message giving details about any sighting, which may be a threat. In the event a tornado warning is given, the following plan should be activated:

- A member of the Emergency/Leadership Team will notify all departments within the building by using the Everbridge notification system as outlined in the Everbridge Procedure.
- Use the 800MHz radio system to notify all employees in the field.
- Visitors and staff should be alerted to the warning and notified not to leave the building but will be given shelter in secure locations within the basement of the building.
- Staff should monitor all radio traffic.
- All doors should remain unlocked, including outside doors.
- When a **TORNADO WARNING** is issued, visitors and staff should be directed to the basement area and remain there until given an "All Clear" signal.
- When a **SEVERE THUNDERSTORM WARNING** is issued, all Employees should seek shelter inside a sturdy building or in their vehicle for the duration of the storm warning.

TORNADO WATCH – Indicates that conditions are favorable for a tornado to develop. It does not indicate that a tornado is present, but only that the potential is there.

TORNADO WARNING – Tornado or funnel cloud has been indicated on radar or has been sighted in the area by a trained spotter. The area covered by the warning indicates the locations where people should take shelter immediately.

SEVERE THUNDERSTORM WATCH – Current weather conditions are favorable for the development of severe thunderstorms.

SEVERE THUNDERSTORM WARNING – Winds in excess of 58 miles per hour, or 1" or larger diameter hail, or both is indicated on radar or has been sighted by a trained spotter.

EMERGENCY RESPONSE PLAN – DISRUPTIVE BEHAVIOR

Because of the nature of our work and the individuals with whom we interact; staff may occasionally be confronted with a disruptive or assaultive person. In order to forestall

problems, it is helpful that staff be alert to potential problems and how the individual is reacting to staff actions.

All employees are responsible for promptly responding to Everbridge alert messages received via email, text message, or phone call. These alerts are critical for ensuring timely communication during emergencies, operational disruptions, or other urgent situations. Acknowledging receipt of the message as soon as possible confirms you are informed and helps leadership account for personnel safety and readiness.

Staff should be attentive to the behavior of individuals in an attempt to anticipate any possible problems. In the event that an individual is becoming aggravated or agitated, it is important that staff remain calm in order to react appropriately. The way a staff person reacts may influence the individual, either by serving to calm them or to further aggravate them. Staff should not argue with the individual. If someone is not satisfied with answers from staff, they should be given the opportunity to discuss the situation with a supervisor.

Other staff must be alert to developing problems and be ready to back up and help one another out of the situation. A fellow staff member is often in the best position to alert a supervisor to a developing problem or to provide other assistance.

Action:

- It is most important that people remain calm.
- Maintain the personal safety of visitors and fellow employees.
- If the situation has deteriorated to a point where no staff can provide help or that staff is in any physical danger, call 911.
- If the person has a weapon, particular care and attention must be maintained.
- As private individuals, we can defend ourselves.
- We cannot forcibly hold a person while waiting for the police to arrive.

Assaults

If an employee is assaulted, that employee will decide whether or not they wish to pursue criminal action against the person involved. If the employee does pursue criminal action, full Washtenaw County Road Commission support will be given to the employee. Administration leave will be authorized for required police and/or court appearances.

Picketing

If the building(s) are being picketed because of an employee dispute, a demonstration against Washtenaw County policies, or against Washtenaw County, staff is not to attempt to break up the picket, take away signs or posters, incite or heckle a picketer or group of picketers with verbal or physical exchanges.

Supervisory personnel will notify employees of procedures necessary for staff to cross the picket line. The Managing Director will notify staff, if there is any need to change the work site or need to modify the hours of department operations due to picketing.

General Civil Disturbance

If there is a general civil disturbance in the area, the Managing Director will notify Directors if the work site is going to close or remain open. The Managing Director will also determine whether to lock exits or bar the entrance to the building(s) as a means to protect staff and visitors. If the civil disturbance appears to be serious and may affect the building or employees, the Managing Director may make a decision to evacuate the area and close the building(s).

EMERGENCY RESPONSE PLAN – BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain as much information as possible. If a bomb threat is received by phone, keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. Listen carefully. Be polite and show interest. Try to keep the caller talking to learn more information. If possible, signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.

Immediately after receiving such a threat call 911 from a different line and supply them with the information obtained.

- **DO NOT** use two-way radios or cellular phone in the area of a suspicious device; radio signals have the potential to detonate a bomb.
- **DO NOT** evacuate the building until police arrive and evaluate the threat.
- **DO NOT** activate the fire alarm.
- **DO NOT** touch or move a suspicious package.

Immediately following, notify the Human Resources Manager, if unable to locate, contact a director. Administration will notify departments using the Everbridge notification system. No general alarm shall be spread regarding a “Bomb Threat”.

If authorities determine all visitors and staff should evacuate the building(s) and assemble at the designated assembly area, the following actions should occur:

- Evacuate persons in the immediate area. Do not use the elevator!
- Help any individuals who might need assistance in leaving the area.
- Directors will assist in the evacuation of the offices in a rapid and orderly manner.
- All personnel will disperse to the planned assembly area.
- The assembly areas will be as follows:
 - **Main Yard (Zeeb Road)** – Either side of the main (South) gate
 - **Southeast Service Center** – Near the main (East) gate
 - **Chelsea Yard** – Near the main gate
 - **Manchester Yard** – Near the main gate
 - **Northeast Service Center** – Near the main gate

- A supervisor or designee shall facilitate roll call at the assembly area using Everbridge
- Once safe after receiving the alert from Everbridge.
- All employees are responsible for promptly responding to Everbridge alert messages received via email, text message, or phone call. These alerts are critical for ensuring timely communication during emergencies, operational disruptions, or other urgent situations. Acknowledging receipt of the message as soon as possible confirms you are informed and helps leadership account for personnel safety and readiness.
- Each supervisor shall report to their Director the status on their employees. An on-site supervisor or designee will then report to the incoming incident commander the accountability of all personnel.
- All employees must remain at the assembly area unless released by their supervisor.
- Administration will decide when to return to the building(s), after consultation with the Police and/or Fire Department.

EMERGENCY RESPONSE PLAN – QUICK REFERENCE

