

If you've ever been the first one on the scene at an automobile accident or have been working next to someone who had a traumatic injury at work, then you know how important it is to know what to do.

So often in the stress of the situation we forget some of the basics. This can be such a stressful time and your desire to help in a hurry mysteriously "fogs" your brain of the basics. That's why it is so important to know some of the basics of emergency response.

EMERGENCY RESPONSE PLAN



These are just some of the basics that each of us should know here at Innovations Manufacturing:

- From the window shop there are two emergency exits- one at the NW corner of the shop and one on the NE corner of the shop. It is important that neither exit is blocked with the forklift or materials.
- From the Grape Street factory floor there is an emergency exit at the NW corner, the SE corner, and through the front office. The muster area is designated to be in the South parking lot.
- From the Stapleton South Drive factory there is an emergency exit on all sides of the shop and through the main office. The muster area is designated to be outside the front door between the building and the frontage road.
- The nearest phone to call emergency services is in the production Managers office. The front office also has working phones for emergency purposes. You can also use your cell phone to call emergency services.
- For medical and law enforcement emergencies you should call 911 immediately. Always notify your manager immediately after calling 911. For non-emergency issues you can find the emergency numbers in the Emergency Action Plane (EAP) located at the online Safety Solution Center located at www.im-safety.com.
- Fire extinguishers are located all around the shop, and they are identified with signs. All employees are required to take the Fire Prevention and Response training module before attempting to extinguish a fire with a fire extinguisher.
- The first aid kit, the defibrillator, and the bloodborne pathogen kits are located in the First Aid areas of the factories.
- It is expected that all injured employees who are coherent and capable should self-perform first aid in the event of injury. Designated employees will be trained to perform first aid in the event of a medical emergency where first aid may be required.
- **Signs of a stroke** include sudden numbness or weakness in the face, arm, or leg, especially on one side of the body. Sudden confusion, trouble speaking, or difficulty understanding speech. Sudden trouble seeing in one or both eyes. Sudden trouble walking, dizziness, loss of balance, or lack of coordination.
- **Signs of a heart attack** include chest pain or discomfort. Most heart attacks involve discomfort in the center or left side of the chest that lasts for more than a few minutes or that goes away and comes back. The discomfort can feel like uncomfortable pressure, squeezing, fullness, or pain. Additional symptoms include feeling weak, light-headed, or faint. You may also break out into a cold sweat. Pain or discomfort in the jaw, neck, or back. Pain or discomfort in one or both arms or shoulders. Shortness of breath. This often comes along with chest discomfort, but shortness of breath also can happen before chest discomfort.
- In case of a tornado warning, take shelter in an open room area located in a corner of the building next to concrete walls. Do not take shelter in large open rooms or spaces where a ceiling could fall on you.
- These are just a few things that each of us should know while here at work. We aren't all necessarily first responders, but we can certainly help and may be called upon to do such if a coworker close to you has a traumatic event.
- Think about the information you received here, and I'd even suggest that you talk about these emergency response topics with your family or roommates at home. Statistically you are more likely to be exposed to an emergency outside of the workplace rather than here.