



Emergency Action Plan Training Piscataway, NJ Location





Agenda

- » Introduction
- » Warning Signs and Notifications
- » Responsibilities
- » Evacuation
- » Contact List
- » Types of Emergencies and how to react

- » Know the potential emergency situations that could occur
 - » Emergency responders must be trained
 - » Know what to do in each situation
 - » All employees must be trained





Employee Notification

- » **Thales uses a notification system that can be used before, after or during all forms of emergency.**
- » **The system will notify employees through a text message or email**
- » **This notification system will be used in various emergency situations, extreme weather events and possibly general information.**
- » **It is imperative that ALL employees maintain their contact information real time using WorkDay.**

- » **There are 9 “Pull Stations” in the facility.**
 - Located at each exit
- » **If you see a fire or see smoke in the building, immediately move towards an exit, pull the fire pull station and exit the building.**
- » **Additionally, each IT Server room has its own Fire Suppression System which acts independently of the facility system**
- » **When there is an alarm all employees are to evacuate the facility unless there is a verbal announcement giving other instructions.**
- » **Safety Committee Members and the Evacuation Team is to sweep their zone to make sure no one has been left behind.**
- » **An announcement will be made to advise you of the type of emergency situation.**



- » **Flashing lights (strobe) are installed throughout the building in the event of reduced visibility.**
- » **The facility is fully equipped with alarms in all area's of the facility. Should the alarms sound please exit the facility from your closest point of egress and move towards the Muster point in a orderly fashion.**
- » **Alarm systems use an auxiliary power source so they can operate when power fails**



» Thales Employees must :

- Take personal responsibility to know their meeting place, primary and alternate escape routes, the procedure to evacuate, and the location of fire extinguishers.
- Notify his/her supervisor, if he sees or becomes aware of, blocked fire exits or routes, or any hazardous situation

» Safety Committee Members have to ensure that :

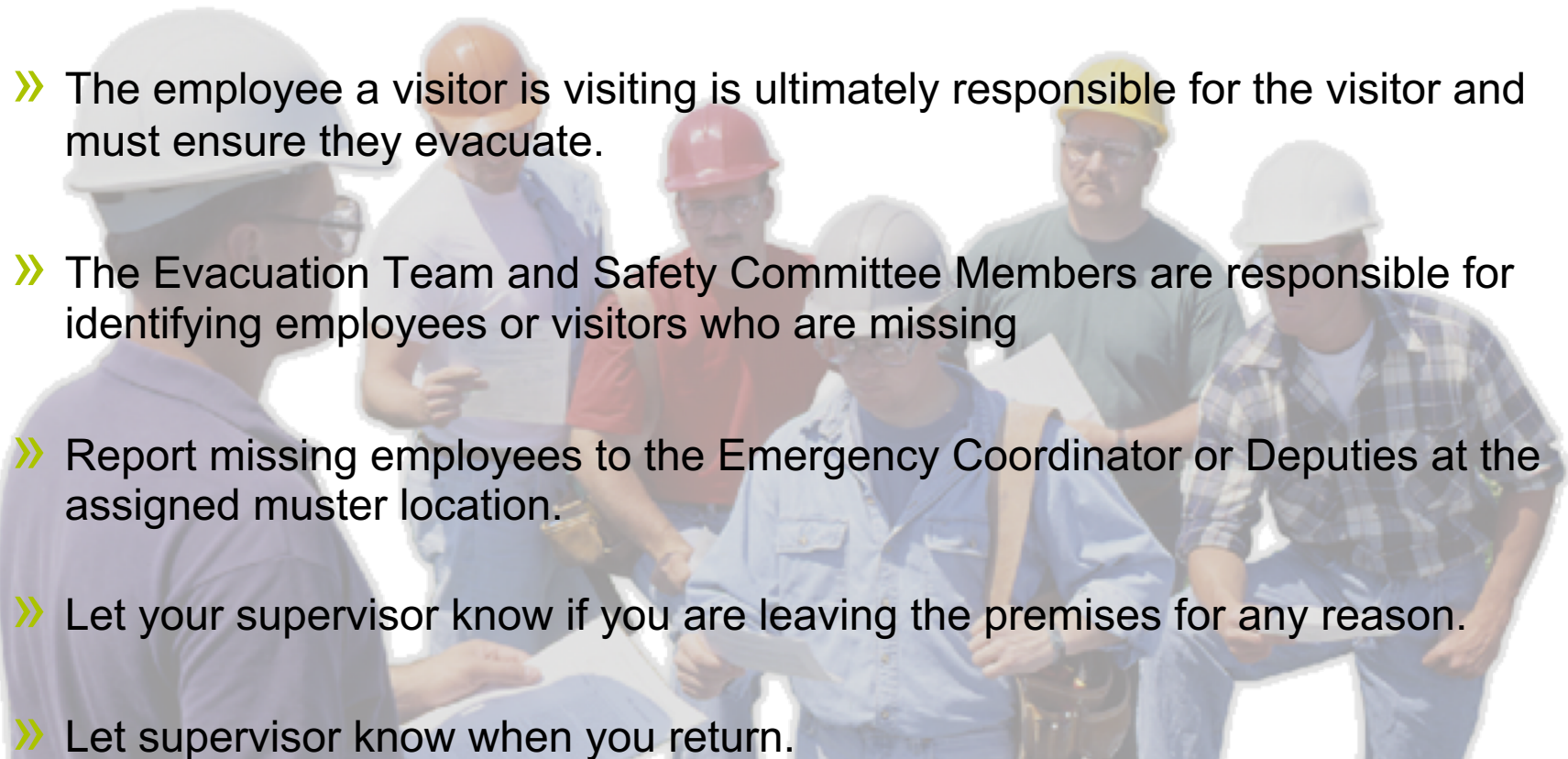
- Everyone in their area has evacuated,
- Sweep their zone to ensure everyone has evacuated.
- Report anyone left behind to the Emergency Coordinator or Deputies
- **Reporting location is at the head of the raised walkway closest to the building**

» Deputies are designated and should carryout such duties as:

- Call outside emergency personnel,
- Assist with the evacuation of hearing impaired and other handicapped persons...
- Serve as backup to the emergency coordinator in his/her absence

» Emergency Coordinator is in charge of the emergency response function.

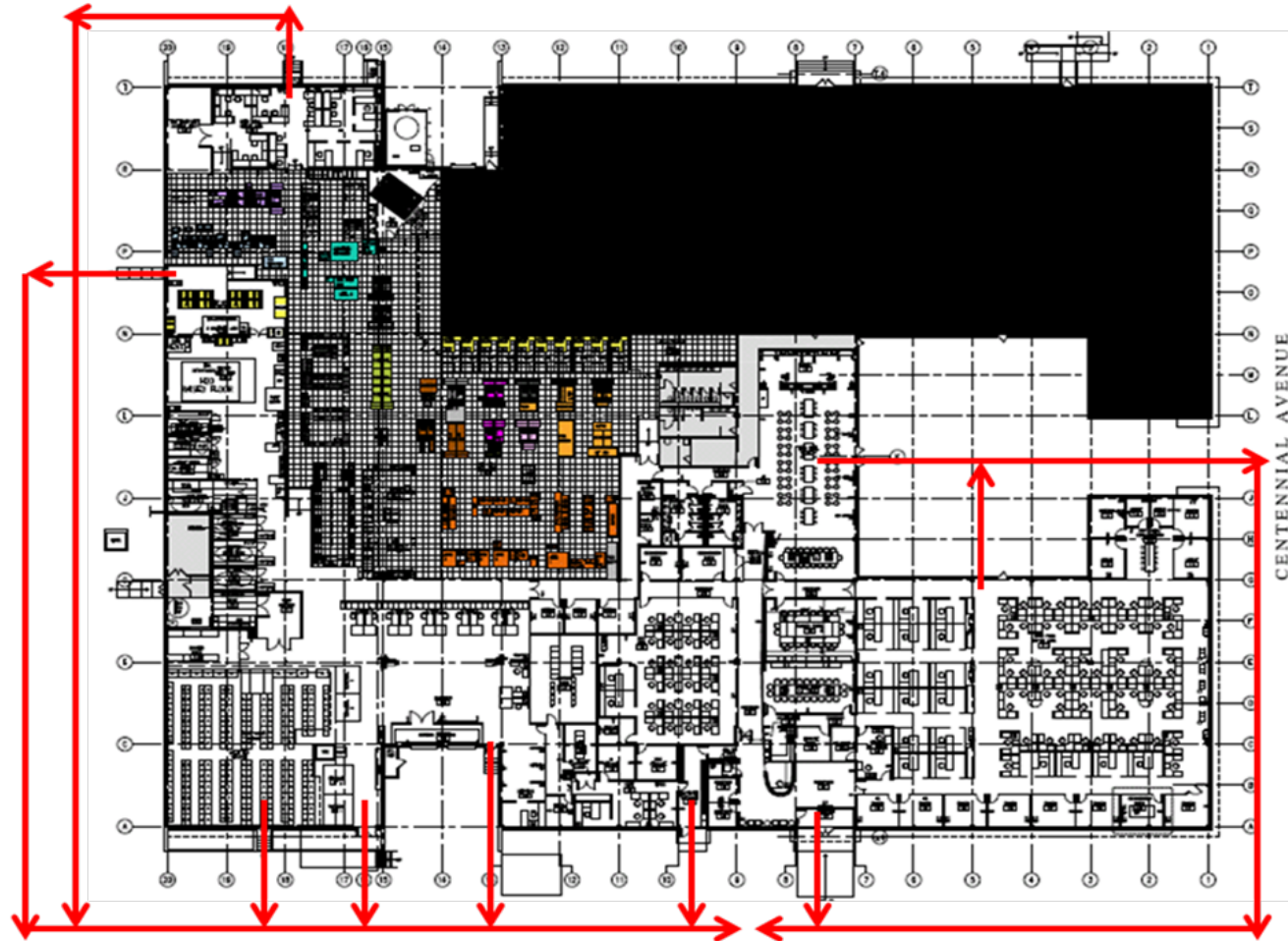
- Call 911
- Plan and ensure emergency training has been completed.
- Coordinate with Fire department and/or other emergency personnel.

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- » The receptionist is responsible for ensuring ALL visitors sign-in and sign-out the log book. The receptionist MUST take the log book and review it with the Deputies or Emergency Coordinator to ensure all visitors are accounted for.
 - » The employee a visitor is visiting is ultimately responsible for the visitor and must ensure they evacuate.
 - » The Evacuation Team and Safety Committee Members are responsible for identifying employees or visitors who are missing
 - » Report missing employees to the Emergency Coordinator or Deputies at the assigned muster location.
 - » Let your supervisor know if you are leaving the premises for any reason.
 - » Let supervisor know when you return.

Safety Committee / Deputies

| Employee Name | Work Location | Shift | Safety Comm Member | Duties |
|---------------------|---------------|-------|--------------------|--------------------|
| Rick Klepp | Front Office | 1st | Yes | Coordinator |
| David Gemmill | Front Office | 1st | No | Deputy Coordinator |
| Kevin Bullock | Front Office | 1st | Yes | Sweep and Report |
| Frank Murphy | Front Office | 1st | Yes | Sweep and Report |
| Jan Halpin | Front Office | 1st | No | Sweep and Report |
| Carlos Lopez | MOC | 1st | Yes | Sweep and Report |
| Denise Ruela | MOC | 1st | Yes | Sweep and Report |
| Steve Potashnick | Shop | 1st | Yes | Sweep and Report |
| Randy Parker | Shop | 1st | Yes | Sweep and Report |
| Mike Sauchelli | Shop | 1st | Yes | Sweep and Report |
| Christine Tourikian | Shop | 1st | Yes | Sweep and Report |
| Vernon Reddick | Logistics | 1st | Yes | Sweep and Report |
| Mike Almeida | Shop | 2nd | Yes | Deputy Coordinator |
| Matt Mastrogiovanni | Logistics | 2nd | Yes | Deputy Coordinator |
| Dale Reynolds | Shop | 1st | Yes | Sweep and Report |
| David Johnson | Shop | 1st | Yes | Sweep and Report |
| Tom Pellegrino | Shop | 3rd | Yes | Deputy Coordinator |

Emergency escape procedures and escape routes



Thales Parking Lot



Emergency Contact Information

| Contact Name | Role | Office Phone | Cell Phone |
|---------------------------|-----------------------|--------------|--------------|
| Fire / Police / First Aid | Emergency Response | 911 | |
| Local FBI Office | | 973-792-3000 | |
| Clean Ventures | Chemical Spill | 908-354-0210 | |
| Air Gas | Liquid Nitrogen Leak | 800-242-0105 | |
| Rick Klepp | Emergency Coordinator | 732-242-6421 | 732-841-0856 |
| Dave Gemmill | Deputy Coordinator | 732-242-6402 | 732-208-9564 |
| TBD | Deputy Coordinator | 732-242-6739 | |
| Mike Almeida | Deputy Coordinator | 732-242-6712 | |
| Dave Johnson | Deputy Coordinator | 732-242-3739 | |
| Dale Reynolds | Deputy Coordinator | 732-242-6739 | |

What to do if someone is injured:

Between the hours of 8:00am-7:00pm Mon thru Fri or
Saturday 9:00am - 3:00 pm go to

One Healthcare

1100 Centennial Ave
Piscataway, NJ 08854
Ph: 732-981-1111
F: 732-981-1113

Outside of the Operating Hours above go to:

Saint Peters Hospital

254 Easton Ave
New Brunswick, NJ 08901
or

Robert Wood Johnson Hospital

1 Robert Wood Johnson Place
New Brunswick, NJ 08901

Complete Authorization form on the back of this document for Astra Healthcare



Possible emergency situation

- ➔ **Fire emergency- evacuate facility**
- ➔ **Medical emergency- call 911 and treat if trained in first aid, AED or CPR**
- ➔ **Civil disturbance- Avoid contact, notify employees, lock doors**
- ➔ **Hurricane/Earthquake- Go to common area or restrooms. Duck, cover, hold**
- ➔ **Flood- Stay away from downed electric lines and flooded areas**
- ➔ **Power interruption- Contact Facility Manager**
- ➔ **Workplace violence- Notify management or law enforcement**
- ➔ **Bomb threat- Contact law enforcement. Gather information**
- ➔ **Hazardous material spills- Evac. Area and contact clean ventures**
- ➔ **Nitrogen spills- Evacuate area and shut off supply valve at tank**
- ➔ **Active Shooter- RUN-HIDE-FIGHT. Contact law enforcement**

See Emergency Action Plan. (TAUS/G/4.4/03) for complete details



Power interruption

- » **The facility is well equipped with automatic emergency lighting and emergency exit signs to allow for safe motion through the building.**
- » **The Emergency Generator powers all lighting, the MOC, Logistics and Key Shop equipment to permit essential work functions to be accomplished while power from the grid is offline.**
- » **Remain at your work stations to allow for supervision to accurately account for all employees within each department.**
- » **Do not travel throughout the facility.**
- » **If an evacuation notification is given, follow the procedures.**

- » **Do not move the person unless to get them away from eminent danger.**
- » **Immediately call 911**
- » **Request a trained employee in First Aid, AED and CPR training to assist until emergency responders arrive.**
- » **Immediately contact the Emergency Coordinator, Deputies or Human Resources.**
- » **Know first aid kit locations. If you are qualified, administer first aid. Or find someone who is qualified.**
- » **Post someone outside to lead the medical team to the person in distress.**



- » If you see Fire or smoke pull the handle on the nearest Fire Pull Station. They are located at every exit.
- » Notify the emergency coordinator or deputies with the exact location of the smoke condition or fire and other particulars.
- » Warn others of the fire.
- » Stay calm and get yourself to the external Muster area.
- » Safety Committee perform their sweep and notify the Deputy Emergency Coordinator at the head of the raised sidewalk.
- » Safety Committee utilize fire extinguishers if appropriate for the situation. Ensure you have a safe path to an exit at all times.
- » Follow the emergency evacuation guide (TAE/G/4.4/03)



- » The best fire protection is fire prevention
- » Fire results from Heat + Fuel + Oxygen



- » Take away one of the components from the “fire triangle” to extinguish the fire
- » Know how fires are classified, how they spread, and when it’s safe to use an extinguisher
- » Safety Committee members are the only employees trained to use fire extinguishers

- » Notify your supervisor or the Emergency Coordinator
- » Alert everyone in the immediate area. Post a person or hazard signs immediately outside the spill area.
- » Immediately call the Hazardous spill response team, Clean Ventures @ **908-354-0210**
- » Evacuate at a safe distance and restrict access to the spill.
- » If a complete building evacuation is determined by management to be necessary, follow the procedures as indicated in this Plan.
- » Spill kits are available in the following locations:
 - In the inventory room
 - Near the Bonded Cage
 - In the ELS shop near the FISA cleaning machine
 - Near the ELAC Cleaning Machine
 - In the Compressor Room by the 1000 gallon storage tank
- » Disposal of used spill kit materials shall be the Solid Hazardous Waste Drums in the Bonded Cage in Logistics.
- » Any materials used from the spill kits needs to reported to the HSE manager to ensure replenishment.



- » If you are in the facility stay away from all large glass windows and power lines, and remain in the protected area until the event subsides.
- » During the earthquake, assume a Duck, Cover, and Hold position if required by the circumstances of the event.
- » Internal Rally Points- Position yourselves under desks or tables or move to one of the interior evacuation spaces (IT Server Room, Rest Rooms, Board Room, Shared restrooms, drive stand rooms, IMU room or 2 interior offices)
- » Remain in a covered position until it is safe to move about the area.
 - Duck down under a sturdy piece of furniture or doorway or get low to the floor with your back against the wall.
 - Cover your head and upper torso with your arms. If not under furniture, cover your head, face, and neck with your arms as best as possible.
 - Hold onto the furniture you are under.
- » If you are outdoors, try to get into an open area, away from buildings, power lines, and trees.
- » If you are on the sidewalk near a building, step into the doorway to avoid falling debris from the building.
- » Remain calm and attempt to calm others.
- » If you are instructed to evacuate the facility, follow the procedure.



- » If severe flooding is predicted, secure all doors.
- » Stay away from common areas that flood during heavy storms.
- » Have several alternate routes to and from work identified in advance in case of flooding around the workplace occurs.
- » Never attempt to cross a flooded stream in a vehicle or on foot.
- » Stay away from downed electric lines.





Workplace violence

- » **Thales Avionics has a policy of “zero tolerance” concerning workplace violence.**
- » **Report to the Emergency Coordinator or Human Resources any acts of aggression or verbal threats made against employees, visitors, or the facility.**
 - » **Identify the location of the incident**
 - » **Number of people injured or threatened**
 - » **Identify the aggressor**
 - » **Identify the Response required: immediate, imminent, or future**
 - » **Identify the party reporting the incident and the extension number**
- » **If determined necessary, evacuate the facility as directed by management or a law enforcement official.**

- » If you receive a telephone call, attract someone's attention in the office discreetly and quietly, while listening to the caller.
- » Try to keep the caller talking as long as possible.
- » Write down the message and obtain as much information as possible. Ask the bomb threat caller about the following items :
 - » The location of the bomb. Is the bomb inside or outside of the facility?
 - » What does the bomb look like?
 - » How did the bomb get to the facility?
 - » From where is the caller calling?
 - » Identification of the caller?
 - Try to recall every statement made by the caller and find out as much as possible about him or her. For example : sex, age, voice characteristics, speech, manner, background noises
 - Blank copies of the instructions in the case of telephoned bomb alerts: checklist will be kept with HSE officer and the Receptionist.
 - After a bomb threat call has been received, immediately inform:
 - » HSE Manager
 - » Human Resources
 - » Your Supervisor



- » **Thales uses liquid nitrogen to simulate cold High Altitude temperatures. If there is a leak, Liquid Nitrogen displaces Oxygen which can make you loose consciousness or potentially die.**
- » **The areas where nitrogen is used are protected by Oxygen Sensors.**
 - When the oxygen level drops below a preset point an audible alarm and strobes are initiated.
 - If the alarm sounds evacuate the area immediately.
- » **If nitrogen is released or someone is lying on the floor.....**
 - Do not enter the room
 - Do not tend to the injured until the proper oxygen level has been established
 - Close the door forbidding access to the room to prevent exposure
 - Call 911
 - Notify your Supervisor
 - Access the key to the Nitrogen supply chamber and shut off the supply of nitrogen to the building
- » **If necessary, the emergency coordinator will declare the evacuation.**



- » Homeland Security training applies a RUN-HIDE-FIGHT principle.
- » **RUN**- Occupants should escape the building and area only if it is safe otherwise lockdown facility immediately. Go the River road Firehouse
- » Notify Law enforcement officials immediately providing them with the following details: description and location of incident, number and description of suspects
- » **HIDE**- secure yourself in a concealed room and either lock or barcade yourself in the room until it is deemed safe to exit.
- » Notify the Emergency Coordinator or Senior Management as soon as possible.
- » Be prepared to implement evacuation procedures when notified by law enforcement or emergency responders.
- » **FIGHT**- If subduing the shooter seems to be the only option swarm the person using your full body weight. Try not to handle the weapon.



HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

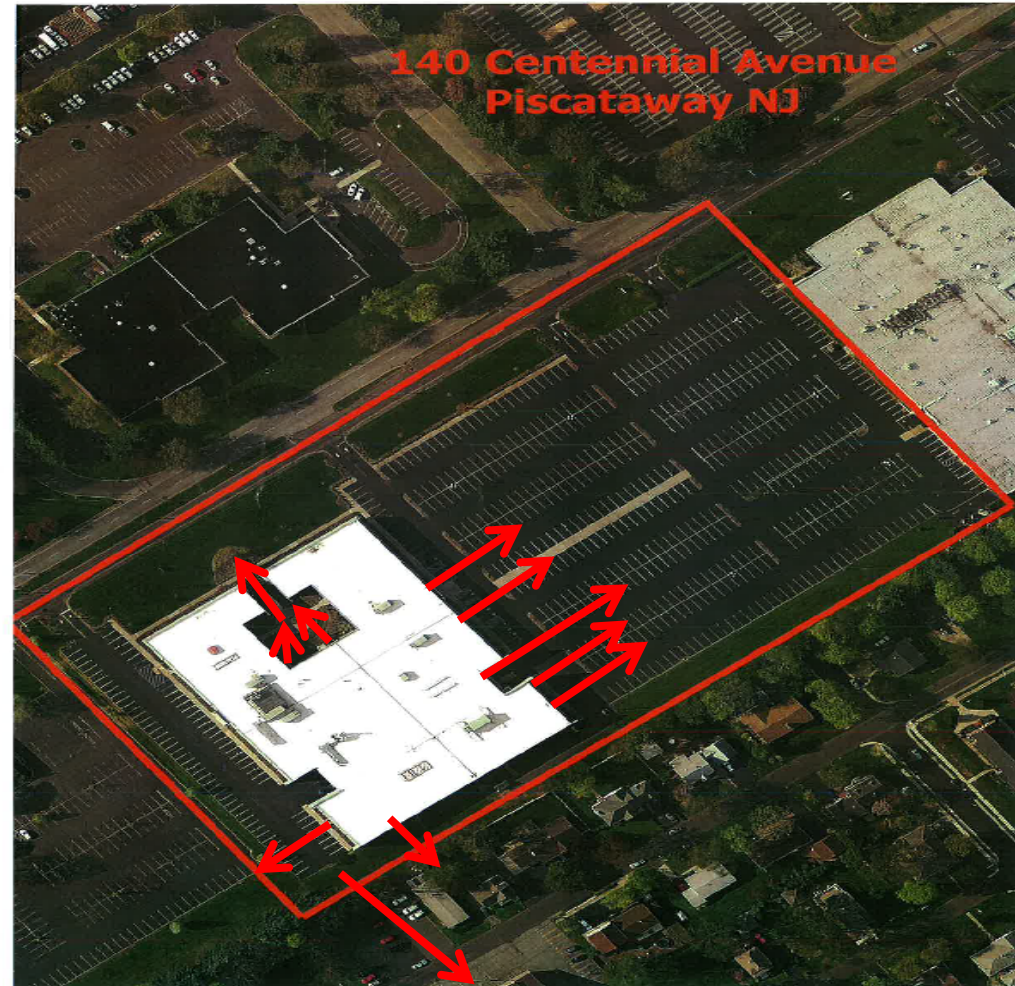
Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

- **Evacuate-** If there is an escape path, attempt to evacuate the premises.
Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe.

EVACUATION MAP OF THALES 140 CENTENNIAL AVE. PISCATAWAY, NJ

» EVACUATION POINTS

1. Main Entrance- Lobby
2. Employee Entrance off Lobby
3. Front Office Emergency Exit to court yard
4. Lunch Room exits to courtyard
5. Shared restroom area- emergency exit to courtyard
6. Shop Office- Emergency exit to Agilex side of building
7. Rotable cell 4 emergency exit to rear of building.
8. Logistics emergency exit to parking lot near picnic tables
9. Logistics Double compactor door to rear of parking lot
10. Logistics man-door to loading/unloading area



Move to the River Road Firehouse through a path at the rear of the building on the Agilex side for safety.

River road fire house



HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- **Hide Out- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**
 - Your hiding place should be out of the shooters view
 - Provide protection if shots are fired in your direction. (i.e, an office with a closed and locked door)
 - Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture.
- If the active shooter is nearby:
 - Lock the door.
 - Silence your cell phone and/or pager.
 - Turn off any source of noise (i.e., radios, television)
- If evacuation and hiding out are not possible:
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooters location
 - If you cannot speak, leave the line open and allow the dispatcher to listen.



HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

➤ 3. Take action against the active shooter

- As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling
 - Committing to your actions.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

» How to react when Law Enforcement Arrives

- Remain calm and follow officer's instructions.
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times
- Avoid making quick movements towards officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

» Information to provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters if more than one.
- Physical description of shooter (s)
- Number and type of weapons held by the shooter (s)
- Number of potential victims at the location.



HIDING LOCATIONS

» FRONT OFFICE

- BOARD ROOM-
- PARIS ROOM-
- LOBBY REST ROOM-
- LOBBY INTERVIEW ROOM
- Under desks

» MOC

- Storage Closet-
- Shared Restroom area-
- Under desks

» Shop Area

- Drive Stand Rooms (5)
- ELS Mezzanine area
- Facility/ Angeneaux Shop

» IT OFFICE

- Stay away from windows with the lights out

Emergency Evacuation Plan

- » When the fire alarms are sounded or when an announcement calls for an evacuation all employees are to immediately leave the building through the nearest point of egress.
- » **If you are in the shared restroom area and the alarm sounds the access system will lock you in this area. Don't panic, if you move towards the Agilex end of the hallway, make a right you will find an emergency exit leading to the courtyard.**
- » Once outside the building move towards the Muster point and remain there until you are told to do otherwise. The Muster point is located half way across the parking lot on the raised side walk.
- » Safety Committee members perform your sweep of your assigned area and report anyone left behind to one of the deputies immediately.
- » The deputies will report anyone left inside to the emergency responders.
- » The Emergency Coordinator will shut down power, water and gas as requested by the Emergency responders.



Emergency Action Plan

» For the complete procedure refer to: **TAE/G/4.4/03**