



Emergency Action Plan

EMERGENCY ACTION PLAN

for

Facility Name: **STRATTON HATS**

Facility Address: 3200 RANDOLPH
BELLWOOD IL 60104

DATE PREPARED: 09/20/2016

LATEST REVISION: 02/04/2021

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Name: **STEVEN W. STRATTON**
Phone: (708) 925-4559

EMERGENCY COORDINATOR:

Name: **GEORGE S. STRATTON**
Phone: (630) 564-0310

Area/Floor: SHIPPING FOREMAN

Name: **SAMUEL ENRIQUEZ**
Phone: (708) 699-7269

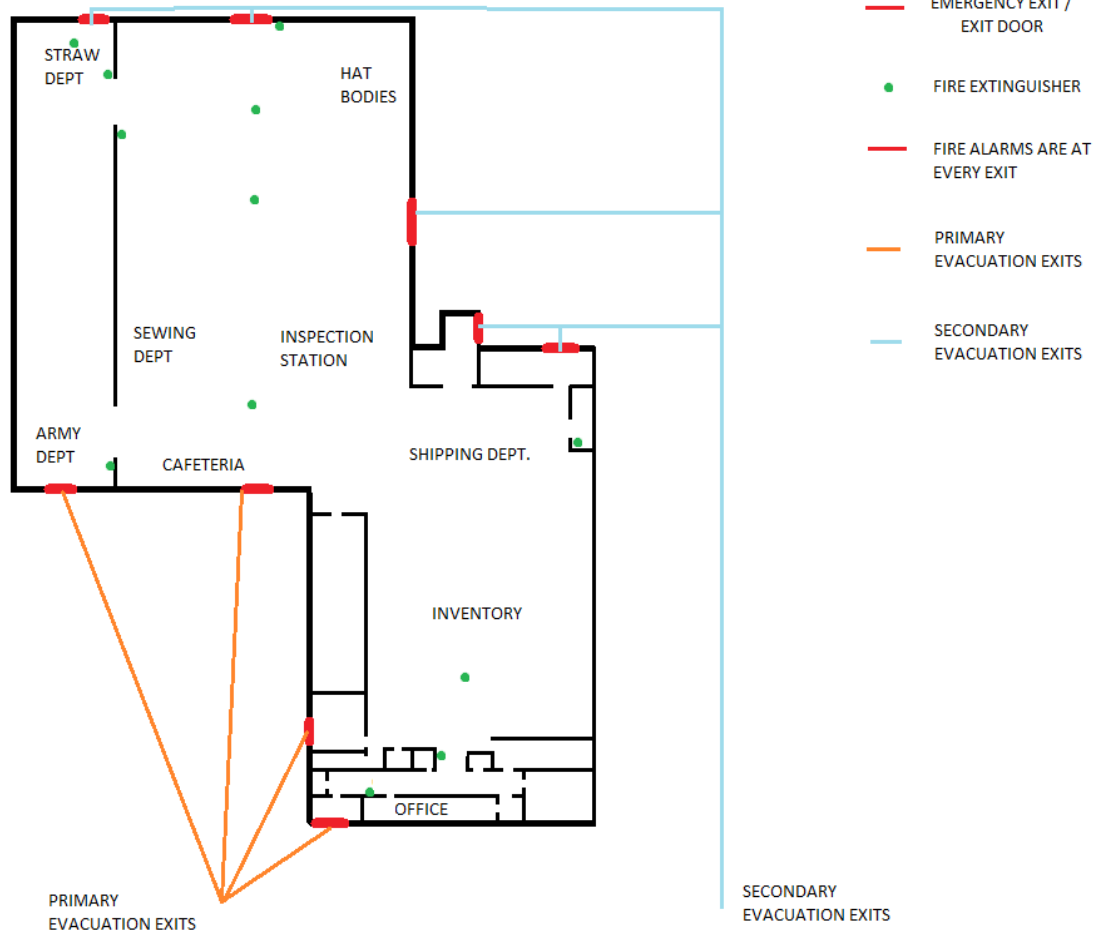
Area/Floor: FLOOR FOREMAN

Name: **LUCIANO MEDINA**
Phone: (708) 846-9336

EVACUATION ROUTES

• Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
- a. Assembly points
- Site personnel should know at least two evacuation routes.



BELLWOOD CONTACT PHONE NUMBERS

FIRE DEPARTMENT: (708) 547-3525

POLICE DEPARTMENT: (708) 547-3530

PUBLIC WORKS: (708) 547-3540

MAYOR'S OFFICE: (708) 547-3500

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC:

COMED

PHONE: (800) 334-7661

WATER:

BELLWOOD PUBLIC WORKS

PHONE: (708) 547-3542

AFTER HOURS EMR CONTACT: (708) 547-3528

GAS:

NICOR

PHONE: (888) 642-6748

TELEPHONE/INTERNET COMPANY:

COMCAST-BUSINESS CLASS

PHONE: (800) 391-3000

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- ACTIVE SHOOTER

MEDICAL EMERGENCY

- **Call medical emergency phone number** (check applicable):

911

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
and
- c. Your name and phone number from which you are calling.

- **Do not move victim unless absolutely necessary.**

- **Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:**

Name: GEORGE STRATTON Phone: (630) 564-0310

- **If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:**

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.
3. In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm on your way out of the building. There are fire alarms at each exit
- Notify the local Fire Department (911)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area: **Parking lot across Randolph rd**
- Remain outside until the competent authority (George Stratton/Steve Stratton) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: Pressing station next to Sizing table

Personal Protective Equipment (PPE): Pressing station next to Sizing table

SDS: located near the mechanic station

*When a **Large** Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.

*When a **Small** Chemical Spill has occurred:*

- Notify the supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

ACTIVE SHOOTER

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers
- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- ❑ **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- 1. Evacuate.** If there is an accessible 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
- 2. 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 active shooter's view

- ❑ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- ❑ Do not trap yourself 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, televisions)
- ❑ Hide behind large items (i.e., cabinets, desks)
- ❑ Remain quiet

If evacuation and hiding out are not possible:

- ❑ Remain calm
- ❑ Dial 911, if possible, to alert police to the active shooter's location
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen

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

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' 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 toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling

- ❑ Do not stop to ask officers for help or direction 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

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave until law enforcement authorities have instructed you to do so.