



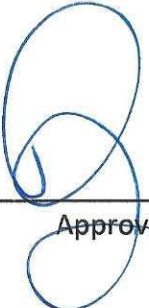
EMERGENCY ACTION PLAN

101 S.E. 25th Ave.
Mineral Wells, TX 76067
(940) 325-3301

Prepared by:

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HR Manager
(Title)



Approved By

March 5, 2020 Rev. H
(Date)

TABLE OF CONTENTS

Purpose.....	3
Location.....	3
Training.....	3
Reporting Emergencies.....	4
General Instructions for Reporting Emergencies.....	5
Medical Emergencies.....	5
Infectious Disease Control.....	6
Fires.....	7
Accounting for Employees.....	7
Bomb Threats.....	7
Tornado.....	8
Chemical Spill.....	9
Active Shooter and Workplace Violence.....	9
Other Information.....	9
Links.....	10
Communication.....	10

PURPOSE

This Emergency Action Plan (EAP) is for the safety and well being of the employees and guests of Antenna Products Corporation. It identifies necessary management and employee actions during emergencies. Because each emergency is different every action is based on a situation assessment. Education and training are provided so that all employees know and understand the Emergency Action Plan.

Emergencies can be identified as Medical, Fire, Severe Weather, Chemical Spills, Terrorist Attacks, Criminal Acts, Power Outages, etc.

NOTE: *Safety and health are the overriding priorities in all emergency situations. Think before you act and...if you see something, say something!*

LOCATION OF PLAN

The Emergency Action Plan is located in a binder titled **“Emergency Response Procedures and Evacuation Guidelines”** and can be found in the HR Department, Receptionist, station or office of each foreman and department manager. A copy of this plan will also be posted on our website at www.antennaproducts.com/employees and on the S drive, Safety Manual folder.

ALARM SYSTEMS AND NOTIFICATION OF EMERGENCIES

- In a facility emergency the telephone paging system will be utilized as the primary system for notifying employees of an emergency.
- In the event the telephone paging system is not operable the alarm system will be utilized as a secondary system for notifying employees of an emergency.
- An emergency two-way radio system is in place and will be utilized in the event certain weather conditions warrant. These radios are stationed throughout the facility and will be utilized in the event that the primary and secondary systems become inoperable. This notification system may also be used in conjunction with the primary or secondary notifications.

TRAINING

The following people have been specially trained to perform the following functions during an emergency:

Employee Accountability Training:

- A. Kathy Kindle, HR Manager
- B. Benny Box, VP, Plant Operations

First Aid and CPR:

Pablo Patino
Michael Diaz
Kathy Kindle

Jean Bozeman
Donna Fitzhugh
Tammy Garland

Benny Box
Vanessa Schuler

Emergency Reporting Training:

- A. Receptionist
- B. Kathy Kindle, HR Manager
- C. Benny Box, VP Plant Operations

Extinguisher Training:

All production employees are trained during the General Safety Training Program.

REPORTING EMERGENCIES

The following personnel have the duty of contacting public responders to come to the emergency scene. The personnel are listed in descending order of availability:

<u>Employee</u>	<u>Extension Number</u>
Rob Fitzgerald	264
Kathy Kindle	245
Receptionist	100
Benny Box	295

GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES

Summon emergency assistance by **CALLING 911**

Be prepared to provide the following information:

- Your name and location.
- Phone number from where the call is being made.
- Location of the emergency, including company name and full address.
- Type of emergency:
 - Medical
 - Fire
 - Bomb Threat
 - Tornado
 - Hazardous Material
 - Workplace Violence
- Other important Information:
 - Number and condition of victim(s).
 - Location and extent of situation, hazard, fire, etc.
 - Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels or placards).
- What is needed (ie. ambulance, police, etc.)

DO NOT HANG UP FIRST. Let emergency personnel hang up first.

After the call, station someone to direct Emergency Response personnel to the scene of the emergency.

MEDICAL EMERGENCIES

Injuries

Survey the scene: evaluate personal safety issues

Request assistance.

CALL 911

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Location of injury/illness

Alert trained employees to respond to the victim's location and bring a first aid kit (located in the First Aid Room, Reception area, Operations office, Shipping, Receiving Paint and HR Department).

The following personnel are members of the Antenna Products CPR - First Aid Team and have been certified in basic first aid and CPR. Only these personnel are qualified and authorized to perform basic first aid and CPR techniques.

Pablo Patino
Michael Diaz
Kathy Kindle

Jean Bozeman
Donna Fitzhugh
Tammy Garland

Benny Box
Vanessa Schuler

Infectious Disease Control

We take a number of steps to minimize exposure and the spread of infection in the workplace. As appropriate the following measures are recommended:

1. Sick employees should stay home and not return to work until they are fever free (without the benefit of a fever reducer) for 24 hours. Employees that are out for three days, due to illness, must present a return to work certificate from the doctor.
2. Supplies such as hand sanitizer, disinfectant spray and disinfectant wipes are maintained on site, in all departments, and all employees are urged to use them.
3. A secure (password protected) website is maintained and contains a variety of helpful topics and important information on what to do, when, and how in the event of a medical crisis (such as flu outbreak or COVID-19 outbreak). In the event computer systems go down you will be notified via email or phone call with important information.

In the event of a medical epidemic we will closely monitor all updates from local government, Center for Disease Control (CDC) and the World Health Organization (WHO) and you will be advised on what actions will be taken (see Communication section).

FIRES

All exits will remain unlocked during working hours. Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building. All employees must exit the facility in a safe and orderly manner.

Primary and secondary exit routes have been designated for each department. Employees should exit through the primary exit if possible. Facility drawings with escape routes are attached.

Each building is equipped with adequate and proper fire extinguishers.

The announcement over the paging system, alarm system or two-way radios, will indicate if the evacuation is by department only or if the evacuation is a full evacuation of the facility. In case of a department evacuation, the supervisor of that department will be notified.

Accounting for Employees

After exiting the facility, all employees are to assemble for roll call in the grassy area west of the parking lot. Employees are to report to their immediate supervisor immediately for an accurate head count and remain with their supervisor until roll call is taken and further instructions are given.

The **HR Manager** or in her absence, the **VP, Plant Operations** will do roll call by department. At this time supervisors will be asked to provide a head count. The HR Manager and the VP, Plant Operations will be responsible for meeting the emergency public responders and reporting the results of roll call. A diagram indicating the meeting place is attached.

BOMB THREAT PROCEDURES

Phone Bomb Threat

- Stay calm – do not alarm others
- Notify your supervisor who will report the threat to law enforcement by calling 911
- Supervisors are to notify their Department Manager

Written Bomb Threat

- Remain calm and leave the message where it is found
- Do not handle the document any more than necessary
- Do not alarm others

- Notify your supervisor who will report the threat to law enforcement by calling 911
- Supervisors are to notify their Department Manager

TORNADO

In case of a tornado alert, the Receptionist or the HR Manager will make the announcement over the paging system, alarm system or two-way radios, for employees to take cover in the tornado shelter areas. Departments should report to the designated areas as outlined below.

When a warning is issued by sirens or other means, seek shelter inside. The following are recommended locations for shelter:

Main Building

These departments will report to the east and west stairwells at the south end of the hallway in the Technology Area:

Production Control	Fabrication
Quality Control	Machine Shop
Engineering	Administration
Sales	Receptionist
Purchasing	Visitors

These departments will report to CMM ROOM located at the southeast corner of Assembly:

Paint	Assembly
Electronics	Model Shop
Weld	Shipping
Receiving	Maintenance

Shipping and Receiving Buildings

Employees should evacuate to the CMM room in the main building. If weather conditions do not allow evacuation to the CMM room, employees should take shelter in the restrooms of the Shipping and Receiving buildings.

Employees are asked to remain in the shelter areas after the alert has been lifted so that department supervisors or managers can obtain an accurate head count for their department. The HR Manager and the VP Plant Operations will report to the shelter areas after the alert has been cancelled to get the head count from supervisors to determine if anyone is unaccounted for. The HR Manager will be responsible for getting

the head count from the Production Control and Purchasing Areas. The VP Plant Operations will be responsible for getting the head count from the CMM Room (and Shipping and Receiving in the event those departments did not evacuate to the main building).

Chemical Spill

In case of chemical spill (see Spill Prevention, Control and Countermeasures Plan (SPCC) located in the Safety Manual) the Emergency Response Team of Benny Box and Pablo Patino are to be notified as well as appropriate City personnel at 940-328-7786 or 940-282-8382.

ACTIVE SHOOTER AND WORKPLACE VIOLENCE

If employees are confronted or encountered by an armed or dangerous person don't attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If any supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

In the case of an active shooter:

Evacuate

- Have an escape route and plan in mind.
- Leave your belongings behind
- Keep your hands visible

Hide Out

- If you cannot evacuate stay where you are, hide out of view, and secure the door
- Silence your cell phone

Call 911 when it is safe to do so.

OTHER INFORMATION

This plan will be evaluated at a minimum annually and revised on an as needed basis.

Any emergency such as severe weather, health crisis, inclement weather, etc. will be monitored on a regular basis to ensure we are doing everything we can to keep our employees safe and healthy.

LINKS

www.cdc.gov

www.who.int

https://www.osha.gov/SLTC/novel_coronavirus/index.htmlexternal icon

HOW WE COMMUNICATE

Communications to employees are disseminated in a variety of ways such as:

- postings on company bulletin boards
- employee portal
- via inserts in checks
- phone calls
- hand-outs

A new employee portal has been created on our website at www.antennaproducts/employees. Should a crisis or emergency occur this portal will be used to provide directions or instructions to all employees in the event of an emergency. We will use this portal to provide other important information and helpful links to our employees as well.

If a crisis or emergency situation occurs we will do our best to act quickly and notify employees as soon as possible.

WHAT CAN YOU DO?

It is very important that we are kept up to date on your personal information such as phone numbers (including alternate numbers), email addresses etc.

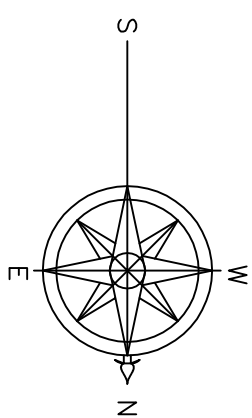
It is your responsibility to be aware and read all communication that has been made available to you.

For further information or explanation about any duties under the Emergency Action Plan, contact:

Kathy Kindle
HR Manager
940 325 3301 ext. 245

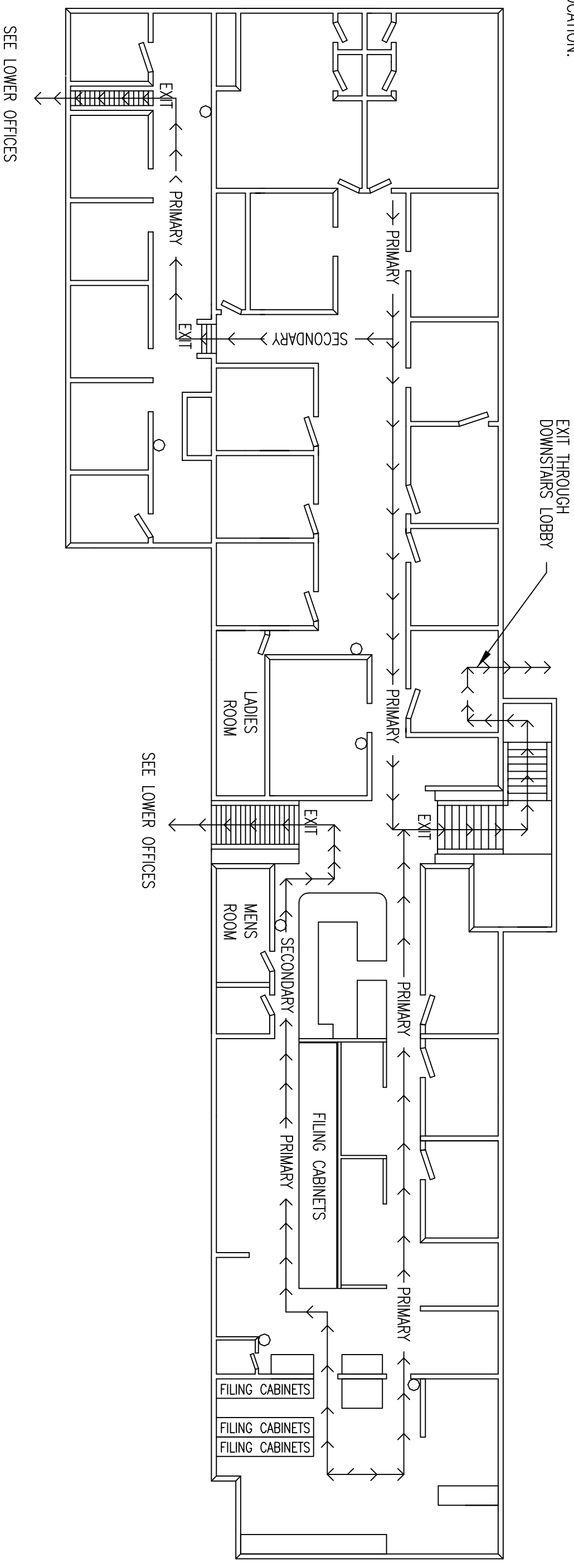
EVACUATION PROCEDURES:
PLEASE PROCEED TO THE CENTRAL
MEETING AREA LOCATED IN THE
GRASSY AREA IN FRONT OF THE
BUILDING BETWEEN THE PARKING
LOT AND THE STREET. REPORT TO
YOUR SUPERVISOR FOR A HEAD COUNT.

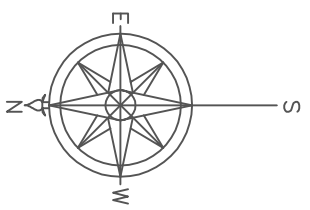
THE "T" SYMBOL DESIGNATES A
TORNADO SHELTER AREA.



UPPER OFFICES

THE "O" SYMBOL REPRESENTS A
FIRE EXTINGUISHER AND ITS
APPROXIMATE LOCATION.

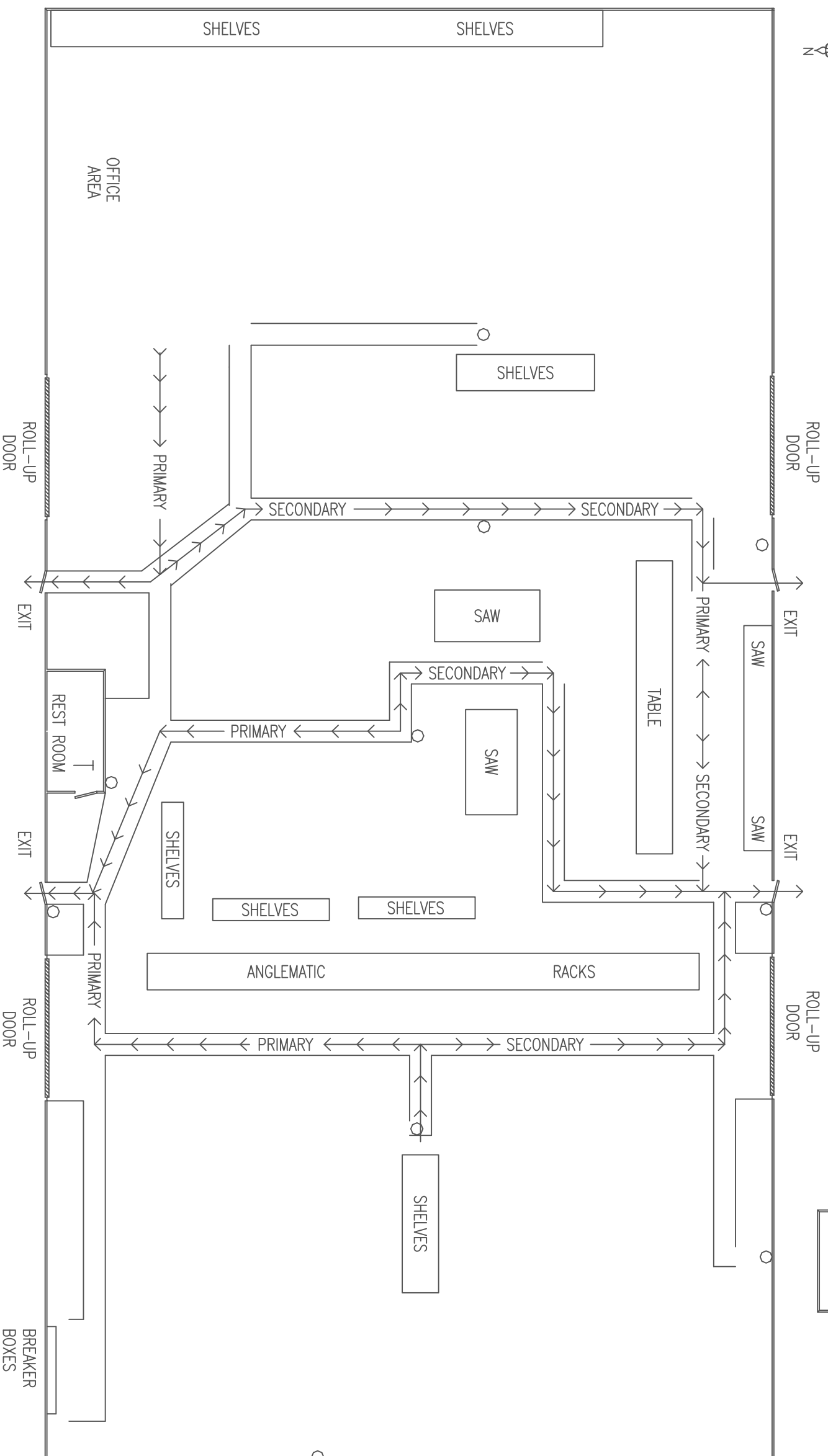
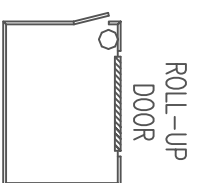




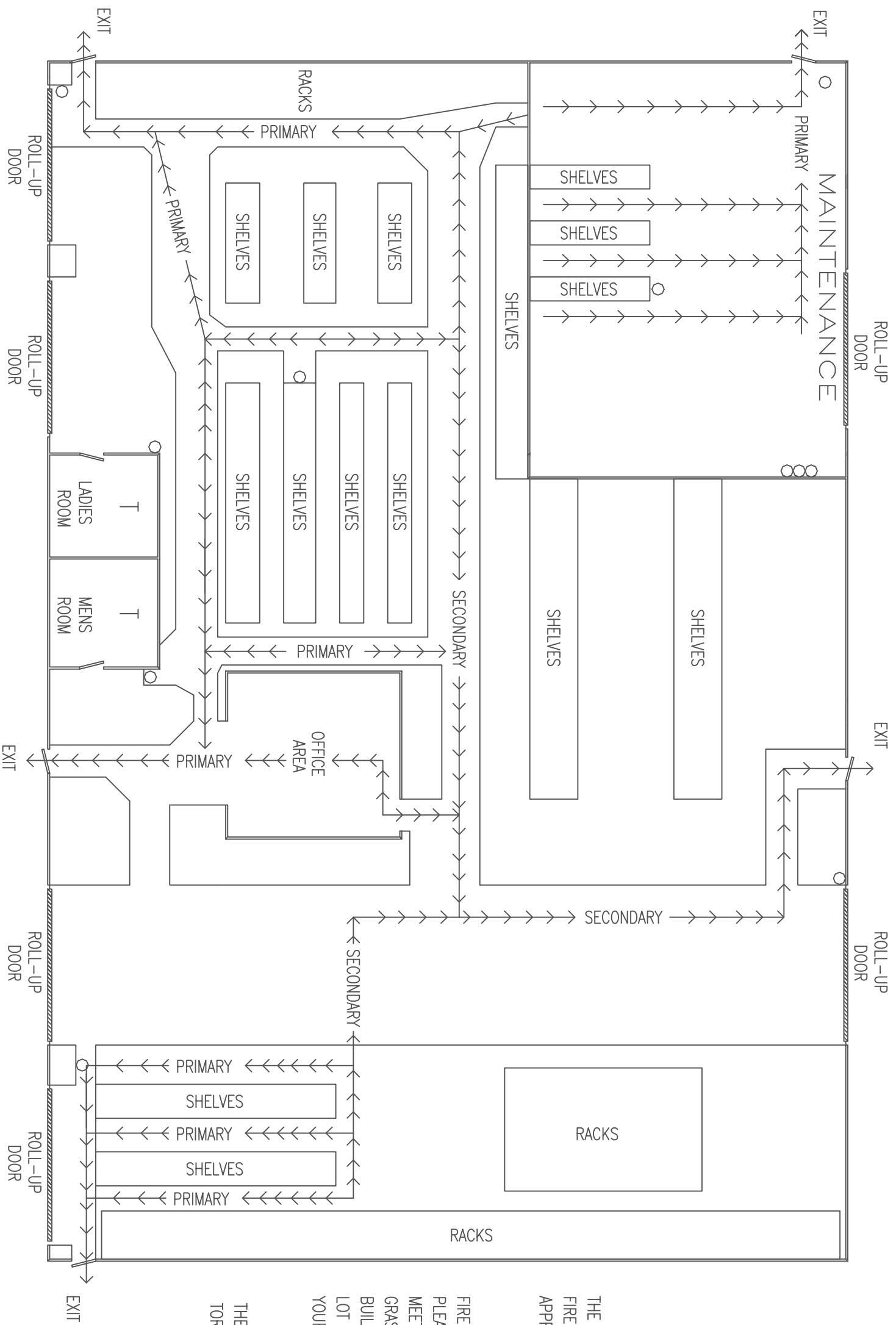
THE "O" SYMBOL REPRESENTS A
FIRE EXTINGUISHER AND ITS
APPROXIMATE LOCATION.

EVACUATION PROCEDURES:
PLEASE PROCEED TO THE CENTRAL MEETING
AREA LOCATED IN THE GRASSY AREA IN FRONT
OF THE BUILDING BETWEEN THE PARKING LOT
AND THE STREET. REPORT TO YOUR SUPERVISOR
FOR A HEAD COUNT.

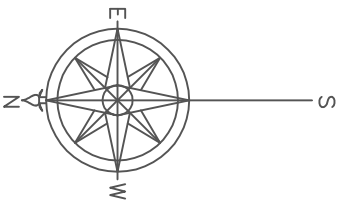
THE "T" SYMBOL DESIGNATES A
TORNADO SHELTER AREA.



SHIPPING



GAS TANK



THE "O" SYMBOL REPRESENTS A FIRE EXTINGUISHER AND ITS APPROXIMATE LOCATION.

FIRE EVACUATION PROCEDURES:
PLEASE PROCEED TO THE CENTRAL MEETING AREA LOCATED IN THE GRASSY AREA IN FRONT OF THE BUILDING BETWEEN THE PARKING LOT AND THE STREET. REPORT TO YOUR SUPERVISOR FOR A HEAD COUNT.

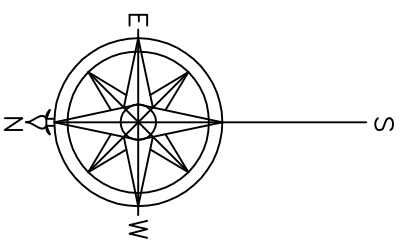
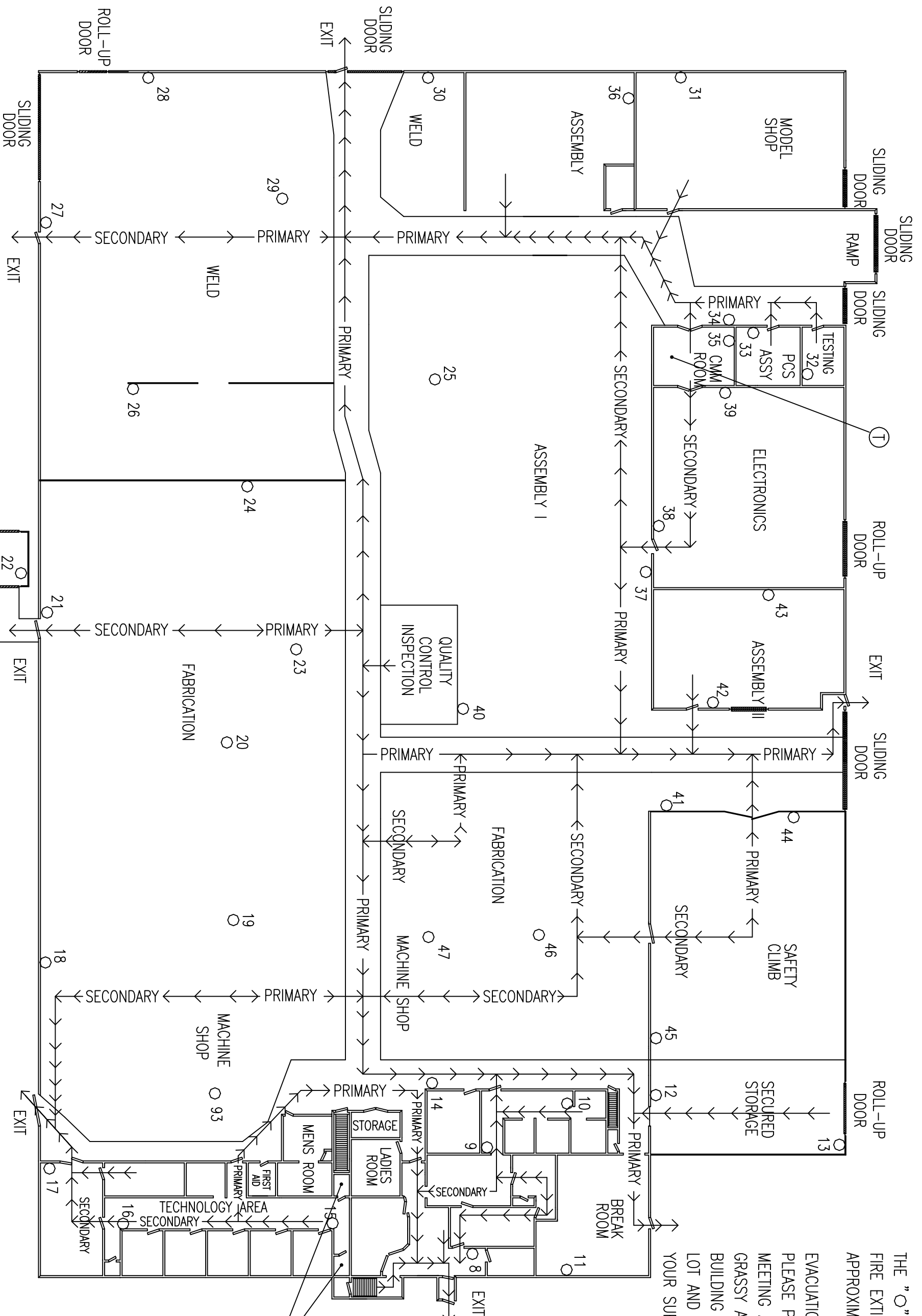
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RECEIVING

THE "O" SYMBOL REPRESENTS A FIRE EXTINGUISHER AND ITS APPROXIMATE LOCATION.

EVACUATION PROCEDURES:
PLEASE PROCEED TO THE CENTRAL MEETING AREA LOCATED IN THE GRASSY AREA IN FRONT OF THE BUILDING BETWEEN THE PARKING LOT AND THE STREET. REPORT TO YOUR SUPERVISOR FOR A HEAD COUNT.

THE "T" SYMBOL DESIGNATES A TORNADO SHELTER AREA.

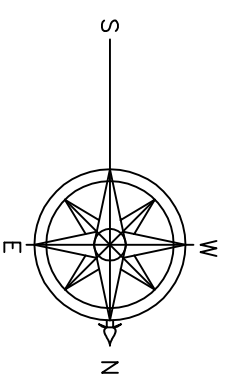


MANUFACTURING

EVACUATION PROCEDURES:
 PLEASE PROCEED TO THE CENTRAL
 MEETING AREA LOCATED IN THE
 GRASSY AREA IN FRONT OF THE
 BUILDING BETWEEN THE PARKING
 LOT AND THE STREET. REPORT TO
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THE "O" SYMBOL REPRESENTS A
 FIRE EXTINGUISHER AND ITS
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LOWER OFFICES

