



General Stamping Company Safety/Emergency Preparedness/Response Manual

Prepared By

Document Prepared By	
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Employment Manual Version Control

Version	Date	Author	Change Description
001	02-22-2016	TE Wolak	Updated location/address plus, ISO14001-2004 revisions
002	01-22-2018	TE Wolak	Various updates
003	03-05-2018	TE Wolak	Removed evacuation map (will be a separate feature) and referenced newly added MSD document station.
004	02-20-2019	NT Rook	Revised Locations, contact information, and referenced materials.

Officers	Organization Role
Damon R. Dato	President
Lauren Glory	Controller/HR Manager

Department Leaders	Organization Role
Chris Torsiello	Plant Manager
Rocco Dente	Operations Manager
Nathan Rook	Quality Assurance

Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between General Stamping Company and any of its employees.

General Stamping Company at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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INTRODUCTION

This document has been developed by General Stamping Company in order to familiarize employees with General Stamping Company's safety procedures in the event of an evacuation or safety emergency.

1.1 History

General Stamping Company was founded in 1965 and, through creative solutions and innovative design, we have been a leading manufacturer of precision metal stamping ever since. We produce many different parts for the Medical, Automotive, and Hardware industries, from Leadframes to complex disconnects. At General Stamping, we handle virtually any special application (in-line tapping, formed, coined, extruded, flat, or chamfered). Our direct experience with materials includes stainless steels, carbon steels, beryllium alloys, copper, brass, nickels, plated materials, etc. ranging from 0.002 to 0.250 inches thick, and tempers from Annealed to Full Hard.

As always, we excel in the manufacturing industry and supply components to the following markets:

Leadframes	Reel-to-Reel Components	Glass Sealing Devices
Passive Electronic Components	Hardware	Connectors
Switches	Relays	Surface mount devices
Plastic injections Molds	Lighting controls/LED	Automotive
Shielding devices	Hermetically sealed packages	

1.2 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, General Stamping Company reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.



2 WHAT TO DO IN THE EVENT ON AN EVACUATION

A NOTIFICATION FOR IMMEDIATE EVACUATION OF THE PLANT WILL BE GIVEN.

When the message is heard, you will immediately report to your evacuation assembly area, which is:

FRONT PARKING LOT: ALL EMPLOYEES FROM THE OFFICE & TOOL ROOM
Leader: Rocco Dente & Robert Hoffner Alternate: Kirk Hammerstone

ROLL CALL LISTING (separately maintained):

Employee listing (separately maintained)

MAIN LOADING DOCK: ALL EMPLOYEES FOR PRODUCTION, SHIPPING, & QUALITY ASSURANCE

Leader: Chris Torsiello Alternate: Anthony Alexander

ROLL CALL LISTING (separately maintained):

Employee listing (separately maintained)

1. **NOTE: AFTER 4:30PM ALL EMPLOYEES ARE TO EXIT THE NEAREST EXIT AND MEET AT THE FRONT PARKING LOT ASSEMBLY AREA.**

It is **VERY** important that you go to this area, and **no other**, since a roll call will be taken. If you do not answer, a search of your area will be required. **IF YOU ARE IN ANOTHER AREA OF THE BUILDING WHEN YOU ARE TOLD TO EVACUATE, GO TO THE NEAREST EXIT AND THEN GO AROUND THE OUTSIDE OF THE BUILDING TO REPORT TO YOUR DESIGNATED ASSEMBLY AREA.**

EVACUATION ROUTE: Follow the appropriate course outlined on the "Evacuation Plan Map" (separately maintained).

RE-ENTRY: Once the building has been evacuated, and every employee is accounted for, no one is to re-enter the building for any reason. When the FIRE DEPARTMENT or other responsible agency has notified us that the building is safe for re-entry, then, and only then, are you to return to your work station.



3 WHAT TO DO IN THE EVENT OF AN EMERGENCY

3.1 Injury

If there is a bodily injury to an employee during the execution of his or her normal duties, notify the Department Manager (refer to table on page 1). In the event that he/she is not present notify the President, Damon Dato.

3.2 Injury from a Liquid Waste Spill

If a person is injured because of a liquid waste spill, apply first aid if necessary according to the prescribed methods listed in the Material Safety Data Sheets. The appropriate department head should call the **9-1-1** and contact the President, Damon Dato, informing him of the incident and notifying him that they have contacted someone for emergency medical services. If there is an injury due to a spill/slip, please obtain and **incident report** from the office to fill out and submit to management. The president or other person in management is to notify:

3.3 Spill Prevention, Control and Cleaning

If there is a liquid spill, then use the absorbent sweeping compound to absorb it. Spills of more than five gallons of waste are considered wasteful and need to be handled in the following manner:

1. The department manager will identify the character, source, and the amount of the spill.
2. Personnel involved shall be re-trained in proper use and documented in their personnel file.

3.4 Fire/Explosion

A small fire can be put out with the use of a fire extinguisher – locations are listed in the Emergency Equipment list in this manual. In the case of an explosion or major fire, call **9-1-1** and then notify Damon Dato – President.

4 EMERGENCY EQUIPMENT LIST

MAIN PRODUCTION FLOOR

- | | | |
|----------------------|-----|--|
| Fire Extinguishers - | (2) | Next to the two shipping doors |
| | (1) | Next to the eyewash station |
| | (1) | Next to the Fire Panel |
| | (1) | Next to main circuit breaker |
| | (1) | Next to emergency exit near dumpster |
| | (1) | Next to compressors |
| | (1) | Next to Employee Entrance |
| Eye Wash Station - | (1) | Next to the sink in Production |
| Emergency Shut Off - | (1) | Front wall next to compressor and Press 16 |
| First Aid Kit - | (1) | Next to emergency exit near dumpster |

SHIPPING/RECEIVING & EDM DEPARTMENTS

- | | | |
|----------------------|-----|---------------------------------|
| Fire Extinguishers - | (2) | One next to each emergency exit |
| | (1) | Next to door by tumblers |
| | (1) | In Wire EDM between machines |

TOOL ROOM

- | | | |
|---------------------|-----|--|
| Fire Extinguisher - | (1) | Hanging next to the entrance in the Tool Room. |
| First Aid Kit - | (1) | Hanging next to the entrance in the Tool Room. |

OFFICE

- | | | |
|---------------------|-----|---|
| Fire Extinguisher - | (1) | Located in the conference room. |
| | (1) | Located next to the production floor door |
| | (1) | Located in the Foyer area. |

SECOND FLOOR

- | | | |
|---------------------|-----|------------|
| Fire Extinguisher - | (1) | Break Room |
|---------------------|-----|------------|



EMERGENCY ACTION PLAN IN THE EVENT OF FIRE, EXPLOSION, INJURY OR OTHER ADVERSE EVENT

NJAC 7:26-9:7 CONTINGENCY PLAN AND EMERGENCY PROCEDURE

5 EMERGENCY CONTACT NUMBERS

EMERGENCY	9-1-1
HAZMAT (Manta, Kenilworth, NJ)	(908) 850-7099
NJ STATE POLICE DEPARTMENT (Hope, NJ)	(908) 459-5000
BLAIRSTOWN FIRE/RESCUE	(908) 362-6789
BLAIRSTOWN POLICE DEPARTMENT	(908) 362-8266
KNOWLTON FIRE/RESCUE SQUAD	(908) 475-4268
MICHAEL MULLIGAN, FIRE CHIEF	(908) 256-4803

New Jersey County Office of Emergency Management Coordinators:

(908) 835-2030

National Response Center: (Oil and Chemical Spills)

(800)-424-8802

5.1 Persons to Notify

Contingency Plan Coordinator:	Damon Dato Operations
Alternates:	Lauren Glory Office
	Chris Torsiello Plant

5.2 Definition of an Emergency (but not limited to the following):

- A. Injury to a person in the plant.
- B. Uncontrollable fire (major).
- C. Explosion.
- D. Spills of more than 5 gallons of liquid waste.