

Emergency Action Plan

Lemberg Office Environment



Table of Contents

Emergency Contact Information	1
Emergency Coordinator description	2
Emergency Assistant description	3
Building map 1st floor	4
Building map 2nd floor	5
Medical Emergency	6
Emergency numbers	6
Providing information	6
Fire Emergency.....	7
Fire discovery	7
Fighting a fire	7
Evacuation process	8
If evacuation is not possible	8
Fire assembly point map.....	9
Tornado Emergency.....	10
When area is being threatened	10
Shelter	10
Active Shooter.....	11
Profile of an Active Shooter	11
How to respond	11
Informing authorities	11
How to react	12
Assembly point map	13

Bomb Threat	14
Phone Threat.....	14
Action	14
Determination of evacuation.....	14
Letter/Parcel Bomb Detection	14
Typical signs	14
Action	15
Determination of evacuation.....	15
Assembly point map.....	16

Emergency Contact Information

Emergency Coordinator(s):

Dave Washebek – President/CEO

Direct: (262) 364-0352 **Cell:** (414) 254-1879

Tim Scheid – Vice President of Operations/COO

Direct: (262) 364-0060 **Cell:** (414) 254-0729

Emergency Assistants:

Melissa Glenz – Assistant Controller

(Accounting, Construction and front office areas)

Direct: (262) 364-0038

John Wachniak – Sign Division Manager

(Sign, Warehouse and Kitchen areas)

Direct: (262) 364-0027 **Cell:** (414) 507-4586

Brad Chwala – Estimator I

(2nd floor office, kitchen and Training Center areas)

Direct: (414) 918-3922

Brookfield Police Department-Non-Emergency:

Address: 2100 N Calhoun Rd, Brookfield, WI 53005

Phone number: (262) 787-3702

Emergency: 9-1-1

Brookfield Fire Department:

Address: 2100 N Calhoun Rd, Brookfield, WI 53005

Phone number: (262) 787-3702

Nearest Hospital: (Froedtert-Milwaukee)

Address: 9200 W Wisconsin Ave, Milwaukee, WI 53226

Phone: (414) 805-3666

Emergency Coordinator Description

- The Coordinator should be notified as soon as possible when an emergency arises.
- In non-emergency situations, the Coordinator should be contacted immediately and he/she will determine next steps. (Non-emergency situations include theft, loitering, false fire alarm, etc.).
- If evacuation is necessary, the Emergency Coordinator will be the point of contact for local Emergency Responders. The Coordinator will notify employees as to when it is safe to re-enter the building.
- In case of a Fire, the Emergency Coordinator will reset the fire alarm and inspect the alarm control system to make sure it is working properly.
- If necessary, the Emergency Coordinator will contact any employee's emergency contact on file to notify them of the situation if it is severe. (injury, death, transported to hospital, unable to locate etc.).

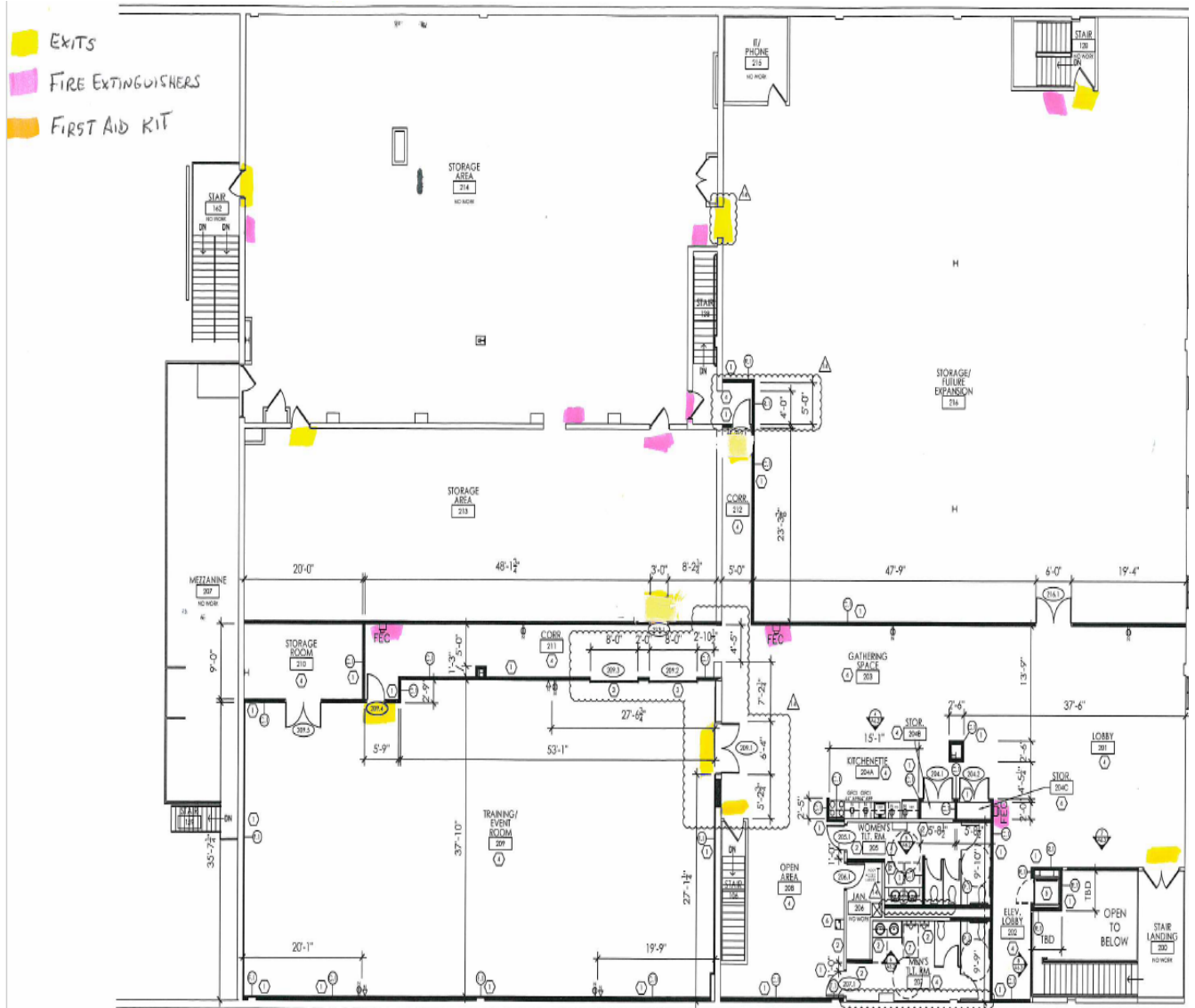
Emergency Assistant Description

- When there is an Emergency, if it is safe to do so, the Assistant will be responsible for helping employees evacuate to the designated assembly point and or seek shelter. Assistants will be responsible for casing their designated areas to help others during any emergency.
- There is one (1) Assistant per 20 people.
- Within Lemberg there are three (3) Emergency Assistants.
- Assistant one (1) will cover the Service, Kitchen, Sign and the Warehouse area (John Wachniak).
- Assistant two (2) will cover the Accounting, Construction and front office area (Melissa Glenz)
- Assistant three (3) will cover the 2nd floor offices, Kitchen and Training Center (Brad Chwala)
- Keeping calm and having safety in mind will be a key responsibility for this position.

*****1st Floor building map with highlights for exits, fire alarms, fire extinguisher(s), Sign Division area, first aid kit(s), and defibrillator**



*****2nd floor building map with highlights for exits, fire extinguisher(s), first aid kit(s)**



Medical Emergency

Call the appropriate medical emergency phone number:

- Call for help, locate a qualified Lemberg Emergency Responder. **DO NOT** provide First Aid if you have not had the training.
- Call 9-1-1.
- Advise reception of the emergency.
- Contact the Emergency Coordinator as soon as possible.
- The Lemberg Responder will designate an employee to go outside to direct the local Responders to the closest entrance way.

Provide the following information:

- The Nature of medical emergency.
- The location of the emergency (address and building).
- Your name and phone number.
- Stay on the phone until local responders are on site.

Qualified Lemberg Emergency Responders:

- Adam Grahn
- Brad Chwala
- Dave Washebek
- Tim Scheid
- Ted Cyrs
- Gwenn Soldner
- Ramona Marena
- Sarah Sanger
- Ernie Garza
- Jeff Olson
- John Wachniak
- Melissa Glenz
- Tim Hagen
- Sheena Loaiza
- Tom Lehn

***Do not move victim unless absolutely necessary!**

Fire Emergency

When a fire is discovered:

- Remain calm!
- Activate the nearest fire alarm. Fire alarms are listed on the maps located on pages 5 and 6 of this manual.
- Call 9-1-1.
- Notify the Emergency Coordinator as soon as possible.
- If your clothing were to start on fire, perform the action of STOP, DROP, and ROLL.
- Pre-determined Assistants should help any individual(s) with mobility impairment, hearing impairment, visual impairments, speech impairments, and intellectual or developmental disabilities get to the designated safe area.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas and escaping the area is possible.
- The fire extinguisher is in working condition.
- **Only those who are trained in using the Extinguisher are able to use it.**

Currently those who are qualified to operate a fire extinguisher are:

- Dave Washebek
- Tim Scheid
- Tom Lehn
- Gwenn Soldner
- Ramona Marena
- Zach Wenger
- Mik Marhal
- Ethan Newton
- John Wachniak
- Eric Bailey
- Kyle Witte
- Pat Antkowski
- Brittany Ardrey
- Skip DeBack
- Ted Cyrs
- Ernie Garza
- Brian Pritzkow
- Ken Poser

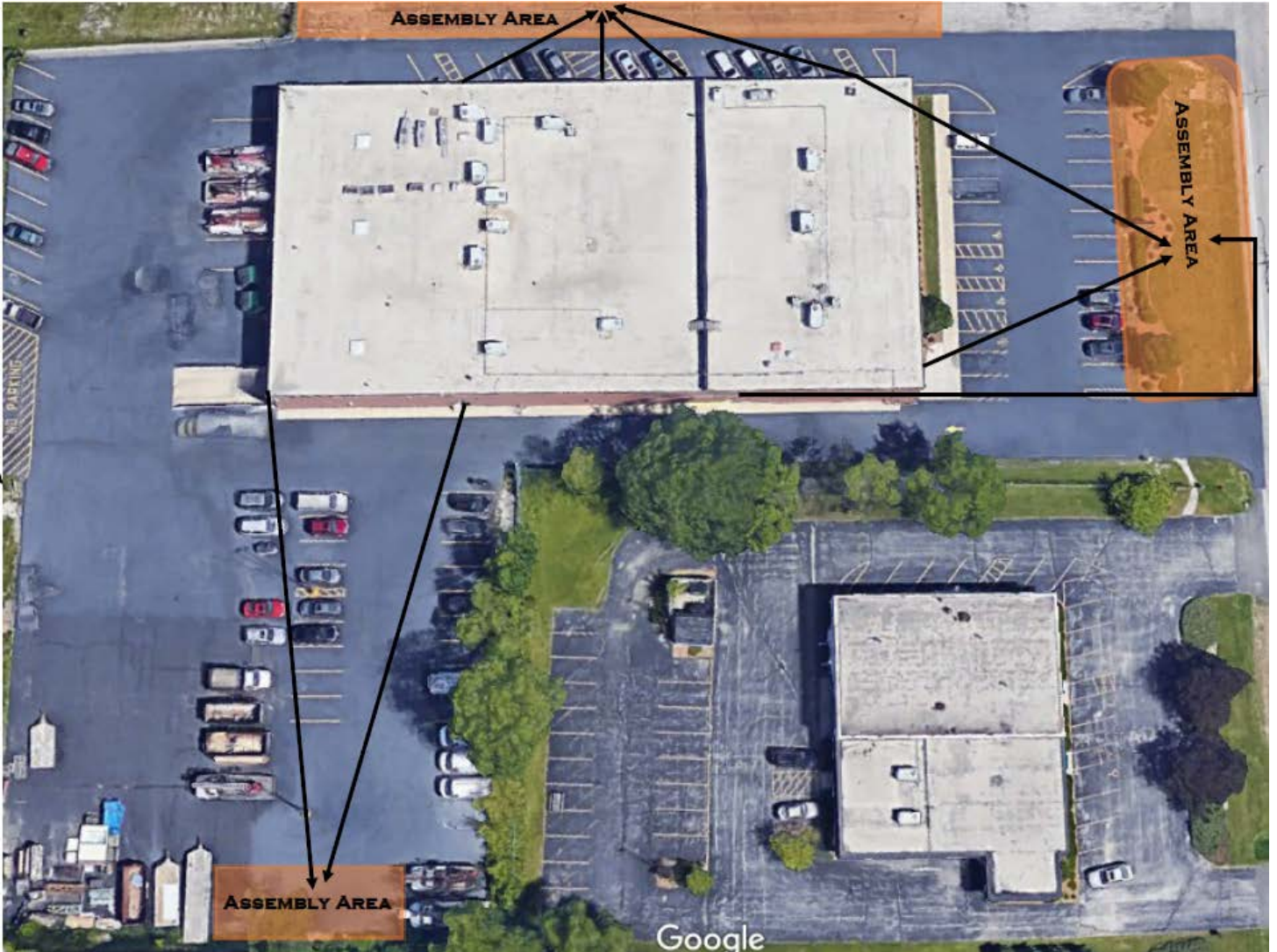
Process for evacuating the building:

- Evacuate the building safely by using the closest exit and proceed to the designated assembly area.
- If you are in an enclosed room and smoke is not visible from under the door, touch the door handle with the back of your hand. If it is not hot, it is safe to open the door. If it is hot, **DO NOT** open the door! Try to escape through a window if possible.
- **Never use the elevator!**
- Emergency Assistants should scan their area if it is safe to do so. Assistants should help anyone escape to the designated evacuation area.
- If possible, notify the Emergency Coordinator that you are safely out of the building.
- Remain outside until the Emergency Coordinator or Fire Department announces that it is safe to re-enter the building.

If evacuation is not possible:

- Alert others of your presence by yelling. If a phone is available call 9-1-1 and inform them of your location in the building and that you are trapped.
- If possible, keep a wet cloth over your mouth.
- Stay as close to the ground as possible.
- Keep the door closed and block any cracks around the door.
- If your clothes catch fire, **STOP, DROP and ROLL!**

Fire Assembly Point Map



Tornado

When the area is being threatened with a tornado warning:

- The Receptionist is to announce the emergency twice through the intercom system and will direct everyone to take shelter in the appropriate area.
- Proceed to take shelter in the Sign Division area.
- Emergency Assistants should help any individual(s) get to the designated safe area.


Once shelter has been taken:

- Stay in the center of the room and keep away from doors, windows and outside walls.
- Stay away from corners as they tend to attract debris.
- Position yourself by getting down on your knees, crouch, tuck your head, and cover the back of your neck.

Warning Systems

Tornado Watch - Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter, and check supply kits. Monitor radio and television stations for more information.

Tornado Warning - Imminent threat - A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

An illustration of a person with brown hair, wearing a red and white striped shirt and blue pants, crouching on a dark blue floor. They are in a protective position, with their head tucked down and their hands covering their face and neck. The background is a solid dark blue color.

Active Shooter

Profile of an Active Shooter:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. (*U.S. Department of Homeland Security*)

How to respond:

RUN...

- If you have a safe escape path.
- When running, use cover if you can.
- Leave your belongings.
- Help or encourage others.
- The evacuation assembly point will be in the Schwaab Inc. building – located next door.
- Call 9-1-1 when it is safe!

HIDE...

- If evacuation is not possible, go to a nearby room with a door, lock it, put a chair, desk, file cabinet etc. against the door for a barrier.
- Silence any source of noise.
- Try not to trap or restrict your movement.
- If it is possible, call 9-1-1.

FIGHT...

- As a **LAST RESORT**, act with physical aggression.
- Improvise weapons.
- Stand beside the door.
- If the active shooter attempts to open the door, attempt to take him/her down (**FACE, EYES and GROIN**). Your chance of survival is greater.

Information to provide to Emergency Operator and or Police:

- The Location of shooter(s).
- The Number of shooters.
- The Physical description of the shooter.
- Number and type of weapons.
- Number of potential victims.

How to act when Emergency responder(s) arrive.

- Follow their instructions
- Remain calm, try not to yell or scream.
- Keep your hands visible and empty.
- Avoid quick movements and pointing.
- **DO NOT** ask the officers for help. Run past them to the designated assembly point.

Active Shooter Assembly Point Map

Schwaab Inc.

12855 W. Lisbon Rd.



Bomb Threat

Phone threat:

Although threats can come in almost any form (letters, memos, writing on a wall, e-mail, etc.), most threats come over the telephone.

Action:

- Remain calm!
- Keep the caller on the line for as long as possible. **DO NOT HANG UP!!**
- Fill out the Bomb Threat Checklist. A checklist should be by each phone.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information. Write as much detail down as possible.
- Copy the number and/or letters on the caller ID display.
- Immediately upon termination of the call, do not hang up, but from a different phone, call 9-1-1. If someone is nearby, discretely tell them to call 9-1-1. Make sure the caller does not hear.
- If possible, notify the Emergency Coordinator.

Letter/parcel bomb detection:

At times, the postal service is used to deliver explosive devices.

Typical signs to watch for:

- The item has bulges or lumps (Do not put pressure on the item).
- Pay attention to the return address. Try to research the address to make sure the sender/company is legit (companies will usually use pre pay stamps and will almost never hand write addresses).
- Pay attention to excess postage. Bombers are known for using extra postage to ensure the package won't be returned.
- Oil Stains: Oil stains are common among homemade bombs. Oil leaks can happen often from the equipment inside.

Action:

- Remain Calm!
- Call 9-1-1.
- **Do Not Touch** a suspected device if located! Isolate the area and contact the Emergency Coordinator as soon as possible.
- Do Not Change the Environment: Do not turn on or off water, gas or anything with electricity.
- Contact the Emergency Coordinator as soon as possible.

Determination of evacuation:

- If advised by Emergency Responder and or Coordinator, evacuate to the Schwaab Inc. building located next door.
- If safe to do so, Emergency Assistants should help any individual(s) in the area evacuate to the designated assembly point.
- Do not assume there is only one device planted in the area!

Bomb Threat Assembly Point Map

Schwaab Inc.

12855 W. Lisbon Rd.

