

# Emergency Response Plan (ERP)

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Although Us Auto Supply takes precautions to prevent them, emergencies do occur. When they do, they require quick, correct, and decisive responses. This Emergency Action Plan (EAP) outlines the procedures and responsibilities necessary to respond to various emergencies while ensuring employee safety and regulatory compliance.

## 1. Purpose and Scope

The purpose of this Emergency Action Plan is to protect employees, visitors, and property in the event of an emergency. The scope of this plan applies to all personnel at US Auto Supply worksites, regardless of location or job title.

Our Plan Coordinator has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. Depending on the degree of seriousness, the following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Fire             | <input type="checkbox"/> Earthquake   | <input type="checkbox"/> Bomb threat          |
| <input type="checkbox"/> Explosion        | <input type="checkbox"/> Heat wave    | <input type="checkbox"/> Robbery and violence |
| <input type="checkbox"/> Chemical release | <input type="checkbox"/> Extreme cold | <input type="checkbox"/> Civil disturbance    |
| <input type="checkbox"/> Tornado          | <input type="checkbox"/> Blizzard     |   |
| <input type="checkbox"/> Hurricane        | <input type="checkbox"/> Tidal wave   |   |
| <input type="checkbox"/> Flash flood      | <input type="checkbox"/> Power outage |   |

## 2. Emergency Reporting Procedures

- Dial 911 immediately to report fires, chemical spills, or medical emergencies.
- Use designated alarm systems if available.
- Notify the EAP Coordinator once in a safe location.

### 3. Evacuation Procedures

- Follow posted evacuation maps.
- Use the nearest safe exit.
- Proceed to the designated assembly area.

### 4. Assembly Area and Accountability

- Meet at the designated assembly point.
- Supervisors conduct roll call using attendance logs.
- Report any missing individuals to emergency services immediately.

### 5. Critical Operations Shutdown

- Only trained personnel should shut down critical equipment.
- Shutdown must be done only if safe to do so.
- Notify responders of any equipment that could not be shut down.
- If any emergency occurs on a project involving propane, combustion engine equipment or electrical tools, US Auto Supply employees will shut off propane sources at the cylinders and turn off all equipment before evacuating, provided employee safety is not jeopardized by doing so.

Does this project involve the use of propane?	Yes ___	No ___
Does this project involve the use of combustion engine equipment?	Yes ___	No ___
Does this project involve the use of electrical tools or other ignition sources?	Yes ___	No ___
Does this project involve the use of other critical operations not listed?	Yes ___	No ___

Explain:

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If our employees are not able to shut off propane/gas/diesel supplies, the fire department or other responding emergency agency will be notified of the presence and locations of the tanks.

List locations of propane/Diesel on this site:

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Diesel Tank Located North - East of Main Office Building

### 6. Rescue and Medical Duties

- First Aid Team members are responsible for attending to injuries.
- If no trained personnel are present, rely on emergency responders.

- AED and first aid supplies are located at the breakroom of the buildings and in the rack building on the back wall, see evacuation map for location details.

The following employees have been trained on First Aid and CPR to attend to injured employees.

Yes \_\_\_\_ No \_\_\_\_

*If "No" has been checked, our employees will rely on paramedics or other emergency rescue teams.*

*If "Yes" has been checked, those employees trained in rescue operations will perform duties according to the training they have received. The remaining employees will meet at the designated meeting area.*

## 7. Communication Protocols

- Use walkie talkies or phones to notify team members.
- Notify emergency services using clear and concise messages.
- Maintain open lines of communication with all EAP leaders.

## 8. Contact Persons for Plan Information

- Facility Manager : Kevin Johnston
- EAP Coordinator: Isabella Marinello Joe Campbell (Site supervisor)

## 9. Emergency Contact List

- Local Fire Department: 911
- Police Department: 911
- Emergency Medical Services: 911
- Nearest Hospital: 15855 19 Mile Rd, Clinton Township, MI 48038 - (586) 263 - 2300
- Internal Safety Team: William Noe, Brad Deleersnyder, Josh Lemons-McNeil

## 10. Training and Drills

- All employees receive EAP training during onboarding.
- Conduct annual drills for fire, evacuation, and other high-risk events.
- Maintain logs of all training and drills.

## 11. Hazard-Specific Procedures

- Fire: Follow posted evacuation routes and use fire extinguishers only if trained
- Chemical Spills: Evacuate immediately. Do not attempt cleanup.
- Severe Weather: Move to interior safe zones away from windows.
- Active Shooter: Lock doors, silence phones, stay out of sight.

## 12. Shelter-in-Place Procedures

- Secure all doors and windows.
- Move to designated safe zones.
- Stay tuned to communication updates from the EAP team.

## 13. Emergency Supplies

- First aid kits: See the safety evacuation plan for locations
- Fire extinguishers: See the safety evacuation plan for locations
- AED devices: The Managers and Safety evacuation team
- Emergency food/water: Breakrooms

## 14. Review and Updates

- Review the plan quarterly and after major incidents.
- Communicate any changes immediately to all employees.

## Appendix: Maps and Diagrams

Include floor maps, exit routes, and locations of emergency equipment here.