



MICROCOMM SAFETY MANAGEMENT PLAN

SECTION I: FACILITY SAFETY PLAN

Effective Date: 16 January 2006

Revision Date: 16 January 2006

Approved by: H. Paul Shuch, Chief Engineer

PURPOSE: To manage safety risks to public and staff by implementing processes to reduce risks, by conducting periodic environmental tours, and by assessing staff knowledge and performance in reducing safety risks.

POLICY: Microcomm has designed a safe, accessible, and efficient environment in accordance with its mission and service, as well as applicable laws and regulations.

I. APPLICABILITY:

All individuals entering the Microcomm office, machine shop, and laboratory.

II. GENERAL INFORMATION:

The safety program is comprised of all policies and procedures that affect the safety of all visitors and employees. The program is intended to ensure a safe environment by promoting and enforcing practices and procedures that provide a facility free from hazards.

III. RESPONSIBILITIES:

A. The Chief Engineer of Microcomm is hereby designated The Safety Director/Manager to manage corporate safety programs. The Safety Director/Manager has the authority and responsibility to manage Microcomm safety program through inspections, policy reviews, and recommendations for correction of any deficiency.

B. The Safety Director/Manager manages the safety program by implementation and enforcement of Microcomm safety policies.

C. The Safety Director/Manager will monitor and evaluate the safety program policies and procedures. All safety policies in the Microcomm Policy Manual are reviewed by the Safety Director/Manager annually.

D. It is the responsibility of all employees to maintain a safe and hazard free work environment through safe work practices, and through prompt notification of the Safety Director/Manager of any perceived or potential hazards. Use of the following personal protective equipment by technical employees located at the Cogan Station office is required while performing the designated functions: eye protection while operating machinery.

E. The safety of electrical, plumbing, heating, air conditioning, wastewater, storm sewers, sanitary sewers, etc is the responsibility of the building owner, Dr. H. Paul Shuch, 121 Florence Drive, Cogan Station PA 17728.



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IV. PROCEDURES:

A. **Incident Reporting and Investigation:** To ensure a physical environment free of hazards, and to reduce the risk of injury, the Safety Director/Manager gathers data on the organizational experience for staff injuries, property loss, life safety, and hazardous materials (see reporting of work-related injury policy in Section 3.10 of the Microcomm Policy Manual).

B. **Hazard Surveillance:** The Safety Director/Manager maintains the facility-wide safety program, to ensure all applicable laws/regulations are met, and completes safety inspections at regular intervals. All emergency service areas are clearly identified and easily accessible.

C. **Environmental Rounds:** Periodic environmental tours are performed every ninety days by the Safety Director/Manager, to evaluate current processes for managing safety risks, assess staff knowledge, and identify opportunities to improve the environment.

D. **Safety Issues and Risk Assessment:** The Microcomm Safety Director/Manager shall actively promote and enforce the safety program.

1. The Safety Director/Manager evaluates the impact on staff and public safety of the buildings, grounds, equipment, occupants, and internal physical systems, reporting and investigating incidents that involve property damage or personal injury.

2. Biohazardous materials, recombinant DNA, radioisotopes, chemicals, lasers, and radiation are not currently used by Microcomm. Should these substances be used in the future, specific policies relating to their use, storage, and removal will be developed.

3. Working alone in the office beyond normal office hours is not encouraged, owing to the risk of injury to the employee.

4. Food or beverage consumption is permitted only in the kitchen area, located on the ground floor of the Cogan Station facility.

E. **Education and Orientation:** The Safety Director/Manager shall provide a safety orientation to all new and existing employees.

F. **Performance Improvement:** Performance improvement(s) are established by the Safety Director/Manager annually.

V. ANNUAL EVALUATION AND REVIEW:

The Safety Director/Manager shall be responsible for the annual evaluation and review of the scope, performance, and effectiveness of all aspects of the Microcomm Facility Safety Plan.



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SECTION II: EMERGENCY MANAGEMENT PLAN

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PURPOSE: To manage the consequences of natural disasters or other emergencies in an expeditious manner.

POLICY: Microcomm has a documented plan for an emergency management program, designed to manage the consequences of natural disasters or other emergencies that disrupt the company's ability to continue its mission.

I. APPLICABILITY:

All members of the local community, employees, clients, and all persons entering the Microcomm office, machine shop, and laboratory.

II. GENERAL INFORMATION:

The Emergency Management Program is comprised of plans to be put into effect, as appropriate, for emergencies, disasters, or other specific threats.

- **Hepburn Township Volunteer Fire Company** (570) 494-0411 provides fire protection.
- **Lycoming County Sheriff's Department** (570) 327-2280 provides police protection.
- **Old Lycoming Township Volunteer Fire Company** (570) 323-7016 provides ambulance service.
- **Lycoming County Emergency Management Agency** can be contacted at (570) 443-4461.
- **Lycoming County Communications Center** can be contacted at (570) 443-3166.

III. RESPONSIBILITIES:

A. The Safety Director/Manager is responsible for the compilation and management of all policies and procedures comprising the Emergency Management Program.

B. The Safety Director/Manager is responsible for the internal emergency safety decisions related to fire fighting, chemical spills, or other hazards that may require the evacuation of personnel.

IV. PROCEDURES:

A. Disaster Plan: This Disaster Plan describes the implementation of the various responses to threats, disasters, and emergencies, and addresses the



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responsibilities of Microcomm personnel with respect to such threats.

- B. Hazard Vulnerability Analysis:** A hazard vulnerability analysis has been completed that identifies specific potential disasters that would impact Microcomm. These include:

Robbery/Assault/Police Emergency - Call 911 or Lycoming County Sheriff's Department at (570) 327-2280.

Tornado - In the event of severe weather likely to spawn tornadoes, turn on a battery-powered NOAA Weather radio (located at Chief Engineer's desk) for NWS warnings. If a tornado is sighted, go to the basement of the building, move away from all windows, and cover yourself with a coat, piece of carpet or other heavy material.

Earthquake - In the event of an earthquake, move immediately to a doorframe and away from any windows, heavy furniture that might shift, or glass. Most earthquakes in Pennsylvania should be mild tremors causing little if any damage.

Flood - The office is not located in a floodplain, so flooding is not considered likely. If water is found in the office, do not attempt to enter the office, and immediately call the building owner on his cellphone (570) 419-1229. If you are in the office when water enters the building, seek the highest point immediately, and call for help.

Fire - Fire extinguishers are located adjacent to the entrance doors to the laboratory, engineering office, and machine shop. Instructions for use of fire extinguishers are found attached to the fire extinguisher. In the event of fire, as indicated by alarm of smoke detector sounding or verbal call of fire, immediately call the Fire Department at 911. If fire is contained in a trash can or other location smaller than the individual finding the fire, attempt to use the fire extinguisher before evacuating. If fire is larger and spreading, evacuate immediately. The evacuation routes are as follows: from the laboratory, via the glass patio doors to the rear deck; from the machine shop, via the garage door or side door; from the laboratory or office, via the stairwell to the front or rear doors on the ground floor. Gather in the driveway to the East of the building and wait for fire department.

- C. Community Emergency Management Planning:** Microcomm will participate in various local, county, and regional planning activities and committees involved in emergency preparedness planning, as appropriate.

- D. Evacuation:** In the event of fire, or following cessation of an earthquake or passage of a tornado, employees should attempt to evacuate the office to a safer location as directed by civil authorities. No employees are assigned to perform rescue or medical evacuation, as these procedures should be handled by civil authorities only. Before evacuation of the office, all employees should attempt to



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remove backup hard drives or other storage media from any computers, and evacuate same with them.

E. Procedure for Restoring Operations After Emergencies: The Safety Director/Manager will determine when to deactivate the disaster status, and will make any other decisions necessary to return to routine operations.

F. Back-up Systems for Utility (Water, Electricity, Medical Gas, etc.): The Microcomm office does not have backup systems for utilities. Individual computers may be equipped with Uninterruptable Power Supplies (UPS).

G. Back-up Communication Systems: Back-up communication for Microcomm includes the cell phones and amateur radio transceivers of individual employees.

H. Orientation and Education: The Safety Director/Manager provides basic disaster related information to new employees as part of the new employee orientation, and during annual safety training.

I. Annual Evaluation of the Scope, Performance, and Effectiveness: The Safety Director/Manager shall be responsible for the annual evaluation of the scope, performance, and effectiveness of the Emergency Management Plan.

J. Communication Systems Testing: The Safety Director/Manager will test all telephone communication systems and network/internet communications annually.

K. Emergency Procedures: All emergency procedures are specified in the Facility Safety Plan, the Emergency Management Plan, and the Fire Prevention Management Plan.

V. REFERENCE PROCEDURES:

- A. NFPA standards
- B. PA Department of Labor regulations

VI. RESPONSIBILITY FOR ANNUAL EVALUATION AND REVIEW:

The Safety Director/Manager shall be responsible for the annual evaluation and review of the scope, performance, and effectiveness of all aspects of the Microcomm Emergency Management Plan.



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SECTION III: FIRE PREVENTION MANAGEMENT PLAN

Effective Date: 16 January 2006
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PURPOSE: To protect employees, visitors, and property from fire and the products of combustion, and to provide for the safe use of buildings and grounds.

POLICY: There is a comprehensive Fire Prevention Program for Microcomm.

I. APPLICABILITY:

All persons entering the Microcomm office, machine shop, and laboratory.

II. GENERAL INFORMATION:

The Fire Prevention Program is comprised of all related fire prevention policies and procedures. The primary source of combustions at the Cogan Station facility is soldering irons. Persons using soldering equipment should ensure that it is turned off after each use. Waste materials should be placed in appropriate receptacles, and removed once weekly for disposal.

III. RESPONSIBILITIES:

A. Administration of Plan: The Safety Director/Manager is responsible for the overall administration of the Fire Prevention Program.

B. Code Compliance: The Safety Director/Manager is responsible for code compliance in the acquisition of any and all furnishings or related materials.

C. Facility Safety Inspection: The Safety Director/Manager is responsible for completing safety inspections annually

D. Annual Evaluation: The Safety Director/Manager shall be responsible for the annual evaluation of the scope, performance, and effectiveness of all aspects of the Fire Safety Management Plan.

IV. PROCEDURES:

A. Fire Plan: There fire plan is described in the Emergency Management Plan.

B. Fire Safety Education and Orientation: The Safety Director/Manager shall provide a fire safety orientation to all new & existing employees.

C. Inspection, Maintenance, and Testing of Fire Safety Systems: The building owner is responsible for the inspection and maintenance of the smoke detectors. The Safety Director/Manager coordinates the annual maintenance of fire extinguishers.



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- D. Emergency Procedures:** All emergency procedures are specified in the Facility Safety Plan, the Emergency Management Plan, and the Fire Prevention Management Plan
- E. Building and Grounds:** There shall be an ongoing effort to assure that the buildings and grounds are suitable to the nature of the services provided.
- F. Fire Safety Program:** There shall be an ongoing program to maintain fire safety, through procedures to identify and maintain all applicable features of fire protection to Life Safety Code standards.
- V. REFERENCE PROCEDURES:**
- A. NFPA Life Safety Code, 2000 Edition
- VI. RESPONSIBILITY FOR ANNUAL EVALUATION AND REVIEW:**
- The Safety Director/Manager shall be responsible for the annual evaluation and review of the scope, performance and effectiveness of all aspects of the Microcomm Fire Prevention Management Plan.