

IN THE ZONE

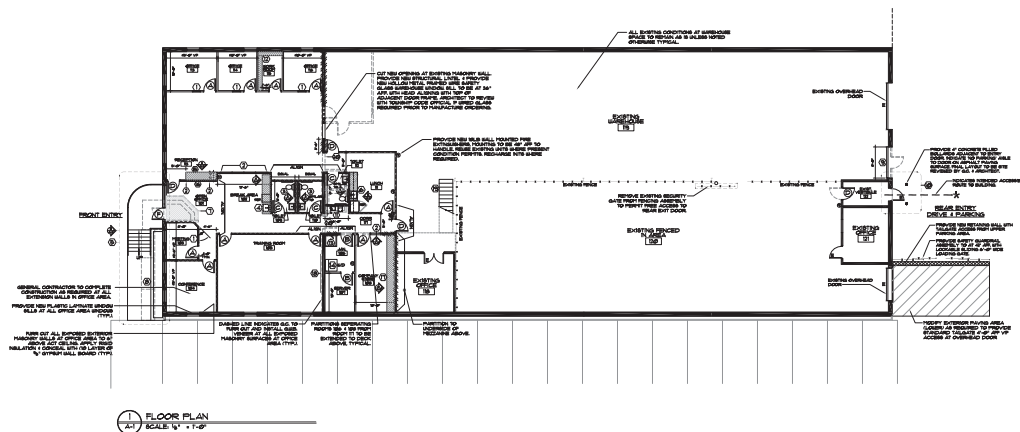
Home Sweet New Home - New King of Prussia Office

As of November 29, 2011, our King of Prussia team will have a new place to call home at 431 Feheley Drive, King of Prussia, PA. This past summer we purchased a 10,000 square foot facility. We've spent the past few months removing all interior walls, electric, and HVAC, essentially taking the building down to its bare bones. We then designed, engineered and rebuilt the interior and exterior to create a state-of-the-art Flagger Force facility.

We're incredibly excited and proud to share this new office and warehouse facility with you and know it will be a much-needed improvement compared to our previous office, which we've greatly outgrown. Some of the new building features include a modern, glass lobby area, abundant office space for the KOP operations

team, new meeting facilities, a much larger and robust Flagger Force Academy training room, and a fully-stocked Flagger Force store area, plus ample warehouse space for equipment storage and maintenance purposes.

If you're in the King of Prussia area, stop by and check it out, and watch for details on our upcoming open house!



- **A Letter from Mike and Michele Doner on page 2**
- **Coming Soon: Special Event Services on page 3**
- **Flagger Force Foundation - Kickoff and New Officers Announced on page 7**
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We are proud to
present our **Flagger
Force Values,
Vision and Mission:**

Shared Values

LEADERSHIP

A dedication to willingness, initiative, perseverance and caring.

INTEGRITY

Speaking and living the truth in an authentic manner.

RESPECT

A commitment to honoring the diversity of others with dignity.

TRUST

Counting on ourselves and each other to give our best every single day.

Compelling Vision

To Fulfill a Greater Purpose:

We exist to make a difference, we believe what we do matters.

Energizing Mission

To protect our people, our clients and the public.

To share our **Safety • Driven** passion with others.

To serve with integrity and professionalism.

To cultivate a team of leaders, providing opportunities for growth.

To be respected as an industry leader in safety education and work zone management across the nation.

We believe that these words have captured the Flagger Force experience and it is our hope that you will get to know this credo well and help us to carry out our Values, Vision and Mission every single day on the job. Thank you so much for your support over the years and for being an incredibly important part of our journey. We are eternally grateful.

Michele Doner
President

Mike Doner
Vice President



Special Event Services

Until recently, Pennsylvania state code specified that private companies like Flagger Force could provide traffic control services for utility, construction and maintenance projects only. Special events such as festivals,

parades, athletic competitions, and other community activities had to rely on their local police and fire police for all of their traffic control needs. During the past few years, it has become increasingly difficult for many of these local departments to meet the needs for special event organizers and yet still be fully staffed to accommodate the basic emergency requirements of their own communities.

However, thanks to efforts by our company and event organizers, in the industry, PennDOT has decided to change the code to allow private traffic control companies to provide their services to special events of all types. Although this code will not be officially published until sometime in 2012, PennDOT is encouraging event organizers to contact companies like us beginning immediately.

Flagger Force Listed in TOP 600 SPECIALTY CONTRACTORS

Flagger Force is proud to be honored as one of the nation's Top 600 Specialty Contractors of 2010, as recently reported by *Engineering News-Record* (more commonly known as *ENR Magazine*). This list is comprised of specialty trade firms "who actually perform, rather than just manage, most of a project's work." The ranking is based exclusively on reported revenue. While many of the other elite companies to make the list cited decreased revenues in 2010 due to the effects of a recessionary

market, Flagger Force experienced exceptional growth despite the market's downturn, enabling our company to attain a #530 spot on the list.

Mike Doner, Vice President of Flagger Force stated, "We're honored to be included among the largest specialty contractors in the nation, and, thanks to yet another excellent year in 2011, we know that a higher ranking awaits us on the list next year."

What does this mean for you, as an employee? Well for one, we'll have more job opportunities on the weekends for those of you who want to increase your weekly hours. These jobs are a great way to both earn more money and increase your average weekly hours in order to qualify for the new Capital Blue Cross health plan. Additionally, many of these jobs may be exciting and fun - after all, who doesn't enjoy taking part in a holiday parade or high fiving runners as they complete a race for a great cause?

If you'd like to increase your weekly hours and would enjoy working these types of special and community events on the weekends, let your operations team know today!





Working in a Winter Wonderland

By: Maresa McNeill,
Communications Intern



Winter Driving Safety Reminders

This winter, be cautious of the dangers cold weather can bring to driving. Here are few a reminders to help keep you safe behind the wheel on chilly days to come.

1. **Know Your Route** - Know where you are headed, but be prepared with an alternate route just in case.
2. **Pack a Safety Kit** - At minimum, your kit should include flares, flashlights, an ice scraper, blankets, snacks and a first aid kit.
3. **Check Tires** - Check your tires once a week, before driving, to ensure proper tread and inflation to help minimize sliding. Cold weather causes decreased tire pressure, so be sure to top up on air if needed.
4. **Know the Weather** - Avoid getting stuck in the middle of a blizzard by checking the weather before driving. Plan your commute around any hazards if possible.
5. **Stay in Your Vehicle** - If your vehicle breaks down, stay inside and call for help to maximize warmth as long as possible.

6. **Slow Down** - Start out slowly; gauge the weather and road conditions before attempting to drive the posted speed. Take your time when turning, accelerating or stopping to avoid loss of traction and maintain a generous following distance behind other vehicles.

7. **Clear Your Headlights, Hood and Roof** - Clearing snow and ice off of your headlights allows you to see and be seen, and clearing your hood and roof ensures you won't blind yourself or other drivers with blowing snow.

8. **Check Your Exhaust Pipe for Snow** - After a big storm, or even backing into a snow bank, check your exhaust pipe for snow. A blocked pipe can force deadly carbon monoxide back into your vehicle's interior.

9. **Keep Your Tank at Least Half Full** - In extreme cold, near-empty gas tanks are prone to condensation which can freeze the fuel lines, preventing the vehicle from starting. Keep your tank above half-full to avoid this situation.

10. **Windshield Wiper Fluid** - Be sure your vehicle is fully stocked with wiper fluid containing anti-freeze.

Dressing Appropriately for Winter

Frostbite, hypothermia, common cold and flu are just a few of the everyday dangers that lurk within the cold winds of winter. However there are several ways to combat such things, one being to dress appropriately for cold weather. This ensures that we stay healthy, happy and free of coughs and sniffles.

Dressing in layers provides our bodies with an extra layer of "skin" to keep us warm and extra clothing can protect us not only from colder temperatures but also from bone-chilling winds. We have new retro-reflective winter gear in stock at the Flagger Force store including RefrigiWear® bomber jackets, parkas and gloves. You can also still purchase our retro-reflective pants, hoodies and rain gear, as well as last year's jacket style.

Hats, gloves, scarves and boots aren't just for the fashion conscious, they serve an important purpose in

winter, protecting some of the most vulnerable parts of our bodies from hypothermia. We lose most of our body's heat through our heads so a good hat and scarf helps to regulate our entire body temperature. Fingers and toes are highly prone to arthritis in the cold, or even frostbite in extreme temperatures, so it is important to keep them covered and well insulated.

Finally, when you have a long commute on cold days, consider removing heavy layers before driving. This will prevent sweating through your base layer, which will cause moisture in your clothing that can freeze once you begin working outdoors. Remember, this applies to your feet too - cold toes can be very painful, so consider packing an extra pair of dry socks or changing into your steel-toe boots once you arrive on site.

Safety Starts at Home

For most families, the holiday season is full of excitement and celebration. While the holidays can bring fun and special memories, they can also present dangers many families may never consider. This holiday season, be mindful of these common holiday dangers around the house.

Ornaments and Decorations

Part of the thrill of the holiday season is the many lights, sparkles and decorations that come with it. However, to little ones and pets, these thrills can be very harmful and in some cases even fatal. Small beads, sequins and broken ornaments around the house easily become choking hazards for children and pets. Simple tasks such as a daily visual inspection of the house, or daily sweeping can ensure your home is free of small beads and ornaments.

Christmas Trees

This season whether you're opting for an artificial tree or the real thing, safety should be top priority. If you purchase an artificial tree, choose one that is flame resistant. Flame resistant trees help to ensure trees won't catch fire due to heat from tree lights or nearby fireplaces. If

choosing a real tree, keep it watered to avoid drying out. Dried out trees become a fire hazard when combined with decorative lighting. Trimming a few inches off the tree's trunk helps to ensure the tree receives sufficient water. If you have small children or pets, consider putting a blockade around the tree to avoid accidental poisoning from any chemicals in the tree's water.

Alcohol

Many holiday social events offer a variety of alcoholic beverages to accompany the merriment of the season. This year, if you plan on indulging in your favorite cocktail, please assign a designated driver for the evening. Designated drivers ensure everyone can enjoy a pleasant evening and arrive home safely.

Smoke Alarms

Sometimes, when we practice good safety measures, mishaps occur. Falling asleep with food in the oven, leaving the tree lit overnight or knocking over a candle - let's face it, things happen! However there are ways to ensure your family stays safe. Yearly, even monthly, checks of your family's smoke detectors can help ensure that everyone is able to safely escape should a fire occur.



Introducing:
Flagger Force
Academy

Our training program is recognized by our clients, insurance and safety consultants, as well as by our field staff, as one of the best in the industry. By regulatory standards, most flagger training programs require a 4-hour course, but even our most basic new crew member class requires a minimum of 5-hours of instruction, plus written and oral examinations. Our field employees aren't the only ones who attend this - every member of our operations, accounting, and managerial team must also pass this introductory course to become certified in traffic control. Our traffic control education doesn't stop there - we have 30+ hours of additional training, which involve complex work site setups, high-speed roadways, large equipment and vehicles, as well as CPR/First Aid Training.

FLAGGER FORCE
Academy
Sharing Our Safety Driven Passion

As an employee of Flagger Force, you probably already knew all of this, right? Our point is that our in-house training program is unparalleled and we plan to continue developing our educational offerings and training technology in order to stay on the cutting edge of safety education. Moving forward, all of our classes, trainings and educational information will be designated as part of **Flagger Force Academy**.

Our Harrisburg and King of Prussia training rooms will soon debut a new Flagger Force Academy look, and we'll be bringing many of our team members in for additional training in the early part of 2012. These trainings will include CPR/First Aid for Crew Leaders or Advanced Crew Leaders, communication and leadership

development, and new trainings on complex work zone setups or special equipment operation. In the future, we hope to integrate Flagger Force Academy online learning as a supplement to our in-class programs.

We also offer our Flagger Force Academy services to other companies, including municipalities and townships that need traffic control training. As previously stated in our Energizing Mission, we care greatly about sharing our safety driven passion with others. We hope that in doing so through the Academy, we'll gain further recognition as an industry leader in safety education and work zone management across the nation.

UPDATE:
Flagger Force
Foundation

We kicked off the new Flagger Force Foundation with our first meeting on October 6, 2011 via conference call. Over 60 field employees expressed interest in being part of the steering committee for this new charitable endeavor. In the kickoff meeting, we discussed how the Foundation would be run locally for each branch and proposed potential charities to be considered as a beneficiary of the Foundation's efforts. In addition, many fantastic fundraising ideas were submitted including a plethora of events that are sure to bring our employee team together in the name of good deeds and helping those in need.



In addition to the t-shirts and bracelets, we will soon be offering an elective payroll donation program. To put it simply, this new program makes it easy to donate \$1 or more (after taxes) directly from your paycheck each week to the Foundation. You can choose the amount or you can choose not to donate at all, and you can change it at any time throughout the year. Think about the possibilities though - if half of our staff chooses to donate just \$1 per week (which can't even buy a cup of coffee today), after 52 weeks we'll have over \$20,000 to distribute to our charities of choice on behalf of the Foundation! That's incredible! This payroll donation program will begin in 2012; look for more information at the Winter Seminar Days.

There are still several open officer positions at all locations. If you are interested in one of these positions, please contact Katy Halter at the contact information below.

For those that are signed up as part of the Foundation, be on the lookout for upcoming communications about local planning meetings for the Foundation. For those that would like to get involved, please contact our communications manager, Katy Halter at katy.halter@flaggerforce.com or 717-944-8440.

In addition to the kickoff meeting, officer elections were held in October and we're pleased to announce the new administrative team for the Flagger Force Foundation:

- President - **Arlette Creekmur**, Quality Assurance Inspector/Trainer
- Vice President Harrisburg - **Nate Kershner**, Advanced Crew Leader/Maryland Manager
- Vice President King of Prussia - **Beth Stoner**, Crew Leader
- Vice President Baltimore - **William Keir**, Advanced Crew Leader/Maryland Manager
- Vice President Scranton - **James Shaffer**, Advanced Crew Leader
- Head Treasurer - **Jennifer Hall**, Crew Member, KOP
- Head Secretary/KOP Secretary - **Jeffrey Upmalis**, Advanced Crew Leader
- Secretary Harrisburg - OPEN
- Secretary Baltimore - OPEN
- Secretary Scranton - OPEN
- Head Historian/KOP Historian - **Joanne Regan**, Advanced Crew Leader
- Historian Harrisburg - **Jeff Motter**, Advanced Crew Leader
- Historian Baltimore - OPEN
- Historian Scranton - OPEN



Holiday Fun

This holiday season keep your family entertained with activities that are both fun and pocket friendly. These activities are sure to be family favorites!

- Go caroling with family and friends
- Make personalized ornaments for your tree at home or give them as gifts
- Learn a new recipe and introduce it as a new tradition on your holiday dinner table
- Do a "Secret Santa" gift giving with family or friends
- Ride through your neighborhood and look at holiday lights

Candy Sleigh

Craft recipe from: <http://familyfun.go.com>

Materials

- Square tissue or cracker box
- Candy canes
- Red tape or paint
- Candy

Instructions

1. Cut off and discard the top of the box. Trim the cut edge of the box so that it resembles a sleigh.
2. Cover the sleigh with red tape or paint, or leave it if you like the pattern already printed on.
3. Cut holes in the lower corners of the sleigh and insert candy canes as "runners."
4. Fill the sleigh with candy.



One of our initial fundraising ideas is our new gray Flagger Force Foundation t-shirt, which is now for sale! Thanks to generous funding by Mike and Michele Doner, every dollar of the \$10 sale price of the shirts will go to the Foundation. You can also still purchase our yellow Safety Driven bracelets for \$2 to further support the Foundation. Pick up either of these items at your local Flagger Force office and wear them proudly!

YOU'RE MAKING US BLUSH!

"Thanks for sending us such great flaggers. **Tim Levan** and **Eric Robinson** were wonderful, they did exactly what I asked and were very alert to what was going on." - Foreman, Brubacher Excavating

"**Carine Avallone** was very meticulous about her setups and about safety. She is a pleasure to work with alongside my crew in Tannersville today." - Dan, JD Eckman

"Thank you to both your **crews and operations team** for all of your attention and support. We look forward to working with you again in the future." - Ralph, Vice President of Maverick Construction

"The Flagger Force crew I had last week (**Bon Soma, Jonathan Recknagel** and **Dave Oechsle**) was great and they did an excellent job for us." - Brian, Susquehanna Civil Inc.

"**Shannon Rode** on your accounting team is always so prompt with our weekly Certified Payrolls. Thank you!" - Allen, Windsor Township

"I commend you and your crews (**John Schmuck, Tina Gibson, Jeff Gabel, Justin Dellaquila, Danny Gring**). My field crew was very happy with your team this week and we'd like

to continue working with them." - Michael, ANS Services, LLC

"**Johnny Vieira** and **Richard Moats** did an exceptional job today. They were very professional and took their job seriously. I hope to work with them again in the future." - Mike, Verizon in Gaithersburg, MD

"I was on the Allan Myers Turnpike job last night and **Rich Orr, Dana Marshall** and **John Morant** all deserve a thumbs up. Their set up was spot on and they did a great job out there." - Joe, Eastern Regional Turnpike Manager

Out of all workers on the Norristown site, **Joanne Regan** was chosen as Safety Person of the Week! Congrats Joanne! - URS Norristown



Reminders

AT&T Discount

A memo was sent out with paychecks on October 7th, 2011 about the new AT&T discount program for our employees. If you are a current AT&T wireless customer, or are thinking of switching to AT&T, bring your paystub and this FAN number: 2829769 into an AT&T store to receive a 21% discount on your monthly wireless voice and/or data services - just for being an employee of Flagger Force! Please refer to AT&T with any questions about this program.

Time Card Drop Off in Scranton

The Scranton office now has a local timecard drop box! Turn your timecards or sheets in each week no later than NOON ON FRIDAY at the Scranton office, located at 234 Scranton Carbondale Highway, Eynon, PA. Both our office and the drop off box are located around back of the building.

Health Benefits Enrollment DEADLINE

If you are enrolling in the Capital Blue Cross Health Benefits program, the Benefits Enrollment Form or Waiver must be completed and returned to your dispatch office within TWO WEEKS of receipt of the packet. This is MANDATORY as part of our contractual obligations with Capital Blue Cross and therefore, if one of the necessary forms is not received by the date listed in your packet, you will NOT BE SCHEDULED FOR WORK until the form has been returned to your dispatch office.

Fuel Cards

Fuel Cards must be kept with the vehicle to which they are assigned! These cards are tracked by VIN number, not by employee, so they should never be removed from the vehicle. In addition, light towers will soon have their own fuel cards. Please note: all fuel cards (except for

TMA's and Stake Body Trucks) have a transaction limit of \$100 per day.

Winter Call-Offs

As you are probably already aware, our clients work in any type of weather, including the winter season. We do our best to be available to our clients in all conditions, so please be advised that any call offs or late arrivals due to weather will result in the assignment of points according to our attendance policy. Prepare yourself now for snow and ice - have a plan to get where you need to be safely and on-time.

