

JOBSITE EMERGENCY ACTION PLAN §3220

OVERVIEW OF OPERATIONS AND RESPONSIBILITIES

Fill in company's name will operate and maintain its locations in a way that reduces the possibility of accidents. To achieve this goal, every employee shall become familiar with the proper use, storage, and handling of flammable, combustible, and hazardous materials and shall follow appropriate work practices.

In the event of an incident, employees will follow the procedures outlined in this plan.

Training of Employees 3220 (e)(1), (2), & (3)

Employees will receive training on **fill in company's name** Emergency Action Plan as part of the new hire orientation session/meeting. This will include specific training for those key persons responsible for evacuating employees. Completion of this training is documented on the Employee Orientation Checklist. Whenever the Plan is revised or updated, all affected employees will receive refresher training. This refresher training is also documented.

Emergency Coordinator 3220 (b)(6)

The Emergency Coordinator is responsible for coordinating all emergency response actions at the specific location. He/she is familiar with the operations of the business and has full access to all areas at the location. In addition, he/she has the authority to make decisions during an emergency and will be available on a 24-hour basis. The Alternate Coordinator will work in conjunction with the Emergency Coordinator or on his/her behalf.

Location: **Jobsite**

Emergency Coordinator: **Foreman**

Alternate Coordinator: **Leads**

Telephone Directory 3220 (b)(6)

Fire, Police, Medical, or Hazardous Materials Emergency

911

Emergency Coordinator

Foreman

Alternate Coordinator

Leads

Hospital

As designated in Jobsite Field Instruction Sheet

Hazardous Waste Hauler/Emergency Clean-up Contractor

(24-Hour Phone)

Pre-Emergency Contacts With Emergency Services

Spilled hazardous materials and dirty absorbents should be considered hazardous waste. Hazardous waste cannot be thrown out with regular trash. It must be removed by a licensed hazardous waste contractor. The Controller will contact the hazardous waste contractor listed above in this Plan to remove hazardous waste produced as a result of a fire or other type of incident.

Method of Alerting Employees and Other People at the Location

3220 (c)(1) & (2)

When there is an emergency, employees and other people at the location will be alerted thru the use of a boat horn.

General Evacuation Procedures 3220 (b)(1), (2), & (3)

To facilitate the immediate evacuation of the jobsite location, the Foreman or his designated assistant will sound the boat horn or verbally notify employees calling for the immediate evacuation of all persons from the location. All employees and others will assemble at the location designated by the Foreman at the start of the job. This area has been designated as the meeting place for all employees and others in an emergency. The Foreman will account for his employees and any others present at the time of the emergency. If any employees are unaccounted for, the Foreman will coordinate any needed rescue efforts.

Procedures For Rescues and Other Medical Duties 3220 (b)(4)

It is **fill in company's name** practice that the Foreman and selected Managers be trained in CPR and First Aid. During an emergency, if a medical rescue is needed, the employee who discovers the person or persons in need of rescue will summon a Foreman to first call 911 and alert the Foreman of the need for a medical rescue. The Foreman or his designee should perform CPR or render First Aid at his/her discretion. When exposure to hazardous materials had been determined, employees will consult Material Safety Data Sheets (MSDSs) for recommended steps for dealing with such exposure. MSDSs are located in the Foreman's vehicle.

Written Plan Access 3220 (e)(3)

A copy of the Emergency Action Plan is maintained in the Foreman's vehicle and is accessible at all times to employees.

FIRE AND EXPLOSION 3220 (d)

Pre-Planning

Alarm system - The system to alert personnel in the event of a fire and explosion is to sound the boat horn.

Designated personnel - The designated person to notify the local fire department in the event of a fire and explosion is the Emergency Coordinator or Alternate Coordinator. Personnel who have been trained in procedures to control spectators, direct traffic, and handle the media while the fire is being contained by the fire department consist of:

Crowd Control:	Leads TBD
Traffic Control:	Leads TBD
Media Liaison:	President
Injury Assessment:	Foreman

Evacuation Procedures, Notification and Response 3220 (b)(5)

Employees will be notified of a fire and explosion by sounding the boat horn.

The local fire department will be notified by the Emergency Coordinator or Alternate Coordinator by dialing 911. Clear instructions on the premises location will be given to the fire department personnel. The duty of guiding the fire department personnel to the fire and explosion location is the responsibility of Traffic Control and Injury Assessment.

All employees will assemble at the predetermined gathering location, as designated by the Foreman. An accurate count of employees will then be performed.

The Foreman will contact medical personnel by dialing 911. Clear assessment of injuries and location of the injured will be made. The duty of guiding the medical response personnel to the injured will be coordinated by Traffic Control and Injury Assessment.

EARTHQUAKE 3220 (d)

Procedures During an Earthquake

Work Areas

Stay/move away from pipes, stored materials, and machinery/equipment.

Procedures Following an Earthquake 3220 (b)(5)

Once the earthquake ends, evacuate the jobsite as is normal for a fire drill. The same procedures will be followed for notifying the local fire department, assembling and accounting for employees at the site, and contacting medical personnel (as necessary).

In addition, the following must be addressed:

- Who is working alone? Injury Assessment will check all areas for persons who have not/cannot get out of the site.