

[PROJECT NAME] Emergency Action Plan

[DATE]

Purpose:

Provide guidance and requirements for the development of a comprehensive site-specific emergency action plan (EAP) designed to help protect people, property, and the environment in the event an emergency arises.

Scope

This plan must take into consideration the entire scope of the job site and all potential emergency situations that could arise.

Roles and Responsibilities

Safety and Risk Avoidance Department

- Ensure this document is reviewed at least annually and revised as needed.
- Communicate this document and the expectation for emergency preparation to all project managers, superintendents, and safety engineers.
- Verify through walk tours and other venues these plans are in place.

Project Managers [INSERT PM NAME]

- Validate that the site EAP is accurate, and people are aware of it.
- Actively support the completion of tabletop “mock” exercises and drills, as deemed necessary.

Superintendents (INSERT SUPERINTENDENT NAME)

- Superintendents are the site incident commander in the event of emergency.
- Emergency medical coordinator and tracking of CPR trained people.
- Account for all people on site.
- Maintain proper communication with external agencies.
- Provide adequate places of refuge in the case of severe weather.
- Maintain designated meeting areas (clear of debris etc.).
- Activate emergency alarms and communication with groups on site (e.g. Alert, All Clear – see site specific EAP below).
- Document the emergency and associated details.
- Assess damages.
- **Note:** Where a job has a full-time safety engineer, they may own some of these duties

Subcontractors

- Provide a person capable of carrying out emergency procedures.

Emergency Information Coordinator

- Responsible for making public statements and announcements to outside entities, including news media, will remain with **Stephanie Eichmeyer (314)-882-5696**.

Conducting an Emergency Threat Hazard Analysis

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to construction, the site emergency plan will be more realistic. For example, if a site is not in a flood plain, time will not be spent developing procedures for a flood. If a site is bordered by a railroad track or highway, then procedures may be developed to protect life and property in the event of a hazardous material incident.

The same reasoning should be applied to areas vulnerable to hurricane, tornadoes, wind storms, earthquakes, forest fires or other natural disasters. The Project Manager and Project Superintendent should look at geographical historical data provided by local public emergency management resources to determine the most prominent risk to protect against.

Probabilities for exposure to certain emergencies may be greater at certain times of the year. Hazard awareness and emergency training drills would be more appropriately addressed just before and during those times of peak exposure.

It is expected this analysis be available upon request. An example of a risk analysis matrix, based on an exposure probability rating, assigned numerically from 0 - least probable, to 3 - highly probable, will be the basis for assigning exposure risk. (SAMPLE BELOW).

HAZARD ANALYSIS				
Hazard	Possibility	Personnel Impact	Property Impact	Total Impact
Fire	1	1	1	1
Flood	0	0	0	0
Winter Storm	2	2	2	2
Tornado	1	1	1	1
Hurricane	0	0	0	0
Earthquake	1	1	1	1
Terrorist	1	1	1	1
HazMat	1	1	1	1
Utility	2	2	2	2

Establish an Emergency Control Center [BRINKMANN OFFICE/TRAILER LOCATION]

- For an effective response to an emergency onsite, all activities must be centrally coordinated.
- The Site Superintendent will establish this location and should be available to coordinate activities and manage the emergency response from this location.
- Any personnel assigned to emergency response tasks should likewise coordinate their actions from this location.
- The Emergency Control Center (ECC) should have adequate workspace, maps of the site, blueprints and necessary documents, supplies, and offer some reasonable amount of protection from the effects of the emergency.

Establish Muster Point [MUSTER POINT LOCATION]

- To account for and establish the well-being of all employees, clients, vendors, and visitors, an area must be designated for people to meet when evacuation is necessary.
- It may be necessary to have more than one evacuation assembly area, one onsite, safely away from the affected building and the second area may be offsite.

- The offsite assembly area may be used during an emergency such as hazardous material incident or potential building collapse that may require personnel to leave the site. Larger sites may need to establish several areas.
- At the evacuation assembly area(s), unit coordinators should determine whether everyone has evacuated the site safely, and the personnel account should be reported to the Site Superintendent.

Protective Emergency Shelter [LOCATION: I.E., TERRACE LEVEL, VEHICLE, ETC.]

- For some emergencies, such as hurricanes and tornadoes, an effective protective shelter may need to be established for providing an assembly and personnel protection area.
- Take into consideration the size and type of project and site involved, and the number of personnel that may occupy the emergency shelter. In many cases due to the developmental process of the building it may be more reasonable to encourage personnel to evacuate the project rather than seek shelter inside a structurally incomplete building.

Drills

- Initially a “mock” drill will be coordinated to test the procedures and systems in place.
- For offices and other permanent locations an emergency drill must be conducted and documented at least annually.

Site Specific Emergency Action Plan

- The following template will be used for detailing the site specific EAP (see attachment C). Please modify this template to reflect locations and associated details for your project.

SITE EMERGENCY ACTION PLAN

PROJECT NAME: [PROJECT NAME]

ADDRESS: [PROJECT LOCATION]

PLAN INITIATION DATE: [DATE] CURRENT REVISION: [DATE]

DIRECTIONS:

[TO TRAILER & MAIN WORK SITE]

POLICY/PURPOSE:

This plan has been developed to cover designated actions that must be taken to protect employee safety from fire and other emergencies on this project. Other emergencies that can occur on a site are:

- ❖ Bomb Threat
- ❖ Inclement Weather
- ❖ Natural Disaster
- ❖ Chemical Spill
- ❖ Explosion
- ❖ Toxic Gas, Fume, Dust or Vapor Release
- ❖ Equipment Failure
- ❖ Structural Failure

By avoiding panic and having a set of emergency procedures, which all workers recognize and are trained to follow, we create a much better opportunity to avoid a catastrophic situation.

***All potentially dangerous situations are to be immediately reported to:

Super onsite: [NAME, #]
PE onsite: [NAME, #]
PM: [NAME, #]
Safety Manager: [NAME, #]

In the event of an emergency, it will be the responsibility of **Super onsite, Project Manager, and Project Engineer** to implement and administer this emergency action plan.

ALARM/ALERT SYSTEM:

In the event of an emergency on this site all personnel will be notified via the following methods:
[ALARM/ALERT Method, I.E., HORN]

Events which would require shelter-in-place.

will be alerted by [ALERT METHOD, I.E., LONG BLAST, REPEATED].

- It may also be triggered by the sound of the local emergency alert systems.
- When threatening weather approaches it will be followed on the internet and communicated to foremen and supervisors in the field via phone, radio, or in person.
- An attempt to reach supervisors and foreman via phone, radio or in person will also be made.
- **The shelter point for the site will be [SHELTER-IN-PLACE POINT LOCATION].**

The "ALL CLEAR" sign will be [ALERT METHOD, I.E., VERBAL NOTICE FROM BRINKMANN LEADER].

Events which would require an evacuation.

will be alerted by [ALERT METHOD, I.E., SHORT BLAST, REPEATED].

- It may also be triggered by the sound of the local emergency alert systems.
- When threatening weather approaches it will be followed on the internet and communicated to foremen and supervisors in the field via phone, radio, or in person.
- An attempt to reach supervisors and foreman via phone, radio or in person will also be made.
- **The evacuation point for the site will be [MUSTER POINT LOCATION].**

The "ALL CLEAR" sign will be [ALERT METHOD, I.E., VERBAL NOTICE FROM BRINKMANN LEADER].

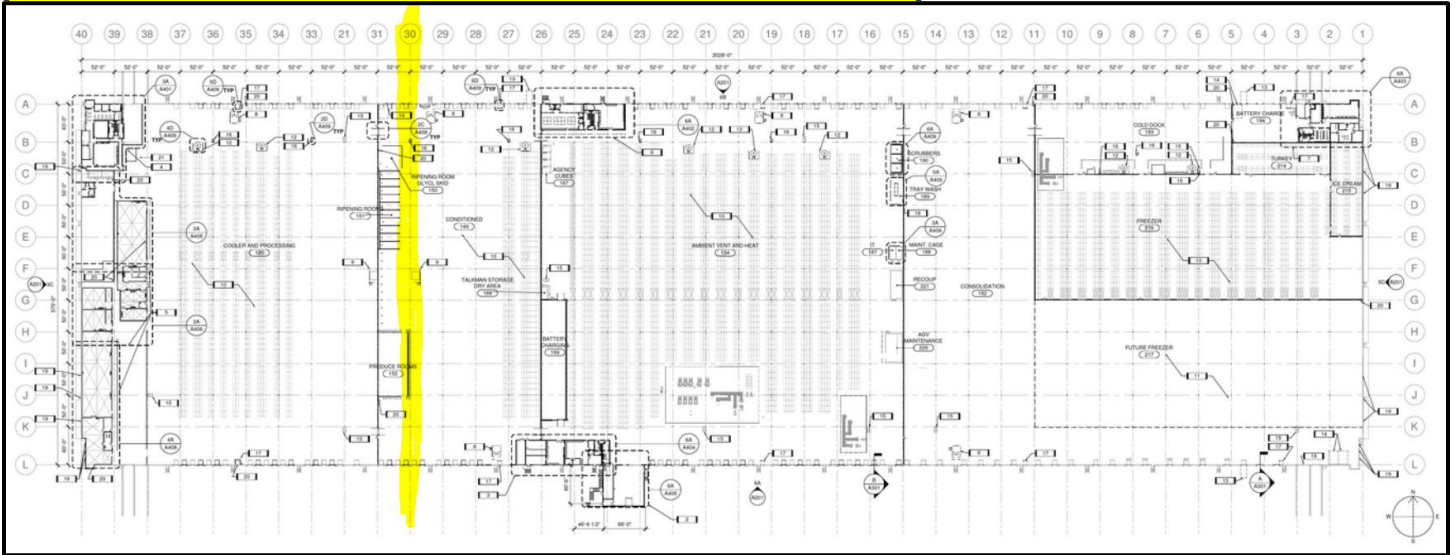
SHELTER-IN-PLACE PROCEDURES:

In the event of an emergency where an evacuation is necessary, it is the responsibility of the crew foreman to evacuate his/her crew to the designated safe area.

In the event of a tornado, once the warning signal is given, crew foreman shall direct personnel to the nearest shelter. During construction, stay clear of any braced walls or unfinished structure and seek shelter away from building. **The shelter-in-place will be located at: [LOCATION: I.E., TERRACE LEVEL, VEHICLE, ETC.]**

1. Go to the centermost location in the building. Leave lifts, trailers, or modular structures.
2. Stay away from windows, exterior doors, and outside walls.
3. Protect your head and get under something sturdy.
4. After the severe weather has passed, everyone should meet in the Gathering Location for a head count.
 - Tornado Watch: Conditions are favorable for the development of a tornado.
 - Tornado Warning: A tornado has been sighted.

INSERT SITE DRAWING WITH SHELTER POINT, SAMPLE BELOW



In the event of other inclement weather:

- Lightning – if lightning is visible in the immediate area, all outdoor work shall be put on hold. An all clear will be given when there have been no strikes in the immediate area for 15 minutes.
- For all other inclement weather events, the site will be evacuated, as determined by the onsite superintendent.

In the event of an earthquake:

1. **STAY CALM!!!** Do not use the telephone except in an emergency.
2. If possible, evacuate the building and go to the Gathering Location.
3. If indoors, get to the Shelter-In-Place.
4. If unable to do either of the above, get under a sturdy structure (e.g., doorway).
5. Stay away from windows, outside walls, and mirrors.
6. After the shaking stops, safely evacuate the building or structure and meet in the Gather Location for a head count.

EVACUATION PROCEDURES:

In the event of an emergency (i.e., fire) where an evacuation is necessary, it is the responsibility of the crew foreman to evacuate his/her crew to the designated safe area.

1. Do not use elevators in the event of an emergency evacuation of the building. All employees shall use designated stairways to evacuate the building.
2. Do not resume work until the Brinkmann Superintendent gives an all clear.

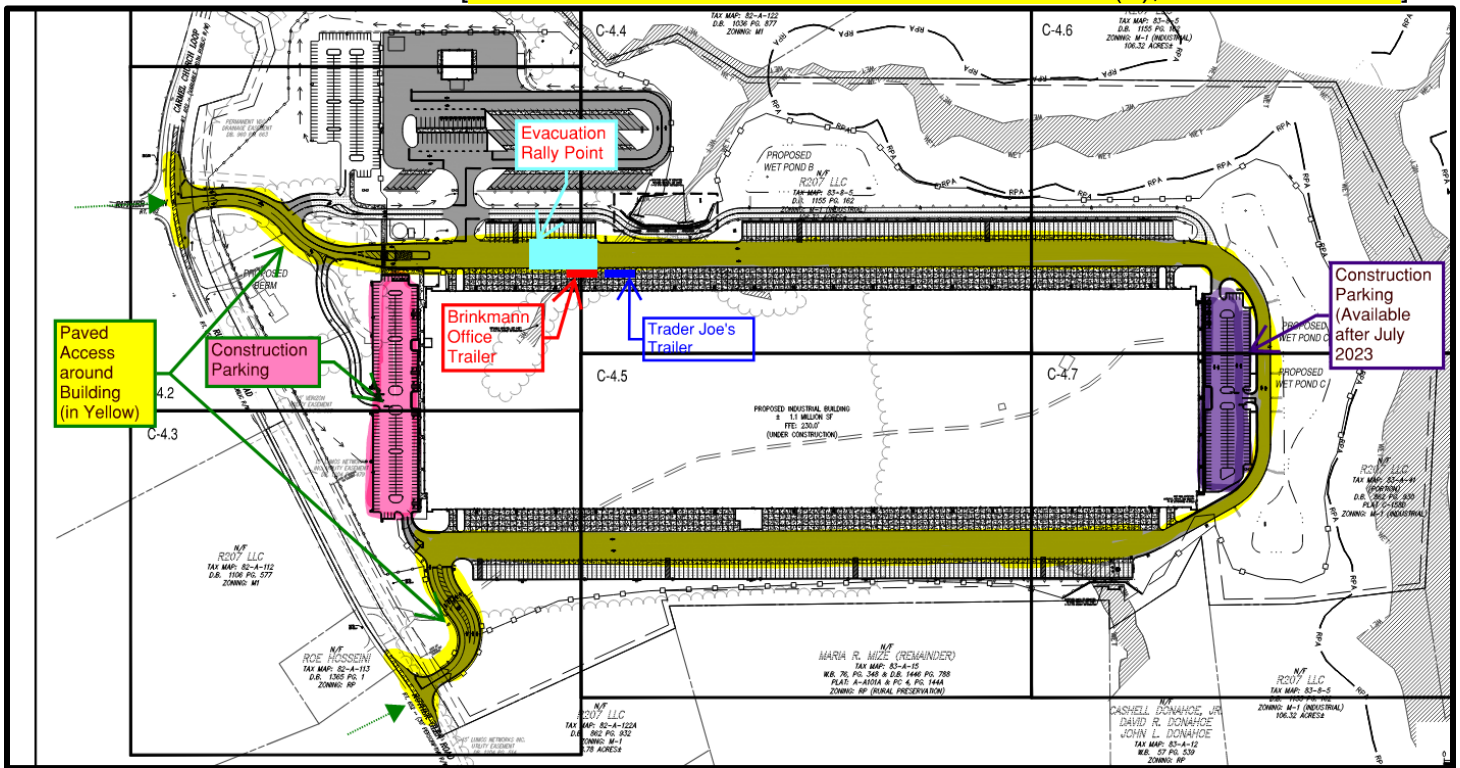
All Brinkmann employees and their subcontractors will evacuate as outlined by this plan.

In the event of a fire, once the warning signal is given, crew foreman shall direct personnel to the nearest muster point. **The muster point will be located at: [LOCATION: I.E., BRINKMANN OFFICE.]**

1. Remain calm; make no loud or unnecessary noise.
2. Contact the local fire department, even if the fire has been extinguished.
3. Evacuate the building using the designated stairways. Move rapidly, but do not run, and do not crowd the person in front of you.
4. Do not attempt to return for forgotten things in the building.

Wait at the Gathering Location for a head count and further instructions or the “ALL CLEAR” by the Brinkmann Superintendent before re-entering the building.

All evacuations will be directed to [INSERT SITE DRAWING WITH MUSTER POINT(S), SAMPLE BELOW]



The crew foreman must take a head count to verify all his personnel have been safely removed from the danger and report this head count to Brinkmann Onsite Management.

List of critical equipment or operations that may have to be kept in operation or shut down while others are being evacuated are:

- If requested, the Mobile Crane may be asked to assist in the event of a fire to aid in rescue
- In some cases with high wind potential, it may be important to lower crane booms.

Employees that must remain to operate or shut down critical equipment or operations while others are being evacuated will be notified by their direct supervisor via phone, radio or in person at the time his/her emergency services must end. The operator must immediately evacuate to the designated safe area and report to his supervisor for verification of his/her safe removal from the danger.

RESCUE/MEDICAL DUTIES:

All rescue operations will be performed by qualified personnel or other professionally trained personnel typically provided by the city or county in which the emergency occurs. No worker is to attempt a rescue with the exception of removing someone from an immediately life threatening situation.

In the event of an injury:

- Report injuries to your foreman, who will notify the Onsite Superintendent and/or Onsite Project Engineer
- If the injury is minor and the employee is able to be moved, bring him/her to the Office Trailer for treatment.
- If the injury is severe or the employee is unable to be moved, contact the Onsite Superintendent and/or Onsite Project Engineer for assistance.

When a serious injury has occurred, first responders should call for proper assistance and attempt to comfort and reassure the injured person that help is being notified and will be arriving soon. Only First Aid/CPR trained workers or Emergency Medical Personnel should give direct assistance to the injured.

Persons on this site with current certifications in First Aid/CPR training are:

1. [INSERT FA/CPR CERTIFIED BRINKMANN PERSONNEL]
2. [INSERT FA/CPR CERTIFIED BRINKMANN PERSONNEL]

*It is noted that all persons certified in First Aid/CPR render such aid only on a volunteer basis. The company does not mandate such assistance where emergency medical services are able to respond quickly to the site.

First Aid supplies are located at: Each subcontractor is to maintain First Aid Kit adequately sized for the number of their workers onsite. Brinkmann also will maintain a First Aid Kit inside the [LOCATION].

REQUEST FOR EMERGENCY SERVICES:

All requests for emergency services will be made to **911** and dialed from a land line phone, if possible, to assure trace back location by the 911 service operator. Posted directions are to be clearly read to operator.

The person assigned to make the call to 911 is Brinkmann Onsite Management

Immediately following the call to 911, the (owner or owner's representative) must be notified by phone.

All entry gates to the project must be closed and guarded when an emergency is reported. Only emergency personnel, company personnel and persons permitted by project management are allowed onsite. The media and all others are to be refused any access to the project.

NO ONE FROM THE PROJECT IS TO MAKE A STATEMENT TO THE MEDIA!

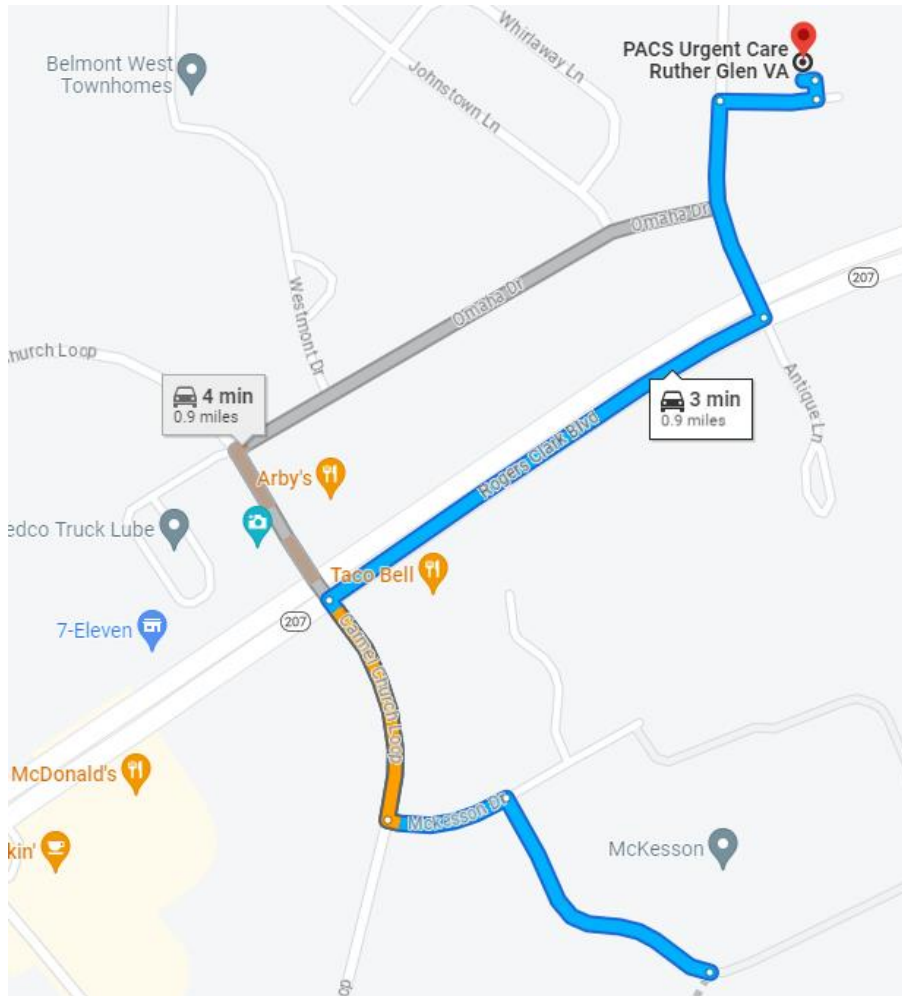
Direct all inquiries to **Stephanie Eichmeyer (314)-882-5696.**

The following persons will be responsible for the directing of emergency personnel into the project:

- Management Staff - the onsite Superintendent and/or Onsite Project Engineer

Nearest Medical Facility: For non-life threatening injuries requiring medical attention there is [URGENT CARE FACILITY], located [XX] miles from the project location. [URGENT CARE FACILITY] is located at [ADDRESS]. [URGENT CARE FACILITY] phone number is [X] and they are open [DAYS, HOURS OF OPERATION].

**Directions to [URGENT CARE FACILITY] from the project site are as follows:
[SAMPLE BELOW]**



Directions to [URGENT CARE FACILITY]

[SAMPLE BELOW]

1. Turn right onto Carmel Church Loop Road
Total 400 ft
2. Continue straight on Carmel Church Loop road
Total 0.3 mi
3. Turn right onto VA-207E
Total 0.3 mi
4. Turn left onto Belmont Blvd
Total 0.1 mi
5. Turn right onto Colonel Armistead Dr
Total 300 ft
6. Take left and arrive at destination in 100 ft. 11073 Colonel Armistead Dr. Suite 105, Ruther Glen, VA 22546

**PACS URGENT CARE: 11073 Colonel Armistead Dr. Suite 105, Ruther Glen, VA 22546
804.762.0793**

DOCUMENTED TRAINING:

This plan will be reviewed with the site personnel at the following times:

1. Review Site Emergency Action Plan.
2. Acknowledgement Sign-off.

This plan will be kept onsite in the project office and made available for review at the worker's request. The following persons can be contacted for review of the plan, explanation of duties under the plan or any further information regarding the plan. (Project Safety Manager, Project Superintendent, Project Manager, or Project Engineer)

Tornado Emergency Information [INSERT SITE-SPECIFIC TORNADO EMERGENCY INFORMATION]

The following FEMA publication provides information to be used in the case of a tornado emergency:

Tornado Protection: Selecting and Designing Safe Areas in Buildings

This procedure is designed to assist in a systematic review of a building to find the best available shelter space against severe winds. **It is not intended to imply that these spaces guarantee safety during a storm, but that they are the safest available in the building.** There are some facilities such as lightweight modular houses, offices, and classrooms which must be presumed to be unsafe and **THEY SHOULD BE EVACUATED!**

1. AVOID!

Carefully identify the following spaces as the most hazardous locations, the spaces to avoid!

- A. Avoid locations where roofs are likely to be blown off. They may fall in on the occupants. Debris also has direct access to the interior. Portions of roofs most likely to be blown off are:
 1. windward edges (usually south and west)
 2. long spans
 3. portions with overhangs on the windward sides. Long span buildings or structures, such as shopping malls, department stores, civic centers, theaters, indoor pools, gymnasiums, and some factories, are especially dangerous because the entire roof structure is usually supported solely by the outside walls, thus making it susceptible to collapse.
- B. Avoid exterior walls that are most likely to be partially or completely destroyed. The most likely damage will probably occur in the following order:
 - 1) south; 2) west; 3) east; and 4) north.
- C. Avoid corridors that may become wind tunnels, such as corridors with exterior doors allowing direct exit (no turns) to the following (in order of severity of wind tunnel effects):
 - 1) south; 2) west; 3) east; and 4) north.
- D. Avoid locations with WINDOWS facing the likely storm direction. Assume that the windows will blow IN on the south and west sides of the building, and occasionally on the east and north. Office buildings are particularly vulnerable because they are often constructed with large amounts of glass on the outside walls. Avoid, whenever possible, portions of buildings that contain load bearing walls. If such a wall collapses, the roof or floor will fall in.

2. CONSIDER - but do not necessarily select...

- A. The **LOWEST FLOOR**. If a building has a basement, or a partial basement, it is probably the safest space in the structure.
- B. **INTERIOR SPACES**. These are spaces that have no walls on the exterior of the building. However, avoid interior spaces with large roof or ceiling spans.
- C. **SHORT SPANS**. It is difficult to find one space, with the exception of a basement will offer a high degree of protection to all of the building occupants. Therefore, seek out a number of smaller spaces.
- D. The portions of buildings supported by rigid structural frames, such as steel, concrete, or wood, rather than those portions that have load bearing walls.

3. OPEN AREA SITES

Open area sites are particularly dangerous during tornadoes because of the relatively large concentration of people in a small area and the (often) lack of adequate shelter space available onsite or immediately nearby. A few general principles should be used when developing tornado shelter for these sites.

- A. If a building or other substantial structure is available onsite, or immediately nearby, establishes shelter space in the innermost portions of the lowest floor possible. Avoid long span structures.

- B. Persons attending events in stadiums or grandstands that are substantially constructed (i.e., reinforced concrete, steel beams, etc.) could seek shelter under the grandstand if no other substantial shelter is immediately available.
- C. On open area sites where no adequate shelter is available, direct personnel to lie in a gully, ditch, or low spot on the ground and protect the body and head as much as possible.
- D. Do not establish shelters under temporary bleachers or in trailers or other types of temporary structures. They may collapse in the high winds and cause serious injury, or death.
- E. The least desirable place to be during a tornado is in a motor vehicle. Cars, buses, and trucks are tossed about easily by tornado winds. Direct any personnel in vehicles to stop and seek shelter away from the vehicle in a nearby ditch or ravine.

Attachment B

Onsite Superintendent – [NAME, #]
Onsite Project Manager – [NAME, #]
Onsite Project Engineer – [NAME, #]
Safety Manager – [NAME, #]

Attachment C

EMERGENCY INFORMATION

PROJECT NAME: [PROJECT]
JOB SITE ADDRESS: [ADDRESS]
JOB PHONE NO.: [#]

IN CASE OF EMERGENCY

1. Call for the required services listed below. Describe the nature of the emergency and the exact location.
2. Provide First Aid to the victim. Only move the victim if his/her life is in greater danger in the current location.
3. Notify the Brinkmann Superintendent.
4. Make sure someone meets the ambulance or fire truck at the gate.

EMERGENCY PHONE NUMBERS

FIRE: [Fire Department]
[Address]
[#]

POLICE: [Police Department]
[Address]
[#]

INJURY/ILLNESS: [Urgent Care Facility]
[Address]
[#]

EMERGENCY: [Emergency Department]

[Address]

[#]

AMBULANCE: 911