

# Emergency Action Plan

## EMERGENCY ACTION PLAN

1. All emergencies will be reported as soon as possible to responsible persons. The responsible person is authorized to contact community emergency response. Generally, that would be the site supervisor, or foreman.
2. If the responsible person cannot be reached, any individual with knowledge of the emergency situation may contact emergency responders.
3. Fire
  - a. Under no circumstances will an employee attempt to fight a fire once a fire extinguisher has failed to extinguish it.
  - b. No employees should attempt to enter a burning building to conduct search and rescue.
  - c. All employees should evacuate immediately and report to their designated assembly area. Building should not be re-entered until cleared by emergency services.
  - d. In the event of completed buildings, an emergency evacuation escape route plans shall be posted.
  - e. All doors and windows, where they exist, should be closed as the area is exited if possible.
  - f. In the event equipment must be secured to prevent further damage or danger, designated personnel are the only employees who may remain. They should be capable of recognizing when to abandon the operation.
  - g. Once an evacuation has occurred, the responsible person will account for all employees and visitors to the site and report those missing to emergency personnel.
4. Severe Weather
  - a. The responsible person will announce severe weather alerts via text or other means.
  - b. All employees shall report to the designated area until the threat of severe weather has passed.
  - c. In the event of a tornado, employees should position themselves against an interior wall or under heavy furniture in the basement, get down on knees with hands over head. Stay away from windows. Avoid taking shelter where there are heavy objects on the floor directly above you.
5. Suspicious Package/Bomb Threat
  - a. Suspicious packages are usually something that does not belong there. No one should touch or move a suspicious package but report them immediately to the responsible person and immediately evacuate the area to a distance of 100 meters.
  - b. Bomb threats should be treated seriously. Ask questions of the caller; be calm, courteous, do not interrupt the caller. Take notes, and listen to background noise.
  - c. Notify nearby personnel while the caller is still on the line. 911 should be called.
  - d. Ask for information the caller does not provide, including the explosive device's location, time of detonation, etc. Ask the caller to repeat information; hang up last. Secure and turn over written threats to the Police.
  - e. Treat all threats seriously, but not all threats mandate immediate building evacuation. Determining the need for immediate evacuation is the responsibility of the responsible person. The person receiving the threat, regardless of rank, may initiate evacuation if they feel it is warranted and it is an emergency

- f. Bombs can be hidden anywhere, but they are likely to be placed where the bomber was not detected and where they will do the most damage.
  - g. Public access to all buildings under construction should be restricted.
  - h. Ensure all plants and vegetation cannot effectively conceal explosive devices (six inches) or greater in height. Have all plants and vegetation trimmed or pruned to enforce this requirement. These areas should be observable by building occupants either from within the building or as they walk into or around it.
6. Active shooter - An active shooter is a person or persons in your building actively causing death and/or serious bodily injury, usually through the use of a firearm. It is a dynamic and rapidly evolving situation which calls for immediate action on everyone's part.
- a. Employees should be aware of all the exits in a building/jobsite. If they can escape safely, they should do so but keep their hands visible to those responding to the incident and follow instructions of police officers. Leave belongings behind. Do NOT activate a fire alarm.
  - b. Help others to escape if possible.
  - c. If the employee cannot evacuate, they should shelter in a locked room or hide out of the shooter's view. Use heavy furniture if necessary to block the door. Silence your phone.
  - d. As a last resort, if the shooter is at close range and the employee cannot flee, the chance of survival is much greater if they try to incapacitate him/her. Throw things, improvise weapons, aim for the eyes, groin, throat. Do not stop until the shooter has been rendered incapable of continuing their act of violence.
  - e. When law enforcement arrives, follow officer's instructions. Put down any items you are carrying and raise hands, keeping them visible. Keep calm and move in the direction indicated.
  - f. Do not stop to render assistance to anyone who is injured.
  - g. If possible, provide law enforcement with a floorplan of the building.
7. How do you account for employees after an evacuation?
- a. Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of your employees, follow these steps in your emergency action plan:
    - i. Designate assembly areas where employees should gather after evacuating; this can be the job trailer, or other location away from the hazard.
    - ii. Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge;
    - iii. Establish a method for accounting for non-employees such as suppliers and customers.
    - iv. Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.
    - v. Create a mass text list for everyone on the job so that all can be notified at once of an emergency.

