

The purpose of this program is to ensure the protection of all employees in an emergency situation such as a tornado, severe storm, fire, etc. The personal safety of each employee is and always will be of primary importance. The procedure should be reviewed for all main office locations. Additionally, training and planning should address employees who perform operations at jobsite locations. If operating as a contractor, employees should learn the emergency evacuation procedures for the host's location upon arrival to perform work. This is critical if operating in a high hazard environment.

Basic Preparedness:

- Review the Emergency Plans located in the shops and offices, familiarize yourself with the building before an emergency arises.
- Be informed about hazards and emergencies that may affect where you are working.
- Develop an emergency plan that is site specific at jobsites. Shops have evacuation plans posted.
- Where to seek shelter from different types of hazards (example: bathrooms for tornadoes).
- Identify community warning systems and evacuation routes (example: outside parking lot for fires).
- Include in plan customer company information.
- Learn what to do for specific hazards.
- Practice and maintain plan.

Possible Hazards:

- Tornadoes
- Fire
- Flood
- Hazardous Material Incidents
- Explosion
- Nuclear Incident

Warning Systems and Signals:

- Emergency Alert Sounding System (citywide)
- Radio alerts

Shelter From Weather related emergencies:

- Where to go in each building should a weather related emergency arise.
- Anything else people need to know with a weather related emergency?

Evacuation:

- Evacuation route out of each building/sites will be posted on shop bulletin or in job trailers.
- Designated person to make sure all employees are out of the building/site.
- In case of fire or explosion designated person to communicate with fire dept. etc.
- Anything else needed to evacuate the buildings quickly and in a safemanner?

Designated Person: A Foreman in each shop(s) must be designated to be aware of who is in the building at all times. It is strongly suggested to have a backup employee in place in case Foreman is gone. In an emergency response, it is imperative that everyone get out safely, but if you do not know who is in the building or what parts of the building are occupied, then someone may needlessly go back in thinking they are helping someone who is NOT there. Therefore it is very important to know who is working at all times. When an emergency response is active, designated employees are to sweep their designated areas to be sure all employees are evacuated. Foremen on jobsites are the designated person with another crew member as backup.

.: EMERGENCY NUMBERS :.

OUR GOAL IS ZERO INJURIES IN THE WORKPLACE



EMERGENCY ACTION PLAN FOR JOBSITES & SHOP

FIRE = 911

LIFE THREATENING INJURIES = 911 OR USE CLOSEST MEDICAL FACILITY

**All other injuries follow the accident or incident program policies, if you have any questions contact the safety manager.*