

# EMERGENCY ACTION PLAN

## Emergency Procedures

Our goal is to provide prompt and immediate action in any emergency to protect life, property, and equipment. In case of an emergency, the employee nearest the stricken person should call 911 (or the emergency phone number posted in your area) and direct a fellow employee to: ..

- a. Notify the nearest supervisor to come to the scene.
- b. Send someone to quickly retrieve the first aid kit.
- c. Have an individual trained in first-aid render emergency rescue procedures until medical assistance arrives.

The subcontractor is responsible for establishing procedures for their personnel to receive treatment for any injury, whether it is minor or major. Subcontractors are encouraged to have at least one employee at each job site that is trained and certified in CPR and first-aid. After an ambulance has been dispatched, all major injuries must be reported to the job site Superintendent or Foreman.

## Fire Safety

- Activate a fire alarm or call 9-1-1 to summon emergency help.
  - Alert other persons in the immediate hazard area. Yell out: Fire, Fire, Fire: (el fuego, el fuego, el fuego) as the signal for fire and to begin building/facility evacuation.
  - If you have been trained and decide to use a fire extinguisher, follow these instructions:
    - P=Pull the safety pin
    - A=Aim the nozzle at the base of the fire
    - S=Squeeze the operating lever
    - S=Sweep side to side covering the base of the fire
- \* When using a fire extinguisher, always stay between the fire and an exit.
- \* If the fire is too hot, too smoky or you are frightened, your safety comes first and you should evacuate.

## Evacuation Procedures

The President or Safety Officer (in that order) or their designees will decide whether or not to evacuate, inspect or shut down a facility.

- a. Each area will be assigned a primary and alternate evacuation coordinator by the Safety Director. They will be responsible for the effective evacuation of all persons. If neither is available, the supervisor is then responsible for evacuation.
- b. When alerted by alarm or by the Evacuation Coordinator(s) to evacuate, employees shall: