

# JOBSITE EMERGENCY ACTION PLAN

JOB SITE \_\_\_\_\_

WORK DESCRIPTION \_\_\_\_\_

## ITEMS TO BE COVERED:

1. General disasters such as fires, explosions.
2. Emergency spills or leaks of fuels or other hazardous substances.
3. Civil disturbances, such as riots or strikes, and workplace violence.
4. Natural disasters such as floods, tornadoes, severe thunderstorms, lightning, earthquakes, or hurricanes.
5. The methods by which all types of emergency situations are announced.
6. The method of reporting fire, spills or leaks of fuels or other hazardous substances to the facility, local emergency response and safety agencies.
7. Identify personnel and agencies that will provide rescue and/or medical services as required.
8. Procedures to be followed by employees who must remain in place to shut down critical equipment before they can evacuate.
9. Procedures to account for all employees when an evacuation takes place, including location of assembly areas.
10. The location of names and phone numbers of individuals to contact for additional information about the Emergency Action Plan.
11. Procedures to be used to train and ensure that all employees understand the Emergency Action Plan and the part they may play in its execution.

## Emergency Action Procedures:

1. **General disasters, fires, explosions, etc:**

All employees must stop work in a safe manner and go to the designated evacuation area. Once everyone is in the rally area, the supervisor will do a headcount to make sure all employees are accounted for. Work will not commence until the host employer or controlling contractor has deemed the area to be "SAFE TO WORK".

2. **Emergency spills or leaks of fuels and/or hazardous substances:**

Any type of an emergency spill will be reported to the supervisor immediately. The supervisor will contact the appropriate personnel.

**3. Civil Disturbances, riots, strikes and workplace violence:**

All employees report to their supervisor. The supervisor will then instruct the employee of what action to take. Example: Leave job site or stay in building/trailer, etc.

**4. Natural disasters such as floods, tornadoes, severe thunderstorms, earthquakes, lightning, hurricanes, etc.**

Upon the start of high winds, lightning, or tornado warning, immediately leave the scaffold, aerial lift, or ladder in a safe manner. Seek the appropriate safety shelter. In case of a tornado, seek shelter in the basement of the building or tornado shelter areas, small room, stairwell, closet, etc.

**5. Announcing Emergency Situations:**

An emergency horn/alarm/signal will be kept by a designated employee to alert employees of an emergency. When a mechanical alarm is unnecessary by virtue of the project's size or arrangement, verbal communication will be used.

**6. Method of Reporting Incidents:**

T.A. Woods Company supervisors will report to the host employer or controlling contractor as well as TAW Safety/HR and project manager.

**7. Project Information / Emergency Information:**

The appropriate poster will be posted to identify personnel and agencies that will provide appropriate emergency response.

**8. Procedure to Account for Personnel:**

Supervisor will ensure all TAW employees know the designated rally point and must take a headcount and name check off using timesheets or sign in log to ensure all employees are accounted for.

**9. Identification / Information:**

Name and phone numbers of individuals to contact for additional information about Emergency Action Plan.

**10. Employee Training:**

The supervisor or designated personnel will go through the Emergency Action Plan with employees and make sure they understand it and their responsibilities to follow it in an emergency situation. (Exhibit 4D).

# JOB SITE EMERGENCY ACTION PLAN

## JOB SITE EMERGENCY TELEPHONE NUMBERS

**The exact location of this job is:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Ambulance \_\_\_\_\_

County Sheriff \_\_\_\_\_

Poison Control \_\_\_\_\_

Civil Defense \_\_\_\_\_

Gas & Electric Company \_\_\_\_\_

Water Department \_\_\_\_\_

Weather Report \_\_\_\_\_

## PLANT / FACILITY EMERGENCY TELEPHONE NUMBERS

Security \_\_\_\_\_

Control Room \_\_\_\_\_

Mechanical \_\_\_\_\_

Fire / Rescue \_\_\_\_\_