



## GHILOTTI CONSTRUCTION COMPANY EMERGENCY ACTION PLAN (DIVISION OFFICES)

Ghilotti Construction Company has developed the following Emergency Action Plan (EAP), in compliance with Title 8 of the California Code of Regulations, General Industry, and Construction Safety orders.

The EAP has been designed to address, in detail, the following areas:

- 1) Program Implementation and Responsible Person
- 2) Emergency Posting Notice
- 3) First Aid / Emergency Medical Services
- 4) Alarm System
- 5) Designated Employees – Training Procedures
- 6) Employee Notification and Training
- 7) Emergency Escape and Evacuation Procedures
- 8) Crisis Response Procedures

### 1) Program Implementation and Responsible Person

The division Manager is responsible for overseeing the implementation and maintenance of the EAP at the designated location. Full authority is granted to the appropriate individuals to properly manage and enforce all provisions of this policy. The Division Manager will be responsible for designating appropriate individuals to assist with emergencies at the facility location.

A Safety Committee has been established to assist with the implementation of policies, procedures, and maintenance of the EAP. Established members of the Committee include Brian Ongaro (Senior VP of Operations), Julie Thornton (Claims & Safety Director), Damon Calegari (Equipment Manager), and John Klapperich (Field Safety Inspector). Rotating members will consist of Area Managers and Superintendents.

**The division Manager and/or Safety Committee Member's responsibilities will include, but are not limited to:**

- ☐ Identifying, evaluating and establishing procedures for potential emergencies
- ☐ Maintaining a sufficient inventory of emergency equipment and First Aid supplies
- ☐ Coordinating implementation and maintenance of the EAP
- ☐ Coordinating First Aid Training, and other applicable training, for all designated employees
- ☐ Providing safety material to assist with employee training requirements
- ☐ Maintaining all documentation relevant to the implementation and maintenance of the EAP
- ☐ Enforcing compliance with requirements the EAP

### 2) Emergency Posting Notice

A posting notice will be displayed, which will identify the following:

- ☐ After Hours Contact Information
- ☐ Name, address and directions to the work location
- ☐ Fire & Rescue – Phone Number
- ☐ Police Department – Phone Number
- ☐ Ambulance – Phone Number
- ☐ Nearest Hospital – Phone Number
- ☐ Nearest Cal/OSHA Office – Phone Number, and
- ☐ Map of area that identifies the location of the area to assemble in the event of an emergency requiring evacuation

### **3) First Aid / Emergency Medical Services (§1512)**

Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department). 1<sup>st</sup> Aid Kits will be maintained and accessible to all employees.

Only certified employees will be allowed to perform First Aid / Emergency Medical Services. Action taken will only be to the extent deemed necessary to preserve life.

### **4) Alarm System (§6184, Article 165)**

In the event of an emergency requiring evacuation of all employees, different warning systems may be utilized, depending on the conditions or emergency involved. Methods may include verbal communication or air horns.

Managers and/or designated individuals will be responsible for sounding the alarm and locating any hearing-impaired employees to ensure proper evacuation.

### **5) Designated Employees – Training Procedures**

Designated employees will be provided with the proper training to assist with the following functions:

- ☐ First Aid / Emergency Medical Services
- ☐ Fire Suppression
- ☐ Crisis Response Procedures
- ☐ Evacuation Procedures

**No employee will be permitted to perform any action that might endanger his/her life or the life of others.**

### **6) Employee Notification and Training**

All employees, permanent and intermittent, will be provided necessary training on all elements of the EAP. Training will occur at hire and when changes occur.

➤ Employee notification and training relevant to the EAP will consist of:

- ☐ Employees right to review the EAP policy
- ☐ Location of Emergency Posting Notice (s)
- ☐ Identity of the Alarm System (sound) that may be used to trigger an evacuation
- ☐ Location of exit routes and designated location for employees to assemble
- ☐ First Aid and Emergency Medical Services available to employees
- ☐ Procedures implemented for Crisis Response

**When an evacuation occurs:**

- ☐ Employees must proceed directly to the designated assembly area
- ☐ Employees are not to stop and pick up personal belongings when exiting the job site/structure
- ☐ Employees are not to block areas that would be considered access for emergency vehicles
- ☐ Employees will not be allowed to re-enter the area/structure without clear indication that it is safe
- ☐ Employees cannot leave the assembly area unless advised to do so by a Manager or Supervisor.
- ☐ Employees will be instructed not to respond to news media. Contact with the media is limited to designated Supervisors or Management

The most important focus of an emergency is the protection of human life.

### **7) Emergency Escape and Evacuation Procedures**

Emergency evacuation routes and a safe location for employees to assemble will be communicated to all employees. This information will be documented and posted in appropriate locations at the work location.

## 8) Crisis Response Procedures

### 10.a Fire and Explosion

- ☐ Designated employees will be trained on the use of fire suppression equipment
- ☐ All employees will be instructed on the following:

#### **Assess the situation:**

- ☐ Notify a Manager or Supervisor immediately.
- ☐ Any employee discovering a fire should quickly and carefully remove any person who is injured or in immediate danger, unless doing so will create the possibility of personal injury.
- ☐ Employees in the immediate vicinity of the fire, as well as those in surrounding areas who may be threatened by the fire, must be notified.
- ☐ Only properly trained and authorized employees may attempt to extinguish a small fire, which does not involve electrical components or hazardous substance.
- ☐ If the fire appears to be to large, involves toxic substances, or is electrical based, all employees are to leave the area immediately.

#### **When the fire cannot be extinguished using a portable fire extinguisher:**

- ☐ The evacuation procedures will be initiated
- ☐ The fire will be reported to the appropriate agency(s)

### 10.b Earthquake

All employees will be instructed to:

- ☐ Move away from windows, temporary walls, partitions, freestanding and heavy objects
- ☐ Duck or drop down to the ground
- ☐ Attempt to take cover under fixed objects, or interior framing, that may provide safety from falling objects
- ☐ Avoid being near any electrical units, flammable or combustible materials
- ☐ STAY PUT until the ground/structure stops shaking and it is safe to move

### 10.c Natural Disasters

#### **Including, but not limited to, Floods, Tornadoes, and Severe Thunderstorms**

Most natural disasters are usually forecast sufficiently in advance for emergency action to be initiated before the exposure becomes serious.

In most cases, advising employees of the approaching danger and seeing to it that they are in a safe location will be sufficient, should the incident occur during normal working hours.

### 10.d Chemical Leak, Spill or Threatened Release

The following procedures will be carried out in the event of a hazardous substance spill:

All employees will be instructed to:

- ☐ Notify management immediately
- ☐ All employees, not trained to deal with the exposure, will be instructed to leave the immediate area

The Equipment Manager and/or designated employee(s) will:

- ☐ Determine the nature and source of the spill/release. MSDS will be used to determine the characteristics of the material and identify necessary precautions for dealing with the material
- ☐ Depending on the classification and amount of the spill, if warranted, the local fire department and appropriate local environmental agency will be notified
- ☐ Clean-up procedures will be performed by qualified personnel

#### **10.e Bomb Threat**

If a bomb threat is received, the following procedures will be carried out:

All employees will be instructed to:

- ☐ Notify management immediately

Management will:

- ☐ Notify the Police and Fire Department
- ☐ Initiate evacuation procedures, unless the threat includes instructions not to do so (proper law/emergency enforcement agencies should determine proper course of action in this situation)
- ☐ The individual who received the threat should be instructed to document every word of the conversation immediately, if applicable
- ☐ A search of the building will be performed by the appropriate law enforcement personnel only
- ☐ Access to the building/job site will not be permitted until clearance is given by the appropriate personnel (i.e. police, fire department)

#### **10.f Civil Disturbance**

Civil disorders, usually in the form of large unruly crowds, can interfere with business operations and could cause damage to property and employees.

Management will notify the appropriate authorities for assistance. Steps will be taken to assure the safety of all employees, business property, and equipment, without creating exposure to personal injury.