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Emergency Action Plan Program

Construction – High Hazard

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Company name here

Sample Emergency Action Plan - Construction

This document has been designed to conform with the following Cal/OSHA requirements:

* California Code of Regulations Title 8 Section 3320 - Emergency Action Plan
* California Code of Regulations Title 8 Sections 3321 – Fire Prevention Plan
* Subchapter 4, Construction Orders §1512- Emergency Medical Services

**(COMPANY NAME)** has developed an Emergency Action Plan (EAP) to define employer, supervisor and employee responsibilities and facilitate timely response in the event of a workplace emergency. Understanding the EAP procedures and preparing for emergencies will minimize our exposures to potential injuries, property damage and confusion during a crisis. All employees will be trained on the EAP with details specific to our operations. Employees are expected to abide by company-established procedures. Our EAP goal is to provide our employees with a clear plan of action in the event of an emergency.

Our emergency action plan administrator is (**Name and Job Title)**. **[Name]** is responsible for overseeing our emergency action plan and ensuring that employees receive vital information regarding safe work practices.

List designated supervisors, emergency coordinators and/or floor wardens (wardens are for multiple-story buildings if applicable). California employers with one or more employees on a single site are required to have a trained responder. If multiple employers are involved in a single construction project/site, the employers may form a pool of appropriately trained personnel. The pool must be large enough to service the combined workforces of such job site employers.

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Coordinator Name | Cell Phone | CPR Certification (must have at least one per crew) | First Aid Certification |
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**Supervisor Responsibilities:**

Supervisors are responsible for the safety and well-being of their employees, including:

* Collecting emergency contact information of employees at the time of hire.
* Training new hire employees on company emergency protocols.
* Assisting employees in exiting their work area in an orderly fashion.
* Escorting visitors and contractors out of the building or worksite.
  + Special considerations will be given to those who may have disabilities or limitations that could impair their ability to self-evacuate.
* Shutting down critical operations, processes and equipment, if time permits.
* Taking attendance at the designated emergency evacuation area.
* Submitting a list of any unaccounted employees to emergency personnel.
* Supervisors should stay with employees until it is determined that the building is safe to re-enter by emergency personnel or direction has been given by administrator.

**Employee Responsibilities:**

* Be familiar with the information contained within this training document.
* Provide emergency contact information to management.
* Know the primary and secondary exit routes of the building.
* Know the location of the emergency evacuation assembly point.
* Immediately report any emergencies and/or potential crises.
* Escort visitors and subcontractors out of the building.
* Exit the building immediately upon activation of fire alarm or notification of other identified threat.
* Report to the designated emergency evacuation meet-up location.
* Report to a supervisor before leaving workplace premises.
* Do not re-enter the building until permission from the supervisor or emergency coordinators.

**Emergency Coordinators:**

* Know the locations and have an understanding of the operation of building emergency alarm systems, sprinklers, hoses and fire extinguishers.
* Communicate with the EAP program administrator, other coordinators, supervisors, employees and emergency responders.
* Coordinate orderly evacuation and/or determine shelter-in-place.
* Inventory, maintain and take emergency supplies and contact information to the designated meeting location.
* Assist in headcount efforts of employees, visitors and contractors.
* Make necessary assessments to determine building, weather and other conditions.
* Review the EAP annually and revise as necessary.
* Coordinate training and communication.

**Emergency Reporting Procedures:**

* It is everybody’s responsibility to report emergencies.
* The first person to discover an occurring emergency or potential crisis must immediately report the emergency.
* The first step in reporting an emergency is to call your local fire department or 911.
* Use a landline if possible (calling 911 from a cell phone will route you to the CHP and delay response time).
* If calling from a cell phone, refer locally provided numbers (employer should look this number up ahead of time).
* Post emergency phone numbers in communal areas.
* The reporting person must also notify management and alert other staff members so that further steps such as evacuation, moving to safe areas, using an extinguisher, etc. may be taken.

**General Evacuation Procedures:**

* Post maps throughout the operations that detail evacuation routes and meeting location.
* If an evacuation is warranted, the alarm or alert will be initiated by the first person to observe the emergency.
* Upon notification of an evacuation, all employees are required to follow the outlined evacuation and emergency guidelines immediately.
* Always take the stairs; never get into an elevator during an emergency exit.

**Fire and Explosions:**

* Go to the nearest phone and call 911 or the local number.
* If calling from a cell phone, dial the local fire department directly      .
* If the fire is small and only if you have been trained to use a fire extinguisher, attempt to extinguish the fire.
* All employees must immediately exit the building using the nearest exit.
* Assist any hearing impaired and disabled employees out of the building.
* Check bathrooms and office doors, collecting people on your way and shutting doors behind you as you exit the building.
* Close doors to slow the spread of fire and signal to the emergency responders that the room is empty.
* Remember that smoke rises and cleaner air will be lower to the ground.
  + If necessary, crawl on the ground to avoid breathing contaminated air .
  + If necessary, cover your mouth and nose with clothing or wet cloth to help act as a filter.
* If you encounter closed doors along your exit route, check the door handle and panel for high heat temperature with the back of your hand before opening.
* Immediately report to the designated assembly point for roll call.
* Once you leave the building, do not re-enter under any circumstances until it has been determined and communicated that is safe to enter.

Earthquakes

The initial response to earthquakes is to panic and run. We must remain calm and respond the exact opposite of the fire evacuation plan initially. Most people get injured by flying objects while trying to escape the building during the initial shake. Should an earthquake occur while you are at the workplace, find an immediate nearby space to shelter in place and take cover until further direction has been communicated.

Evaluate your workplace ahead of time and know where you are going to take shelter at any given place in the building before an earthquake occurs.

* Getting under a desk, table or standing up against an interior wall is ideal.
* Stay away from windows, exterior walls, mirrors, hanging objects, shelving and unsecured furniture.
* Cover and protect your head from falling objects.
* Tuck your head and use your arms to protect your head from falling or flying objects.
* As a reminder, do not attempt to escape a building until the shaking has stopped.
  + Aftershocks are common and the building may start to move again.
  + Falling objects pose a great danger and nobody should attempt to leave a building during an earthquake.
  + Unsecured objects are moving during the quake and this is the most dangerous time to exit.
* If you are in an outdoor area, quickly move to an open space.
* Stay from trees, power lines, bridges, overhead roadways and water sources.

**After an Earthquake:**

* Be prepared for aftershocks
* Supervisors and emergency responders will determine if it is safe to leave the building.
* Search and call for others on your way out to determine if anyone is trapped.
* Report to the company-designated emergency meet up location for roll call.
* Under no circumstances should anyone re-enter the building until it is determined safe by authorized personnel.
* Stay calm and lend a hand to others.

**Supervisors and Emergency Responders should:**

* Inspect for gas and water leaks, broken electrical wiring or sewage lines.
* If there is damage, turn the utility off at the source and immediately report gas leaks to your utility company.
* Inspect the area for downed power lines and warn others to stay away.
* Inspect the building for cracks and damage, including the roof, chimneys and foundation.
* Turn on a portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and follow instructions.
* Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

**Before an Earthquake**

* Prepare a personal emergency kit with food, water and supplies at your home, for your car and for your workplace.
* Have enough food, water, supplies, medication, cash, etc. on hand to last 72 hours.
* Conduct practice drills at your workplace.
* Decide how and where your team will reunite if separated and communication is lost during a quake.
* Know the safe locations at your workplace.
* Choose an out-of-state friend or relative who can be contacted after the quake to report your

whereabouts and condition.

* Local communication lines will be down, and out-of-state coordination may become necessary to reach individuals.
* Learn first aid and CPR.
* Learn how to shut off gas, water and electricity in case the lines are damaged.
* Do not attempt to re-light the gas pilot – call the utility company.
* Secure your water heater and major appliances, as well as tall, heavy furniture, hanging plants, mirrors and picture frames—especially those over beds.
* Keep breakables, heavy objects, flammable or hazardous liquids such as paints, pest sprays and cleaning products in secured cabinets or lower shelves.

Workplace Violence

Violence or perceived threats of violence in the workplace will not be tolerated at our company or by our management. Any employee who witnesses an act of violence or threat of violence or is concerned about their own safety or the safety of co-workers, must immediately report the incident to any management member.

If immediate action is necessary, the manager will:

* Alert other members of management.
* Contact police, fire department or 911.
* Assess the situation and advice personnel most at risk.
* Determine if shelter or evacuation of employees is necessary.
* Investigate and document the incident.
* Determine a plan of action and future correction methods.

Sabotage and Bomb Threats

Sabotage is the deliberate action by an individual or group meant to cause harm, damage equipment or disrupt normal business operations. Any threats received must be taken seriously and reported immediately. If a bomb threat is received by telephone:

* The person receiving the call should attempt to gain as much information as possible.
* Contact management and/or police immediately.

Active Shooter

In the event of an active shooter in your vicinity, quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

**Run**

* Have an escape route and plan in mind.
* Leave your belongings behind.
* Keep your hands visible.

**Hide**

* Hide in an area out of the active shooter’s view.
* Block entry to your hiding place and lock the doors.
* Silence your cell phone.

**Fight**

* As a last resort and only when your life is in imminent danger.
* Attempt to incapacitate the active shooter.
* Act with physical aggression and throw items at the active shooter.

Power Outages

* Stop what you are doing if the power outage lasts more than a few seconds.
* Employees should wait for their eyes to adjust if you are located in an area that has no natural illumination/lighting or if have trouble seeing.
* If possible, try not to move around in dark areas.
* Supervisors and emergency responders should locate circuit breakers and shut down equipment that will automatically restart.
* Turn off any power tools and powder actuated equipment at the source as it might “spring” back into action once power is restored and cause injury or damage to the equipment.
* If the power outage is due to bad weather and power will not be restored immediately, proceed to a pre-designated safe area and await further instructions**.**

Addendum - Emergency Action Plan

**Exit Routes - Basic Requirements**

* Must be permanent
* Must be enough exits in the proper arrangement for a quick escape.
* Must be separated by fire-resistant materials.
* Exit routes must be free of obstructions.
* Exit routes must be free of explosive or highly flammable materials.
* Exit routes must be arranged so that employees do not travel toward a high hazard area unless it is effectively shielded.
* Exits must be in proper working order at all times.
* Exits must be well illuminated.

**Exit Doors**

* Each exit door must lead directly outside or to a street, walkway, refuge area, public way or open space.
* Each exit must have access to the outside that is large enough to accommodate all building occupants likely to use the exit route.
* Exit stairs that continue beyond the level on which the exit is located must be interrupted on that level by doors, partitions or other effective means that indicate the direction of travel to the exit.
* Exit doors must be unlocked.
* Doors must swing in the direction of exit travel.
* Doors must be able to open from the inside at all times without keys, tools or special knowledge.
* Devices such as a panic bar that locks only from the outside is permitted.
* Doors must be free of any device or alarm that could restrict emergency use if the device or alarm fails.

**Exit Marking**

* Each exit must be clearly marked with an “Exit” sign.
* Each exit route door must be free of decorations or signs that obscure the visibility of the door.
* If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating the direction to the nearest exit.
* The line-of-sight to an exit sign must clearly be visible.
* Each doorway or passage along an exit access that could be mistaken for an exit must be marked “Not an Exit” or be identified by a sign indicating its actual use.

**Shelter in Place**

* Go or stay in the building.
* Do not use elevators.
* Shut and lock all windows and doors.
* Turn off the heat, air conditioning or ventilation system.
* Quickly locate supplies needed (e.g., food, water, radio, etc.).
* If possible, go to a room where there are no windows.
* If possible, monitor for additional information.
* When the “all clear” is announced, open windows and doors, turn on heating, air conditioning or ventilation system and go outside and wait until the building has been properly ventilated.

**Employee Headcount Procedures**

* Maintain a daily staff work schedule of all employees.
* All employees must report to pre-determined rally points .
* Each supervisor is responsible for communicating pre-determined rally points for all assigned employees.

**Critical Facility Operations**

* Maintain a list of critical operation and shut down procedures and protocols.
* List employee name and title responsibility for critical operations.
* As soon as the shutdown is complete, the employees who performed essential functions of the facility must take the nearest exit route per general emergency procedures.

**Emergency Preparedness online resources:**

<http://www.sf72.org/home>

<http://www.redcross.org/>

<https://emergency.cdc.gov/preparedness/>

<https://www.osha.gov/SLTC/emergencypreparedness/>

<https://www.dhs.gov/human-resources-or-security-professional>

Emergency Contact Information – Employee

|  |  |
| --- | --- |
| Employee name |  |
| Home/cell phone |  |
| Email |  |
| Alternative email |  |
| Home address |  |
| Primary emergency contact name and relationship |  |
| Home/cell phone |  |
| Email |  |
| Secondary emergency contact name and relationship |  |
| Home/cell phone |  |
| Email |  |
| Known allergies, medical conditions or medications you want medical providers to be aware of (voluntary) |  |
| Primary care physician (voluntary) |  |

Posted Facility Emergency Contact Information

|  |  |
| --- | --- |
| Emergency coordinator name |  |
| Home/cell phone |  |
| Email |  |
| Secondary emergency coordinator name |  |
| Home/cell phone |  |
| Email |  |
| Location of fire extinguishers |  |
| Location of spill containment materials |  |
| Location of fire alarms/airhorns |  |
| Phone number of local fire department |  |
| Additional emergency services | 911 |
| CPR – First aid trained employee(s) |  |
| #1 Name |  |
| #1 Cell phone |  |
| #1 Email |  |
| #2 Name |  |
| #2 Cell phone |  |
| #2 Email |  |
| #3 Name |  |
| #3 Cell phone |  |
| #3 Email |  |
| Occupational health clinic |  |
| Address |  |
| Phone |  |
| Hospital name (for emergencies) |  |
| Address |  |
| Phone |  |

To review Cal/OSHA serious injury reporting requirements please click [here](https://www.compwestinsurance.com/resources/serious-injury-reporting/).

First Aid and First Aid Kit Supplies – Jobsite

Every job site shall include at least one employee who is first aid trained and certified, and access to at least one first-aid kit in a weatherproof container. The first aid kit will be inspected regularly. If the contents have been used or deemed unsanitary, the items will be replaced. First aid dressings shall be sterile and in individually sealed packages. Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first aid kits. Other supplies and equipment, if provided, will be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

The following first aid supplies shall be kept at minimum:

**Type of Supply Required by Number of Employees**

Dressings in adequate quantities consisting of: 1-5 6-15 16-200 200+

Adhesive dressings X X X X

Adhesive tape rolls, 1-inch wide X X X X

Eye dressing packet X X X X

1-inch gauze bandage roll or compress X X X

2-inch gauze bandage roll or compress X X X X

4-inch gauze bandage roll or compress X X X

Sterile gauze pads, 2-inch square X X X X

Sterile gauze pads, 4-inch square X X X X

Sterile surgical pads suitable for pressure dressings X X

Triangular bandages X X X X

Safety pins X X X X

Tweezers and scissors X X X X

Cotton-tipped applicators\* X X

Forceps\* X X

Emesis basin\* X X

Flashlight\* X X

Magnifying glass\* X X

Portable oxygen and its breathing equipment\* X

Tongue depressors\* X

Appropriate record forms\* X X X X

First aid textbook, manual or equivalent\* X X X X

\*To be readily available but not necessarily within the first aid kit.

Jobsite and Personal Earthquake Checklist and Supplies

* Water – 1 gallon per day, per person
* Nonperishable food items – enough to last at least 3 days
* First aid kit
* Flashlights and extra batteries
* Fire extinguisher
* Radio – battery or crank-operated
* Tools
* Cell phone chargers
* Blankets/warm clothing
* Toiletries
* Cash
* Copies of personal documents
* Personal medications
* Emergency washing facilities where employees are exposed to corrosive materials
* Emergency call systems: two-way voice emergency communication system shall be installed for buildings and structures with five or more floors or 48 feet or more above or below ground level, to notify people designated in the emergency medical services plan – the location and condition of the employee shall be able to be communicated over the system
* Alternative emergency call system where the installation is not possible (such as two-way radios)
* Rescue basket (litter) with at least one basket or equally appropriate litter equipped with straps and two blankets, or other similar warm covering, shall be provided for each building or structure with five or more floors or 48 feet or more either above or below ground level
* Other:

**The advice presented in this document is intended as general information for employers.**