

EMERGENCY ACTION PLAN MIDTOWN, Project Name

An emergency is an incident such as a fatality, injury to one or more employees requiring hospitalization, collapse of heavy equipment, scaffolding or structure, property damage or fire that requires response by the Fire Dept. & emergency environmental incidents such as a chemical spill and/or contamination of soils or waterways.

Revised 2/19/2019

ACTION	ITEMS TO BE DONE TO COMPLETE REQUIRED ACTION	PRIMARY COORDINATOR	ALTERNATE COORDINATOR
Project Evacuation if needed Signaled by 3 long horn Blasts	Area Superintendent will communicate to subcontractors that all employees are to evacuate the project site to the Lendlease Job office parking lot by the mailbox Horn will be brought to the site by the Bring First Aid Supplies	Area LL Superintendents & EHS Mgr. / foreman for each trade PM LL Meet workers at LL office mailbox 13 Admin. – names of visitors from log book to Supt. PM – Horn	Name of Supt. And EHS Mgr. /Area LL Superintendents / foreman for each trade PM workers at LL office mailbox Office Mgr. – names of visitors from log book to PM APM - Horn
Call 911 & Activate the Emergency Action Plan	Superintendent to: Contact LL Office Rep. to Initiate Action Plan Information Required: Type of Emergency Where accident is located What direction best for EMS to respond	Field: Closest Superintendent calls Lead Supt. And EHS Mgr.. Field radio office with required info -if unable to reach office field to call 911 Office: Office person that receives the notice via radio to get required information & call 911. If call not made by Communication Coordinator, Once 911 call completed, Give information to coordinator	Field: Closest Superintendent calls Supt. EHS Mgr. Field to call 911 unless unable then radio office Office: Office person that receives the notice via radio to get required information & call 911 If call not made by Communication Coordinator, Once 911 call completed, Give information to coordinator
Initiate Communication Plan Incident/Emergency/Crisis Communication Plan	Notify in accordance with Communications Plan	Project Exec.	Sr PM
Provide First Aid / Bring First Response Bag to Accident Scene	Provide First Aid Bring Medical supplies and First Aid Kit or Trauma Kit to Accident Scene	EHS Mgr. PM	EHS Mgr. APM
Secure Crane for necessary access for removal of injured personnel If Needed	Coordinate with Crane Operator / Superintendent.	Lead Supt.	General Supt.
Secure elevator for necessary access for removal of injured personnel If Needed	Need Radio for Radio Communication	TBD**	TBD**
Clear and provide a route to the accident scene Meet Emergency Response Team at gate/location given @ 911 call	Need Radio for Radio Communication	Position 1 & 3 – Sr PM Position 4 - PM Position 5 -PM Position 6 - Asst. supt. Position 7 - PM Position 8 & 2 - Asst. Supt.	Position 1 & 3 – PM Position 4 - Asst. Supt. Position 5 - Asst. Supt. Position 6 - APM Position 7 -APM Position 8 & 2 -PM
Clear and provide a route to the accident scene Inside the Building	Need Radio for Radio Communication	Position E - Supt.	Position E - Supt.
Gather Accident Information Separate all witness and get individual statements before they can collaborate stories. If possible bring to LL office	Escort Witnesses to Office Witness description sheets in accident investigation bag. Extra pens for witness to write their accounts	PM Project Exec.	APM Sr. PM
Control the Site Close site to unauthorized personnel such as the news media and stop all employees from publicly commenting on situation	Radio for Radio Communication Bring netting for exclusion zone/barricades/flag if road lane closure needed	PM	APM
Control the Accident Scene Close accident scene to all but investigative personnel to preserve any evidence. Do not let employees alter the accident scene	Close the accident scene Bring accident investigation bag located in safety office. Bring office First Aid Kit to accident scene.	EHS Mgr. Position F - PM PM	EHS Mgr. Position F - Supt. APM
Document Photograph the entire area from every angle with dated camera	Document with camera from accident bag	EHS Mgr.	EHS Mgr.
Re-Establish Work Area Decontaminate scene, remove unsafe equipment, material & secure all guardrails, guards as needed	Latex gloves, safety glasses, towels, plastic bags, bleach, water solution, hand or power tools	EHS Mgr.	EHS Mgr.
Re-Entry to Work Area Verify safe re-entry for employees	Radio for Radio Communication	Position F - PM	Position F - Supt
Statements to the Media If required all media statements and all public relations to outside agencies shall follow Crisis Communication Plan	Initiate Incident / Emergency / Crisis Communication Plan	Project Exec.	Sr. PM
Contact Subcontractor Call employer affected and notify their Project Manager	Have subcontractor directory available "There has been an incident involving one of your employees, please contact your on-site field supervisor for further information"	Office Mgr.	Admin.
Contact Corporate Safety Call Corp. Safety Office Call Environmental Mgr If it is an environmental incident	Contact Ray Master	Regional EHS Mgr.	Regional EHS Mgr.
Command Center Liaison	Coordination of Fire Department, rescue efforts/Job Requirements	Supt.	General Supt.

ALL UNASSIGNED OR SECONDARY PEOPLE TO REPORT TO COMMAND CENTER

REMEMBER: YOU NEED HARD HAT, SAFETY GLASSES, VEST, FLAGS AND YOUR RADIO