

Subject: Emergency Action Plans

1. PURPOSE

To establish the minimum requirements for) to prepare for an emergency on a project. This procedure provides guidelines for developing a site-specific Emergency Action Plan.

2. SCOPE

This procedure applies in its entirety to all SAMPLE projects unless a variance is granted by the Vice President of Safety.

3. DEFINITIONS

- (a) SAMPLE's Mobile EAP - an electronic version of the Emergency Action Plan accessible via smart phones and tablets in the field.
- (b) Emergency – a serious, unexpected, and often dangerous situation requiring immediate action.
- (c) Emergency Action Plan (EAP) – a written document that facilitates and organizes employer and employee actions during workplace emergencies.

4. RESPONSIBILITIES

- (a) The Project Superintendent has overall responsibility for developing and implementing a site-specific Emergency Action Plan prior to each project starting.
- (b) The Project Safety Manager is responsible for assisting the Project Superintendent with developing and implementing a site-specific Emergency Action Plan.
- (c) It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.

5. GENERAL REQUIREMENTS

- (a) Develop a site-specific Emergency Action Plan (Reference Attachment 1) using Mobile EAP. Contact the IT Help Desk (x8157) to initiate setup of the template for your project.
- (b) Each project shall conduct an EAP drill at least once a year.
- (c) Review all emergency planning documents with project team and subcontractor personnel. Post these documents in an accessible location on-site.

6. IMPLEMENTATION

- (a) Emergency Action Plans shall include the following sections:

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1. Emergency Contact List
2. First Aid Injury
3. Medical Clinic Injury
4. Serious Accidents / 911
5. First Hour Response Checklist
6. Messages for the Media
7. Motor Vehicle Accidents
8. Evacuation
9. Fire
10. Utility Emergency
11. Weather
12. CPR
13. Heat Illness Prevention
14. Active Shooter Response
15. Bomb Threat
16. Other/unique project-specific requirements

(b) Steps to take after a fatality:

1. Follow the aforementioned policies/procedures for job site accidents.
2. A member of the company's upper-management team makes a best effort to inform the spouse/family in person of the incident (Reference Attachment 2). If it is not possible to make a face-to-face notification, a member of clergy or a police officer may be possible candidates to make this notification. The goal is to notify the spouse/family quickly. A phone call is a last resort because of its impersonal nature.

NOTE: Upper management may decide to treat the notification as an injury situation in order to get the spouse/family to the medical facility as quickly as possible. Once the spouse/family arrives at the medical facility, the attending physician may deliver the news. A member of the company's upper-management team should be in attendance to provide support.

3. Determine whether the employee's family is in need of assistance and inform the Human Resources Department.
4. Human Resources will maintain contact with the family for assistance.

NOTE: If the fatality involves a subcontractor employee, the subcontractor should be consulted about notification procedures and if needed, a SAMPLE representative shall participate.

7. ATTACHMENTS

- (a) Emergency Action Plan Template (Attachment 1)
- (b) Fatality Notification (Attachment 2)

Attachment 1

Emergency Action Plan Template

- Emergency Contact List
- First Aid Injury
- Medical Clinic Injury
- Serious Accidents / 911
- First Hour Response Checklist
- Messages for the Media
- Motor Vehicle Accidents
- Evacuation
- Fire
- Utility Emergency
- Weather
- CPR
- Heat Illness Prevention Cal/OSHA
- Heat Illness Prevention Fed/OSHA
- Active Shooter Response
- Bomb Threat
- Other/unique project-specific requirements

Emergency Contact List

- Superintendent: *insert name and phone number*
- Safety Manager:
- Project Manager:
- Project Executive:
- Assistant Superintendent:
- Regional Executive Officer:
- Area Safety Manager:
- Regional Safety Director:
- Vice President of Safety:
- Risk Management Department:
- Legal Department:
- Insurance Carrier:
- HR/Corporate Communications:

Emergency Services

- EMS:
- Hospital:
- Police:
- Fire Department:
- HAZMAT Response:

Utility Companies

- Power Company:
- Gas Company:
- Phone Company:
- Water Company:
- Traffic Signal Repair:

Governmental Agencies/Offices (List only those applicable)

- OSHA: (Note: only the Safety Department can notify OSHA)
- MSHA: (Note: only the Safety Department can notify MSHA)
- EPA:
- HazMat:
- Coast Guard:

Note: Add other specific numbers relevant to your project

First Aid Injury

A. Procedures:

1. Notify:
 - Superintendent: *insert name and phone number*
 - Project Manager:
 - Safety Manager:
 - On-Site Medic:
 - Others as necessary (e.g. Owner):
2. For non-serious injuries, the injured worker should report to the on-site medic (or personnel trained in first-aid) for evaluation and treatment.
3. Employer shall conduct post-incident testing in accordance with SAMPLE's Fitness for Duty policy. (Note: Subcontractors are responsible for testing their own employees. SAMPLE shall not test subcontractor employees.)
4. On-site medic and/or Safety Manager shall follow-up with the injured worker as necessary.
5. Reference the Medical Clinic Injury section if additional treatment is required.

B. First Aid Trained Personnel:

1. *Insert name and phone number of on-site medic here, if applicable*
2. *Insert name(s) and phone number(s) of SAMPLE staff with first aid training here*

C. Reporting:

1. The Safety Manager or member of the project team must submit all first aid incidents within KPI.

Medical Clinic Injury

A. Procedures:

1. Notify:
 - Superintendent: *insert name and phone number*
 - Project Manager:
 - Safety Manager:
 - On-Site Medic:
 - Area Safety Manager:
 - Regional Safety Director:
 - Others as necessary (e.g. Owner):
2. A Medical Authorization for Treatment Form must be filled out and signed by a SAMPLE employee, and given to the injured worker to take to the clinic.
3. A SAMPLE employee should accompany the injured worker to the clinic for evaluation and treatment.
4. Obtain a copy of the paperwork from the clinic which includes the diagnosis, treatment, work restrictions, and follow-up requirements.
5. Employer shall conduct post-incident testing in accordance with SAMPLE's Fitness for Duty policy. (Note: Subcontractors are responsible for testing their own employees. SAMPLE shall not test subcontractor employees.)
6. On-site medic and/or Safety Manager shall follow-up with the injured worker and continue to monitor their condition until any restrictions are removed.

B. Medical Clinic Location:

1. Nearest medical clinics:

Insert clinic name, address and link to Google Maps here

C. Reporting:

1. Safety Manager shall review the paperwork from the clinic to determine if the incident shall be classified as first aid, recordable, recordable with restrictions, or lost time.
2. The Safety Manager or member of the project team must submit all first aid, recordable and lost time incidents within KPI.

Serious Accidents / 911

A. Procedures:

1. Call 911 if anyone is seriously injured. Administer first aid and/or CPR until medical professionals arrive on the scene. Do not move the injured person(s) if there is a potential for further injury.
2. Secure the site to avoid further damage or injuries.
3. Notify:
 - Superintendent: *insert name and phone number*
 - Project Manager:
 - Safety Manager:
 - On-Site Medic:
 - Area Safety Manager:
 - Regional Safety Director:
 - Others as necessary (e.g. Owner):
4. Post employees at access points to receive the ambulance and assist EMS personnel.
 - *List each access point and responsible SAMPLE team members*
5. Keep someone posted at the job site trailer's telephone.
 - *List responsible SAMPLE team member*
6. Determine which hospital the injured worker will be transported to. A SAMPLE employee should accompany the injured worker to the hospital.
7. Additional Notifications:
 - Project Executive: *insert name and phone number*
 - Risk Management:
 - Vice President of Safety:
 - Regional Executive Officer/ Business Unit Leader:
 - Injured Worker's Family
7. If media is present, notify the Director of Corporate Communications. Designate a spokesperson. Remind all employees to refer reporters to the spokesperson only. Assist media while keeping them out of the way of emergency operations.
8. Take photographs, write down names and addresses of witnesses. Follow the incident investigation and reporting procedures outlined in Section A-5.
9. Obtain a copy of the paperwork from the hospital which includes the diagnosis, treatment, work restrictions, and follow-up requirements.

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10. Employer shall conduct post-incident testing in accordance with SAMPLE's Fitness for Duty policy. (Note: Subcontractors are responsible for testing their own employees. SAMPLE shall not test subcontractor employees.)
11. On-site medic and/or Safety Manager shall follow-up with the injured worker and continue to monitor their condition until any restrictions are removed.

B. First Aid/CPR/AED Trained Personnel:

1. *Insert name and phone number of on-site medic here, if applicable*
2. *Insert name(s) and phone number(s) of SAMPLE staff with first aid/CPR/AED training here*

C. Hospital Locations:

1. Nearest hospitals with an emergency room for general medical care:
Insert hospital name, address and link to Google Maps here
2. Nearest hospitals with trauma unit:
Insert hospital name, address and link to Google Maps here

D. Fire Departments:

1. Responding fire station(s):
Insert fire station name, address and link to Google Maps here
2. Responding Hazardous Materials (HAZMAT) team:
Insert HAZMAT team name, address and link to Google Maps here

E. Reporting:

1. Safety Manager shall review the paperwork from the hospital to determine if the incident shall be classified as first aid, recordable, recordable with restrictions, or lost time.
2. The Safety Manager or member of the project team must submit all first aid, recordable and lost time incidents within KPI.
3. The Regional Safety Director shall notify OSHA as follows:
 - Within 8 hours for fatalities, and
 - Within 24 hours for in-patient hospitalizations of 1 or more employees, amputations, or losses of an eye.

(Note: For subcontractor employees, Regional Safety Directors shall coordinate with the employer to notify OSHA).

First Hour Response Checklist

Superintendent

- Call 911.
- Contact the Safety Manager.
- Initiate site control and make certain that all employees are accounted for.
- If the site will be shut down, tell workers when they are to report back to work and that counseling will be available (if applicable). Also, direct information requests from outside group to project management. Keep select individuals on-site to help with the incident.
- Do not move anything that could be classified as evidence.
- Ensure telephone coverage at the site.
- Post workers to restrict entry to the site.
- Establish a command center, generally the SAMPLE office.
- Notify the owner/developer of the project.
- Select a temporary spokesperson to issue a buy-time statement if the media arrives (see below) until the Project Executive selects a company spokesperson.

Required Buy-Time Statement (per HR Policy 1.3):

“My name is (blank) and I am (title) with SAMPLE Construction. The incident is under investigation, and as soon as we have reliable information, we will make it available. Meanwhile, we are doing everything we can to assist rescue personnel and investigating personnel.”

The Superintendent or Project Manager also may respond to information that is in the public domain, including identifying the owner/developer and architect.

An Owner or Owner’s Representative may wish to make a statement in lieu of SAMPLE staff. This is permitted and encouraged.

Project Manager

- Determine what happened, when/where it happened, and who is involved.
- Notify corporate management (insert name(s)/number(s)).
- Verify the current status of the site (shut down?).
- Determine whether you and/or spokesperson are needed on site and let the Project Executive know.
- Advise the receptionist how to route calls.
- Identify potential spin-off crises.
- Notify human resources.
- Notify the Corporate Safety Department and Risk Management.

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Safety Manager

- Follow the incident investigation guidelines in section A-5.
- Document the entire incident scene.
- Fill out the initial investigation report and submit it.
- Communicate to Regional Safety Director and Risk Management

Regional Executive Officer

- Maintain close contact with the Superintendent and Project Manager to determine level of involvement.
- Review/approve all statement/communications to the news media.
- Work closely with legal counsel.
- In the event of an injury/fatality, be prepared to designate a person to make the call/visit to the family.
- In the event of a highly visible crisis, be prepared to make the initial statement to the news media with no Q&A.
- Oversee communications with employee base and other outside stakeholders.

Designated Spokesperson

- Write, and get clearance for, all statements and releases from the REO.
- Designate someone to screen your calls from the news media.
- Complete the media log sheets.
- Anticipate media questions. If possible, role play a media interview with a colleague before going live.
- Assemble necessary background information and literature.
- Advise reporters of a time and place for future updates.
- Follow-up on additional media inquiries.

Messages for the Media

1. Our first concern is for the injured, safety of employees, and the public.
2. SAMPLE is getting the situation under control.
3. The accident is under investigation and SAMPLE is cooperating with the proper authorities.
4. As soon as we have more information we will make it available.
5. SAMPLE has an excellent safety record. We want to find out what happened.
6. As a responsible corporate citizen, we are concerned about our community.

Motor Vehicle Accidents

These procedures apply to vehicle accidents involving company, leased, rental, or client vehicles. These procedures also apply to accidents involving personal vehicles while on company business:

A. Procedures at the accident:

1. Call 911 if anyone is seriously injured.
2. Contact the police.
3. Take photos of any damage to vehicles or property.
4. Obtain other driver's contact information:
 - Full name:
 - Phone number:
 - Email:
 - Home address:
5. Obtain other driver's insurance information:
 - Insurance company name:
 - Insurance company phone number:
 - Insurance policy number:
6. Obtain other vehicle information:
 - Year/Make/Model:
 - License plate number / state:
 - Driver's license number:

B. Procedures following the accident:

1. Testing shall be conducted immediately after the accident in accordance with SAMPLE's Fitness for Duty policy.
2. Complete the Vehicle Incident Report found on SAMPLEnet within 24 hours and email it to claimreview@SAMPLEconstruction.com.
3. Contact Risk Management for further instructions.
4. Contact the Safety Manager to submit the incident within KPI.

Evacuation

In the event an excavation is required, the following procedure shall be followed:

1. The Superintendent will authorize the evacuation, determine the preparation time, and notify the Assistant Superintendents and the Safety Manager via mobile phones.
2. The Superintendent and designated Assistant Superintendents will contact the subcontractors under their supervision via mobile phones or in person, and report the evacuation and preparation time.
3. All work shall stop. Supervisors and foremen will instruct the crews on any emergency site preparations to be completed prior to exiting the structure or area.
4. When the preparation time has expired, the Superintendent will call for or sound the evacuation signal.

Three continuous blasts of the air siren will signal the evacuation.

5. After evacuation to the rally point(s) has occurred, each subcontractor supervisor will take a headcount for their crew. The Superintendent and Safety Manager must be notified of any workers who are unaccounted for and their last known location.
 - a. SAMPLE Representative: *Insert name and phone number of SAMPLE team member responsible for headcount of the project*
 - b. Subcontractor Representative(s): *Insert name and phone number of each subcontractor supervisor responsible for headcount of their crew*

Upload and insert a JPG of your evacuation plan here. Evacuation plans shall include at least two escape routes/exits and rally points.

Fire

In the event of a fire, follow these procedures:

1. If workers smell or see smoke or a fire, they are to stop what they are doing and notify a SAMPLE staff member and leave the area immediately.
2. Inform the Superintendent of the location and size of the fire and/or the smoke, if known. Inform the Superintendent of the existence of flammable or combustible material in close proximity to the fire.
3. Safely contain or extinguish the fire if it is small enough to do so using a portable fire extinguisher and if there is no flammable or combustible liquids or gases in the area. Do not try to fight a fire that is out of control!
4. If the fire is spreading or the area is filling with smoke, workers are instructed to leave the area immediately.
5. The Superintendent shall notify the Safety Manager and request that the Fire Department be called, if needed.
6. A SAMPLE Representative shall contact the Fire Department, if needed.
7. The Safety Manager shall act as liaison for emergency services, if needed.
8. The Superintendent shall direct the Field Supervisors to assist in the emergency activities, if needed.

Utility Emergency

In the event that a utility line is struck and/or damaged, follow these procedures:

1. Secure the area to prevent further injury or damage.
 - Gas line – eliminate all ignition sources
 - Water line – remove or shut off all electrical sources, check flood potential.
 - Electrical line – keep operator on energized equipment, barricade 30' back.
2. If the utility line can be safely shut off via a valve, breaker, etc., do so.
3. The subcontractor supervisor shall contact the SAMPLE Superintendent and Safety Manager and relay the nature, cause, and exact location of the utility break.
4. The Safety Manager will notify the SAMPLE Field Office who will notify the Fire Department, if needed.
5. The Superintendent shall contact the utility company.
6. The Safety Manager or Superintendent will contact the Project Manager.
7. The subcontractor involved will assist SAMPLE representatives with the utility company when they arrive.

Upload and insert a JPG showing location of utility shut off valves and breakers here.

Weather

Should weather create potential emergency conditions, follow these procedures.

1. The Superintendent shall decide if the project should be vacated, secured, or if work should continue.
2. If the need to vacate is urgent, the evacuation signal -- three blasts from the air horn - will be sounded. The evacuation procedure should then be followed.

Lightning

In the event of a storm, or if lightning is observed, follow these procedures:

1. Crane booms shall be lowered and operators must exit the cab.
2. Operators of heavy equipment, such as forklifts, track hoes, dozers, etc. shall exit the equipment and seek shelter.
3. Workers operating man lifts shall lower the basket and exit the equipment.
4. All workers working in, on, or around reinforcing steel, structural steel, metal decking, etc. shall stop work and evacuate the area.
5. During lightning storms, workers shall seek shelter in office trailers and/or in finished structures that are lightning protected.
6. During the storm, the use of electrical equipment, telephones, and/or appliances is prohibited.

The following checklist should be used to ensure the safety of each contractor. The superintendent or foreman will complete the following checklist immediately prior to evacuation.

Severe Weather Preparation Checklist

- Ensure that all materials, tools, tool sheds, gang boxes and small equipment that could be damaged by rising water, are removed and/or protected.
- Ensure that all motorized equipment is securely parked in an elevated area so that it will not be damaged by possible flooding.
- Ensure that all construction trailers, office trailers, sheds, etc. are tied down according to code. This includes office trailers and tool trailers. If you are unable to secure these facilities per code, they should be removed from the job site.
- Remove or secure all items that are potential flying objects.

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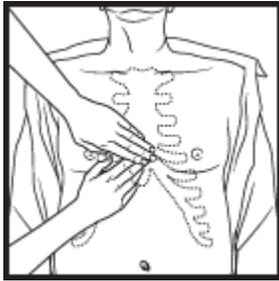
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- Pump out, secure or remove all temporary toilets.
- Empty all trash dumpsters.
- Top off all equipment with fuel in the event of a fuel supply shortage. This will also serve to keep water out of the equipment.
- Maintain an adequate supply of duct tape for use in taping windows and be prepared to disconnect all office electrical equipment (computers, copiers, etc.)
- Remove or secure any formwork that may be damaged or could become a flying object during high winds.
- Ensure that you have emergency power through the use of generators.
- Mobilize pumps in strategic locations to minimize flooding.
- Lower all mobile crane with lattice booms to the ground. Place all tower crane booms in neutral so they will “wind vane” during high winds.

CPR

CPR IN THREE SIMPLE STEPS

1. **CALL** Check the victim for unresponsiveness. If the person is not responsive and not breathing or not breathing normally. Call 911 and return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
2. **PUMP** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down in the center of the chest 2 inches 30 times. Pump hard and fast at the rate of at least 100/minute, faster than once per second.



3. **BLOW** Tilt the head back and lift the chin. Pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.



CONTINUE WITH 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES

NOTE: This ratio is the same for one-person & two-person CPR. In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

Heat Illness Prevention Cal/OSHA

- Contact List
- Emergency Response
- Temperature Requirements
- Containers
- Shade
- Forecasting
- Heat Wave
- High Heat
- Acclimatization
- Employee and Supervisory Training

CONTACT LIST

- *Safety contacts – names and numbers*

EMERGENCY RESPONSE

- When an employee displays possible signs or symptoms of heat illness, contact primary safety contact name and number first and contact any of the supervisors listed above to check the sick employee. They will determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. Never leave sick workers alone.
- If no one listed above can be reached, contact the emergency service provider.
- If an employee loses consciousness, has incoherent speech, convulsions, red and hot face, does not look OK, or does not get better after resting in shade and drinking cool water, contact emergency service providers immediately.
- While the ambulance is in route, first aid will be initiated by getting the worker to cool, shaded location. Remove excess layers of clothing and place an icepack in the armpits, groin area, and fan the victim. Do not let a sick worker leave the site.

TEMPERATURE

- When temperature exceeds 80 degrees Fahrenheit, a brief tailgate meeting must be held to reiterate the importance of hydration, the number and schedule of breaks, and signs and symptoms of heat illness.
- Workers must be reminded daily of the location of water coolers and the importance of drinking water frequently.
- When temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks must be increased and workers must be reminded throughout the shift to drink water.

CONTAINERS

- Drinking water containers must be properly sized so that at least two quarts per employee are available.
- Disposable Cups and dispensers as well as a disposal bin must be provided by the subcontractor.
- Water levels must be checked periodically (i.e. every hour) and more frequently as temperatures rise.
- Water must be cool and must be refilled when water levels are below 50%.
- Ice must be carried in separate containers to keep water cool when necessary.
- Water containers must be close to workers. If field terrain prevents this, water bottles should be provided
- Water containers must be kept in a sanitary condition at all times.

SHADE

- The building structure can be used as shade. If additional cooling is required, bring employee to the job site trailer for recovery and evaluation.
- Workers must be informed of the location of shade and workers must be encouraged to take five minute cool-down rest breaks in the shade.

FORECASTING

- Supervisors must be trained and instructed to check in advance, the extended weather forecast
- Internet sites to check weather are www.nws.noaa.gov or www.weather.com.
- OSHA Heat Illness Calculator can be downloaded for free on Google Play and in the Apple App Store.
- Work schedules must be planned in advance to consider high temperatures or heat waves. Proper planning must occur when temperatures of 80 degrees or above are forecasted.
- Temperature and humidity for the work site must be reviewed and compared against the National Weather Service Heat Index to evaluate risk level for heat illness. (OSHA's App does this for you)
- Humidity with designations of "extreme caution" or "extreme danger" for heat illness, warnings must be given to workers at 15 degrees lower than the 80 degree requirement if workers are in direct sunlight.
- A thermometer must be used at the job site to monitor sudden increases in temperature and that proper provisions are made as discussed above at 80 and 95 degree Fahrenheit increments.

HEAT WAVE

- During a heat wave or heat spike longer water breaks are required and if needed, work must be rescheduled to night or cooler hours.
- Before starting work, tailgate meetings must be held to review heat illness prevention procedures, weather forecast, and emergency response.

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- Employees working in groups of no more than 20 must be monitored directly by a supervisor or designee. Groups of more than 20 workers, each employee must be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure emergency procedures when some possibly displays signs or symptoms.

HIGH HEAT

- Effective communication by voice, observation or electronic means must be maintained so that employees can contact a supervisor when necessary.
- Frequent communication must be maintained with employees working by themselves or in smaller groups to lookout for possible signs and symptoms of heat illness.
- When a supervisor is not available, an alternate person responsible (must/should) be assigned.
- Employees must be reminded throughout the work shift to drink plenty of water.
- New employees must be closely supervised, or assigned a “buddy” or more experienced employees for the first 14 days of employment.

ACCLIMATIZATION

- Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to the body is accustomed to suddenly changes. The body needs time to adapt to sudden rises in temperature. Employers are responsible for the working conditions of their employees and must act effectively when sudden exposure to heat occurs that their employees are not used to.
- During a heat wave or heat spike, the work day must be cut short or rescheduled.
- Weather must be monitored daily for sudden increases in temperature.
- Supervisors must be extra-vigilant with new employees with regards to heat related symptoms.
- Employees and supervisors must be trained in the importance of acclimatization.

EMPLOYEE AND SUPERVISORY TRAINING

- Supervisors must be trained prior to being assigned to supervise other workers. Training must include company’s written procedures and steps to follow when employees’ exhibit symptoms of consistent with heat illness.
- Supervisors must be trained in how to track weather at the job site and instructed on how weather information (must/should) be used to modify schedule, increase water and rest breaks.
- All employees must be trained on the company’s written procedures prior to working outside and steps to follow for contacting emergency medical services. These procedures must include how to address an non-English speaking worker and the importance of making visual contact with emergency responders at the nearest landmark to direct them to the site.
- New employees must be assigned a “buddy” or experienced coworker to ensure they understand the training and follow company procedures.

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Heat Illness Prevention Fed/OSHA

- Contact List
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- Employee and Supervisory Training

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- When an employee displays possible signs or symptoms of heat illness, contact primary safety contact name and number first and contact any of the supervisors listed above to check the sick employee. They will determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. Never leave sick workers alone.
- If no one listed above can be reached, contact the emergency service provider.
- If an employee loses consciousness, has incoherent speech, convulsions, red and hot face, does not look OK, or does not get better after resting in shade and drinking cool water, contact emergency service providers immediately.
- While the ambulance is in route, first aid will be initiated by getting the worker to cool, shaded location. Remove excess layers of clothing and place an icepack in the armpits, groin area, and fan the victim. Do not let a sick worker leave the site.

TEMPERATURE

- When temperature exceeds 80 degrees Fahrenheit, a brief tailgate meeting should be held to reiterate the importance of hydration, the number and schedule of breaks, and signs and symptoms of heat illness.
- Workers should be reminded daily of the location of water coolers and the importance of drinking water frequently.
- When temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks should be increased and workers should be reminded throughout the shift to drink water.

CONTAINERS

- Drinking water containers should be properly sized so that at least two quarts per employee are available.
- Disposable Cups and dispensers as well as a disposal bin should be provided by the subcontractor.
- Water levels should be checked periodically (i.e. every hour) and more frequently as temperatures rise.
- Water should be cool and should be refilled when water levels are below 50%.
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- When a supervisor is not available, an alternate person responsible (must/should) be assigned.
- Employees should be reminded throughout the work shift to drink plenty of water.
- New employees should be closely supervised, or assigned a “buddy” or more experienced employees for the first 14 days of employment.

ACCLIMATIZATION

- Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to the body is accustomed to suddenly changes. The body needs time to adapt to sudden rises in temperature. Employers are responsible for the working conditions of their employees and must act effectively when sudden exposure to heat occurs that their employees are not used to.
- During a heat wave or heat spike, the work day should be cut short or rescheduled.
- Weather should be monitored daily for sudden increases in temperature.
- Supervisors must be extra-vigilant with new employees with regards to heat related symptoms.
- Employees and supervisors should be trained in the importance of acclimatization.

EMPLOYEE AND SUPERVISORY TRAINING

- Supervisors should be trained prior to being assigned to supervise other workers. Training should include company’s written procedures and steps to follow when employees’ exhibit symptoms of consistent with heat illness.
- Supervisors should be trained in how to track weather at the job site and instructed on how weather information (must/should) be used to modify schedule, increase water and rest breaks.
- All employees should be trained on the company’s written procedures prior to working outside and steps to follow for contacting emergency medical services. These procedures should include how to address a non-English speaking worker and the importance of making visual contact with emergency responders at the nearest landmark to direct them to the site.
- New employees should be assigned a “buddy” or experienced coworker to ensure they understand the training and follow company procedures.

Active Shooter Response

Be aware of your environment and any possible dangers. In the event of an active shooter situation, quickly determine the most reasonable way to protect your own life. Remember to RUN, HIDE, FIGHT - in that order.

RUN

- If there is an accessible escape path, attempt to evacuate;
- Have an escape route and plan in mind;
- Move away from the source of threat as quickly as possible;
- The more distance and barriers between you and the threat, the better;
- Evacuate regardless of whether others agree to follow;
- Leave your belongings behind;
- Help others escape, if possible;
- Prevent individuals from entering an area where the active shooter may be;
- Follow the instructions of any police officers and keep your hands visible;
- Do not attempt to move wounded people;
- Call 911 when you are safe.

HIDE

- If evacuation is not possible, keep distance between you and the shooter and remain out of sight. Create barriers to prevent or slow down the shooter from getting to you.
- Your hiding place should:
 - be out of the shooters view,
 - provide protection if shots are fired in your direction,
 - not trap you or restrict your options for movement;
- To prevent a shooter from entering your hiding place:
 - Lock the door;
 - Blockade doors that open inward with heavy furniture;
 - Secure doors that open outward with belts and straps around the door handle and closer arm;
 - Close, cover, and move away from windows;
- If the shooter is nearby:
 - Lock the door;
 - Turn out lights;
 - Silence your ringer and vibration mode on your cell phone;
 - Hide behind large objects (i.e., cabinets, desks);
 - Remain quiet.

FIGHT

- As a last resort, try to incapacitate the shooter;
- Act with physical aggression;
- Throw items and use improvised weapons;
- Work together if with a group;
- Commit to your actions.

CALL 911 WHEN IT IS SAFE TO DO SO!

Law Enforcement Response:

The first officers to arrive to the scene will be focused on finding and incapacitating the shooter. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons.

How to react to law enforcement:

- Remain calm, and follow officers' instructions;
- Slowly put down any items in your hands (e.g., bags, jackets, phones);
- Raise hands and spread fingers;
- Keep hands visible at all times;
- Avoid quick movements toward officers, such as holding on to them for safety;
- Avoid pointing, screaming and/or yelling;
- Do not stop to ask officers for help or direction when evacuating, as they will be focused on finding and incapacitating the shooter.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter;
- Number of shooters, if more than one;
- Physical description of shooter(s);
- Number and type of weapons held by the shooter(s);
- Number of potential victims at the location.

Bomb Threat

Steps to take for a phoned in or emailed bomb threat:

1. Keep the caller on the phone line or engaged in email for as long as possible. If possible, ask the following questions:
 - i. When will the bomb go off?
 - ii. Where is the bomb located?
 - iii. What type of bomb is it?
 - iv. How is the bomb activated?
 - v. Why are you doing this?
2. Take note of the following:
 - i. Time of call or email?
 - ii. Exact words of discussion?
 - iii. Male or female?
 - iv. Accent?
 - v. Familiar voice?
 - vi. Background noises?
 - vii. Did the caller seem to be familiar with the building or location?
3. Notify the Superintendent and Safety Manager who will contact senior management and will then determine whether or not to evacuate the premises. If evacuation is called for, have employees meet in a pre-assigned assembly area outside of the building.
4. Call 911 and follow the direction of authorities.
5. Do not allow anyone except authorized personnel to enter the job site. All visitors should be escorted from the job site, but remain available for questioning.
6. The team leader should determine if media attention is likely. If so, the Director of Corporate Communications shall be contacted immediately.
7. Notify the project owner/developer.

Attachment 2

Fatality Notification

In the event of an employee or subcontractor fatality, a member of upper management may be called upon to notify the spouse or family member by the Human Resources Department. This is a traumatic event for everyone involved. Here are some guidelines to help with this process.

Do your homework. Obtain the full name, address, and social security number of the deceased. Next, get the full name of the next of kin, the relationship (wife, brother, mother, etc.) and determine if the family members are English speaking. Find out if the family member has any health problems that could be exacerbated upon notification. If so, bring a health-care professional along with you. Gather all information relative to the case so you can provide an explanation.

Determine where you will meet. Will the contact be at home, work, or school? If it is outside of the home, arrange with the relative's employer or school for a private place to meet. Verify that you are talking to the correct person, i.e. "Are you Sandy Johnson's sister?"

Do not go alone. Take a fellow employee, friend of the deceased, member of the clergy, or police or fire official to support you.

Decide in advance what you will say. There is no easy way to say that someone has died. Speak simply and directly. Using terms like "mortally wounded" only confuses people. While it is not necessary to be blunt or cold, at some point it is necessary to say "dead" or "died." Example: "Mrs. Jones, there was a very bad accident this morning at the project. Charlie was moving a ladder and fell over a guardrail. The paramedics did everything they could, but he died instantly."

Do not lie. If you tell a mother that her son died with her name on his lips but she later learns his death was immediate, there is a conflict. It may not be necessary to offer all of the details. Example: If the spouse asks, "Did he suffer much?" an appropriate answer might be, "I don't think so."

Be prepared for emotions. There will be shock, denial, grief, numbness, and anger. These emotional reactions will be directed at the deceased, at you, and at the medical staff. Let the relative vent these feelings. Use common sense and do what seems appropriate at this time. Some people will appreciate a touch of a hand; others will not.

Decide what not to say. By not preparing what to say, you may end up saying things that you will later regret. Example: In an effort to offer words of comfort, do not say, "He's with God now," or "You're young and will find someone else." Instead, say, "I'm so sorry this has happened to you" or "What can I do to help you right now?"

Always listen. The proper way is 90% listening and 10% talking. If the relative needs to go to the hospital or funeral home, you may offer to drive or get a cab. If there are children involved, help arrange for a sitter or have a friend to look after them. When appropriate, offer assistance in getting in touch with the life insurance company, social security, and so forth.

When it is over. You have gone through an extremely stressful event. Take care of yourself now. Use your employee assistance program counselors to review the difficult process you went through. No one ever gets comfortable with this part of the job.