

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 4.1	Date: August 8, 2006
	Emergency Action Plan	Revision: 0

1.0 PURPOSE

The purpose of this plan is to set an awareness level for those affected by an Emergency Action Plan (EAP) and to identify the steps to be taken in the event of an emergency incident.

2.0 SCOPE

This EAP applies to all divisions/departments of HES and any contractor(s) working directly for HES.

3.0 POLICY

It is the policy of HES to implement an EAP in an emergency situation. Regulatory agencies require an EAP for protection of employees from fires and other emergencies.

4.0 EMERGENCY ACTION PLAN (EAP)

OSHA Standards, 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, and 29 CFR 1926.35, Employee Emergency Action Plans, both require an employer to cover designated actions to ensure employee safety from fire and other emergencies.

5.0 EAP ELEMENTS

The following elements must be included, at a minimum, in the Employee Emergency Action Plan:

1. Emergency escape procedures and emergency escape routes (escape routes identified by map and instruction);
2. Procedures to be followed by employees who remain to operate and/or shutdown critical operations or equipment before evacuation;
3. Procedures to account for all employees after emergency evacuation has been completed (role is to be called by supervisor or manager);
4. Rescue and medical duties assigned to those who are qualified;
5. Means of reporting fires and other emergencies (supervisor or manager is responsible for reporting); and

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6. Names or job titles of personnel who can be contacted for further information regarding the Emergency Action Plan (Director, Environmental Services or Health & Safety Manager).

5.1 EMERGENCY PROCEDURES

- 1) **STOP** - Failure to stop work is a violation. Do not move the vehicle or equipment from the scene until emergency personnel, project supervisor, and or police arrive, unless otherwise required by law or to save a life.

Office staff will stop work activities and follow office emergency steps. (Fire - evacuate building, Tornado - seek cover in basement)

- 2) **PROTECT THE SCENE** - Turn on hazard flashers, set out warning devices, and/or barrier off the scene.

Office management will ensure all office staff has followed the proper emergency steps.

- 3) **NOTIFY** - Call the appropriate emergency numbers (e.g., Police, fire, ambulance, 911, etc.).

Office Manager or Safety Manager will notify emergency services.

- 4) **NOTIFY** - Call project points-of-contact (e.g. project supervisor, Company safety manager, contractor/consultant). Give information in format outlined below.

Office management will notify Company Owner and Chief Executive Officer.

- 5) Complete all applicable sections of the Incident Report and distribute accordingly.

Office Manager or Safety Manager will complete the Incident Report.

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5.2 CRITICAL OPERATION PROCEDURES

- 1) Field personnel will shutdown critical operations as soon as it is safe in not endangering affected personnel or the environment. The Project Supervisor, Project Manager, and Health & Safety Manager will be notified of the critical operation immediately.
- 2) Office personnel will not be exposed to any critical operations and therefore will not remain in dangerous conditions.

5.3 ACCOUNTING FOR EMPLOYEE PROCEDURES

- 1) Field personnel will coordinate with the field supervisor and in turn the Project Manager as to accounting for field personnel on a job site.
- 2) Office personnel will be accounted for by means of the sign in/sign out sheet for role call. The Office Manager or Safety Manager will call out role once personnel have gathered at the safe refuge area.

5.4 RESCUE AND MEDICAL DUTIES

- 1) Field personnel who are certified and trained in Standard First Aid and Adult CPR may provide initial care. More serious injuries will require an ambulance. Emergency call numbers will vary with work area locations.
- 2) Office personnel who are certified and trained in Standard First Aid and Adult CPR may provide initial care. More serious injuries will require an ambulance.

5.5 METHODS OF REPORTING

- 1) Field personnel will notify their supervisor or manager immediately who will in turn report emergencies.
- 2) Office personnel will notify office management immediately who will in turn report emergencies.

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6.0 TRAINING

Employees must be trained to know and understand their responsibilities or designated actions under the plan to safely evacuate an area in an emergency situation. Procedures should be defined in Site Health and Safety Plans.

The Project Manager through the support of the Health & Safety Manager will designate and train a sufficient number of employees to assist in safe emergency evacuation of all remaining personnel. The General EAP will be reviewed with each employee affected by the plan at the following times:

1. Initially when the plan is developed;
2. Whenever the employees responsibilities or designated actions under the plan change; and
3. Whenever the plan itself is changed.

7.0 CONCEPTS OF EMERGENCY PLAN

In planning any type of emergency practices to minimize the loss of life and property, the plan must be based on the following concepts:

- An assessment has been to determine the vulnerability of the effected employees and property, and in addition to the information, the responsibilities and procedures to be followed in an emergency have been defined.
- The safety factors of the project are based on relative instead of absolute protection. Typically, the cost of safety normally increases in proportion to the amount of protection provided, and absolute protection is unachievable for most projects, therefore the protective measures are sometimes jeopardized.
- The responsibility for the development and implementation of an EAP has been assumed by HES management, company employees, and representatives of regulatory agencies who may also be involved in operations. The responsibility must be recognized and not ignored by those in authority.

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- The EAP makes maximum use of existing operating practices, trained personnel, supervisory skills, material, and equipment at the project site. The use of these resources is not only to reduce cost, but also to recognize that effective emergency practices must encompass all personnel.
- Operational readiness is essential to the EAP. Once the EAPs have been developed, they must be reviewed, tested, and revised to maintain effectiveness.

8.0 AREAS OF CONCERN

Procedures must be developed for dealing with many types of emergencies that can occur at any moment. There are four major areas of concern at a project site:

1. General disaster (i.e. fires, explosions, etc.)
2. Emergency spills or leaks (i.e. asbestos, hazardous chemicals, etc.)
3. Natural disaster (i.e. flood, tornado, etc.)
4. Civil disorders (i.e. civil disturbances, disgruntled personnel, etc.)

9.0 STEPS IN FIRE PROTECTION

Once an employee has discovered a fire they should quickly and carefully remove anyone who is injured or in immediate danger. This employee must be cautious in not to risk injury to themselves and remain able to report the fire.

The nearest telephone should be used to report the fire with the following information:

- | | |
|-----------------------------|--|
| i) What is burning | ii) Name, phone #, and location of the person reporting the fire |
| iii) Location of the fire | |
| iv) Fire Suppression System | v) Number of personnel at the location |

Emergency telephone numbers for the fire department, hospital, ambulance, police, and safety contact must be posted in the Site Health and Safety Plan as well as any heavy equipment in use.

A system for alerting employees of an emergency is necessary to ensure timely evacuation of the area. Two-way radio/mobile phone communications will be

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used as a primary means of contact for an emergency event. An air-horn will be used for evacuation purposes as a backup means of communication. If working on a site or in a facility that has its own emergency alerting system, the existing alarm system should be a part of the emergency action plan.

Once the alarm has been sounded and the fire reported, the fire should then be contained if not extinguished. All doors and windows should be closed and any flammable materials removed if possible. All non-emergency electrical equipment should be turned off or unplugged.

Extinguishment of the fire should be attempted only if portable fire extinguishers are available and the fire is in its early or beginning stage under safe conditions. Once the size of the fire presents an immediate danger to life or health, evacuation should be the primary objective.

After evacuation has been deemed necessary, personnel are to immediately vacate the area. Emergency exits and routes should be identified prior to the start of the project. Emergency exits and routes for the office are posted within the facility. Emergency exits and routes in the field (out of the office) are to be identified and discussed prior to the start of work, typically in the Site Health and Safety Plan. In an evacuation event, no one should re-enter until the emergency has been declared clear with no unsafe conditions present.

10.0 HAZARDOUS CHEMICAL SPILL

The following procedural steps must be followed in the event of a hazardous chemical spill:

1. Clear the area of all personnel except those needed to contain and cleanup the spill.
2. Immediately notify HES management and the Health & Safety Manager of the incident.
3. Determine the condition of the spill, quantity, and source. Use Material Safety Data Sheets to interpret the severity of the spill incident and the type of safety precautions required to handle the spill.
4. Some hazardous materials require immediate notification to either local, state, or federal authorities in the event of a spill. In this case, HES management will make the required notification upon receiving a call from the personnel identifying the spill and material involved.
5. Control or stop the source and contain the spill.

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6. Notify HES management once the spill has been successfully cleaned up and clearance samples are collected for analysis.

11.0 NATURAL DISASTERS

Floods, tornadoes, severe thunderstorms, and blizzards are examples of natural disasters that occur throughout the year and require special attention for employee safety. HES personnel who become aware of any of these examples will notify the effected employees immediately to ensure an awareness level, if they do not already know, in an effort to provide time for the employees to seek shelter or evacuate the area all together.

12.0 CIVIL DISORDERS OR DISTURBANCES

Civil disorders, typically large disgruntled crowds, may interfere with work activities. Severe damage to personnel or property can occur from disorders. In the event of an encountered civil disorder discontinue work activities, avoid any confrontations, and notify HES management immediately.

13.0 NEWS MEDIA POLICY

The objective of communication towards news media it to maintain a central spokesperson for HES, who can ensure informed and consistent information is made public about company activities. The Director, Environmental Services or designated company representative will coordinate all media and public relations in regards to a specific project with the appropriate authorization and approvals of the Client/Customer as appropriate.

If an incident occurs within a specific project that may likely or could reasonably be expected to result in media interest, HES supervisory or management personnel should notify the Director, Environmental Services or designated company representative immediately so that a company response or position can be developed. Possible news-making events may include the following:

- Involuntary shutdown of a project due to regulatory agency charges or safety or administrative noncompliance;
- Serious injury or death of an employee(s) on a project site; and
- Large group, employee complaint, or public disturbance due to a fear of hazardous material or illegal operations.

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Any inquiries or request for interviews from the news media must be referred directly to the Director, Environmental Services or designated company representative for the project. Personnel should at all times treat the inquirer with civility, forbearance and good temper. Personnel who receive calls or correspondence from reporters, regardless of the nature of the inquiry who cannot immediately contact the designated company representative or Director, Environmental Services, should respond with a statement such as the following:

“I am not the person you need to talk to, you should call our office 516-432-8300 as Management there may be able to help you “

Personnel should not provide a *no comment* in regards to an issue, nor make an *off the record* statement. *No comment* replies typically imply guilt, and any statement a company employee makes to the media is considered authorized information.