



EMERGENCY RESPONSE REGULATIONS AND EMERGENCY ACTION PLAN

Incident Procedures

Training will be provided for all personnel required to facilitate the Incident Management Process.

All injuries, accidents, environmental spills, and near hits are to be reported to your Superintendent and the site Safety Coordinator immediately. This means the same day as the occurrence or employee may be subject to the company disciplinary policy! The Supervisor is responsible to report promptly, no matter how minor. Failure to report the same day will result in disciplinary action.

A medical provider will be designated for each job site. A map with directions from the job site to the medical facility will be posted in the job trailer.

Injury Reporting Procedures

1. Non-Life Threatening Injury

- a. Employee informs Supervisor and Site Safety Coordinator.
- b. Site Safety Coordinator calls the Corporate Safety Director and main office, then directs first aid treatment as per company policy.
- c. Site Safety Coordinator informs main office if more than first aid is needed.
- d. If more than first aid is needed, the employee is escorted/transported to the nearest hospital as directed by the Superintendent.

2. Serious Injury, Possibly Life Threatening

- a. Call 911 or the appropriate emergency number from the nearest phone for an ambulance. Give thorough information to the emergency service – stay on the phone until the emergency dispatcher tells you to hang up. Provide first aid care to the employee until the ambulance arrives.
- b. Inform the Site Safety Coordinator and the main office.
- c. Foreman or Superintendent will accompany employee to the hospital.
- d. Work is ceased in the area of injury until the situation is assessed and the okay is given to resume work by the Superintendent, EHS Team member, or Project Manager.

Incident Investigations

As a matter of policy, incidents involving employee injury, property damage, environmental spills, or near misses will be subject to investigation in order to find the root cause and then prescribe the proper corrective action to prevent future occurrence. The emphasis will be on fact finding and learning not on finding fault or blame.

The degree to which the incident is investigated will depend on the severity of the outcome or potential outcome. This will be decided by the Project Manager and Corporate Safety Director. The investigation will be coordinated by the Site Safety Coordinator and/or the Corporate Safety Director. The investigations may be conducted by a single person, or an investigation team may be formed if deemed necessary. This team will be comprised or appointed individuals who may bring value to the investigation.

Incidents will be documented including various standard forms depending on the incident severity. These forms will be filled out by the foreman and/or Site Safety Coordinator. They will then be kept on file by the Site Safety Coordinator. Severe incidents will be thoroughly investigated.

The following are general company incident investigation guidelines. The incident investigator/team will determine whether or not all of the below listed steps need to be followed. This will be based on the severity or potential severity of the incident. These guidelines are subject to change as new methods of investigation may be introduced.

The investigation will begin after the employee has received proper care and the area is secure to investigate.

Investigation Sequence:

1. Foreman immediately notifies the main office and/or the Site Safety Coordinator.
2. If injury has occurred, the employee will receive prompt medical care.
3. The incident scene is to be secured by the foreman or other responsible individual to preserve any valuable evidence.
4. Notification is given to the office and the Corporate Safety Director.
5. Vice President, Project Manager, and/or Corporate Safety Director report to the incident site to begin the investigation along with the foreman.
6. Foreman and/or Site Safety Coordinator records the facts at the incident scene as soon as possible before they may be altered.
7. Foreman keeps witnesses separate until all have been interviewed privately. Each interview will be documented and included in the final report.

8. Foreman and/or Site Safety Coordinator records a description of events and chronology as they transpired, both before and after the incident occurred.
9. After all the data has been gathered, analysis will begin to determine the root causes of the incident.
10. A detailed corrective action plan will be written to address all root causes of the incident.
11. An incident review meeting will be held with the Vice President, Project Manager, Corporate Safety Director, Site Safety Coordinator and Foreman to finalize the investigation.
12. A detailed Incident Report will be completed by the Site Safety Coordinator and/or the Corporate Safety Director.
13. A job site Incident Review will be held with the entire crew at the scene to discuss the causes and learnings.
14. The incident learnings will be shared with the facility owners where the incident occurred and with applicable sub-contractors on the project. The learnings from the incident will also be shared with all other company project locations.

Emergency Action Plan

1. **Notification – Call 911 in the event of an emergency.** Then immediately notify the Project Manager and Site Safety Coordinator. Emergency phone numbers are listed on the contact number listing furnished to each job site.
2. Company Owned Vehicles and Job Trailers will be equipped with, at a minimum:
 - a. First Aid Kit
 - b. Fire Extinguisher
 - c. Cell Phone
 - d. Copy of the Emergency Action Plan
3. Shut Down / Evacuations
 - a. Equipment Operators are responsible for shutting down and securing equipment in operation.
 - b. Electrician Foreman will be responsible for shutting down power during an emergency. If the temporary power is supplied by a generator, then the Superintendent will shut down the generator. Power will not be restored until the all clear is given by the Project Manager.
 - c. The roads must be kept clear during an emergency to allow emergency vehicles clear passage.
 - d. Mustering Points
 - 1) Primary being at the job trailer
 - 2) Secondary being just outside the main gate but out of the road (as shown on site map).
 - e. Each Foreman is responsible to account for the location of all crew members.

- f. Superintendents will immediately report to the Project Manager the status of all employees.
- g. The site will not be re-entered until the site is cleaned, safe and the all clear is given by the Project Manager.
- h. The **Alarm** for an evacuation will be two short blasts of an air horn.
- i. The evacuation plan will be practiced at least quarterly.
- j. All emergency situations will be reported and investigated.

4. Inclement Weather

- a. **Tornadoes/Severe Weather** – Project Manager will monitor weather reports prior to each shift to determine if the shift should work.
- b. **Lightening** – When lightening is seen the employees will go to the cab of their trucks or inside any nearby buildings and wait until the all clear is given. The area must be free of lightening for a minimum of thirty minutes before work may begin or resume.
- c. **Flooding** – Site will be evacuated if the water level covers the ground and is rising. Employees will not travel through any water with a current.

5. Project Manager, Site Safety Coordinator and Site Superintendents are all trained in CPR and first aid.

6. First aid kits are maintained in the job trailers and all company vehicles.

7. In case of a fire, fire extinguishers will only be used during the incipient stage of the fire. Employees will evacuate the site going to the marshalling point and not re-enter until the all clear is given. Due to the proximity of natural gas pipe lines, we take every fire very seriously regardless of the size or scope.



EMERGENCY EVACUATION PLAN

In the event of an emergency on a Garmong jobsite, we have developed a plan, unique to each site, to ensure the employee's safety from the impending danger.

This plan will be in a written and diagrammatic form, which will be displayed in the trailer and on the site, as well as reviewed with each employee.

This plan will identify escape routes and exits, which must be physically marked on site. It will outline, in detail, specific duties, if any, of employees before they evacuate. All fuel-powered engines and electricity will shut down before evacuation. A location will be defined for all employees to report to ensure all employees are evacuated.

The names of the medically trained personnel and their duties will be contained in the program. Also listed in the program will be the telephone numbers of the local fire department and emergency response teams. Pre-construction contact shall be made with these agencies to ensure their awareness of the exact location of the jobsite in the event of an emergency.

Action plans may vary because of physical properties of sites, but the alarm system is to remain the same. Three short blasts from an air horn signals a fire. Three long blasts signal another evacuation emergency.

The emergency escape routes and exits are: (Please see diagram for each site.)

The emergency will be reported by phone to the following agencies, as needed by dialing 911: Fire, Police, Emergency Response Team and Ambulance.

Further assistance can be gained by contacting :
Safety Director, Doug Mahurin, at (812) 234-3714 Office, (812) 208-3979 Mobile

Project Manager, _____, at (812) 234-3714 office