**EMERGENCY ACTION PLAN**

Emergency Action Plans have been prepared so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and the organizational framework outlined in this program are to provide protection for lives, property and operations through effective communication and use of on-site and local emergency services.

Piedmont Service Group (PSG) recognizes the importance of an effective Emergency Action Plan (EAP) and requires each jobsite to have a plan in writing and to effectively communicate the plan with all employees and visitors during orientation. If we are working on a project or performing service work that already has an EAP in place, we can use the EAP the facility has in place. We are still required to be familiar with all the elements of it.

**EAP Program Elements**

PSG recognizes that all construction jobsites are different by the nature of work and therefore, a single emergency action plan could never suffice for all jobsites. Therefore, a specific jobsite Emergency Action Plan shall be developed prior to the beginning of a project and shall consist of the following:

• Identify reporting procedures for fires, chemical spills and other emergencies.

• Identify emergency escape procedures.

• Identify the alarm system for evacuation.

• Identify and train those responsible for safe and orderly evacuation of personnel.

• Identify rescue services and equipment.

• Identify procedures for getting injured employees to a physician, clinic or hospital.

• Identify procedures for getting injured employees to eye wash stations or emergency showers if exposed to corrosive materials.

**Reporting**

In the event of a fire, hazardous chemical spill, bomb threat or any other non-medical emergency, divert occupants from the hazard area, and immediately report the emergency to your supervisor by providing a clear description of the location, nature and magnitude of the emergency.

All emergencies shall be reported to the company Safety Director.

**Emergency Evacuation**

The building emergency alarm system or a designated air horn will be the most commonly used evacuation warning system. When an emergency warning is made all employees shall:

• Warn others!

• Move to the nearest exit.

• Use the stairwells. Do not use the Elevator!

• Evacuate to a pre-assigned evacuation area and wait for instructions.

• Provide information to your supervisor or any other emergency evacuation personnel.

• Do not reenter an evacuated building until emergency personnel notify that it is safe.

• All employees will be accounted for in the evacuation area by their supervisor.

**Training**

The objective of Emergency Action Plan training is to train employees in the safe and effective procedures to follow during workplace emergencies. All employees are potentially affected by workplace emergencies, and should receive training in appropriate response.

Training shall be conducted during the jobsite orientation and shall include the following:

• Reporting procedures.

• Location of emergency reporting phone numbers.

• Emergency escape routes including any specific jobsite maps.

• The alarm system.

• Responsibilities of Employees and Supervisors.

• Emergency Equipment (fire extinguishers, man-baskets, etc.).

• Additional training shall be provided when conditions or procedures change.

Those employees designated to respond to emergencies such as fire or chemical spill shall receive training annually on the proper procedures and equipment. Additional contact information and instructions will be provided to the designated responders and any that may need it.

Supervisors shall receive training from the Safety Director in the development of the Emergency Action Plan for their jobsite.