

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to ensure TERRY R PITT CONSTRUCTION employee safety from fire and during other emergencies.

## 1.2 RESPONSIBILITIES

### 1.2.1 Employee

- 1.2.1.1 Follow all elements of this policy while onsite at TERRY R PITT CONSTRUCTION or client facilities.
- 1.2.1.2 Report all incidents to the proper authorities in a timely manner.
- 1.2.1.3 An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

### 1.2.2 Safety department

- 1.2.2.1 Ensure emergency exits are clearly identified in the office, shop, and warehouse and firefighting and emergency equipment is available and in good condition.
- 1.2.2.2 Maintain items such as first aid kits, drinking water, flashlights, portable battery-powered radio and batteries, fire extinguishers, wrench to shut off the main gas valve, pry bars, axes, saws, tools, or similar devices for employee rescue.
- 1.2.2.3 Create a facility map designating all emergency evacuation routes and the locations of all firefighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.
- 1.2.2.4 Train all exposed employees on the procedures to be followed in the event of fire or other emergency including how to properly notify other affected employees.
- 1.2.2.5 Identify potential fire hazards in the office, shop, and warehouse and ensure adequate steps are taken to prevent fires.
- 1.2.2.6 Ensure that combustible trash and materials are removed promptly from the facility and that all flammable and combustible liquids are properly stored and handled.

### 1.2.3 Senior TERRY R PITT CONSTRUCTION employee (emergency scene commander)

- 1.2.3.1 Maintain overall command of a workplace emergency.
- 1.2.3.2 Assess incidents to determine if it is necessary to order emergency response.

- 1.2.3.3 Supervise emergency scene coordinators’ activities during an emergency.
- 1.2.3.4 Direct shutdown of critical workplace equipment or operations.
- 1.2.3.5 Determine if an evacuation is necessary and manage an evacuation.
- 1.2.3.6 Coordinate activities of responders such as ambulance, police, and fire departments.
- 1.2.3.7 Emergency scene commander is an employee who has experience managing others, assessing complex events, and making effective decisions under difficult circumstances.

## 1.2.4 Emergency scene coordinators

- 1.2.4.1 Emergency scene coordinators are responsible for coordinating other employee activities during an emergency (guiding them to appropriate exits and safe areas during an evacuation) and for other emergency response tasks for which they have volunteered and been properly trained.

- 1.2.4.2 Responsible for no more than 20 employees within a designated work area.

- 1.2.4.3 Respond to all emergencies identified in emergency plan, evacuation procedures for the particular workplace, and how to use emergency communication equipment.

- 1.2.4.4 CPR/AED certified

- 1.2.4.5 Check rooms and other enclosed spaces for employees who may be trapped or unable to evacuate during an emergency.

- 1.2.4.6 Know who may need assistance during an evacuation and how to assist them.

- 1.2.4.7 Coordinate the emergency activities of employees.

- 1.2.4.8 Ensure that employees understand how to respond to workplace emergencies.

- 1.2.4.9 Know the workplace layout, appropriate escape routes, and areas that employees must not enter during an evacuation.

- 1.2.4.10 Verify that employees are in designated safe areas after an evacuation.

## 1.3 HAZARD IDENTIFICATION ASSESSMENT

- 1.3.1 TERRY R PITT CONSTRUCTION will conduct hazard identification and assessment for all operations, site-specific conditions, and job specific duties where the safety of workers, the general public, and the environment may be at risk and the need to rescue or evacuate workers may arise. TERRY R PITT CONSTRUCTION will assess the probability and

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consequences connected with hazards arising from human activities, technological events, and natural perils.

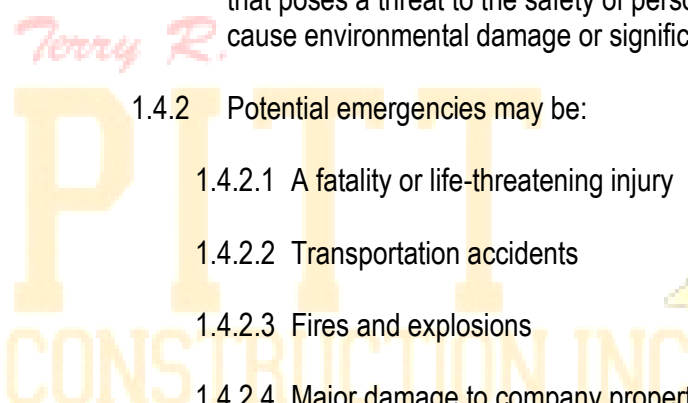
- 1.3.2 TERRY R PITT CONSTRUCTION will assess the risks posed by hazardous substances from accidental release, fire, or other such emergency.
- 1.3.3 Emergency response plans will be developed prior to any work being undertaken by company personnel. Site-specific emergency response plans will be developed in conjunction with the emergency response plan of the client or other service companies active on the worksite.
- 1.3.4 Engineering controls and/or operational changes throughout the life of the plan that may have an effect on emergency response procedures must also be identified and reflected in plan maintenance and implementation procedures.

## 1.4 POTENTIAL EMERGENCIES

- 1.4.1 An emergency is an incident that results in (or has the potential to result in) injury or loss of life, that poses a threat to the safety of personnel or the general public, or a situation that may cause environmental damage or significant loss or damage to company or personal property.

- 1.4.2 Potential emergencies may be:

- 1.4.2.1 A fatality or life-threatening injury
- 1.4.2.2 Transportation accidents
- 1.4.2.3 Fires and explosions
- 1.4.2.4 Major damage to company property or equipment
- 1.4.2.5 Significant hazardous product release or other chemical spill, which may be harmful to personnel or environment, including toxic gas releases or leaks (ex. H<sub>2</sub>S or SO<sub>2</sub>)
- 1.4.2.6 Security related incidents involving issues such as theft, extortion, bomb threats, hostage taking, or ransom situations
- 1.4.2.7 Natural occurrences such as severe weather (ex. tornadoes or thunderstorms)
- 1.4.2.8 Business interruptions involving loss of process, product, or communication tools as a result of utility failures, worksite violence, civil unrest, or laborer disruption, etc.
- 1.4.2.9 Multi-hazard emergencies (ex. natural gas line rupture causes explosion and injury)
- 1.4.2.10 Terrorism (ex. cyber-terrorism, chemical, biological, or nuclear terrorism)
- 1.4.2.11 Third-party or public involvement having an immediate impact on company's image



## 1.5 REPORTING

- 1.5.1 To report a possible emergency evacuation situation, notify a supervisor. The supervisor will contact the senior TERRY R PITT CONSTRUCTION employee who will sound the emergency alarm if necessary, unless jobsite requirements give that authority to another non-TERRY R PITT CONSTRUCTION person.
- 1.5.2 In a failed attempt to reach a supervisor or under the direction of the supervisor, call 9-1-1.
- 1.5.3 Fires are generally not reported to fire departments by fire alarms. Most fire alarms warn only occupants. The senior TERRY R PITT CONSTRUCTION employee will stay in a safe location to oversee and relay relevant information to emergency responders.

## 1.6 INCIDENT MANAGEMENT SYSTEM

- 1.6.1 The policy is modeled on the *Incident Management System (IMS)* used by fire, police, and emergency medical service responders that consists of volunteer employees trained to respond to any workplace emergency.
- 1.6.2 It provides for overall command and control of any emergency incident. It improves communication between IMS personnel and the fire, police, and medical personnel who respond to a call for help. It also provides appropriate emergency assistance during the first few minutes it takes for emergency responders to arrive.
- 1.6.3 This network is part of a larger incident management system that can respond to an emergency and accomplish the following:
  - 1.6.3.1 Identify, locate, and determine the extent of the emergency.
  - 1.6.3.2 Determine the resources necessary to manage and control the emergency.
  - 1.6.3.3 Coordinate, command, and control responsibilities between police and fire department, medical service providers, government agencies, and onsite responders.
  - 1.6.3.4 Establish and maintain communication between onsite emergency responders and other emergency service providers.
  - 1.6.3.5 Provide for the safety of victims.
- 1.6.4 The emergency action plan shall be in writing, kept in the workplace, and made available for affected company employees to review.
  - 1.6.4.1 For companies in which there are ten or fewer employees, the emergency action plan may be communicated orally.

## 1.7 CHAIN OF COMMAND/EMERGENCY CONTACT LIST

- 1.7.1 The chain of command links one person with overall responsibility for managing an emergency to others responsible for carrying out specific emergency response. It establishes who is in charge and ensures that everyone in the chain responds to emergencies in an organized way.
- 1.7.2 The established chain of command minimizes confusion during an emergency and helps ensure that responders manage an emergency in the most efficient way possible.
- 1.7.3 The senior TERRY R PITT CONSTRUCTION employee (emergency scene commander) will be a trained employee who has overall responsibility for managing emergencies.
- 1.7.4 For offsite locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities.
- 1.7.5 A communication protocol must be established with regard to emergency notification protocol, command structure, emergency assembly areas, and evacuation procedures.
- 1.7.6 An emergency response strategy or procedure is a plan that outlines the responsibilities and actions of individuals in the event of an emergency situation occurring.

## 1.8 EMERGENCY RESPONSE PROCEDURES

- 1.8.1 Employees are encouraged to leave the work areas on their own and go to a safe area if unsure as to whether the emergency calls for an evacuation or not. Do not hesitate. Begin the emergency response process immediately. The degree or level of the emergency is not always easily determined. Excitement at the scene may need to be countered with a simple step-by-step approach to handle such an occurrence.
- 1.8.2 Communication takes place when the alarm goes off. It is verbal through telephone calls, such as landline, cell phone, or satellite, dependent upon the method available at the worksite.
- 1.8.3 Non-emergency radio traffic must be stopped once an emergency is declared.
- 1.8.4 In an extreme emergency situation, it may be necessary to quickly evacuate the facility (or worksite) to a designated area. Owner controlled pre-established evacuation procedures will supersede this procedure in these circumstances.
- 1.8.5 Always do the following:
  - 1.8.5.1 Report emergencies.
  - 1.8.5.2 Inform the emergency chain of command of an emergency.
  - 1.8.5.3 Warn employees about an emergency.

- 1.8.5.4 Conduct an orderly, efficient workplace evacuation.
- 1.8.5.5 Assist employees with disabilities or injuries during an evacuation.
- 1.8.5.6 Shut down critical equipment, operate fire extinguishers, and perform other essential services during an evacuation. Essential operations may include such activities as monitoring power supplies, water supplies, and other essential services that cannot be shut down for every emergency alarm.
- 1.8.5.7 Employees will group together with their crews and check in with their supervisor immediately after evacuation. Supervisors will account for employees at a designated safe area after an evacuation.
- 1.8.5.8 Perform rescue and first aid that may be necessary during an emergency.

1.8.6 Minimize damage onsite. If the potential for more injury or damage exists, assess the nature of the threat and, if possible, take immediate action to minimize those dangers.

1.8.7 As soon as possible after the evacuation and as often as deemed safe and necessary during the evacuation, the senior TERRY R PITT CONSTRUCTION employee, safety department, and other site management personnel will make or direct a complete inspection of the facility (or worksite) to ensure that it is safe from the threats posed by the original evacuation hazard or unattended equipment left by evacuated employees.

1.8.8 Employees will stay out of the evacuated area until the all-clear signal is given. Employees will be informed of the evacuation procedure for the all-clear signal.

## 1.9 ONSITE EMERGENCY PROCEDURES

- 1.9.1 Stop all work
- 1.9.2 Assess the situation. Consider the following:
  - 1.9.2.1 Is there an injury, a fire, a spill, or a leak?
  - 1.9.2.2 What are the weather conditions?
  - 1.9.2.3 What is the terrain like?
  - 1.9.2.4 Who/what is at risk: people, property, or the environment?
  - 1.9.2.5 What actions should be taken: Is an evacuation necessary?
  - 1.9.2.6 Is diking necessary? What resources are required and readily available?

## 1.9.2.7 What can be done immediately?

- 1.9.3 Sound the alarm
- 1.9.4 Extinguish all possible sources of ignition
- 1.9.5 Shut down all gas, diesel, or electrical equipment being used
- 1.9.6 Close any water, gas, or air valves that supply equipment
- 1.9.7 Follow the appropriate emergency procedures
- 1.9.8 For fixed operations (branch, corporate, and satellite offices) the corporate safety department will provide a sample *Emergency Action Plan* document that can be customized by each location.

## 1.10 OFFSITE EMERGENCY PROCEDURES

- 1.10.1 In the case of an offsite emergency, the person in charge will be the senior TERRY R PITT CONSTRUCTION employee onsite.
- 1.10.2 In event of an evacuation, TERRY R PITT CONSTRUCTION personnel must report to the designated muster station (to be determined for each site). A head count will be conducted to determine if anyone may have been left behind.
- 1.10.3 A list of emergency phone numbers will be kept in company vehicles and offices. 9-1-1 will be the main emergency contact. Cell phones are the primary method of communication. After the emergency has been assessed and emergency services have been called for and administered, TERRY R PITT CONSTRUCTION management is to be notified, if not already onsite.
- 1.10.4 If rescue efforts are required, they should be led by local authorities. If local services are unavailable, qualified onsite personnel with proper training will conduct rescue. Safety of the rescue crew is paramount.
- 1.10.5 Any inquiries by the media or general public must be directed to the senior TERRY R PITT CONSTRUCTION employee or host facility contact person onsite.

## 1.11 SERIOUS INJURY

- 1.11.1 The person discovering the injury will call for certified first aid responder, if available.
- 1.11.2 Assess the scene. Ensure that the hazard is dealt with prior to dealing with the injured worker. The safety of the rescue team is the priority.

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- 1.11.3 Determine the degree of the injury and call for emergency help, if necessary.
- 1.11.4 Perform basic first aid, as needed.
- 1.11.5 Keep the injured worker warm, minimize any bleeding, regularly check the level of the victim's consciousness, and reassure the victim while en route to medical facilities.
- 1.11.6 If required, the patient can be transported to local medical facilities, if deemed safe to move.
  - 1.11.6.1 If the worksite is in a remote location that may take 30 minutes or more for an ambulance to arrive, an industrial EMS provider will be on scene during the operation or at least during critical operations.
- 1.11.7 Designate someone to wait at the entrance for EMS personnel.
- 1.11.8 If transport is not possible or there is a concern that the injury may be worsened, emergency transport must be arranged.
- 1.11.9 The operation manager or his designate will inform the regulatory authorities, as required.

- 1.11.10 In the case of serious incidents or injuries, no one is to disturb the incident scene except to:

- 1.11.10.1 Attend to persons injured or killed.

- 1.11.10.2 Prevent further injury.

- 1.11.10.3 Protect the public, the environment, or further damage to property.

## 1.12 FIRE

- 1.12.1 Employees will participate in the fire, escape, and/or other emergency programs that are put in place. The fire escape plan, which outlines designated exits and meeting areas, is posted on the walls throughout the building. Once outside, a head count will be done to ensure that everyone is outside and accounted for. All new employees will be made aware of the fire escape plan and meeting locations during orientation.
- 1.12.2 The person discovering a fire must inform nearby workers of the situation. Call 9-1-1 and arrange for appropriate fire personnel to respond. If external firefighters are called for, a person should be designated to meet them and lead them to the fire.
- 1.12.3 If employees are trained in incipient firefighting, they should attempt to control the fire using handheld fire extinguishers and fire hose, as necessary.
- 1.12.4 Depending on the location, firefighting resources, and circumstances, the fire may be deemed to be *out of control* at a point in time. If deemed *out of control*, the safety of the firefighters must



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be assessed and an evacuation to a muster station may be required.

- 1.12.5 After an evacuation, employees will not re-enter the area until determined safe by the emergency scene commander or emergency services personnel.

## 1.13 EXPLOSION

- 1.13.1 Any workplace that handles, stores, or processes flammable gases, liquids, and solids is vulnerable. Explosions offer no warnings, causing disorganization and panic.
- 1.13.2 Try to establish communication with senior TERRY R PITT CONSTRUCTION employee.
- 1.13.3 Assess damage to the workplace and estimate human casualties.
- 1.13.4 Administer first aid if it is safe to do so.
- 1.13.5 Do not use elevators.
- 1.13.6 Evacuate following established procedures.

## 1.14 SPILL

- 1.14.1 A spill is a release of dangerous goods that represents a danger to health, life, property, or environment. It may also involve an incident in which a bulk tanker is damaged, a release of infectious substances or radioactive material, or a product released from containment as a result of a fire or explosion involving dangerous goods.
- 1.14.2 If workers control a release of a hazardous substance, perform cleanup of a spill, or carry out testing before re-entry, TERRY R PITT CONSTRUCTION will provide:
  - 1.14.2.1 Adequate written safe work procedures. See *Spill Response Plan*.
  - 1.14.2.2 Appropriate personal protective equipment, which is readily available to workers and is adequately maintained.
  - 1.14.2.3 Materials or equipment necessary for control and disposal of hazardous substances.
- 1.14.3 Notify
  - 1.14.3.1 Inform the senior TERRY R PITT CONSTRUCTION employee
  - 1.14.3.2 9-1-1
  - 1.14.3.3 24-hour emergency phone number

- 1.14.3.4 Owner of the vehicle if other than TERRY R PITT CONSTRUCTION
- 1.14.3.5 Shipper or owner of the dangerous goods
- 1.14.3.6 Inform nearby workers of the situation and secure the area
- 1.14.3.7 Assess the spilled material by consulting the SDS
- 1.14.3.8 If the spill is an airborne flammable vapor or a toxic liquid, an emergency evacuation may be necessary
- 1.14.3.9 Contact emergency personnel
- 1.14.3.10 When safe to do so, contain the spill and commence cleanup
- 1.14.3.11 The senior TERRY R PITT CONSTRUCTION employee or appropriate regulatory authorities must approve re-entry after an emergency of this nature.

## 1.15 WEATHER RELATED EVENT

- 1.15.1 Tornadoes, lightning, and floods may be the cause of weather-related worksite emergencies.
- 1.15.2 Worksites with offices will have a means to assure they are provided with as much advance warning of adverse weather conditions as possible (ex. weather radio providing information regarding severe weather warnings issued by the National Weather Service).
- 1.15.3 The safety department is responsible for maintaining up-to-date information regarding approaching storms. They will provide adequate warning to allow the appropriate individuals to secure the equipment and materials under their jurisdiction.
- 1.15.4 Wait for instructions - a power failure will slow communication.
- 1.15.5 Tune a battery powered radio to a station that broadcasts local news.
- 1.15.6 Do not evacuate the workplace unless ordered to do so.
- 1.15.7 The senior TERRY R PITT CONSTRUCTION employee will follow instructions of local authorities and the weather service so that the necessary precautions can be taken in the event of severe weather.

## 1.16 LIGHTNING

- 1.16.1 As soon as lightning is seen or thunder is heard, work should be suspended immediately. Find a safe haven and notify a supervisor. If offsite, the work truck is preferably the safe haven.

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- 1.16.2 The average distance between successive lightning flashes is about two to three miles, which means that risk is present whenever lightning can be seen or thunder can be heard.
- 1.16.3 There is a systematic plan for monitoring weather. The forecast will be closely followed throughout the day prior to any work. If anyone hears thunder or sees a lightning strike, appropriate action should begin. If lightning is imminent or a thunderstorm is approaching, all personnel should evacuate to a safe structure. A list of the closest safe structures should be announced or displayed on placards at all jobsites.
- 1.16.4 The ideal safe structure is a fully enclosed building with plumbing, telephone, and electrical service, which aids in grounding. An enclosed automobile or truck with all windows rolled up is a reasonable shelter, although care must be taken to avoid contact with any metal inside the vehicle. The metal frame and roof, not the rubber tires, dissipate the current around the vehicle.
- 1.16.5 If a suitable safe shelter is not available, it is best to avoid tall objects (trees, light poles, etc.) that allow lightning an easy path to the ground. It is important to avoid being the tallest object. In an open field, workers should crouch with their legs together, the weight on the balls of their feet, arms wrapped around their knees, and head down with their ears covered. The worker should minimize contact with the ground and should not lie flat.
- 1.16.6 People who have been struck by lightning do not carry an electric charge. Therefore, it is safe to perform CPR, if needed. Ideally, injured persons are moved into a safe shelter. Lightning strike victims who show signs of cardiac or respiratory arrest need emergency help.
- 1.16.7 TERRY R PITT CONSTRUCTION follows the 30-minute rule when making return to work decisions. After the last flash of lightning is witnessed or last thunderclap is heard, it is recommended to wait at least 30 minutes before returning and resuming work. Given the average rate of thunderstorm travel, the storm should move 10 to 12 miles away from the area, reducing the risk of local lightning strike. Any subsequent lightning strike or thunder after the beginning of the 30-minute count should reset the timer and another countdown should begin.
- 1.16.8 The lightning safety plan needs to be reviewed and practiced periodically. It must include a systematic approach for monitoring local weather activity and recognizing signs of nearby danger (thunder and lightning strikes). Criteria for suspension and resumption of work should be clear. Appropriate safe shelters for each location should be clearly identified.

## 1.17 BUILDING/SITE EVACUATION

- 1.17.1 In the event of an emergency at a worksite requiring an evacuation, such as a fire, all work must cease immediately.
- 1.17.2 Two emergency assembly areas are identified in advance of any site-specific operations. Emergency assembly areas will be upwind and beyond the hazardous area. Changes in wind direction and other weather conditions must be taken into account while determining the emergency assembly areas. Prior to conducting operations, these emergency assembly areas will be made known to those onsite.

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- 1.17.3 An evacuation order must be ordered by the operation manager.
- 1.17.4 When evacuation is deemed necessary, employees (including the first aid responder) will be notified of the nature and location of the emergency.
- 1.17.5 Workers will safely evacuate and leave the building or worksite by the nearest exit or as advised.
- 1.17.6 When evacuating worksites, employees should close doors behind them. Employees working with electrically operated machines or equipment should switch the equipment off or unplug it prior to leaving the worksite.
- 1.17.7 Once out of the area, do not smoke.
- 1.17.8 Regardless of the exit used, employees will gather at a pre-designated safe area that is upwind and safe from smoke and gases. A head count must be conducted to account for all workers.
- 1.17.9 The senior TERRY R PITT CONSTRUCTION employee or safety department must then notify the fire department or other emergency responders and adjacent worksites or residences that may be affected if the risk of exposure to a substance extends beyond the worksite.
- 1.17.10 After the evacuation is complete, no one will re-enter the building until advised by the senior TERRY R PITT CONSTRUCTION employee or the onsite emergency services personnel.
- 1.17.11 Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

## 1.18 WORKPLACE VIOLENCE

- 1.18.1 Threats of violence may be delivered in any form: face to face, e-mail, and phone or in writing. Threats can be directed toward the worksite or toward a specific person. Police departments, mental health professionals, and employee assistance counselors offer prevention information, security inspections, and employee training that help reduce the risk of workplace violence.
- 1.18.2 Take all bomb threats seriously. Do not use fire alarms or phones in the building – they generate radio waves that could trigger a bomb. If someone finds a package that may be a bomb, they should note its size, shape, and whether it emits a sound and notify the senior TERRY R PITT CONSTRUCTION employee. Call 9-1-1 from outside the building to report the emergency and determine if an evacuation is necessary. Use a communication method that does not generate radio waves to order the evacuation.
- 1.18.3 Activate a silent alarm if your worksite has one.
- 1.18.4 Isolate the threatening person if it is possible to do so safely.

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- 1.18.5 Consider offering threat management training to emergency scene coordinators and if appropriate, members of quick response teams.
- 1.18.6 The devastating effects of terrorist acts have changed the perception of a secure workplace and added a new dimension to emergency planning. What distinguishes terrorist acts is the use of threats and violence to intimidate or coerce.

## 1.19 EQUIPMENT INCIDENT

- 1.19.1 Trained employees should render first aid to those injured if it can be done safely.
- 1.19.2 The senior employee should immediately notify the owner of the equipment, if not TERRY R PITT CONSTRUCTION property.
- 1.19.3 Keep away from the accident scene and keep others away. Do not make contact with hazardous materials unless properly trained to do so.
- 1.19.4 Secure the area to the best of your ability and wait for the safety department or other designated personnel to begin incident investigation procedures.

## 1.20 ALARMS

- 1.20.1 Always sound the alarm when an emergency exists. Ensure that all individuals at the worksite are familiar with it and will recognize what it means when they hear it.
- 1.20.2 Employees will be notified of emergencies through alarms, emergency horn, or direct voice communication. The alarm system will be distinctive and recognizable as a signal to evacuate the worksite or perform actions designated under the emergency action plan.
  - 1.20.2.1 For worksites with 10 or fewer workers, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm.
- 1.20.3 In the event of an emergency, employees are expected to evacuate the premises immediately. The safety department may assign employees the task of shutting off gas or electricity, if needed. At no time will employees jeopardize their own safety to do this.

## 1.21 EXITS

- 1.21.1 An essential part of the emergency plan is an evacuation diagram – a floor plan of the facility or worksite that shows evacuation exits and describes the emergency evacuation procedure. Mark the exit routes and the roll call assembly area on the diagram so they are easy to see.
- 1.21.2 TERRY R PITT CONSTRUCTION requires a primary evacuation exit and an alternate exit. Diagrams will be posted that show the evacuation routes and exits where employees will see them. Exits and exit routes will be identified. Characteristics of exits include:

- 1.21.2.1 Clearly marked, well lit, and visible under emergency conditions. Install *EXIT* signs using plainly legible letters.
- 1.21.2.2 Wide enough to accommodate employees during an evacuation.
- 1.21.2.3 Unobstructed and clear of debris at all times. Keep exit routes free of highly flammable materials, equipment, or other obstructions.
- 1.21.2.4 Unlikely to expose employees to other hazards.
- 1.21.2.5 Always keep the line of sight to exit signs clearly visible.
- 1.21.2.6 Exits must be separated from the worksite by fire resistant materials – that is, a one-hour fire resistance rating if the exit connects three or fewer stories and a two-hour fire resistance rating if the exit connects more than three floors.
- 1.21.2.7 Exits can only have openings necessary to allow access to the exit from occupied areas of worksite or to exit discharge. Openings must be protected by a self-closing, approved fire door that remains closed or automatically closes in an emergency.
- 1.21.2.8 Ensure that exit routes are free and unobstructed by materials, equipment, locked doors, or dead-end corridors.
- 1.21.2.9 Provide lighting for exit routes adequate for employees with normal vision.
- 1.21.2.10 Keep doors free of decorations or signs that obscure their visibility of exit routes.
- 1.21.2.11 Post signs along the exit access indicating the direction of travel to the nearest exit and exit discharge if that direction is not immediately apparent.
- 1.21.2.12 Mark doors or passages along an exit access that could be mistaken for an exit as *Not an Exit* or with a sign identifying its use.
- 1.21.2.13 Maintain exit routes during construction, repairs, or alterations.
- 1.21.2.14 Exit routes are arranged so employees will not have to travel toward a high hazard area unless the path of travel is effectively shielded from the high hazard area.

## 1.22 RESCUE

- 1.22.1 TERRY R PITT CONSTRUCTION will ensure that designated rescue and emergency workers are trained in emergency responses appropriate to the worksite and potential emergencies identified.

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1.22.2 If there is not a nearby emergency clinic or hospital that will admit victims of emergencies from the worksites then the senior TERRY R PITT CONSTRUCTION employee will ensure that members of onsite personnel have appropriate first aid training and supplies.

1.22.3 The closest medical center is determined by the location of the specific worksite.

## 1.23 EQUIPMENT

1.23.1 TERRY R PITT CONSTRUCTION will provide designated workers with personal protective clothing and equipment appropriate to the worksite and the potential emergencies identified.

1.23.2 Workers who respond to an emergency must wear and use personal protective clothing and equipment appropriate to the worksite and the emergency.

1.23.3 Emergency response equipment must be identified in the plan and be regularly inspected and maintained in a state of readiness. Inspection and maintenance records will be retained.

1.23.4 Identify emergency related hazards for which PPE may be necessary (ex. those responding to medical emergencies need protection from bloodborne pathogens).

1.23.5 Determine which PPE will protect users from the hazards. (ex. latex gloves and face shields may be necessary to protect responders from bloodborne pathogens).

1.23.6 Determine who will use the equipment. It is critical that the equipment fit the user and not cause allergic reactions or other health problems.

1.23.7 Determine the conditions under which responders will use the equipment. The equipment must not fail under those conditions.

1.23.8 Ensure that emergency responders know how to use the equipment. Whether they are wearing hard hats or atmosphere supplying respirators, responders will know how and when the equipment will protect them and when it will not protect them. Responders will know how to wear, use, and maintain the equipment and know how to discard contaminated equipment.

## 1.24 PLAN MAINTENANCE AND DISTRIBUTION

1.24.1 Emergency action planning is a process that requires continuous adjustments to take into account factors such as operational, organizational, personnel, and regulatory changes and lessons learned from real life events or exercises. This and any site-specific emergency response plan is regularly maintained to reflect its accuracy and up-to-date information specific to relevant hazards, response procedures, and personnel.

1.24.2 In addition to annual reviews and reviews done when circumstances at the worksite change, an evaluation process will also take place after an emergency to ensure critical components of the overall emergency response are reviewed and evaluated in order to allow for continuous improvements to the program.

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- 1.24.3 This emergency response is developed in coordination with TERRY R PITT CONSTRUCTION management and key responding personnel and will be distributed to all those involved in administration and response procedures within the plan. This emergency response plan will be available to all employees at all worksites for review.
- 1.24.4 The name or job title of every employee will be included who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

## 1.25 FATALITY NOTIFICATION AND NEWS MEDIA

- 1.25.1 Notification should be made in person by the most senior TERRY R PITT CONSTRUCTION employee available. If possible, an emergency scene coordinator should be present during the notification. It is advisable to check with the local police before notification is attempted, as they have specialized departments who will also be attempting that function. Under no circumstances will the name of any accident victim be released to the public before the next of kin is notified.
- 1.25.2 Do not release the names of deceased or seriously injured workers to any non-essential organization or person. TERRY R PITT CONSTRUCTION employees should not make any statement to non-company personnel that would in any way deal with fault or liability. Only company officials will issue statements to the press or media.

- 1.25.3 Until the facts are clear, answer the media queries by saying: "A statement will be issued by the company as soon as the facts have been determined; until then no information is available." When the facts become known, the senior TERRY R PITT CONSTRUCTION employee will prepare a statement that will be released to the news media.

## 1.26 DRILLS

- 1.26.1 Live drills will represent what could happen in the event of an actual emergency as identified herein (ex. significant spill event, fire, or other significant emergency event). The drill will be planned by the safety department with minimum inclusion of other personnel to ensure responses are realistic to such an event. If possible, the drill should include other emergency agencies or groups that would normally be involved in such an event.
- 1.26.2 Following the drill, the operation manager and safety department will meet with the major accident participants and critique the event. The critique will evaluate what went right and what went wrong as identified in the emergency action plan for such an event. Documentation of the critique will be provided to the safety department for review and feedback.
- 1.26.3 Live emergency drills will be conducted at least twice a year, during the first and third quarters of each year. Drills will involve discussion of a specific emergency event, what actions should take place, who would be involved, and what role each person would play. Drills are more conducive to involvement by other emergency response agencies since they do not involve a



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significant commitment of equipment and personal resources. The drill will be documented and submitted to the safety department.

## 1.27 TRAINING

- 1.27.1 The emergency action plan is reviewed at the following times with each employee:
- 1.27.1.1 Initially when the plan is developed
  - 1.27.1.2 Whenever a new employee is hired
  - 1.27.1.3 Whenever the employee is assigned initially to a job
  - 1.27.1.4 Whenever employee responsibilities or designated actions under the plan change
  - 1.27.1.5 Whenever new equipment, materials, or processes are introduced into the worksite
  - 1.27.1.6 Whenever the layout or design of the facility changes
  - 1.27.1.7 Whenever the plan is changed
- 1.27.2 The contents of this plan are communicated through a briefing delivered by supervisors followed by a demonstration. It is communicated through a presentation followed by drills.
- 1.27.3 Each TERRY R PITT CONSTRUCTION employee will be briefed and trained in regards to their individual roles and expectations of them during an emergency.
- 1.27.4 Emergency drills will be conducted twice a year to ensure awareness and effectiveness of emergency procedures, such as communication, chain of command, roles and responsibilities, and evacuation procedures. Where identified, based on risk level and preparedness, more frequent drills or exercises may be implemented.
- 1.27.5 After a drill, the safety department judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective.
- 1.27.6 All workers, both onsite and offsite, will be given adequate instruction and training prior to work commencing. The criteria of the training may include but is not limited to the following:
- 1.27.6.1 Procedures
  - 1.27.6.2 Roles and responsibilities
  - 1.27.6.3 Location of safe meeting areas
  - 1.27.6.4 Location of and operational procedures for emergency equipment

1.27.6.5 Hazards

1.27.6.6 Procedure for summoning emergency responders

1.27.6.7 Regulatory requirements

1.27.6.8 Lessons learned from previous response activities (real and simulated)

1.27.7 Where workers are placed in operations with the potential for fire, appropriate and adequate training in prevention and firefighting must be provided to those workers. Where workers or members of the public are placed in positions of having to escape from a fire, prior orientation and evacuation procedures must be made known.

1.27.8 All records of training, meetings, and exercises will be maintained for a period of three years and will be reported to the requesting regulatory agency, if requested, for assessment.

1.27.9 New hazards or personnel will be inducted into the action plan at the earliest opportunity and prior to conducting those duties.

1.27.10 All TERRY R PITT CONSTRUCTION workers must be given adequate instruction in fire prevention and emergency evacuation procedures applicable to their worksite.

