

Midland Engineering Co., Inc. Safety Management System			Doc No:	EMERGENCY
			Initial Issue Date	12/14/15
Chapter 12-Emergency Action Plan			Revision Date:	Initial Version
			Revision No.	0
			Next Review Date:	
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 6

PURPOSE

The emergency response plan designates safe assembly areas, emergency coordinators, and procedures to follow in emergency situations. Compliance with this emergency response plan is mandatory and is applicable to all employees.

GENERAL REQUIREMENTS

This plan shall address the following information:

1. Responsibilities
2. Notification
3. Evacuation Routes
4. Assembly Points
5. Communications
6. Subcontractors

This plan shall be designed to anticipate the actions required by supervision and employees to minimize dangers to employee's safety and damage to physical equipment or property in the event of an emergency. The emergency action plan (EAP) will be developed prior to the start of a project and will be available to all employees to review. All EAP procedures will be reviewed annually and any necessary changes will be documented.

Types of hazards that normally would initiate an emergency action plan:

1. Fire & Explosion
2. Release of hazardous gases, vapors, or fumes
3. Significant chemical spill
4. Severe Weather
5. Flood
6. Earthquake
7. Major power outage
8. Bomb threats, sabotage, and illegal activities
9. Radiation emergencies
10. Catastrophic or multiple employee injury

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RESPONSIBILITIES

On construction projects a hazard analysis will be performed identifying those areas with potential for initiating the emergency action plan, such as an evacuation, chemical spill, and/or exposure. Each employee shall understand, know how to initiate, and follow the emergency action plan when it is put into effect. During orientation all personnel responsibilities will be thoroughly reviewed and discussed.

NOTIFICATION

Different notification systems will be used on projects. Midland Engineering Co., Inc. will coordinate the method of notification with the owner, and when possible use the same method, i.e. alarm, horn, siren, speaker system, etc. The selected method shall be effective enough that every employee will be notified in the fastest possible manner of the emergency condition. The corporate office shall be immediately notified when an emergency evacuation has taken place.

EVACUATION ROUTES

During the site hazard analysis the primary and secondary evacuation routes shall be determined and listed in the EAP. They shall represent the safest, most expedient paths from the potential hazard area.

ASSEMBLY POINTS

Each evacuation route shall terminate in an assembly area. This designated area shall be used to take a head count and assure that all employees have evacuated the danger area. No employee shall leave the designated assembly area without the direct permission of the senior company representative.

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COMMUNICATIONS

The methods and equipment for communication shall be established in such a manner as to include those emergencies where power outages may occur, as well as command line breakdowns. Personnel issued portable radios shall be briefed in their use as part of the emergency action plan.

Hazards that initiate the EAP, such as a fire, must be reported accordingly. The specific site EAP will distinguish whether to call 911 or a company appointed first responder.

SUBCONTRACTORS

The Midland Engineering Co., Inc. representative shall closely coordinate the emergency action plan with other contractors, sub-contractors, the owner, and personnel on the project to assure all are aware of the provisions, notifications, evacuation routes, assembly points, etc.

TRAINING

A Midland Engineering Co., Inc. representative shall train all job site supervisors and employees on the emergency action plan and retraining/reviewing shall be provided for each employee as necessary so that the employee maintains an understanding and knowledge of the plan. Each employee's responsibilities will be defined and discussed at orientation. Documentation of training will be kept on file.

Midland Engineering Co., Inc., along with any subcontractors, will conduct a mock emergency drill for any project which lasts more than six (6) months or in accordance with the general contractor. The drill will account for emergency procedures in the event of inclement weather, fire, electrical hazards, and any special event which could arise at a particular site.

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DESIGNATED HEALTH CARE FACILITY

Midland Engineering Co., Inc. utilizes Methodist Occupational Center as its designated occupational medical facility. There are many Methodist locations throughout the Indianapolis area. A map of the Methodist Occupational Centers in the Indianapolis area is attached at the end of this section and will be posted at each job site.

CONTACTS

For more information about this plan and/or about your specific involvement in the event of emergency, contact the Emergency Action Coordinator or Safety Manager.

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Emergency Action Plan

This emergency action plan is specific for the following project:

Job Site & Address: _____

Site Emergency Phone Numbers: _____

Date Prepared: _____ Plan Prepared By: _____

Company Site Phone Number: _____

Site Supervisor: _____

Dial 911 for emergency personnel? Yes No If no, please list emergency responders phone numbers: _____

List the Company Site Emergency Response Coordinators:

List the Site Designated Safe Assembly Areas:

Evacuation: _____

Severe Weather: _____

List the Site Forms of Emergency Warning: _____

List the Company Emergency Communication Systems:

Occupational Health Care Provider: _____

List any other Site Specific Procedures to Follow in an Emergency Situation (please attach client emergency response plan and post):

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EMERGENCY ACTION PLAN QUIZ

Name: _____ Date: _____

1. The purpose of developing an emergency action plan is to designate safe assembly areas, emergency coordinators, and procedures to follow in emergency situations. True False

2. This plan shall be designed to anticipate the actions required by supervision and employees to minimize dangers to employees' safety and damage to physical equipment or property in the event of an emergency. True False

3. List two types of emergency action hazards. _____

4. Special consideration shall be given to hazardous chemicals, and the MSDS shall be reviewed for those materials identified. True False

5. Each employee shall understand, know how to initiate, and follow the emergency action plan when it is put into effect. True False

6. The primary and secondary evacuation routes shall be determined and represent the safest, most expedient paths from the potential hazard area. True False

7. Each evacuation route shall terminate in an assembly area. This designated area shall be used to take a head count and assure that all employees have evacuated the danger area. No employee shall leave the designated assembly area without the direct permission of the senior company representative. True False

I acknowledge that I have received information and training on the company Emergency Response Plan. I understand this program contains important information regarding company policies, rules and regulations. I acknowledge that I have read these materials, understand them, and agree to abide by them. If I do not understand any information that has been presented to me, I will ask questions.

(Employee Signature) Date

(Instructor) Date