



## EMERGENCY ACTION PLAN

### PURPOSE

The goals of this emergency response plan are, in order of priority, to protect the lives and health of **HERITAGE PLASTERING, INC.** employees, and protect and minimize damage to company property in the event of an emergency.

### PRIORITIES

The objectives of this plan are, in order of importance:

- To evacuate and account for all employees and visitors;
- To contact local emergency service organizations;
- To assemble the company's Emergency Response Team (ERT) for implementation of the response plan;
- Contact pertinent regulatory agencies;
- Conduct search-and-rescue operations, control any hazardous chemical spills or releases;
- Prevent further property damage through protective measures or by removing property;
- Perform cleanup and salvage as needed;
- Conduct post-incident and evaluation;
- File any applicable reports with regulatory agencies.

### RESPONSIBILITIES

#### Management

- Evaluate the number and types of hazards expected based on past experience and general knowledge to plan and develop Emergency Response Plan specifics;
- Provide training to all employees for their roles in all emergency plans;
- Conduct drills to practice response to emergency situations;
- Conduct an annual drill to practice confined-space rescue;
- Development and implementation of an effective Emergency Response Plan;
- Make emergency response team assignments.
- Maintain sufficient inventory of emergency response equipment;
- Ensure maintenance and inspection of emergency response equipment;
- Help train emergency response team members.
- Assist in the training of emergency response teams;
- Assume active positions on the response teams.

## **SAFETY MANAGER**

Provides assistance in developing and carrying out emergency response plans.

## **TRAINING**

**HERITAGE PLASTERING, INC.** will train all employees on the procedures contained in this plan. New employees will be trained upon hiring, and re-trained any time the employees responsibilities under the plan change or whenever the plan changes.

The company will provide copies of all emergency response plans to be kept in employee handbooks and operation manuals, and will post copies on employee bulletin boards. The company also will designate and train a sufficient number of employees to assist in the safe and orderly evacuation of employees and visitors. These employees will be trained and re-trained as needed.

### **Training will cover:**

- Emergency reporting;
- Evacuation routes;
- Alarm systems;
- Specific assigned duties.

Periodic drills will be held to ensure that all employees know the appropriate action to take in case of an emergency. The company will provide additional training and frequent drills for employees with specific emergency-response duties; and invite local emergency service units to participate in training whenever possible.

## **EMERGENCY RESPONSE PROCEDURES]**

### **INCIDENT REPORTING**

#### **Management Notification**

If an emergency, or situation that could become an emergency, occurs, inform management immediately.

(SAFETY MANAGER) will maintain an up-to-date emergency notification list.

#### **Emergency Response Team Notification**

#### **Employee Notification**

The alarm system, public address system, or direct supervisory contact can be used to notify employees of emergency situations in the facility.

## **External Notification**

Call (911 or equivalent) to contact the local fire or police department, emergency medical service or other emergency-response units.

## **EVACUATION PROCEDURES**

After the senior manager on the scene determines that evacuation is necessary, the evacuation alarm will be sounded, with instructions issued over the public address system.

Specific responsibilities are as follows:

### Production Supervisors

- Lead employees from work areas when the evacuation alarm sounds;
- Assist any employees with disabilities;
- Escort employees to (Designated Assembly Area);
- Account for all employees upon reaching the designated assembly area;
- Notify human resources of any employee not accounted for;
- Ensure that employees stay in the assembly area.