

EMERGENCY ACTION PLAN



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1. PURPOSE AND SCOPE

- a. To provide guidelines for the protection and welfare of **H2 Enterprises, LLC (H2)** personnel, equipment and facilities in responding to emergency or potential emergency situations at the Construction Yard, on the Right of Way or work site.

2. RESPONSIBILITY

a. The Director, Health, Safety and Environmental (HSE) is responsible for:

- i. Reviewing and updating this procedure to maintain continued suitability and effectiveness and to maintain compliance with OSHA or other regulatory requirements.
- ii. Evaluating emergency response preparedness by training drills and other means.
- iii. Complying with regulatory agency reporting requirements.
- iv. Training (or authorizing a designee to train) the Emergency Response Coordinators (Foremen).

b. The Project Superintendent is responsible for:

- i. Administering and maintaining compliance with the requirements of this procedure.
- ii. Issuing Take Cover, Shelter in Place and Construction Yard and/or Right of Way Evacuation orders.
- iii. Notifying local police, fire, or similar government agencies when appropriate.
- iv. Assigning Emergency Response Coordinators for each crew and/or work area.
- v. Designating Weather Monitors.

c. The Project Safety Coordinator is responsible for:

- i. Assuming all applicable duties for responding to emergencies during the absence of the Project Superintendent.

d. Foremen are responsible for:

- i. Acting as Emergency Response Coordinators.
- ii. Coordinating the actions and movements of all personnel within their responsibility during an emergency.
- iii. Accounting for all personnel within their responsibility after an emergency event.
- iv. Assigning reliable persons to act as back-up during their absence.
- v. Assigning primary and backup persons for each planned emergency response action.

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e. The Project Safety Coordinator is responsible for:

- i. Notifying the Project Superintendent and Purchasing Agent immediately of all release incidents that have the potential for causing health or environmental problems.
- ii. Coordinating all Company actions in responding to hazardous materials releases.
- iii. Contacting external organizations when assistance is required.
- iv. Preparing written reports to management describing each release incident.
- v. Maintaining Emergency Spill Response kits.
- vi. Assigning personnel to assist in responding to hazardous materials releases and ensuring that they have received proper training.
- vii. Coordinating medical treatment for injured personnel.
- viii. Maintaining the records required by this procedure.
- ix. Contacting an employee's designated emergency contact when hospitalization is required.

3. GENERAL

a. Primary and Backup Personnel

- i. The Project Superintendent is the designated contact and administrator of the emergency response requirements of this procedure. The Project Safety Coordinator is the designated back-up, if the Project Superintendent is not available.
- ii. Each Foreman is the designated Emergency Response Coordinator for the personnel under their supervision. The Project Superintendent shall assign a designated Emergency Response Coordinator for the Construction Yard. Each Emergency Response Coordinator shall assign a qualified person to back them up and/or to act in their absence.
- iii. As described below, certain activities shall be performed during Fires, Severe Weather, Right of Way, work site and/or Construction Yard Evacuation or Hazardous Materials Release emergencies by employees designated by the Emergency Response Coordinators. Each function shall have a primary and secondary (back-up) person, designated by the Emergency Response Coordinator.

b. Identified Emergency Situations

- i. This procedure addresses eight (8) possible emergencies and their planned responses:
 1. Severe Weather

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2. Work Area Evacuation (Construction Yard/Right of Way)
3. Shutdown Requirements
4. Bomb Threats
5. Fires
6. Medical Emergencies
7. Hazardous Materials Releases (Evacuation)
8. Hazardous Materials Releases (Shelter in Place)

c. Communication Backup

- i. Hand-held, vehicle mounted two-way radios or cell phones shall be used by the Project Superintendent, Project Safety Coordinator and Emergency Response Coordinators to maintain communications due to an electrical power failure or other adverse event.

d. Availability of Plan Information

- i. All Foremen shall receive a copy of this Emergency Response Plan and shall make it available for review upon request from any employee.
- ii. Contact information will be provided to employees who need additional information regarding Emergency Action Plan.
- iii. The following contacts will be utilized as needed.
 1. LOCAL FIRE, POLICE, AMBULANCE DIAL 911
 2. CHEMTREC DIAL 1-800-424-9300
 3. NATIONAL POISON CONTROL DIAL 1-800-256-9822
- iv. SAFETY COMMITTEE MEMBERS:
 1. COREY HUWA, VP DIAL 1-970-381-4042
 2. STEVE LUTES, DIRECTOR OF HSE DIAL 1-720-383-0127
 3. SANDY PRALLE, MANAGER, QA DIAL 1-303-710-1049
 4. TYLER ROBINSON/MSC DIAL 1-209-262-0057

4. PROCEDURE

a. Severe Weather

- i. If threatening weather conditions begin to develop near the Construction Yard, Right of Way, or work site, the Project Safety Coordinator (or designee) shall monitor a local radio station and the National Weather Service station and

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continuously advise the Project Superintendent (or designee) of the weather conditions.

NOTE: A separate and site-specific procedure will be written for Hurricane Preparedness and Response, when working in areas with Hurricane exposure.

- ii. Threatening weather may develop into three specific conditions, with appropriate responses, as follows:

1. TORNADO WATCH

- a. Weather conditions have the potential to develop tornadic activity. Monitoring of weather conditions by the Project Safety Coordinator continues. The Project Superintendent and Emergency Response Coordinators are kept advised of the watch status.

2. TORNADO WARNING

- a. Indicates possible tornadic activity in the area. If the Tornado Warning includes the Construction yard and/or Right of Way area, the Project Superintendent and Emergency Response Coordinators shall be so informed and make ready for immediate action in the event of a Take Cover Alert.

3. TAKE COVER ALERT

- a. If "Take Cover" is indicated by radio broadcast, direct observation, activation of the city alarm sirens, etc., the Take Cover Alert shall be implemented as follows:

- i. The Project Superintendent (or designee) shall notify the Project Safety Coordinator, all Foremen and all Construction Yard personnel to activate Take Cover Alert activities and to announce the following over the all communications systems:

ATTENTION - THIS IS A TAKE COVER ALERT

The Take Cover Alert signal is a CONTINUOUS SERIES OF LONG STEADY BLASTS on vehicle horns, continuing for approximately one minute.

- ii. All personnel shall immediately go to their designated Take Cover Area:

Right of Way Areas – Preferably, below ground level and down inside approved excavations. Avoid open areas of the Right of Way due to the potential danger of flying debris, should the area be struck by a tornado.

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Construction Yard / Office Trailers – Inside heavy shipping containers, if available. Otherwise, in the center of the sturdiest structure available.

All personnel shall remain in their Take Cover Areas until instructed otherwise by their Foremen.

Foremen (Emergency Response Coordinators) shall notify the Project Safety Coordinator when all employees under their responsibility are accounted for.

b. Work Area Evacuation

- i. In the event of an emergency that requires Construction Yard, Right of Way and/or work site evacuation:

1. The Project Superintendent (or designee) shall notify the Project Safety Coordinator to activate the Evacuation Alert signal and to notify all Foremen to announce the evacuation over all communications systems by stating the following, three-to-five times at five second intervals:

ATTENTION - THIS IS AN EMERGENCY EVACUATION

The Evacuation Alert signal is a CONTINUOUS SERIES OF SHORT BLASTS on vehicle horns.

2. Personnel shall immediately evacuate the Construction Yard, affected Right of Way and/or work site, proceed to an area previously designated by their Emergency Response Coordinator and assemble by crew.
3. Each Emergency Response Coordinator shall check to ensure all employees in their crew are accounted for.
4. All personnel shall remain assembled by groups in their designated areas until instructed otherwise by their Foremen.

c. SHUTDOWN REQUIREMENTS

- i. During an emergency Take Cover Alert or Area Evacuation, all fuel supplies and welding gas manifolds shall be shutdown, if time permits.
- ii. All vehicle and construction equipment shall be shut down, if time permits.

d. BOMB THREATS

- i. The person receiving the bomb threat shall immediately notify the Project Superintendent and Project Safety Coordinator.
- ii. The work area mentioned by the caller (i.e., Right of Way, Construction Yard, Office Trailers, etc.) shall be evacuated as indicated by Section 4.2 of this procedure.

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- iii. City Police and/or County Sheriff's Department shall be immediately notified of the "Bomb Threat" by the Project Superintendent (or designee).

e. FIRES

- i. In the event of a major fire or a potential major fire the affected area(s) shall be evacuated as indicated by Section 4.2 of this procedure.
- ii. The person first discovering the fire shall contact the Fire Department, if required by the magnitude or potential magnitude of the fire, for response to the emergency.

NOTE: For further information on response to fires, see the Fire Protection Program, Section 3 of the **H2** Health and Safety Manual.

f. MEDICAL EMERGENCIES

- i. Each work crew shall have at least one designated First Aid/CPR Responder to provide initial medical treatment.
 - 1. In the event of medical emergency that requires medical treatment other than First Aid, First Responders will sound the alarm by notifying their Foreman.
- ii. In the event of an injury requiring medical treatment other than First Aid, the First Aid Responder/Foreman shall notify or request someone to notify the Project Safety Coordinator to arrange for the injured person to be taken to a medical treatment facility.
- iii. In the event of a serious or life-threatening injury, the First Aid Responder/Foreman shall call or request someone to call for emergency medical and ambulance assistance.
- iv. If an on-the-job injury results in HOSPITALIZATION of an employee, the Project Superintendent (or designee) shall notify, as soon as possible, the emergency contact listed on the injured employee's personnel record.
- v. If an on-the-job injury results in a FATALITY, the requirements of **H2 Enterprises, LLC** CRISIS MANAGEMENT PLAN, shall be implemented.

NOTE: For further information on Medical Emergencies, see the Medical Services and First Aid Program, Section 7 of the **H2** Health and Safety Manual.

g. HAZARDOUS MATERIALS RELEASE (EVACUATION)

- i. In the event of a hazardous materials release, the Project Safety Coordinator shall:
 - 1. Identify the chemical, source and amount of release and extent of area exposed by the release.

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2. Assess the extent of potential hazards to employee health and the environment.
 3. If necessary, notify the Project Superintendent to implement a Work Area Evacuation, as indicated by Section 4.2 of this procedure.
 4. If appropriate, coordinate the containment and cleanup of the release.
 5. If required, notify the following for assistance:
 - a. Local hazardous materials response agency.
 - b. Spill removal service.
 6. Take all reasonable measures necessary to ensure that releases, fires, explosions or other hazardous materials incidents do not occur, recur, or spread.
 7. Provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release.
 8. Within three working days of an emergency release incident, prepare a detailed written report describing the release incident and all responsive actions taken and submit to the **H2** Director, HSE.
- ii. In the event of a release, fire or explosion that results in potential health problems to adjacent facilities or environmental problems, the Project Safety Coordinator shall immediately notify the Project Superintendent and Director, HSE and report the:
 1. time and description of the incident.
 2. chemicals released and estimated amounts.
 3. extent of any injuries.
 4. possible hazards to human health or the environment outside the facility.
 - iii. The Director, HSE shall be responsible for any reporting requirements to the:
 1. National Response Center
 2. State Emergency Response Commission
 3. Local Emergency Planning Committee (LEPC)
 - iv. Emergency spill response kits shall be maintained by each Foreman in sufficient quantities for adequate response to any emergency spill situation. The Emergency Spill Response Kits shall include:
 1. Absorbent material/neutralizers
 2. Plastic bags

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3. Shovel
4. Broom
5. Protective gloves
6. Protective eyewear
7. Protective outerwear

NOTE: For further information on chemical spills/releases, see the Spill Response Plan, of the **H2** Health and Safety Manual.

h. HAZARDOUS MATERIALS RELEASE (SHELTER-IN-PLACE)

- i. In the event of a hazardous materials release originating from a Chemical Company neighbor located in the near area of our Work Area, the Project Safety Coordinator shall attempt to:
 1. Identify the chemical, source and amount of release and extent of area exposed by the release.
 2. Assess the extent of potential hazards to employee health.
 3. If necessary, notify the Project Superintendent and Foremen to implement Shelter-in-Place Procedures, as described in Section 4.9 of this procedure.
 4. If appropriate, coordinate the containment and cleanup of the release within the Construction yard, Right of Way or work site boundaries.
 5. If required, notify the following for assistance:
 - a. Local hazardous materials response agency.
 - b. Spill removal service.
 6. Provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release.
 7. Within three working days of an emergency release/Shelter-in-Place incident, prepare a detailed written report describing the release incident and all responsive actions taken and submit to the Director, Health, Safety and Environmental.
- ii. When required, Emergency Shelter-in-Place response kits shall be maintained by the Purchasing Agent in sufficient quantities for adequate response to any emergency release situation. The Emergency Shelter- in-Place Response Kits shall include:
 1. Absorbent material/neutralizers
 2. Plastic bags

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 7. Protective outerwear
- iii. Chemical Release Responders
1. The Project Safety Coordinator shall designate additional employees to assist with emergency release response requirements. The designated Chemical Release Responders are the only employees to be involved in handling hazardous waste and/or responding to a hazardous materials release incident.

NOTE: For further information on chemical spills/releases, see the Spill Response Plan of the **H2** Construction Health and Safety Manual.

5. TRAINING

- a. Work Area Evacuation drills, Shelter-in-Place Drills and Severe Weather Take Cover Drills shall be conducted on an annual basis, or more frequently, if required. A critique following each Drill shall be conducted by the Project Safety Coordinator with the Emergency Response Coordinators to review the results and correct any recognized deficiencies.
- b. The Emergency Response Coordinators shall be trained upon initial assignment to their functions and retrained whenever changes are made to their responsibilities or to the designated actions defined by the plan, or whenever the magnitude of this Emergency Response Plan is changed.
- c. Each Emergency Response Coordinator shall train the employees under their supervision on the following subjects, as appropriate:
 - i. How to respond to a fire.
 - ii. How to respond and Take Cover during a Severe Weather emergency.
 - iii. How to evacuate the various Work Areas during an emergency.
 - iv. How to safely shut down equipment and utilities during an emergency.
 - v. Where personnel will assemble by work area and crew and how to account for personnel, following an evacuation.
 - vi. Where copies of the Emergency Action Plan are kept and the employee's right to review it.

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- d. Each Emergency Response Coordinator shall also train a "back-up" to perform the duties of the Emergency Response Coordinator during his absence.
- e. No **H2** employee will remain behind to operate any equipment or provide services during an evacuation.
- f. The designated Chemical Release Responders shall be trained upon initial assignment to that function or whenever their responsibilities or the actions defined by this procedure are changed. Training shall include the following subjects:
 - i. Potential hazards of waste materials used by **H2** .
 - ii. Emergency response actions for:
 - 1. Release containment, clean up and disposal of hazardous waste.
 - 2. Precautions to prevent a chemical release, fire, explosion or other hazardous materials incidents from recurring or spreading.
 - 3. Basic incipient fire suppression (limited to portable fire extinguisher and/or fire hose use).
 - 4. Use of emergency spill containment/clean-up and personal protective equipment.
 - iii. Identification of personnel responsible for on-site first aid, CPR and coordination of medical treatment described in Section 4.6 of this procedure.
- g. Emergency Action Plan requirements shall be included in the safety orientation training of new employees by the Project Safety Coordinator and their Foreman.

6. RECORDS

- a. Training records shall be maintained on file at the Project by the Project Safety Coordinator.
- b. Non-compliance by any **H2** employee with any part of this described program may result in disciplinary action as outlined in the Company's Corrective Action and Disciplinary Program found in this manual.