1.0 Policy
Foreseeable emergency situations shall be prepared for and controlled, as possible.

2.0 Purpose
Maintain a high level of responsiveness in an emergency situation(s).

3.0 Scope
Applies to all Sunbelt Controls work sites.

4.0 Definitions
Emergency – (for the purpose of this section) an adverse event(s) beyond the means of the employees in the immediate area to satisfactorily restore to a safe and healthful work environment.

Senior Sunbelt Controls Employee – the most senior employee with overall responsibility for the worksite.

Assembly Points / Safe Areas – a location safely outside the evacuation area designated for assembly.

5.0 Requirements

5.1 General
Emergency plans shall be documented and include the following components:

- Hazard assessment of emergency types reasonably expected at the worksite
- Emergency evacuation procedures and evacuation route assignments
- Procedures to be followed by personnel required to remain and operate/maintain critical processes or equipment
- Procedures to account for evacuated personnel
- Rescue and medical duties for those employees required to perform them
- A list of key emergency response personnel and personnel available to provide additional information or explanation of duties required under this plan or processes involved
- Emergency notification / alarm systems
- Training
- Program review and evaluation

Appendix 15-A is an Emergency Plan Guide that can be used to assist in the initial Facility / Work Site Evaluation.

5.1.1 Hazard Assessment / Emergency Types
Worksite assessments and the identification of types of emergencies are critical to the development of a program that will be responsive, all inclusive, and effective in preparing against and responding to worksite emergencies.

Emergency types may include:

- Injury and illness

- Fire and explosion
- Chemical spills and releases
- Natural disasters such as hurricanes, tornadoes, lightning storms, floods, snow storms and blizzards
- Civil strife and bomb threats

A diagram / drawing of the facility or jobsite shall be prepared. It should indicate the placement of buildings, fuel and flammable / combustible material storage, parking, traffic patterns, assembly areas, etc. A separate layout of each facility or jobsite should illustrate:

- Ingress and egress, hallways, routes of travel, and emergency exits
- Location of fire suppression equipment
- Location of flammable / combustible product storage
- Location of First Aid Kits and other emergency equipment

5.1.2 Emergency Evacuation Procedures and Routes

Depending on the emergency situation, employees may be required to evacuate their specific work area or the facility. This should be under the direction of supervisory personnel or designated response personnel.

All Sunbelt Controls work sites shall establish primary and secondary means of egress to assembly points ('safe areas'), subject to pre-established means determined by clients, owners or primary contractors.

In an extreme emergency situation, it may be necessary to quickly evacuate the work site to a designated area. Owner controlled pre-established evacuation procedures shall supersede this procedure in these circumstances.

- Primary and alternate escape routes from the work area or building shall be developed and maintained
- In the event of a toxic chemical release, employees shall evacuate upwind or across wind whichever is the most feasible
- All means of egress shall be continuously maintained and remain free from all obstructions and impediments
- Evacuation routes shall not go through higher hazard areas.
- Included with the evacuation routes shall be designated assembly points

As soon as possible after the evacuation and as often as is deemed safe and necessary during the evacuation, the senior Sunbelt Controls employee, Site Safety Coordinator, and other site management personnel shall make or direct a complete inspection of the work site to ensure that it is safe from the threats posed by the original evacuation hazard or unattended equipment left by evacuated employees.

5.1.3 Critical Process / Equipment Maintenance

In certain instances, key personnel may be required to remain at their positions to maintain critical operations.

The senior Sunbelt Controls employee shall list in detail the procedures to be taken by those employees who shall remain behind to care for essential operations until their evacuation becomes absolutely necessary.

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; as well as the use of fire extinguishers. In all such instances, these persons shall be provided with the appropriate protective equipment and an appropriate means of communication with senior response personnel.

5.1.4 Key personnel assignments / responsibilities

The emergency plan shall detail the personnel and associated duties that they must perform in the event of an emergency

- Senior management shall oversee all emergency activities
- Supervision shall coordinate area evacuation procedures and associated employee headcount reporting to the senior Sunbelt Controls Supervisor any employee who is missing, providing their location prior to the evacuation
- Safety personnel shall insure that the site emergency plans are in synergy with any owner controlled plans

Additional key responsibilities include:

- An emergency response team personnel list shall be developed, maintained at the work site and kept up to date as assignments change (reference Appendix 15-A)
- The list shall include key personnel's name, their telephone contact number, and agencies to contact in case of emergency
- The list shall be posted near each telephone in a site office area, on employee bulletin boards and in other prominent locations
- The senior Sunbelt Controls employee for the work site shall notify local government agencies immediately when an emergency has the potential to affect public health and safety

5.1.5 Employee Evacuation Assembly Points and Headcount

Assembly points shall be developed in synergy with the established primary and secondary means of egress. These locations shall be act as "safe areas" for evacuated employees. Consideration should be given to the location of the assembly point for its ability to protect employees from the effects of the emergency condition as well as the associated weather conditions (i.e. time of day, temperature extremes, rain, snow, etc.)

- All evacuees shall gather at the designated assembly area(s). A list of primary and alternate designated safe areas shall be included along with the emergency escape route assignments
- Assembly points shall be at a safe distance from the building and/or work site; well off roadways, fire lanes, and other emergency access routes
- Once the evacuees have gathered, it is necessary to have a means of accounting for personnel during an evacuation

- The senior Sunbelt Controls employee shall be responsible for accounting for personnel and informing Law Enforcement or Emergency Personnel of those persons believed missing

5.1.6 Emergency Notification and Alarm Systems

All plans shall detail the methods and equipment utilized to notify employees of an emergency evacuation situation. General characteristics of appropriate methods include; a consistent and continuously available communication system, methods capable of being heard over background noise, and, in the case of audible alarms, individually recognizable.

To report a possible emergency evacuation situation, the following procedure shall be followed:

- If there is a question as to whether the emergency is severe enough to evacuate or not, employees are encouraged to leave their work areas on their own and go to a predetermined safe area
- A work area supervisor with a radio shall call the senior Sunbelt Controls employee, who shall sound the emergency alarm when necessary, unless work site requirements give that authority to another non- Sunbelt Controls person
- Field supervisors without radios shall seek out supervisors with radios for specific evacuation instructions
- It is important to remember that once an emergency is declared –non-emergency radio traffic must be stopped
- Once the evacuation signal is sounded, all Sunbelt Controls supervision shall assist in a quick and orderly evacuation, reporting immediately to the senior Sunbelt Controls employee when the evacuation is complete
- When the evacuation signal sounds, employees shall shut down and make safe any equipment they are using or that is being used in their work area (within their span of control)
- Employees shall proceed go calmly but quickly to the designated safe area
- In the event of a toxic chemical release, employees shall evacuate upwind or across wind (whichever is the most feasible) utilizing the most effective escape route
- Employees shall group together with their crews and check in with their supervisor immediately after evacuation
- Employees shall stay out of the evacuated area until the all-clear signal is given. All employees shall be informed of the evacuation procedure for the all-clear signal

5.1.7 Emergency Response Duties (rescue, first aid, etc.)

In certain operations our employees may be required to support location emergency response activities. In these situations, our employees must be trained and identified within our site emergency plan.

A general requirement of all emergency plans shall be to insure that rescue services are identified, and in the case of sites that have designated first aid personnel, that

those personnel are available and capable of supporting those activities in the event they are needed.

5.1.8 Training

Training shall be provided to all employees at the time of initial work assignment, annually thereafter (as a minimum) and if conditions on site change impacting the emergency plan. Training should address the following areas:

- The site emergency plan
- Emergency communications systems – both internal and external, as well as back-up system
- Emergency notification procedures and alarm systems
- Site evacuation plans and assembly points
- Specific training to designated employees who are required to direct emergency equipment to the area and assist in the emergency including roles/responsibilities and equipment operation procedures
- Employees required to respond to emergency situations as emergency technicians, etc. shall be trained appropriately as per regulatory standard OSHA 29 CFR1910.120 (q)(6)

5.1.9 Program Review and Evaluation

The effectiveness of emergency programs shall be evaluated and reviewed on an annual basis. These activities shall include (as a minimum):

- Program evaluation
- Emergency simulation utilizing the emergency notification procedures, evacuation, and head count protocols

A sample evaluation form is provided in Appendix 15-B.

5.2 Hazardous Chemical Spills or Rupture

In the event of ruptured tanks, lines, vessels, tank cars, rail cars, dikes, and other forms of containers/containment of hazardous chemicals, all affected personnel shall be immediately evacuated from the emergency area by Sunbelt Controls supervision.

Sunbelt Controls supervision, the senior Sunbelt Controls employee and/or Site Safety Coordinator shall be immediately notified of such an event. The senior Sunbelt Controls employee or Site Safety Coordinator shall then notify the Safety Manager.

Senior Sunbelt Controls employee, supervision and/or management shall take necessary action for protection of employees and, if necessary, shall notify the client and other personnel responsible for cleanup.

5.3 Severe Weather Procedure

One major type of condition to consider in the development of an emergency plan is that of severe weather. This may come in the form of hurricanes, floods, lightning storms, tornadoes, snowstorms etc. Weather related emergencies can cause some of the most catastrophic emergency conditions we encounter.

All worksites shall evaluate their geographic area and incorporate responses to address appropriate foreseeable weather conditions in their area of operation, as Addendum to this policy section. Additional requirements include:

- All work sites with offices shall have a means to assure they are provided with as much advance warning of adverse weather conditions as possible (e.g. weather radio providing information regarding severe weather warnings issued by the National Weather Service)
- The senior Sunbelt Controls employee or Site Safety Coordinator is responsible for maintaining up-to-date information regarding approaching storms. They shall provide adequate warning to allow the appropriate individuals to secure the equipment and materials under their jurisdiction
- All supervisors shall be responsible for ensuring that all employees follow these procedures
- Safe locations shall be designated for employees in the event of tornadoes
- The senior Sunbelt Controls employee shall follow the instructions of local authorities and the weather service so that the necessary precautions can be taken in the event of severe weather

5.4 Bomb Threats

All bomb threats shall be taken seriously.

Immediately notify the senior Sunbelt Controls employee at the work site of the threat, who then shall contact other parties, as necessary.

Once the bomb threat has been received, senior Sunbelt Controls employees shall decide whether to evacuate, based on consultation with emergency responders, civil authorities and other location representatives.

In all cases, two-way radios etc. shall be shut off in the affected area, due to the fact that the frequencies used by them could activate the device.

In the event an employee receives a bomb threat, the employee should try and remain calm, and ascertain as much information as possible on the caller, and their intentions.

A sample Bomb Threat form is included in Appendix 15-C.

5.5 Workplace Violence

Sunbelt Controls has a zero-tolerance for workplace violence, verbal and nonverbal threats, and related actions. Employees are expected to report violent incidents promptly and accurately to their immediate supervisor.

If a violent incident occurs the senior Sunbelt Controls employee shall focus first on providing for the medical and psychological needs of affected employees.

Other immediate steps include:

- Reporting the incident to local law enforcement
- Securing work areas where disturbances occurred
- Accounting for all employees and others, and ensuring the physical safety of those remaining in the area as soon as possible
- Providing for site security and ensure that no work area is left short staffed while others assist the victim(s) or help in securing the area
- Quickly assessing the work area to determine if it is safe, if damage has occurred
- Providing critical incident debriefing to victims, witnesses, and other affected employees (these conversations shall be strictly confidential)
- Providing accurate communication to outside agencies and law enforcement
- Any media communication shall be channeled through the President or designee
- Provisions for follow-up after medical and psychological treatment, medical confidentiality, and protection from discrimination should be arranged with the expressed intent to prevent the victims of workplace violence from suffering further loss
- Notify Human Resources so as to obtain assistance with EAP issues and employee concerns

6.0 References

OSHA 29CFR 1910.38 – Employee Emergency Plans
OSHA 29CFR 1910.165 – Employee Alarm Systems
OSHA 29CFR 1926.35 – Employee Emergency Action Plans
OSHA 29CFR 1926.159 – Employee Alarm Systems