



EMERGENCY EVACUATION PLAN

CONSTRUCTION SAFETY POLICY



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1.0 POLICY

The policy of CON TECH is that every employee's primary responsibility is to safely evacuate the worksite in case of an emergency, such as fire, chemical spills, release and leaks. No employee is expected to contain any form of emergency. This is the responsibility of trained professionals.

We recognize that employees may have received training in the use of portable fire extinguishers and some may have First Aid/CPR training.

If an employee chooses to use the skills they have they should always remember their own safety is the top priority.

2.0 PURPOSE

To establish a method of systematic, safe and orderly evacuation of an area, construction site or building of its occupants in case of fire or other emergency, in the least possible time to a safe area or by the nearest safe means of egress; also the use of such available fire appliance (including sounding of alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life. Maintaining unobstructed egress is crucial given the changing physical environment on construction sites. As such, our plan will be reevaluated at periodic intervals to ensure that safe egress is maintained at all times. Supervisors will be responsible for ensuring that exit doors, pathways, and stairwells are never blocked or obstructed during construction activities.

3.0 OBJECTIVE

To provide proper education as a part of continuing employees indoctrination and through a continuing written program for all employees to assure the prompt reporting of fire, the response to fire alarms as designated and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department.

4.0 EMERGENCY [COMPANY NAME] PHONE NUMBERS

Fire Department	911
Police Department	911
First Aid Squad	911
Health Department	
Poison Control Center	800-962-1253
CHEMTREC	800-424-9300
DEP	
Utility Emergency Dispatch	
Fire Safety Coordinator	Home:
	Beeper:
	Home:
	Beeper:
	Home:
	Home:
Electrical:	Home:
Weather Station	

5.0 INITIAL NOTIFICATION PROCEDURES

1. Employee observes an emergency eg. Fire, medical, spill etc.
2. If a supervisor is *immediately* available notify him/her.
3. The supervisor, or the employee if a supervisor is not present, should go to the nearest internal phone and call 0, the building manger's office or 911.
4. The building manger identifies the problem, asks for the location, and then uses the internal fire alarm system or PA system to initiate an evacuation if needed.
5. He/she notifies the proper emergency response team and immediately leaves the building if an evacuation was initiated.
6. In the event of an emergency not requiring an evacuation (eg. Medical) the building manger will notify the proper emergency response personnel (first aid squad).
7. For weekend and off-shift operation, the supervisor on duty will take full responsibility for this plan.

6.0 EMERGENCY COORDINATOR RESPONSIBILITIES

1. Select qualified individuals for Emergency Response Team Members.
2. Be familiar with CON TECH Emergency Response Plan.
3. Organize, train and supervise Emergency Response Team Members.
4. Assure fire and evacuation drills are conducted.
5. In the event of a fire, report to the Security Command Post to supervise, coordinate and insure:
 - a. That the fire department has been notified of any fire or fire alarm.
 - b. That evacuation procedures are followed.
 - c. That all wardens have completed their jobs and that all staff are accounted for.
6. Assure that fire protection systems are inspected and maintained.

7. Update Emergency Response Plan as required.

7.0 WARDEN RESPONSIBILITIES

1. Ensure that evacuation is done calmly and efficiently.
2. Function as liaison to emergency response personnel.
3. Listen carefully to all PA announcements.
4. If instructed by PA announcement, exit the building and go to the assigned assembly area.
5. Take the plant map with you when you leave the building.
6. Once you are at your assigned assembly area, deputies will provide you with a list of missing employees.
7. Wardens should provide this list of missing employees to emergency response personnel eg. Fire, Police.

8.0 DEPUTY RESPONSIBILITIES

1. When PA announcement is heard, take your roster and proceed to your designed emergency exit.
2. Remain at emergency exit and assist with the evacuation by reminding staff to: remain calm, hold on to banister, do not run, etc.
3. Exit building and proceed to your assigned assembly area.
4. Once you are at your assigned area, keep people calm, take a roll call and compare to your roster.
5. If your companion deputy is out that day, take a roll call for their area as well. Ring twice, if you get no answer, assume you must contact their searcher for a complete roll call.
6. Compile one list of missing employees and hand to Warden.

Note: Be prepared to assume the responsibility of Warden in the event that the Warden is absent

9.0 SEARCHER RESPONSIBILITIES

1. Each searcher has been assigned to a designated area.
2. Know your area! Make sure you know where all offices, conference and storerooms are. Don't forget bathrooms.
3. When alarm announcement sounds, call other searchers to make sure they are present.
4. Guide employees to your nearest emergency exit.
5. Do not go back for anyone or anything!!!!

10.0 ASSEMBLY LOCATIONS

PRIMARY:

SECONDARY:

If the primary location is unattainable the Warden should designate another location immediately nearby. A suggested location would be:

No one is to leave the area unless told to do so by the warden!!!!!!

11.0 BUILDING/SITE EVACUATION MAPS

A floor plan, representative of the majority of the floor designs of the entire building, shall show all Exits and routes of egress for all building occupants. These floor plans shall be available throughout the building at Exits and Elevator lobbies, at the main entrance and in this Response Plan.