



HEALTH AND SAFETY PROCEDURES

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1.0 **PURPOSE**

It is the purpose of this Emergency Response and Action Plan to provide for contingencies in the event or emergency that may arise involving fire, tornado, injury, medical emergency, chemical exposure or release, etc. The first priority shall be to insure the safety of our employees and others at the HIS offices and project worksites.

While this or any other emergency response plan cannot adequately account for all types of incidents that may occur, this plan shall attempt to establish guidelines to follow in these times of crisis yet still allow for management's discretion in implementing their decisions regarding the emergency.

2.0 **REFERENCES**

This Emergency Response Plan complies with and fulfills the requirements cited at:

29 CFR 1910.120(1), "Hazardous Waste Operations and Emergency Response"
29 CFR 1910.165, "Employee Alarm Systems"
29 CFR 1910.38 (a), "Employee Emergency Plans"

3.0 **SCOPE**

This Emergency Response Plan shall apply to all HIS employees at all offices and project sites. This plan shall also apply in its general terms project sites in that additional site specific emergency procedures must be implemented as outlined in the project's Health and Safety Plan.

All HIS employees involved in hazardous waste operations and emergency response will have received training for 40 Hour Hazwopper with the appropriate annual 8 Hour Hazwopper refresher.

Training will be conducted by a qualified trainer. Trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach, or they shall have the academic credentials and instructional experience necessary for teaching the subjects. Instructors shall demonstrate competent instructional skills and knowledge of the applicable subject matter.



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4.0 **RESPONSIBILITY**

It shall be the responsibility of ALL employees to be familiar with these guidelines and the procedures to take during an emergency. While some specific assignments are given to certain individuals, the procedures should be familiar to all in case those individuals are not available.

Similarly, it is everyone's responsibility to work safely and to follow the given safe work procedures to prevent accidents and emergencies from happening. When an emergency does arise, EVERYONE is expected to act in a manner appropriate to the incident and in a serious demeanor even though the incident may be a drill.

5.0 **PROCEDURES FOR EMERGENCIES AT THE DIVISION OFFICE**

At each office and project site, emergency evacuation routes maps are posted throughout the facilities. These diagrams show the location of fire extinguishers, first aid cabinets, gathering rooms for tornado emergencies, and emergency evacuation routes. Also posted shall be the local emergency telephone numbers for police, fire department, ambulance service, poison control, and the designated Safety Director.

5.1 **Procedures for Fire or Evacuation Emergency**

- 5.1.1 Upon discovery of a fire, or other situation calling for an evacuation of the building, the discoverer shall make an announcement over the building paging system. The announcement shall be similar to "Attention please! A fire has occurred in the _____ room. Please evacuate the building!"
- 5.1.2 The receptionist shall call the local fire department prior to exiting the building.
- 5.1.3 If the fire has been discovered to be small in size and in its initial stage (incipient) and a fire extinguisher will probably extinguish the fire, the discoverer may attempt to extinguish the fire. If the fire has extended beyond the capability of the nearby extinguisher, then no attempt shall be made to extinguish and personnel must evacuate.



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- 5.1.4 Upon hearing the announcement, all personnel and visitors shall close their office doors unlocked and proceed immediately to their designated exit.
- 5.1.5 If the telephone paging system has failed, then the notification of an emergency shall be made in person to the designated building "sweepers" who shall in turn notify everyone in their area.
- 5.1.6 "Sweepers" shall assure that all personnel from their area have evacuated the building.
- 5.1.7 All evacuated personnel shall proceed and gather at the designated evacuation gathering location outside the building.
- 5.1.8 "Sweepers" shall take a head count of employees assuring that all are accounted for.
- 5.1.9 All personnel shall remain at the designated area until further directions are announced from the Safety Director.

5.2 Procedures for Tornado or Similar Emergency:

- 5.2.1 When the National Oceanic and Atmospheric Administration (NOAA) local office issues a severe weather watch or tornado watch, the receptionist shall notify the building facility manager of the watch. The facility manager shall assure that "sweeper" personnel and emergency procedures are in place should more severe weather develop.
- 5.2.2 When NOAA issues a severe weather warning or a tornado warning, the receptionist shall notify the building facility manager. The facility manager shall physically see that if conditions warrant a weather "spotter", then one or more persons shall be designated the "spotter" who shall be in a position to monitor weather conditions continually. The facility manager shall also physically see that "sweepers" are in place and that the tornado gathering locations are made ready.



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- 5.2.3 Upon the sighting of a tornado or other dangerous weather phenomena, the receptionist shall make an announcement over the telephone paging system. The announcement shall be similar to "Attention please! Severe weather conditions exist in the immediate area. For your safety, all personnel should shut off all equipment and proceed calmly to the designated areas for protection against glass and debris!"
- 5.2.4 Upon hearing the announcement, all personnel and visitors shall report to their nearest internal gathering locations.
- 5.2.5 Should the telephone paging system fail, the facility manager shall personally notify all "sweepers" who shall notify all personnel in their work area.
- 5.2.6 "Sweepers" shall assure that all personnel have left the work area and reported to the designated gathering locations.
- 5.2.7 "Sweepers" shall take a head count of employees to assure that all are accounted for.
- 5.2.8 All personnel shall remain at the designated area until further directions are announced from the Safety Director.

5.3 Procedures for Snow or Blizzard Emergencies

- 5.3.1 Upon receiving a call that NOAA has issued a snow or blizzard warning, the receptionist shall notify the Safety Director.
- 5.3.2 The Safety Director shall be responsible to determine if and when current conditions warrant suspending all work and releasing employees to return home.
- 5.3.3 Any announcement that work is suspended due to weather shall come only from the Safety Director. The Safety Director shall notify all work group leaders as to when employees shall return to work. Work group leaders shall notify their employees.



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5.4 Procedures for Injuries and Illnesses

- 5.4.1 At the time of a medical or trauma emergency, all personnel duly trained in emergency medical care shall respond as appropriate considering the safety of the rescuers for:
- 5.4.1.1 Electrical hazards
 - 5.4.1.2 Cave-In or collapse hazards
 - 5.4.1.3 Presence of hazardous substances or gases
- 5.4.2 A rescuer shall commence a primary survey of the victim's condition assessing the presence of any life threatening conditions. Should any such conditions be present, an ambulance shall be immediately dispatched and appropriate basic life support given to the victim.
- 5.4.3 Where no life threatening injuries or conditions exist, the rescuer shall conduct a secondary survey to determine the location, types, and extent of injury or illness and perform first aid as required. Supervisors with the recommendation of the rescuer shall determine the appropriateness of calling an ambulance or if the first aid measures taken are sufficient for personal transportation to a medical facility or if transportation is warranted at all.
- Employees with injuries occurring on a HIS site which require treatment other than first aid will be taken to the local emergency health care center for treatment. Injuries occurring after hours or on weekends should be treated at the nearest emergency room or clinic. Employees with injuries requiring emergency treatment will be transported by ambulance to the nearest medical facility deemed appropriate by the ambulance personnel.
- 5.4.4 At any time that the injured employee feels that he desires to be transported by ambulance or that the rescuer determines that ambulance transportation is warranted, such transportation and treatment will be provided.



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- 5.4.5 Wherever a victim's blood or body fluids are present and the performance of emergency medical care will contact the rescuers hands or other body regions, universal precautions to prevent such contact shall be taken where possible. Universal precautions include the wearing of latex gloves, safety glasses or goggles, CPR mask, etc.
- 5.4.6 Whenever rescuer contact is made with the victim's blood or body fluids, such contact shall be reported to the supervisor immediately. The rescuer shall soap wash hands or shower as appropriate at the earliest possible moment. The supervisor shall contact the Safety Manager so that a report may be filed with the receiving hospital regarding the exposure. The supervisor shall also ensure that the exposure is duly noted on the record for the employee's exposure log.
- 5.4.7 Tools, equipment, and any other items contaminated with blood or body fluids shall be decontaminated with a soap or detergent washing, rinse, and a final sanitizing with a solution of 1 part household bleach to 10 parts of waters.
- 5.4.8 First Aid for personnel who are contaminated with hazardous (including "special") wastes, substances or other materials shall be rescued and brought through a decontamination area or shower where gross contamination shall be removed and an attempt to totally remove all contamination made pending the arrival of ambulance transportation and while providing emergency first aid as appropriate. The rescuers' best judgement shall be the order of the moment.
- 5.4.9 Rescuers shall assist and cooperate with ambulance personnel in containment of the contaminated victim as well as providing them with any and all information available within the organization regarding the hazardous substance, material, or waste. HIS shall decontaminate and certify by lab analysis that such ambulance interiors are free of contamination after transporting HIS personnel that have been contaminated upon request of the ambulance provider. Such decontamination cost shall be the responsibility of HIS.



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5.4.10 For employees who exhibit signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency, medical consultation will be provided.

5.5 Procedures for Chemical Spill or Release

- 5.5.1 In the event of a chemical spill, release, or other event which may cause employee illness or injury, a general announcement for evacuation shall be made.
- 5.5.2 The receptionist shall notify the Safety Director who shall arrange for determination of the hazard, source of the release, risk to employees, and containment or stoppage of the release.
- 5.5.3 As appropriate, the Safety Director shall arrange for the timely recovery of the spilled or released materials and the clean-up of the area. He or She shall also determine the time that is safe employees or return to work.
- 5.5.4 All HIS employees working on environmental projects will be 40 Hour Hazwopper trained with the appropriate annual 8 hour refresher. As part of this training, individuals will have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

5.6 Procedures for Emergencies at Project Sites

The nature of work at some HIS project sites makes emergencies a continual possibility. Emergencies which personnel may encounter include injuries/illnesses, fire, explosions, spills, leaks or other sudden release of harmful contaminants. It is essential that personnel working at a project site be prepared to react to such emergencies.

The Superintendent or most senior official will be responsible for developing, coordinating and controlling the emergency action plan for the project site. An emergency response plan will be developed and written for each project site and included in the HASP. Elements of the plan will include:



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- 5.6.1 Pre-emergency planning with outside parties; such as, contacting the local emergency services (fire and police department, ambulance service and hospital) to inform them of the activities and potential hazards at the project site.
- 5.6.2 Emergency recognition and prevention by performing a complete site characterization in order to become familiar with the site, work plan and potential hazards.
- 5.6.3 Establishing personnel roles and lines of communication. Depending on the work site location and scope of work to be performed by Engineering and Field Services, the Superintendent may be responsible for taking charge in the event of an emergency. However, this responsibility may be transferred to the project technician or the client contact may already have an emergency action plan established which would take precedence over the HIS Emergency Action Plan.
- 5.6.4 Action necessary to provide for treatment of injuries occurring at the work site. This includes establishing safe zones and places of refuge.
- 5.6.5 Emergency contact phone numbers, routes, and locations of fire departments, ambulance services, police departments, customer emergency contacts, and other local spill or emergency response personnel.
- 5.7.5 For projects lasting longer than 1 year, annual refresher will be conducted and documented. This training will be conducted by the corporate Safety Director and documented for a price no less than 1 year.



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First aid kits containing standard first aid supplies will be provided in each company vehicle. These will be inspected on a monthly basis to ensure adequate inventories are maintained.

In all situations: When an on-site emergency results in evacuation, personnel shall not re-enter until:

1. The conditions resulting in the emergency have been corrected.
2. The hazards have been reassessed.
3. The Site Safety Plan has been reviewed.
4. Site personnel have been briefed on any changes in the Site Safety Plan.
5. Notify appropriate local emergency services (fire and police department) to advise them of the emergency situation.
6. Notify the HIS office (Safety Director or President) to inform them of the incident, status and if assistance is necessary. Such notification to the HIS office shall be done within 24 hours of the incident.
7. Government agencies that need to be informed of the incident will be done by personnel at the HIS office or by client personnel.

5.7 Procedures for Work Site Fires

- 5.7.1 Upon discovery of a worksite fire, all personnel shall be alerted by the emergency air horn or other means designated in the project safety and health plan.
- 5.7.2 The local fire department shall be notified.
- 5.7.3 Personnel shall attempt to extinguish small and incipient stage fires only, and then only if it is determined that the fire is within the extinguishing potential of the available extinguisher.
- 5.7.4 All personnel shall move to the area so designated in the project safety and health plan. Such area shall be at a safe distance taking into consideration wind direction, exposures, etc.



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5.7.5 The Superintendent or his designee shall direct fire apparatus arriving at the scene to the appropriate area and provide to the fire department any and all information requested as to the work site, operation, chemicals, etc.

5.7.6 Training on the use of portable fire extinguishers will be conducted on an annual basis for designated employees.

5.8 Procedures for Weather Emergencies

5.8.1 In the event of heavy weather, the Superintendent or a site supervisor will oversee the securing of the site, materials and equipment in order to prevent the loss or migration of hazardous materials from the site and to prevent public access to the site.

5.8.2 In no event, shall employees operate a drill rig, work on or in above ground tanks, work upon waters of a lake, stream, or river, etc. during a weather storm that is producing lightning of any kind.

5.8.3 The Superintendent or site supervisor shall see that personnel are appropriately evacuated from the site as necessary and that adequate shelter is provided.

5.8.4 Special personal safety precautions must be taken for work when ambient temperatures are below 0 F or above 90 F. Humidity and wind chill must be taken into consideration. The Superintendent and/or supervisor shall consult with the Safety Director industrial hygienist prior to proceeding with the days work when temperatures are or are expected to be in excess of these extremes.



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5.9 Procedures for Illnesses and Injuries at the Work Site

- 5.9.1 All general procedures designated in the section, "Procedures for Injuries and Illnesses - at the division office" shall apply to such emergencies at the work site.
- 5.9.2 Upon notification of an injury, all site personnel will lend assistance to remove the injured from the work area, if necessary. The Superintendent or supervisor will determine the extent of injury and determine first aid measures necessary. Contact should be made for an ambulance to transport injured to a medical facility (if required). If injured is contaminated with hazardous materials, decontamination will take place to the extent possible. If the cause of the injury does not affect the performance of other site personnel, normal operations may resume. If there is risk to others, all site personnel will move from the work area until further instruction is given. Activities will cease until the risk is removed or reduced.

5.10 Procedures for Chemical Spill Release

- 5.10.1 In the event of a spill or release as a result of HIS operations, employees shall locate the source and stop the release, if it can be done safely.
- 5.10.2 The Superintendent or supervisor shall immediately notify the HIS Safety Director or President. The Superintendent shall notify his customers project coordinator immediately after such notification is given to the HIS office. Other required notifications shall follow.
- 5.10.3 Employees shall begin advanced containment and recovery of the released materials and the Superintendent arrange for the final clean-up of the area.
- 5.10.4 In the event of a spill or release that is not a result of HIS operations, employees shall notify the customer's project coordinator and provide assistance as appropriate if such assistance can be done safely. If the client does not have a spill response team, HIS personnel should assist client in contacting an appropriate emergency response firm for spill control and clean-up.



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5.10.5 In any event, employee safety shall be the first priority and employee evacuation may be the safest route rather than attempting to control or contain the release. Evacuation routes will be established in the project health and safety plan for this site. Evacuation should be conducted immediately, without regard for equipment, under conditions of extreme emergency.

5.11 Procedures for Equipment Failure

5.11.1 Personal Protective Equipment Failure: If a site worker should experience a failure or alteration of protective equipment that affects the protection factor, that person and his/her buddy shall immediately leave the working area. Re-entry shall not be permitted until the equipment has been repaired or replaced.

5.11.2 Other Equipment Failure: If any of the equipment on-site fails to operate properly, the Project Supervisor will be notified who will determine the effect of this failure on continuing operations. If the failure effects the safety of personnel or prevents completion of the work plan tasks, safely all personnel will leave the area until the situation is evaluated and appropriate actions or repairs performed.

5.12 General Chemical First Aid Procedures

5.12.1 Inhalation

5.12.1.1 Remove victim to fresh air

5.12.1.2 DO NOT ENTER CONFINED SPACE OR SPILL AREA
WITHOUT PROPER PROTECTION

5.12.1.3 Give artificial respiration if person is not breathing

5.12.1.4 Get medical attention



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5.12.2 Eye Contact

- 5.12.2.1 Continually flush immediately with large amounts of water for at least 15 minutes, while holding eyelids open
- 5.12.2.2 Get medical attention promptly after flushing eyes with water
- 5.12.2.2 Flushing for 30 minutes is recommended if contact with strong alkali's occurs (caustic soda - sodium hydroxide)

5.12.3 Skin Contact

- 5.12.3.1 Flush affected area with large amounts of water while removing contaminated clothing
- 5.12.3.2 Flush for 15 minutes if contact with concentrated chemical
- 5.12.3.3 If irritation persists, get medical attention
- 5.12.3.4 Wash contaminated clothing before reuse.
- 5.12.3.5 Clothing may have to discarded at the appropriate facilitates.

5.12.4 Ingestion

- 5.12.4.1 The decision whether to induce vomiting is chemical-specific
- 5.12.4.2 Do not induce vomiting without first contacting the MSDS Poison Control Center or local emergency room for instructions. The MSDS may have specific instructions
- 5.12.4.3 In some cases, vomiting will cause additional damage, so the use of an antidote is sometimes appropriate
- 5.12.4.4 If vomiting occurs uncontrollably, keep head below hips to prevent vomit from getting into lungs
- 5.12.4.5 Never induce vomiting to give anything by mouth to an unconscious person
- 5.12.4.6 Get medical attention as soon as possible



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6.0 REPORTS AND CRITIQUE OF EMERGENCY RESPONSE

- 6.1 All medical records, accident, injury reports, etc., will be maintained as required by the HR/E Corporate Health and Safety Program and by OSHA 29 CFR 1910.20. The Safety Coordinator will be responsible for maintaining the OSHA Form 200, and other forms necessary for worker compensation claims and employee exposure records for their respective work groups.
- 6.2 A record of employee exposures to actual or potential hazardous substances is also kept at the corporate office. Supervisors at the work site are charged with reporting such exposures within 24 hours of exposure.
- 6.3 In addition to the above records, an evaluation team appointed by the operations manager shall make a critique of the emergency and the response. The operations manager shall have the latitude in who and how many to appoint and as to how in-depth the report should be taking into consideration any and all requirements of the HIS Accident Investigation Policies and HIS procedures.



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6.4 Additional Required Considerations

- 6.4.1 An emergency response plan shall be a separate section of a project's Site Safety and Health Plan. Where a Site Safety and Health Plan and Emergency Response Plan is not specifically drawn and used for a particular project, then the plans and requirements herein shall be used with site specific emergency contacts and telephone numbers.
- 6.4.2 This Emergency Response Plan will be compatible and integrated with the disaster, fire, and/or emergency response plans of local, state, and federal agencies. Every effort will be made on the part of HIS to cooperate with these agencies.
- 6.4.3 Emergency drills shall be conducted every six months by the site superintendent to evaluate the plan's effectiveness and such rehearsals shall be a part of the overall training program for HIS operations.
- 6.4.4 The Emergency Response Plan shall be reviewed at least annually and be amended, as needed, to keep it current with new or changing site conditions or information