

ROTARY SERVICE COMPANY EMERGENCY ACTION PLAN

PURPOSE:

To provide a hazard free workplace and have a procedure in place for the safe egress and emergency response by employees. This Emergency response plan designates safe assembly areas, emergency coordinators and procedures to follow in emergency situations. Compliance with this emergency response plan is mandatory and is applicable to all employees.

GENERAL REQUIREMENTS:

This plan shall address the following information:

- * Responsibilities
- * Notification
- * Evacuation Routes
- * Rally Points
- * Communications
- Subcontractors

RESPONSIBILITIES:

The supervisor/foreman will assure that each employee is trained and knowledgeable of the emergency plan at each work location. The supervisor/foreman shall perform a hazard analysis of the facility or job site, identifying those areas with potential for initiating the emergency action plan, such as an evacuation, chemical spill and/or exposure.

Each employee shall understand, know how to initiate and follow the emergency action plan when it is put into effect.

NOTIFICATION:

Each customer plant location will have different notification requirements. The supervisor/foreman will coordinate the method of notification with the owner and when possible will use the same method, i.e. horn, siren, speaker system, etc. The selected method shall be effective enough that every employee will be notified in the fastest possible manner of the emergency condition. This method shall be related to all employees and subcontractors if they are on a project. The safety director shall be immediately notified when an emergency evacuation has taken place.

EVACUATION ROUTES:

During the site evaluation the primary and secondary evacuation routes shall be determined. They shall represent the safest, most expedient paths from the potential hazard area.

RALLY POINTS:

Each evacuation route shall end at the rally area. This designated area shall be used to take a head count and assure that all employees have evacuated the danger area. No employee shall leave the rally point without the direct permission of the supervisor/foreman.

COMMUNICATIONS:

The methods and equipment for communication shall be established in such a manner as to include those emergencies where power outages may occur, as well as command line breakdowns. Personnel who are issued portable radios shall be briefed in their use as part of the emergency action plan.

SUBCONTRACTORS:

Representatives shall closely coordinate the emergency action plan with other contractors, sub-contractors, the owner, contract manager and personnel on the job to assure all are aware of the provisions, notifications, evacuation routes and rally points.

EMPLOYEE RESPONSIBILITIES:

When notified of implementation of the evacuation plan, each employee shall respond as follows:

1. Shut off all sources of ignition. If in truck, fork lift, etc. park them and walk away.
2. Make sure those working around you are aware of the emergency.
3. Proceed to the emergency rally point using the safest evacuation routes.
4. Wait in the area while a head count is performed. Do not leave the rally point until directed.

TRAINING:

The safety director shall train all employees on the emergency action plan. Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section. Training shall be documented.