

Employee Emergency Action Plan

Fires and Other Emergencies

The following emergency action plan is appropriate only for small construction sites, larger sites should have a much more detailed plan.

1. **Emergency escape procedures:** Immediately leave the building through the closest practical exit. Meet up at the foremen's truck.
2. **Critical plant operations:** Shut off the generator on your way out if possible, otherwise evacuate the building.
3. **Accounting for Employees:** Foreman/Supervisor is to account for all employees after emergency evacuation has been completed and is to assign duties as necessary.
4. **Means of reporting fires and other emergencies:** Dial 911 on the cell phone, report the location of the emergency, and provide directions to the responders.
5. **Further Information:** Contact the Safety Coordinator for further information or explanation of duties under the plan.

TRAINING: Before implementing the emergency action plan, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained. The plan will be reviewed with each employee covered by the plan at the following times:

1. Initially when the plan is developed or upon initial assignment.
2. Whenever the employee's responsibilities or designated actions under the plan change.
3. Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review. For those employers with 10 or fewer employees the emergency action plan may be communicated orally to employees and the employer need not maintain a written plan.

Policies and Procedures Acknowledgements

I have read and understand the attached company policies and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me, and I understand the requirements of the position. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

Employee Signature

Date