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Gallant Builders has developed the following Emergency Action Plan (EAP) to help identify jobsite emergencies and to establish a plan to evacuate the site and protect the workers and assets.

The EAP has been designed to address, in detail, the following areas:

1. Program Implementation and Responsible Person
2. Superintendents and Foremen Responsibilities
3. Emergency Posting Notice
4. First Aid / Emergency Medical Services
5. Alarm System
6. Designated Employees – Training Procedures
7. Employee Notification and Training
8. Emergency Escape and Evacuation Procedures
9. Multi-Employer Job Site Exposures
10. Crisis Response Procedures

I. PROGRAM IMPLEMENTATION AND RESPONSIBLE PERSON

The Gallant Superintendent is responsible for overseeing the implementation and maintenance of the EAP. Full authority is granted to the appropriate individuals to properly manage and enforce all provisions of this policy.

The Superintendent and Safety Director shall establish the implementation of policies, procedures, and maintain the EAP.

The Superintendent and Safety Director responsibilities will include, but are not limited to:

- Identifying, evaluating and establishing procedures for potential emergencies
- Maintaining a sufficient inventory of emergency equipment and First Aid supplies
- Coordinating implementation and maintenance of the EAP with Superintendents and Foremen
- Coordinating First Aid Training, and other applicable training, for all designated employees
- Providing safety material to assist with employee training requirements
- Maintaining all documentation relevant to the implementation and maintenance of the EAP
- Enforcing compliance with requirements the EAP

II. SUPERINTENDENTS AND FOREMEN RESPONSIBILITIES

Superintendents and Foremen are responsible for maintaining compliance with the Emergency Action Plan and establishing procedures that are job site specific. A copy of this program is provided to each employee.
At specific job sites, they shall be responsible for the following functions:

- Identifying and documenting appropriate evacuation routes and safe location for employees to assemble
- Designating employee(s) to assist with Crisis Response and Emergency Evacuation procedures
- Providing notification and training to employees
- Coordinating continued enforcement of the EAP with the Subcontractors
- Monitoring inventory of First Aid Kit contents at the job site

III. EMERGENCY POSTING NOTICE

A posting notice will be displayed at all job sites, which will identify the following:

- Identity of the Site Manager and After-Hours Contact Information
- Name, address and directions to job site
- Fire & Rescue – Phone Number
- Police Department – Phone Number
- Ambulance – Phone Number
- Nearest Hospital – Phone Number
- Preferred Medical Clinic – Phone Number
- Nearest OSHA Office – Phone Number, and
- Site logistics plan / map of job site that identifies the location of the area to assemble in the event of an emergency requiring evacuation

IV. FIRST AID / EMERGENCY MEDICAL SERVICES

Outside services will be the primary source of Emergency Medical Treatment (i.e., ambulance, medics, and fire department).

Gallant Builders shall maintain a First Aid Kit on the job site. The contents of the First Aid Kit shall adhere to requirements consistent with the number of employees working at the job site. The Superintendent will be responsible for performing and documenting weekly inventory checks to make sure used contents are replaced.

The Superintendent will ensure that a suitable number of employees are certified to provide First Aid / Emergency Medical Services. Only certified employees will be allowed to perform First Aid / Emergency Medical Services. Action taken will only be to the extent deemed necessary to preserve life.

V. ALARM SYSTEM

In the event of an emergency requiring evacuation of all employees, several warning systems may be utilized, depending on the work site conditions or emergency involved, including:

- Verbal Communication
- Vehicle Horn
- Air Horns

The lead, or designated, employee, will be responsible for sounding the alarm and locating any hearing-impaired employees to ensure proper evacuation.

VI. DESIGNATED EMPLOYEES – TRAINING PROCEDURES

Lead employees will be responsible for the job site coordination of the EAP and assignment of tasks to designated employee(s) that will assist with emergency procedures.

Designated employees will be provided with the proper training to assist with the following functions:

- First Aid / Emergency Medical Services
- Fire Suppression
- Crisis Response Procedures
- Evacuation Procedures

No employee will be permitted to perform any action that might endanger his/her life or the life of others.

VII. EMPLOYEE NOTIFICATION AND TRAINING

All employees, permanent and intermittent, to include managers and supervisors will be provided necessary training on all elements of the EAP. Employee notification and training will occur when:

- Work begins at a new job site *(Group Training)*
- A new hire is assigned to a specific job site (Individual Training)
- An employee is transferred to a new job site (Individual Training)

All training will be documented in accordance with the site specific safety program.

Emergency Posting Notices will be displayed at all job sites

- Employee notification and training relevant to the EAP will consist of:
- Employees right to review the EAP policy
- Location of Emergency Posting Notice (Gallant Trailer)
- Procedures implemented for Crisis Response
- Identity of the Alarm System (sound) that will be used to trigger an evacuation
- Location of exit routes and designated location for employee to assemble
- First Aid and Emergency Medical Services available to employees

When an evacuation occurs:

- Employees must proceed directly to the designated assembly area
- Employees are not to stop and pick up personal belongings when exiting the job site/structure
- Employees are not to block areas that would be considered access for emergency vehicles
- Employees will not be allowed to re-enter the job site/structure without clear indication that it is safe
- Employees cannot leave the job site (assembly area) unless advised to do so by a designated employee or Supervisor of Gallant Builders
- Employees will be instructed not to respond to news media. Contact with the media is limited to designated Supervisors or Management from Gallant

The most important focus of an emergency is the protection of human life.

VIII. EMERGENCY ESCAPE AND EVACUATION PROCEDURES

Gallant management will be responsible for evaluating new job sites in order to identify emergency evacuation routes and a safe location for employees to assemble. This information will be documented and posted on the safety bulletin board.

Identified exit routes will be checked periodically to ensure they remain unobstructed.

The following tasks will be carried out in the event of an emergency requiring evacuation:

- The lead, or designated, employee will sound the evacuation alarm
- The lead employee will instruct a designated employee to contact the necessary emergency facilities and Management, and proceed to the identified assembly area to perform the necessary head-count
- The lead employee and designated employee(s) will be responsible for making sure the job site / structure is clear of all employees that have not been assigned with specific duties to assist with the evacuation

IX. MULTI-EMPLOYER JOB SITE EXPOSURES

Other contractors/employers that have a contractual obligation to Gallant are required by contract to be in compliance with OSHA regulations. Every attempt will be made to ensure that all exposed employees are evacuated in the event of an emergency.

X. CRISIS RESPONSE PROCEDURES

FIRE AND EXPLOSION

- Employees will be trained on how to properly use fire suppression equipment
- All employees will be instructed on the following:

ASSESS THE SITUATION

- Any employee discovering a fire should quickly and carefully remove any person who is injured or in immediate danger, unless doing so will create the possibility of personal injury
- Employees in the immediate vicinity of the fire, as well as those in surrounding areas, who may be threatened by the fire, must be notified of the existence of the fire.
- Only properly trained and authorized employees may attempt to extinguish a small fire, which does not involve electrical components or hazardous substance.
- If the fire appears to be too large, involves toxic substances, or is electrical based, all employees are to leave the area immediately and notify management

WHEN THE FIRE CANNOT BE EXTINGUISHED USING A PORTABLE FIRE EXTINGUISHER

- Evacuation procedures will be initiated
- The fire will be reported to the appropriate agency(s)
- The emergency evacuation alarm will be sounded
- Without creating exposure to personal injury, attempts should be made to contain the fire, by properly trained and designated employees only (i.e. closing doors and windows in the immediate vicinity and removing any flammable materials)

NATURAL DISASTERS

Including, but not limited to, Floods, Tornadoes, and Severe Thunderstorms

Most natural disasters are usually forecast sufficiently in advance for emergency action to be initiated before the exposure becomes serious.

In most cases, advising employees of the approaching danger and seeing to it that they are in a safe location will be sufficient, should the incident occur during normal working hours.

Chemical Leak, Spill or Threatened Release
The following procedures will be carried out in the event of a hazardous substance spill:

All employees will be instructed to:
- Notify the lead employee immediately
- All employees, not trained to deal with the exposure, will be instructed to leave the immediate area

The lead and/or designated employee(s) will:
- Determine the nature and source of the spill/release. SDS / MSDS will be used to determine the characteristics of the material and identify necessary precautions for dealing with the material
- Depending on the classification and amount of the spill, if warranted, the local fire department and appropriate local environmental agency will be notified
- Clean-up procedures will be performed by qualified personnel

Bomb Threat
If a bomb threat is received, the following procedures will be carried out:

All employees will be instructed to:
- Notify the lead employee immediately

The lead employee and/or designated employee(s) will:
- Notify the Police and Fire Department
- The emergency evacuation procedure will be initiated, unless the threat includes instructions not to do so (proper law/emergency enforcement agencies should determine proper course of action in this situation)
- The individual who received the threat should be instructed to document every word of the conversation immediately, if applicable
- A search of the building will be performed by the appropriate law enforcement personnel only
- Access to the building/job site will not be permitted until clearance is given by the appropriate personnel (i.e. police, fire department)

Civil Disturbance
Civil disorders, usually in the form of large unruly crowds, can interfere with business operations and could cause damage to property and employees.

The lead or designated employee will notify the appropriate authorities for assistance. Steps will be taken to assure the safety of all employees, business property and equipment, without creating exposure to personal injury.