

EMERGENCY PROCEDURES

If an emergency occurred on our jobsite, jobsite employees should know how to handle certain situations. Basic procedures are as follows:

- TAKE COMMAND—Assign the following duties to specific personnel.
- PROVIDE PROTECTION—Protect the accident scene from continuing or further hazards—for example: traffic, operating machinery, fire or live wires.
- GIVE FIRST AID—Give first aid to the injured as soon as possible
- CALL AN AMBULANCE —Call an ambulance and any other emergency services that are required
- GUIDE THE AMBULANCE—Meet and direct the ambulance to the accident scene
- GET THE NAME OF THE HOSPITAL—For a follow-up, find out where the injured person is being taken
- ADVISE MANAGEMENT—Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident
- ISOLATE THE ACCIDENT SCENE—Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until the authorities have completed their investigation

Medical Emergencies

- Call **911** to contact Emergency Medical Services (EMS).
- Unless trained, do not attempt to render any first aid before trained
- Do not attempt to move an injured person.
- Limit your communication with ill or injured person to quiet reassurances.
- After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
- If the victim is an employee, the victim's supervisor should fill out the accident investigation report and first report of injury.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

Fire Emergencies

In the event of a fire:

- Notify personnel in the room/area of the fire to evacuate immediately.
- Pull/activate the nearest fire alarm box if available.
- Call the Fire Department by dialing **911**.
- Turn off any gas being used.
- Confine hazardous materials in cabinets.
- Walk to the nearest stairwell/exit and evacuate the building.
- DO NOT USE ELEVATORS.

Chemical Emergencies

In the event of a chemical spill:

- Notify personnel in the room/area of the spill to evacuate immediately.
- Close windows and doors to the room/area of the spill and evacuate.
- Call **911** and report the spill to the Fire Department.
- Remove clothing and wash all parts of the body, which may have come in contact with the chemical using copious amounts of water.
- All personnel who may have been contaminated by the chemical should report to and remain in one safe location until the arrival of the Fire Department. This will decrease the chance of contaminating other personnel and other areas.
- Do not re-enter the room/area until the appropriate safety officials have determined that the area is safe to re-enter.

Tornado Watches & Warnings

- When a tornado *watch* is announced, this means that conditions are right for the formation of tornadoes. Keep your radio or television or NOAA weather radio tuned to a local station for updated information and advice from the weather service.
- When a tornado *warning* is issued, this means a tornado has been sighted in your vicinity and you should take cover immediately.
- Seek shelter in steel frame or reinforced concrete building. Go to the basement, interior hallway on the lowest level. Closets or bathrooms in the center of the building offer the greatest protection.
- Always stay away from the windows, exterior walls and exterior doors.
- Avoid auditoriums, gymnasiums and large lecture-type rooms.
- If you are in a vehicle, *do not* try to outrun a tornado. Leave your vehicle immediately. If you cannot find shelter in a building, lie flat in a ditch, culvert or the lowest area. Cover the back of your head with your hands.
- After the tornado passes, be very cautious. Watch for downed power lines, broken gas lines, broken glass, etc.

Earthquakes

- Stay calm. Don't panic. Stay where you are. If outside, stay outside. If inside, stay inside. Most injuries occur as people are entering or leaving buildings
- If an earthquake strikes while you are indoors, take cover under a desk, table, bench or against an inside wall or in an interior doorway. Stay away from windows and exterior doors
- If you are in a high rise building, use the stairway rather than the elevator; there may be a power failure and you could become stuck in the elevator. Don't be surprised if fire alarms or sprinklers are activated. If you must leave the building, choose your exit carefully
- If you are in a moving vehicle, stop as quickly as safety permits, but remain in your vehicle. Your vehicle may shake, and you are better off remaining in your vehicle until the shaking stops. Avoid stopping near or under buildings, overpasses and utility wires

- If you are outside, move away from buildings and utility wires. Remain in an open area until the shaking stops
- After an earthquake, check for injuries. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury. Call 911 for assistance
- Don't re-enter buildings until emergency response personnel advise it is safe
- Be prepared for aftershocks (additional shaking)

Bomb Threat

In the event of a bomb threat or an explosive incident:

- Engage caller in conversation.
- Be calm and, if possible, take notes of the conversation.
- Try to determine;
 - The exact location of the bomb.
 - The source of the threat.
 - Time of the explosion.
 - Background noises on the phone.
 - Qualities of the caller's voice.
 - Sex and approximate age.
- If possible have someone listen in on the call.
- Check CALLER ID or dial *69 to determine where call originated.
- Call the Police by dialing **911**.
- Notify Superintendent