

Emergency Action Plan

PURPOSE

The purpose of the Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, [29 CFR 1910.38](#), and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur throughout CCIS.

RESPONSIBILITIES

Emergency Plan Manager

The environmental, health, and safety manager shall manage the Emergency Action Plan for Cross Country Infrastructure Services Inc., USA, hereafter referred to as CCIS. The Emergency Plan Manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of The Company Emergency notification system with the appropriate authorities.

The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

Emergency Plan Coordinators

The Company Emergency Plan Coordinators are as follows:

Branch/Hub Managers: Responsible for executing routine tests of emergency notification system, performing emergency protocols, and documenting all emergency training.

Designated Emergency Employee Representative: Employee appointed by the branch/hub manager responsible for performing headcount during emergency protocols. This individual will also assist the manager with executing all emergency protocols

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. (Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)

Management

CCIS will provide adequate controls and equipment that when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency.

CCIS management will ensure proper adherence to this plan through regular review.



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Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

Employees

Employees are responsible for following the procedures described in this plan.

Contractors

Contract employees are responsible for complying with this plan and shall be provided the training described herein by the branch/hub manager at the location at which they're performing work.

POLICY

- ❖ **Employees are not to perform rescue or medical duties, under any circumstances.**

The Company shall keep this written emergency action plan in the workplace, and it will be available to employees for review.



REPORTING FIRE AND EMERGENCY SITUATIONS

All fires and emergency situations will be reported as soon as possible to an emergency plan coordinator or other designated responsible person(s) by one of the following means:

- Verbally as soon as possible during normal work hours; or
- By telephone if after normal work hours or on weekends.

To eliminate confusion and the possibility of false alarms, only an emergency plan coordinator, emergency plan manager, or other designated responsible person(s) is/are authorized to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for **Cross Country Infrastructure Services Inc., USA** are:

1. Fire: _____ 911 _____
2. Police/Sheriff: _____ 911 _____
3. Ambulance/EMS: _____ 911 _____

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan.

Informing CCIS Employees of Fires and Emergency Situations

In the event of a fire or emergency situation, an emergency plan coordinator or other designated responsible person(s) shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day) an emergency coordinator or other designated responsible person(s) shall provide special instructions to all employees via the public address system.

If a fire or emergency situation occurs after normal business hours, an emergency plan coordinator or other designated responsible person(s) shall contact all employees not on shift of future work status, depending on the nature of the situation.

EMERGENCY CONTACT INFORMATION

An emergency plan coordinator and the emergency plan manager shall maintain a list of all employees' personal emergency contact information and shall keep the list in Designated Area for easy access in the event of an emergency. In addition, the name or job title of every employee



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who may be contacted by employees who need more information about the plan, or an explanation of their duties shall be made available to all personnel and posted at worksites.

EVACUATION ROUTES

Emergency evacuation escape route plans are posted in Designated Areas throughout The Company. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by **A Safety Committee Member**, all employees (except those noted in Part III.F of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the Designated Assembly Area. Employees with offices shall close the doors (unlocked) as they exit the area.

Mobility impaired employees and their assigned assistants will gather at the Designated Area within the building to ensure safe evacuation in the pre-determined fashion.

SECURING PROPERTY AND EQUIPMENT

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned

Name	Property Equipment Secure	or to	Location of Property Equipment	of or	Estimated time to complete security process

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the Designated Assembly Area.

ADVANCED MEDICAL CARE

Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or Designated Person(s), who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

ACCOUNTING FOR EMPLOYEES/VISITORS AFTER EVACUATION

Once an evacuation has occurred, designated Responsible Person(s) shall account for each employee/visitor assigned to them at the Designated Assembly Area. Each employee is responsible for reporting to the appropriate Responsible Person(s) so an accurate head count can be made. All employee counts shall then be reported to the Emergency Action Plan Manager as soon as possible.

All employees must be accounted for after evacuation.

RE-ENTRY

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the Designated Assembly Area until the fire department or other emergency response agency notifies Responsible Person that either:

- The building is safe for re-entry, in which case personnel shall return to their workstations; or
- The building/assembly area is not safe, in which case personnel shall be instructed by a designated Responsible Person on how/when to vacate the premises.

SHELTERING IN PLACE

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to CCIS, authorities and/or the EHS Manager or other designated responsible person(s) may determine that it is safer to remain indoors rather than to evacuate employees. The Emergency Action Plan Manager shall announce Shelter in Place status by public address system or other means of immediate notification available at worksite.

- The designated Responsible Person(s) shall immediately close the business. If there are customers, clients, or visitors in the building, they shall be advised to stay in the building for their safety.
- Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.

- The designated Responsible Person(s) shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
- The designated Responsible Person(s) shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. In addition, designated Responsible Person(s) familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, Responsible Person(s) shall close the window shades, blinds, or curtains.

The HUB/branch manager or other designated responsible person(s) shall gather essential disaster supplies (i.e., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at a pre-determined Designated Location, and shall take them to the Shelter In Place Location(s) within the building.

If possible, this designated area shall be an interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting rooms with mechanical equipment like ventilation blowers or pipes. These should be avoided because this equipment may not be able to be sealed from the outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.

- All employees, customers, and visitors shall move immediately to the Shelter In Place Location(s) within the building. Responsible Person(s) shall seal all windows, doors, and vents with plastic sheeting and duct tape.
- Responsible Person shall write down the names of everyone in the room and call the Designated emergency contact outside of the building to report who is in the room, and their affiliations with The Company (employee, visitor, client, customer).
- Responsible Person(s) shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

SEVERE WEATHER

The Emergency Action Plan Manager shall announce severe weather alerts (such as tornados) by public address system or other means of immediate notification available at worksite. All employees shall immediately retreat to the Designated Area until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

TRAINING

CCIS will designate and train employees to assist in a safe and orderly evacuation of other employees.

CCIS will review the Emergency Action Plan with each employee covered by the plan:

- When the employee's responsibilities under the plan change;
- When the plan is changed

Employee Training

All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

- When the plan is developed or the employee is assigned initially to a job.
- When there are any changes to the plan and/or facility;
- When an employee's responsibilities change; and
- Annually as refresher training.

Items to be reviewed during the training include:

1. Proper housekeeping;
2. Fire prevention practices;
3. Fire extinguisher locations, usage, and limitations;
4. Threats, hazards, and protective actions;
5. Means of reporting fires and other emergencies;
6. Names of Emergency Action Plan Manager and Coordinators;
7. Individual responsibilities;
8. Alarm systems;
9. Escape routes and procedures;
10. Emergency shut-down procedures;
11. Procedures for accounting for employees and visitors;
12. Closing doors;
13. Sheltering in place;
14. Severe weather procedures; and
15. Emergency Action Plan availability.

FIRE/EVACUATION DRILLS

Fire/Evacuation drills shall be conducted at least annually and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.



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TRAINING RECORDS

Responsible Person shall document all training pertaining to this plan and shall maintain records at Designated Area.

PLAN EVALUATION

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by Responsible Person. Following each fire drill, Responsible Management and Employee Representatives shall evaluate the drill for effectiveness and weaknesses in the plan and shall implement changes to improve it.



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