

A.J. COLEMAN CONSTRUCTION
EMERGENCY PROCEDURES

MEDICAL EMERGENCY ACTION PLAN: In case of an injury that would require emergency personnel and/or an ambulance, the following steps should be followed:

1. Make the injured party as comfortable as possible, and protect from further injury. Do not move the injured party. It is company policy to rely on outside emergency services for medical incidents. If you are trained in first aid and/or CPR (Red Cross or equivalent training) and feel that your training could aid the injured party, prior to the emergency services arriving, than you may use your training to the extent needed to stop bleeding or maintain breathing. If you should assist with an employee or customer injury that involves exposure to blood, be sure to wear latex gloves to limit your exposure to the injured party's blood. Latex gloves can be found in our first-aid kit.
2. Have someone call emergency services. When the operator answers, give your location and type of service you need. You should inform the operator of the following:
 - Number of persons injured.
 - Type of accident
 - Probable type of injury (if known)
 - Exact location of accident
3. Position people at the facility entrance and other strategic locations in order to direct emergency service personnel to the immediate scene.
4. The FSO must fill out an incident report and be sure to complete all appropriate sections.

FIRE EMERGENCY ACTION PLAN: In case of fire, the following steps should be followed:

1. Do not endanger yourself or anyone else.
2. If it is a small fire, try to extinguish it with the fire extinguishers located in the facility.
3. If evacuation is called for, implement evacuation procedures listed in item below.
4. If a person's clothing is on fire, roll him/her on the ground and/or smother the fire with a blanket, tarp, etc.
5. Call Fire Department, when the operator answers, give your location and the type of service you need.
6. Position people at the facility entrance and other strategic locations in order to direct the Fire Department to the immediate scene.
7. The FSO must fill out an incident report.

EVACUATION ACTION PLAN: In the event the facility has to be evacuated the following procedure will be followed.

1. The FSO will establish a primary and secondary evacuation route from the facility. A central gathering point away from the work facility will be established and all employees will be instructed to report to that location. A competent person will be assigned as the counter and all employee will report directly to that person upon arriving at the gathering point. The FSO will instruct all personnel in this procedure and will document that employees have received such instruction. When a new employee is added to the work force, the FSO will include this information during that employees safety orientation.
2. If an evacuation is called, employees are to stop working, turn off their equipment and proceed to the gathering point.
3. Decisions to evacuate will be made by the FSO or CSO. No one is to re-enter the evacuated area until the cause of the evacuation has been eliminated and the FSO and/or CSO have given permission to return to work.

PHONES: **POLICE** _____ **FIRE** _____

MEDICAL/EMS _____

GATHERING POINT FOR EVACUATIONS _____

REPORT TO PERSON FOR EVACUATIONS _____

Alvin J. Coleman & Son, Inc.
EMERGENCY PROCEDURE

CHEMICAL RELATED INJURY

A chemical related injury must be treated immediately and with appropriate care. Identification of the chemical is of the utmost importance since reference to its MSDS cannot be made without it. Once identification is made, the MSDS for the substance will provide instruction for treatment.

If no MSDS is available and exposure requires immediate attention, then rescue personnel will be notified for employee transportation to emergency facilities. The chemical identification must be available and transported with the employee to provide EM doctors with the information needed to initiate proper treatment.

IN THE EVENT OF EXPOSURE

- 1) Identify the substance (common name);
- 2) Refer to MSDS sheet
- 3) Treat accordingly

POISON CONTROL _____ 1-800-442-6305