

Section 5 Brieser Construction SH&E Manual

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The purpose for this procedure is to identify organizational responsibilities needed to manage in the event of a disaster or emergency evacuation. This procedure also outlines the procedures to follow in the event of a fire, explosion, weather emergency or bomb threat.

**Disaster
Planning &
Emergency
Evacuation**

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BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	2
STANDARD OPERATING PROCEDURE:		Disaster Planning & Emergency Evacuation	
CROSS REFERENCE:	Will County Emergency Management Agency		

PURPOSE

The purpose for this procedure is to identify organizational responsibilities needed to manage in the event of a disaster or emergency evacuation. This procedure also outlines the procedures to follow in the event of a fire, explosion, weather emergency or bomb threat.

ORGANIZATIONAL FUNCTIONS AND RESPONSIBILITIES

The Office Manager shall maintain a list of outside emergency services such as ambulance, hospital, doctors, fire department, police and other emergency services that may be necessary to call for assistance during a disaster or other emergency. This list shall be specific for each job site.

If an emergency develops at the office and shop, the Office Manager shall determine if there is a need for evacuation, give the order for the alarm to be sounded, direct the contact of emergency services and manage evacuation activities. If an emergency develops at a work site, the Field Supervisor shall determine if there is a need for evacuation and follow the emergency procedures established by the host facility. If the host facility does not have established emergency procedures or if their procedures are not as comprehensive as the Brieser Construction procedures, the Field Supervisor shall take the steps necessary for the safety of our employees which may include: giving the order for the alarm to be sounded, directing the contact of emergency services and ordering and managing evacuation activities.

Management shall direct the care and treatment of the injured until medical assistance arrives. Individuals trained in First Aid and CPR may provide aid to the injured until medical assistance arrives. ***NOTE: Brieser Construction does not make administration of First Aid and CPR mandatory for any employee. Training will be provided to interested volunteers. The decision to provide aid to the injured rests on the trained First Aid and CPR responder.***

Emergency telephone calls take priority during any disaster or emergency. All telephone receptionists shall maintain the switchboard and refuse incoming calls until directed otherwise by the Office Manager or Field Supervisor. Immediately

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	3
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

following an evacuation, the Office Manager or Field Supervisor shall make an accounting for all of their employees. The Office Manager or Field Supervisor shall expedite and manage the search for any missing employees.

The President shall direct, screen and approve all press releases and contact with the media.

WARNING SYSTEMS

Brieser Office – Fire Alarm

Employees are required to familiarize themselves with the emergency alarms maintained by the host facility. The alarm for the main office is an automatic and manually activated fire alarm.

Outdoor Warning Sirens – WILL COUNTY AREA

Probably the most common and widely recognized method of warning is through the use of outdoor warning sirens. They are used by communities for a variety of purposes:

- **Testing** - (1st Tuesday of each month at 10:00 AM)
- **Alerting** - (members of a volunteer fire department of a fire)
- **Severe Weather**
- **Major Hazardous Material or Chemical Spill** - (in the local community)

During emergencies residents will hear a 3 to 5 minute steady signal of the sirens, horns or other devices. When you hear the siren and are unsure what they are sounding for, **go indoors and tune your radio to one of the Emergency Alert System (EAS) Stations**, and listen for essential emergency information (see below).

DO NOT call local fire or police agencies to ask why the sirens are sounding. If it is an emergency, they are busy getting equipment and manpower to the emergency scene.

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	4
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

Remember, outdoor warning sirens are just that, out-door warning. The sirens are meant to be heard outside to signal you to go indoors and tune your radio or television station to the local Emergency Alert System (EAS) Station. As homes continue to become more energy efficient and sound proofing enhanced, outdoor warning sirens that once could be heard decades ago inside of a home can no longer be heard. That's why other means of warning are in place.

In Will County, an ALL CLEAR signal is **NOT** sent. That's why it's important to monitor your local radio station during times of emergency for further information. Too much confusion trying to differentiate between the signals can result from issuing an "All Clear". No activation of sirens occur for weather watches or "All Clear".

During times of severe weather the National Weather Service issues a Severe Thunderstorm Watch or Tornado Watch for a six hour period. The Weather Service may terminate a watch early if weather conditions change or the threat of severe weather no longer exists. Severe Thunderstorm Warnings and Tornado Warnings are normally issued for a period of one hour. Warnings are usually allowed to expire on their own, without an early termination from the Weather Service.

In Will County, when you hear sirens sound in your community, tune to your local Emergency Alert System (EAS) station for further information. Primary EAS stations for Will County include:

WJOL – 1340 AM	WCCQ – 98.3 FM
WSSR – 96.7 FM	WRXQ – 100.7 FM

SHELTER-IN-PLACE

What is Shelter-In-Place? Shelter-In-Place simply means staying inside your home, business, or other facility, or seeking shelter in the nearest available building.

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	5
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

During an accidental release of toxic chemicals or emergencies involving hazardous materials where air quality may be threatened, Shelter-In-Place keeps you inside a protected area and out of danger.

WHEN SHOULD I USE SHELTER-IN-PLACE?

Local authorities are responsible for issuing orders for Shelter-In-Place during chemical or hazardous material emergencies. You may receive notice directly from police or fire officials, siren notification, telephone notification, or through radio or television broadcasts.

As soon as you are notified that an emergency situation exists in your area, tune your local Emergency Alert System (EAS) station for further information. Primary EAS stations for Will County include: WJOL (1340 AM), WSSR (96.7 FM), WCCQ (98.3 FM), and WRXQ (100.7 FM). Emergency information and steps to be taken will be broadcast regularly until the emergency is over.

If you are asked to Shelter-In-Place, take the following actions:

- Close and lock all doors and windows to the outside.
- Seal gaps around window-type air-conditioners, fireplace dampers, doors and windows with plastic sheeting, wax paper, aluminum wrap or any other suitable material and tape.
- Seal bathroom exhaust fans or fills, range vents, dryer vents, and any other openings to the best extent possible.
- Stay away from windows.
- Ensure that all ventilation systems are set to 100 percent recirculation so that no outside air is drawn into the building.
- If 100 percent recirculation is not possible, ventilation systems should be turned off.
- Again, remain in place until you receive notice from police or fire officials, or radio/television broadcasts that it is safe to leave.

ASSEMBLY AREAS

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	6
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

Employees are required to familiarize themselves with the assembly areas and evacuation routes posted at the office and host facility. Office and shop employees are required to familiarize themselves with the assembly areas and evacuation routes posted in the office and shop.

GENERAL EVACUATION PROCEDURES

Upon hearing the evacuation announcement, employees shall shut down their equipment and discontinue the operation of any vehicle. Required personal protective equipment is to remain in use. Employees shall proceed quickly but in a safe and orderly manner to their assigned assembly areas and shall remain there, pending further instructions from their supervisor. The Office Manager or Field Supervisor shall make an accounting for all of their employees.

1. If there is time, secure the building
 - Unplug appliances.
 - Turn off natural gas, propane or other fuel valves where they enter the house. In a flood hazard area, propane tanks should be secured to a structure.
 - Turn off the main water valve.
 - Take any actions needed to prevent damage to water pipes by freezing weather, if this is a threat.
 - Securely close and lock all doors, windows and garage.

FIRE or EXPLOSION

1. If a fire is discovered, report it immediately following the host company procedures if at a job site.
2. Attempt to extinguish the fire if it appears to be controllable.
3. Shut down equipment in your area, if possible.
4. Evacuate to designated assembly point if instructed.

THUNDERSTORM SAFETY PROCEDURE

Know the terms used to describe severe thunderstorm threats:

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	7
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

Severe Thunderstorm Watch -- Severe thunderstorms are possible. Watch the sky and listen to the radio or television for more information. Be prepared to take shelter.

Severe Thunderstorm Warning -- Severe thunderstorms are occurring. Take shelter. Turn on a battery-operated radio or television to receive warnings and severe weather statements.

1. Employees shall seek shelter indoors during a thunderstorm when possible.
2. Stay away from windows and avoid contact with electrical appliances, conductive surfaces and structures. **Avoid using a corded telephone or other electrical appliances** until the storm passes
3. If instructed to take cover, stay away from windows, take shelter under sturdy benches or tables, sit with your head tucked between your legs and cover with arms.
4. Employees driving during a thunderstorm must exercise extra caution. When poor visibility is encountered, the driver shall stop the vehicle until visibility improves. When lightning is in the immediate area, the employee shall seek shelter indoors, or remain in the vehicle away from interior metal parts. When high winds, or flooding accompany the thunderstorm, the employee shall seek shelter in an appropriate protected area.
5. **If you are driving, pull safely to the shoulder away from trees and power lines.** Lightning can flash from trees or power poles and strike a vehicle. The rubber tires do NOT keep lightning from striking a vehicle. Normally, in the open, a vehicle is a safe shelter from lightning. Avoid touching metal parts of the vehicle when lightning is nearby.

TORNADO SAFETY PROCEDURE

Know the terms used to describe tornado threats:

Tornado Watch -- **Tornadoes are possible.** Watch the sky and listen to the radio or television for more information. Be prepared to take shelter. If you see

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	8
STANDARD OPERATING PROCEDURE:	Disaster Planning & Emergency Evacuation		
CROSS REFERENCE:	Will County Emergency Management Agency		

any rotating funnel-shaped clouds, report them immediately by telephone to your local law enforcement agency.

Tornado Warning -- A tornado has been sighted or indicated by weather radar. Take shelter immediately. Turn on a battery-operated radio or television and wait for updated information for your area.

1. If a tornado watch/warning is in effect for the area, stay posted to a source of weather information, such as a local radio station.
2. If a tornado is sighted nearby, sound the emergency alarm or initiate an announcement over the facility phone or public address system.
3. Open all doors and windows if time permits.
4. Employees should evacuate to the tornado evacuation assembly areas or other safe area. Stay away from windows and take shelter under sturdy benches or tables. Sit in the evacuation area; tuck your head between your legs and cover with arms.
5. If an employee is outdoors and unable to reach a designated evacuation area, lie flat on the ground in a low area or ditch and cover head with arms.
6. If an employee is driving a vehicle, stop in a safe location, turn off the vehicle and exit it. If unable to reach a designated evacuation area, lie flat on the ground in a low area or ditch and cover head with arms. Be alert to potentially hazardous environments in low lying areas and ditches.

BOMB THREAT

1. If a bomb threat phone call is received, remain *CALM*.
2. Keep the caller on the line as long as possible. Ask the time the bomb is to explode, the location of the bomb and the possible reason for the threat. Show concern. Write the information down, if possible.
3. If the caller is reluctant to tell where and when the bomb will explode, inform him of the destruction and possible deaths that could occur. Explain that it takes a long time to evacuate your facility and you want to first evacuate the area where the bomb is located to save lives.
4. You should attempt to identify background noises that may help determine where the call was made.
5. Make an educated guess about the caller's voice, write it down.
 - a) Sex: Male or Female?
 - b) Age: Young, Middle Aged or Old?

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		3-31-11	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		02	9
STANDARD OPERATING PROCEDURE:		Disaster Planning & Emergency Evacuation	
CROSS REFERENCE:	Will County Emergency Management Agency		

- c) Accent?
- d) Race?
- e) Under the influence of drugs or alcohol?
- f) Is the voice familiar? If so, who does it sound like?
- g) Note any background noises.
- h) Try to keep the caller on the line, keep talking to him, don't hang up on him, and wait for him to hang up on you.
- i) Notify the Office Manager or Field Supervisor who will initiate the following steps:
 - 1) Contact President immediately
 - 2) Call local police and fire department.
 - 3) Assure shutdown of all equipment if safe to do so
 - 4) Notify any other people on the property who are not company employees
 - 5) Order evacuation of the facility if deemed necessary
 - 6) Cease all radio transmissions within 1,000 feet of property
 - 7) Turn off natural and/or propane gas lines if possible
 - 8) Coordinate with police and fire to facilitate bomb search activities

TRAINING AND DRILLS

Employees will be trained regarding these disaster and emergency evacuation procedures as part of their New Employee Safety Orientation. A review of this procedure will be provided to all employees annually in a safety meeting. If this procedure is changed significantly, the changes will be reviewed with all employees. An annual emergency evacuation drill will be conducted at the office and shop.

Employees assigned to customer sites will be aware of the provisions of site specific contingency/emergency plans and participate in drills.