

Emergency Response, Evacuation and Fire Prevention and Protection

Short description

This section provides a synopsis of the individual responsibilities, notification protocols and evacuation procedures designed to protect Centennial from loss caused by emergencies, disasters and fires.

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1 Objective and area of application

The objective of this section is to facilitate and organize Centennial management and employee actions to respond to unforeseen situations and conditions that may threaten Centennial employees, subcontractors, customers, visitors, business continuity or business assets from injury or loss due to emergencies or disasters.

Emergencies may be manmade or natural and may include the following:

- Fatal incidents, mass incident (hospitalization of 3 or more affected personnel)
- Outbreak / threat of an epidemic or pandemic
- Flood
- Hurricane
- Earthquake
- Volcano
- Tsunami
- Tornado
- Severe lightning or storm
- Power outage
- Fire
- Toxic gas or chemical release
- Explosion
- Civil disturbance
- Workplace violence
- Event that interrupt business operations
- Event that cause severe environmental degradation
- Events that would generate media coverage or could negatively impact the reputation of Centennial

This section also defines the responsibilities of Centennial facilities and project sites in developing localized and site specific emergency action and evacuation plans or shelter-in-place procedures that provide response and coordination ability with local emergency response organizations. The reporting of routine and / or non-emergency incidents shall be in compliance with Section 8 (Incident and Near Miss Reporting).

This emergency response, evacuation, shelter-in-place and fire prevention and protection section applies to all Centennial:

- Construction project sites
- Permanent office facilities
- Temporary office facilities

2 Superior and additional applicable documents

1000_GP_11_01_en_6.0 Global Policy on Health, Safety, Environment/Sustainability and Quality (HSEQ)

NFPA 10- Standard for Portable Fire Extinguishers

This section of the HSEQ Manual applies to all Centennial employees and subcontractors who are performing work in Centennial facilities and project sites. There may be more stringent requirements than this section as defined by specific State, local or contact specific requirements. If there is a conflict between this section and other applicable regulations, the more stringent will apply.

3 Definitions

The following definitions of terms are important for an understanding of this section.

Term	Definition
Centennial	All Centennial employees, joint venture employees, subcontractors and business partners
Emergency incident	An emergency or serious incident which, with a high degree of probability, will lead to significant public attention or requires a direct response from the company once it becomes known
Active	Web-based HSEQ management software for reporting and recording incidents
DOT	Department of Transportation
HSEQ	Health, Safety Environment and Quality
SSR	Senior Site Representative
PSM	Project Safety Manager
PSO	Project Safety Officer
PM	Project Manager
PASS	Pull, Aim, Squeeze, Sweep method for use of a portable fire extinguisher
PEX	Project Executive
SMS	Short Message System
HSEQ Director	Leads the HSEQ Team

4 Notification and reporting of emergencies

The process for notifying employees and others affected by an imminent or ongoing emergency shall be:

- Understood by all employees
- Is distinct and recognizable
- Is properly maintained and functional

The Centennial internal process and structure for reporting an emergency is:

1. PSO or Centennial employee learns of an emergency
2. PSO or Centennial employee evacuates if in immediate danger
3. PSO or Centennial employee notifies local emergency responders as necessary
4. PSO notifies the SSR and PSM
5. SSR notifies the ROM, PSM notifies the HSEQ Director
6. HSEQ Director notifies legal and executive management as required
7. HSEQ staff inputs the incident in Active

5 Emergency incident response to media and the public

All employees have a responsibility to protect Centennial's image and goodwill with the public as well as its affiliated parent companies. All interviews, media publications and public presentations require the approval of Centennial Executive Management prior to release in accordance with the Centennial Code of Conduct.

6 Emergency evacuation and shelter-in-place planning

Events that may require a Centennial facility or project site to be evacuated include fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material or chemical releases, radiological & biological accidents, civil disturbances or workplace violence.

In the event of a present or ongoing emergency the following individuals may initiate an evacuation or shelter-in-place directive of a Centennial facility or project site:

- Local authorities
- Customer
- ROM or SSR
- PM or Superintendent
- PSO
- PSM
- Centennial employee
- Subcontractor employee
- HSEQ Director

When initiating an evacuation of a facility or project site due to a pending or potential emergency the evacuation decision will be coordinated through the local ROM/SSR and the PSM. These individuals will jointly make an evacuation decision based on an assessment of the situation to determine whether an actual emergency exists that requires activation of the emergency response and evacuation procedures. If the evacuation order is given, no one is permitted to return to the project site or facility until advised by the ROM/SSR or PSM.

The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate however, shelter-in-place may be used when an evacuation is not safe. Certain events may necessitate the initiation of the Centennial shelter-in-place protocol.

Events that may necessitate a shelter-in-place decision include, but are not limited to:

- Release of chemical, biological or radiological contaminants
- Violent persons or “active shooter”
- Severe weather
- Natural disaster that will not permit evacuation

Local authorities may issue a shelter-in-place notification by way of:

- Radio
- Television
- Emergency Alert System (EAS)
- “All call” telephoning (reverse 9-1-1)
- Warning signal or alarm
- Text alert

6.1 Centennial facilities

Each Centennial facility will develop a localized written emergency response, evacuation and shelter-in-place plan including the specific potential emergencies that are applicable to its geographic location. The PEX or SSR will assign a Centennial employee as the facility manager who will manage and implement the emergency response and evacuation plan.

The facility emergency response and evacuation plan will include the following minimum elements:

- Process for reporting emergencies discussed in section 4 of this procedure
- Process developed for shelter-in-place
- Emergency escape procedures and route assignments such as floor plans, workspace maps and potential safe refuge areas
- Methods for alternative communications including the SMS system
- Emergency contact information including
 - Address of the facility
 - Local emergency responders phone numbers
- Employees who have specific responsibilities in emergency response
 - Fire extinguisher operations
 - Initiating mass notification or alarms
 - Critical business operations
 - Rescue and medical duties
- Designated on or off-site location(s) for safeguarding and storing of essential records and documents

In the case of a Centennial facility closure, timely notification is very important. The SSR will make the decision on closing a facility and shall immediately notify the PSO and PEX. The SSR and PSO will communicate the closure to the office staff, and the PSO will contact the Regional HSEQ Manager. The Regional HSEQ Manager will contact the HSEQ Director and the PEX will inform Executive Management. In most cases this will occur by email and multiple steps can be accomplished simultaneously. The same process will be utilized to notify the staff and management of the facility re-opening.

6.2 Centennial project sites

Centennial project sites will develop site specific emergency response and evacuation procedures. The project superintendent is responsible for developing and managing the specific emergency response and evacuation procedures for the projects under his or her operational control. The Centennial project superintendent shall perform the applicable pre-emergency response and evacuation planning tasks before starting field activities including coordination of emergency response with onsite parties, the facility, and local emergency-service providers as appropriate.

Pre-Emergency Planning activities performed by the project superintendent include:

- Review of the facility or installation emergency and contingency plans where applicable
- Determine what onsite communication equipment is available (two-way radio, cell phones, air horn)
- Determine if offsite communication equipment is needed (in sensitive areas)
- Confirm and post the “Emergency Contact Information Posting” page (Appendix 1) with the route to the nearest hospital and occupational clinic
 - Address of the project site
 - Centennial point of contact (including phone number) for emergency response
 - Local emergency responders phone numbers
- Communicate the information to onsite personnel and keep it updated during initial project site orientations and periodically as needed
- Review changed site conditions, onsite operations, and personnel availability in relation to emergency response procedures
- Communicate emergency procedures for personnel injury, exposures, fires, explosions, releases, severe weather and other potential likely emergencies
- Rehearse the emergency response plan before site activities begin. This may include a “tabletop” exercise or an actual drill depending on the nature and complexity of the project. Drills should take place periodically but no less than once a year
- Brief new personnel on the emergency action plan as part of the new employee or newly assigned employee orientation
- Continually evaluate emergency response actions and initiate appropriate follow-up or corrective actions
- Designate assembly and refuge areas
- Utilize the Project Site Check in Log located in the project safety binder and/or available digital sign-in applications for project site accountability
- Establish procedures developed to account for individuals associated with the project site including
 - Centennial employees
 - Subcontractors and lower tier contractors
 - Vendors
 - Customers
 - Guests or jobsite visitors

***Please see Section 6.4.2.1 Minimum requirements for entering and exiting a Centennial jobsite**

In the event of a major medical emergency the project superintendent or a person designated by the project superintendent will direct and lead arriving outside emergency responders to the

emergency scene. Dependent upon the nature of the emergency, weather and/or localized site conditions roadways as designated on the posted route to the nearest hospital will be used for routes of medical evacuation.

6.3 Employee emergency response and evacuation training

Employees will be educated and trained in the emergency response and evacuation procedures upon initial hire, when the plan or procedure is changed, when new materials or equipment are introduced, if the facility layout or design is changed and whenever employees are assigned to a new facility or project site location. Training may include emergency response and/or evacuation drills and practice scenarios.

Employees will be trained in the following emergency response and evacuation topics:

- Individual roles and responsibilities
- Threats, hazards and protective actions
- Notification, warning and communication procedures
- Emergency response and escape procedures
- Evacuation, shelter and accountability procedures
- Location and use of emergency equipment
- Cardio-pulmonary resuscitation and first aid procedures
- Fire extinguisher locations and proper use

6.4 Accountability of personnel

Accounting for employees following an evacuation is essential and any delay or confusion could lead to unnecessary injury, death and /or potentially dangerous rescue attempt operations for first responders.

To eliminate this, Centennial will ensure that all facilities and project sites:

- Have designated assembly areas and rally points for employees, subcontractors and others affected to gather after evacuation
- Take a head count for accountability after the evacuation
- Identify the names and known locations of anyone not accounted for and communicate this to first responders
- Establish a method to account for non-employees such as suppliers and customers

7 Fire prevention and protection

Facilities of all types, while under construction, renovation or demolition, are more susceptible to fire and at greater risk of the effects of fire. A wide variety of ignition sources generated during and through the construction process increases the likelihood of a fire starting and rapidly spreading.

Prevention is the most effective tool against fires on Centennial project sites and within facilities. Employees and subcontractors shall be aware of common fire hazards in their respective work areas and take the appropriate steps to eliminate potential sources of ignition. The greatest

potential fire hazards on Centennial project sites and facilities include smoking, hot work and open flames, portable heating devices, accumulated combustible materials and the storage and use of flammable liquids or gases.

Centennial adheres to a strict non-smoking policy in all its facilities, including at Centennial controlled job sites. The use of cigarettes, cigars, pipes, e-cigarettes, or “vaping” devices is prohibited in all Centennial’s facilities and Centennial controlled jobsites. Subcontractor and Centennial employees may not burn any tobacco or use any electronic devices that heats, vaporizes, or aerosolizes any fluid – whether or not the fluid contains nicotine— for inhalation. Employees and subcontractors may use designated smoking areas provided by clients or facilities, where permitted. Centennial projects, however, will not establish or designate smoking areas on our own project sites.

The Centennial superintendent, PSO or PSM in conjunction with supervisors, will conduct a hazard assessment of each work area to identify potential sources of ignition and fire hazards that may expose Centennial or subcontractor employee property to injury or loss.

7.1 Fire hazard groups

Fires are classified into five groups according to their sources of fuel. These five fire classes are shown below:

- Class A: ordinary combustible materials such as wood, paper, cloth and some rubber and plastic materials
- Class B: flammable or combustible liquids, flammable gases, greases and similar materials and some rubber and plastic materials
- Class C: energized electrical equipment and power supply circuits and related materials
- Class D: combustible metals such as magnesium, titanium, zirconium, sodium, potassium and lithium
- Class K: cooking oils and greases such as animal fats and vegetable oils

7.2 Portable fire extinguishers

Portable fire extinguishers are designed to apply an extinguishing agent that will cool burning fuel, displace or remove oxygen, or prevent the necessary sustained chemical reaction needed to support a fire. Centennial employees or subcontractors shall never place themselves at risk in an attempt to combat an uncontrolled or unmanageable fire. Fire extinguishing methods should only be used if the fire is small and contained or fighting a fire is necessary for self-rescue.

Portable fire extinguishers are designed to extinguish different types of fires. The three most common types of fire extinguishers are: air pressurized water, carbon dioxide (CO₂), and dry chemical.

7.2.1 Pressurized water extinguishers

These types of portable fire extinguishers are designed to extinguish Class A fires comprised of ordinary combustibles. See section 6.1 for specifics on Class A fires.

7.2.2 Carbon dioxide (CO₂) extinguishers

These types of portable fire extinguishers are designed to extinguish Class B and C fires comprised of flammable liquids or energized electrical equipment. See section 6.1 for specifics on Class B and C fires

7.2.3 Multi-purpose dry chemical

These types of portable fire extinguishers are designed to extinguish Class A, B or C fires. See section 6.1 for specifics on Class A, B and C fires. These types of portable fire extinguishers are the most common type used on Centennial project sites or facilities.

7.2.4 Portable fire extinguisher inspections and maintenance

All portable fire extinguishers shall be inspected and maintained in accordance with NFPA 10-Standard for Portable Fire Extinguishers. The Centennial project superintendent shall be responsible for required inspections and maintenance of all Centennial portable fire extinguishers on his or her project site. Centennial assigned facility managers will ensure that inspections and maintenance are completed on all portable fire extinguishers located in Centennial facilities. Subcontractors are required to maintain their fire prevention equipment as required.

7.2.5 Portable fire extinguisher training

Centennial conducts employee training on the basic elements necessary to sustain fire and the selection, use and maintenance of portable fire extinguishers.

The specifics of this training include:

- The classes of fires
- The types of portable fire extinguishers
- The basic rules for fighting a fire
- Portable fire extinguisher use (PASS)
- Required inspections for portable fire extinguishers
- Required maintenance for portable fire extinguishers

7.3 Hot Work

This section provides minimum requirements for all persons who manage, request, authorize, perform, or supervise hot work.

Any task involving burning, welding or a similar operation that is capable of initiating fires or explosion is considered hot work. When possible, alternative, or safer methods should be considered. Hot work may only be performed in areas that have been made safe. When hot work is the approved method, precautions must be implemented during these activities to ensure a safe workplace and to prevent loss of life and/or property from fire or explosion as a result of hot work. All Centennial employees and subcontractors who manage, request, authorize, perform, or supervise hot work shall have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire. If the criteria in this and subsequent sections cannot be met, hot work shall not be performed. Hot work activities will only be allowed with a completed and approved Hot Work Permit (see 7.3.1).

Hot work activities include, but are not limited to:

- Brazing and /or soldering
- Cutting
- Electric or gas welding
- Grinding
- Heat treating
- Hot riveting
- Powder-driven fasteners
- Torch applied roofing
- Similar applications producing or using a spark, flame, or heat

General Requirements for Hot Work

The requirements outlined in this section meet NFPA 51.B (Standard for Fire Prevention During Welding, Cutting, And Other Hot Work) and are in accordance with ANSI Z49.1 (Safety in Welding, Cutting, and Allied Processes).

General requirements for performing hot work include, but are not limited to:

- Client/facility has been notified of specific task/date/time hot work is to be performed including the type of hot work to be performed and the hazards in the area
- Ensure an appropriate size and type of fire extinguisher (minimum 5lb ABC) is readily available, in good service and operable, not more than 25 feet from hot work activities
- Hot work equipment is in good working condition
- Flammable/combustible materials within 35 ft. are removed (or protected if moving is impractical) including opposite side of wall and sweeping of floors when necessary
- Floor and wall openings are protected to include cracks, conduits, and ductwork
- Explosive atmospheres do not exist and potential sources to create explosive atmospheres have been eliminated prior to and while hot work is performed
- Fire watch is provided during and for a minimum of 1 hour after hot work is completed
- Special precautions shall be taken to avoid accidental activation of automatic fire protection systems

7.3.1 Hot Work Permit

If an owner or facility has a hot work permit and process in place, use their form and procedure. If there is no permit/procedure, or if the client/facility requires Centennial to utilize our own, see the Hot Work Permit (Appendix 4) from this section.

The Hot Work Permit shall not be valid for a time period exceeding 24 hours.

The Hot Work Permit must be completed by the Hot Work Operator performing the hot work prior to submitting it to the PAI for approval.

Required approval for a Hot Work Permit include the following:

- Centennial Representative overseeing the project where hot work is being performed, referenced to as the Permit-Authorizing Individual (PAI)
- If required-Verify Owner/customer permit requirements and training requirements

7.3.2 Hot Work Roles and Responsibilities

Management, contractors, the PAI, the operator, and the fire watch shall recognize their mutual responsibility for safety in hot work operations by complying with this section and their specified responsibilities.

Permit-Authorizing Individual (PAI):

- Ensure the protection of combustibles from ignition
- Consider the safety of the hot work operator and fire watch regarding appropriate and specific PPE for the hot work and other hazards which may be present
- Consider alternative methods to hot work
- Move the work to a location free of combustibles
- If the work cannot be moved, move the combustibles to a safe distance or have the combustibles properly shielded against ignition
- Determine the time period for which the permit is valid (not to exceed 24 hours)
- Schedule hot work so that other operations that could expose additional combustible sources to ignition are not taking place simultaneously
- Confirm that appropriate fire protection and extinguishing equipment are readily available at the location the hot work is to take place
- Ensure that a fire watch is at the hot work location
- Where a fire watch is not required, the PAI shall make a final check 30 minutes after the completion of the hot work operations to detect and extinguish smoldering fires

Hot Work Operator:

- Obtain an approved Hot Work Permit before starting any hot work activities
- Handle equipment safely and use it as not to endanger lives and property
- Examine and ensure hot work equipment is in a safe operating condition. If equipment is found to be in an unsafe condition, the equipment shall be removed from service. Only qualified persons may repair damaged equipment
- Cease hot work operations if unsafe conditions develop and notify the PAI and their supervisor immediately for a reassessment

Fire Watch:

- Be trained to recognize the inherent hazards of the work site and hot work operations
- Ensure safe conditions are maintained during hot work operations
- Have the authority to stop hot work if unsafe conditions develop
- Have fire extinguishing equipment readily available and be trained in its use
- Be familiar with the facility and procedures for sounding an alarm in the event of a fire
- Watch for fires in all exposed areas and only try to extinguish fires that are within the capacity of the equipment available
- Permitted to perform additional task that do not distract him or her from their fire watch responsibilities
- Observe the immediate and subsequent areas of the hot work for a period of 1 hour (minimum) after hot work operations have ceased, including breaks
- Must be trained on the Centennial site-specific safety plan for emergency response

8 Flammable liquid storage and use

Only approved containers and portable tanks shall be used for storage and handling of flammable liquids. Approved safety cans or DOT approved containers equipped with a spark/flame arrestor shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except that this shall not apply to those flammable liquid materials which are highly viscous (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used for storage, use and handling of flammable liquids.

All sources of ignition shall be prohibited in areas where flammable liquids are stored, handled, and processed. Suitable "NO SMOKING, MATCHES, or OPEN FLAME" signs shall be posted in all such areas. Flammable liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

8.1 General requirements for flammable liquid storage and use

Below are the general requirements for the storage and use of flammable liquids on Centennial project sites:

- At least one portable 10lb ABC fire extinguisher shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable liquids
- Service or refueling area shall be provided with at least one 5lb ABC fire extinguisher and located so that an extinguisher shall be within 100 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service area
- Category 1 or 2 flammable liquids or Category 3 flammable liquids with a flashpoint below 100°F (37.80 C) shall be kept in closed containers or tanks when not in use
- Employees and subcontractors shall guard carefully against any part of their clothing becoming contaminated with flammable fluids. They shall not be allowed to continue work if their clothing becomes contaminated, and they must remove or wet down the clothing as soon as possible
- No flammable liquid with a flash point below 100°F shall be used for cleaning purposes or to start or rekindle fires
- Ventilation adequate to prevent the accumulation of flammable vapors to hazardous levels shall be provided in all areas where flammable liquids are handled or used
- Flammable liquids in quantities greater than that required for 1 day's use shall not be stored in buildings under construction
- Unopened containers of flammable liquids, such as paints, varnishes, lacquers, thinners, and solvents, shall be kept in a well ventilated location, free of excessive heat, smoke, sparks, flame, or direct rays of the sun
- Where liquids are used or handled, provisions shall be made to promptly and safely dispose of leakage or spills
- Quantities of flammable liquid in excess of 25 gallons shall be stored in an acceptable or approved cabinet
- Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one stockpile or area. Stockpiles or groups of containers shall be separated by a 5-foot clearance. Stockpiles or groups of containers shall not be nearer than 20 feet to a building

- Lamps, lanterns, heating devices, small engines, and similar equipment shall not be filled while hot: these devices shall be filled only in well ventilated rooms free of open flames or in open air and shall not be filled in storage buildings
- Stockpiles of flammable liquids shall be kept free of weeds, build up of grasses, debris and other combustible materials not necessary to storage
- At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable liquids
- At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside

9 Amendment history

Date	Version	Revised content
04.03.2014	1.0	Initial Preparation
06.20.2016	1.1	Addition of paragraph 8 and 8.1- Flammable liquid storage and use
01.01.2018	2.0	Updates to Paragraph 2 Superior Documents to add the Group Policy and Global Standards, Paragraph 3 Definitions (Centennial), Paragraph 4 Notification and reporting of emergencies (process), Paragraph 6 Emergency evacuation and shelter in place planning (initiation), Paragraph 6.2 Centennial projects sites (occupational clinic posting), Paragraph 7 Fire prevention and protection (assessment) and Appendices 1-3 (logo)
04.01.2021	2.1	Updates to Paragraph 2 Superior Documents and Paragraph 6.1 for office closures
01.02.2026	2.2	Updates to Paragraph 6.2 Centennial project sites to include the use of digital sign-in applications. Updates to Paragraph 7 Fire prevention and protection to add Centennial's policy on smoking. Add Section 7.3 Hot Work. Add Appendix 4 Hot Work Permit. Replace reference to ROMs with PEXs throughout.

10 Appendix

Appendix 1: Emergency Action Plan (0206500_CP_11_18_en_A1.1)

Appendix 2: Emergency Contact Information Posting (0206500_CP_11_18_en_A2.1)

Appendix 3: Emergency Response and Evacuation Checklist (0206500_CP_11_18_en_A3.1)

Appendix : Hot Work Permit (0206500_CP_11_18_en_A4.1)

Emergency Action Plan

0206500_CP_11_18_en_A1.1



Instructions: Complete the emergency action plan template below. This plan template should include site specific details regarding the preparation and actions taken during emergency situations.

Project Location or office location:

Plan Author (print name):

Date:

Objective

The objective of this Emergency Action Plan (EAP) is to assist in preparing Centennial employees and other affected personnel in managing emergency situations. This plan is intended to minimize injury and loss of life or resources by planning, maintaining necessary equipment and assigning emergency roles and responsibilities. This plan applies to most emergencies that may reasonably be expected to occur at this location.

Type of Emergency	How to Report (phone numbers)
Fire	
Explosion	
Weather	
Violence or Threat	
Chemical Spill / Leak	
Medical Emergency	
Other (list)	

Assignment of Responsibility

Location / Project Site:

A. Emergency Action Plan (EAP) Manager

(name), (title)

(phone #)

will be designated as the EAP Manager and shall manage this EAP for this location. The EAP Manager shall also maintain all associated training records pertaining to this plan. The EAP Manager is also responsible for scheduling and conducting routine tests of the emergency notification system and periodic drills as necessary.

The EAP Manager is responsible to coordinate with local resources (police, fire department and other emergency service providers) to ensure that they are prepared to respond as detailed in this plan.

The EAP Manager will keep a list of all employees personal emergency contact information in a designated area for easy access in the event of an emergency. If an emergency occurs after normal business hours, the EAP Manager will coordinate designated individuals to contact all employees for pertinent messages and updates of future work status.

The EAP Manager shall notify,

as soon as possible with information on employee injuries and/or loss of life, property damage, theft or other substantial losses.

B. Emergency Action Plan (EAP) Coordinators

Emergency plan coordinators are responsible for coordinating the procedures of this plan in their designated areas of responsibility. Emergency plan coordinators will account for employees under their supervision/responsibility after an evacuation has occurred and assist those who need additional help to evacuate.

In the event of an emergency situation, the emergency plan coordinator will ensure that all employees are notified as soon as possible using the building alarm system (or designated alarm system).

The emergency plan coordinators for this location are as follows:

Project Location / Work Area	Coordinator Name & Position	Phone Number	Alternate Coordinator	Phone number

Plan Implementation

A. Evacuation Routes

Evacuation route maps shall be posted in designated work areas and primary arterial passageways within the facility. The following information is to be marked or indicated on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations
- Assembly/rally locations

In the event of an emergency requiring evacuation, the emergency plan coordinator will sound the alarm and provide instructions for evacuation. The alarm system shall provide warning for necessary emergency action. The alarm shall be capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions should be distinctive and might include horn blasts, sirens or even public address systems.

All employees will immediately evacuate the building to the designated assembly area for accountability.

The employee alarm system that has been established for this facility is as follows:

(Explain in detail the method of alarm that will be used to alert employees in the event of a fire or other type of emergency)

--

Note: A copy of the facility evacuation plan / routes shall be attached to this plan.

The assembly area(s) for this location is:

Primary Assembly Location	Alternate Assembly Location

All affected personnel will be trained on evacuation procedures upon initial hire, annually and whenever there is a change to this EAP.

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 (such as securing confidential/irreplaceable records or shutting down equipment). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment they have been assigned. Each of the following individuals has been trained in their responsibilities and limitations for their assigned role including when to abandon the operation or task.

In no instance is a person to jeopardize himself/herself or others to secure records or other items if so doing would threaten his or her safety or life.

Name	Property / Equipment to be Secured	Location of Property / Equipment	Estimated Time to Complete

B. Accounting for Personnel After Evacuation

Once an evacuation has occurred, EAP Coordinators will take accountability at the assembly area or alternate assembly area for personnel under their supervision/responsibility and report accounted/unaccounted employees to the EAP Manager.

C. Shelter-In-Place (SIP)

Sometimes Shelter in Place is used for emergencies for weather-related incidents such as hurricanes and tornados. Also, if there is an emergency in or near the building such as a gas leak or active shooter, remaining in place is safer.

- In case of a weather-related incident, a basement is the best place to seek shelter. If there is no basement, seek an interior hall or room away from windows
- Wait for signal from EAP Manager or EAP Coordinator to exit the SIP location or facility
- Employees will be trained in the best type of shelter to seek in these situations for each location
- Communication for Shelter in Place may be communicated via public address system or text message. A general alert (such as siren) will not be used in this type of situation

D. Fire

Under no circumstances is a Centennial employee to attempt to fight a fire that is past the incipient stage (that which can be put out with a portable fire extinguisher) nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency service professionals who have the necessary training, equipment and experience. Untrained individuals may endanger themselves and/or those they are attempting to rescue.

- Remove anyone in immediate danger.
- Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan and proceed directly to the designated assembly point.
- Confine the fire to the room/area by closing the door(s) to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage and it can be extinguished safely.
- Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.

E. Rescue and Medical Duties

It may become necessary in an emergency to respond and perform some specified (limited) medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

List of primary and secondary responders:

Primary Responders (name)	Secondary Responders (name)

Note: The number of designated responders depends on the size of the facility and the number of employees who work at that location. Larger facilities should have at least two responders per floor and at least one alternate. Smaller facilities may designate one responder and one alternate.

F. Re-entry After Evacuation

Once the facility has been evacuated, no Centennial personnel may ever re-enter the facility for any reason. Re-entry may endanger personnel and create confusion and hazards for trained rescue personnel.

G. EAP Training

Training is provided for Centennial employees when:

- The EAP is developed and implemented
- Responsibilities included in the EAP change
- New employees are hired or transferred
- At least annually

The specific items reviewed during training include but are not limited to:

- Emergency escape procedures
- Escape route assignments
- Fire extinguisher locations and training
- Procedures to account for employees
- Major workplace fire hazards
- Employee training programs
- Fire prevention practices
- Means of reporting fire and other emergencies
- Alarm system(s)
- Proper housekeeping
- Emergency action plan availability
- Hazardous Weather Procedures
- Medical Emergencies
- Any other emergency procedures needed for this facility (bomb threat, workplace violence, etc.)
- FA Kits and AED location and training

Emergency drills for fire, evacuation, tornado, medical, etc. will be conducted at least annually. All Centennial employees are expected to participate to ensure they know exactly what to do should an emergency situation arise.

Emergency numbers to the nearest hospital, occupational health clinic, fire department, police, contracting officer and project representative shall be conspicuously posted at each phone location as well as the project bulletin "safety" board. All employees on site shall be made aware of the location of this posting.

POST THIS NOTICE IN A CONSPICUOUS PLACE

EMERGENCY PHONE / CONTACT NUMBERS

Project Title / Contract Number:

Project Site Location / Address:

Project Representative:

Contact Number:

Centennial Office:

Contact Number:

AMBULANCE:

POLICE:

HOSPITAL:

POLICE:

OCCUPATIONAL HEALTH CLINIC:

All incidents and/or emergencies must be reported to Centennial Management Staff immediately. If emergency services are contacted, a project site representative shall meet emergency services at the project site entrance location and direct them to the incident location or to the location of the injured individual(s).

This form meets OSHA standard 29 CFR 1926.50(f)

Project Title:

Project Representative:

Project Location:

Date:

In the event of an Emergency, dial 911 or contact local emergency services*(reference the Centennial Emergency Contact Posting - Procedure 17 / Appendix 3)*

Instructions: Complete the checklist below when preparing for project site specific emergency situations.

Circle the appropriate response.

Has an alarm system been established to alert employees of an emergency?

Yes

No

Type of alarm system (explain):

Has a meeting location / rally point been established?

Yes

No

Location of meeting area / rally point (explain):

All employees have been trained in the Emergency Action Plan?

Yes

No

All employees have been trained in the location of the emergency rally point?

Yes

No

Building / owner specific emergency action plan has been incorporated into the Centennial emergency response action plan?

Yes

No

Procedures have been developed for those employees required to perform critical functions? (if yes, see section below)

Yes

No

CRITICAL OPERATIONS*During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.*

Name of Employee:

Job Title:

Date:

Work Area:

Assignment(s) / Description:

Personnel involved in critical operations may remain on the project site upon the permission of the Project Representative. In case an emergency situation arises that will not permit any critical operations personnel to remain at the project site / facility such information shall be provided to emergency response services.

Evacuation / Rally Point Headcount Checklist

Project Title:

Project Location:

Project Representative:

In the headcount checklist below, insert the name of all on site employees and place a check mark in the appropriate box.

HOT WORK PERMIT (0206500_CP_11_18_en_A4.1)

Seek an alternative/safer method if possible!

Before initiating hot work, ensure precautions are in place as required by NFPA 51B and ANSI Z49.1. Make sure an appropriate fire extinguisher is readily available.

This Hot Work Permit is required for any operation involving open flame or producing heat and/or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, or chemical welding.

THIS PERMIT IS GOOD FOR ONE DAY ONLY

Date:

Location/Building and floor:

Hot work by **Employee** **Contractor**

Work to be done:

Time started: **Time completed:**

I verify that the above location has been examined, the precautions marked on the checklist below have been taken, and permission is granted for this work.

Name of person doing hot work:

Signature:

Available sprinklers, hose streams, and extinguishers are in service and operable.

Hot work equipment is in good working condition in accordance with manufacturer's specifications.

Special permission obtained to conduct hot work on metal vessels or piping lined with rubber or plastic.

Requirements within 35 ft (11 m) of hot work

Flammable liquid, dust, lint, and oily deposits removed.

Explosive atmosphere in area eliminated.

Floors swept clean and trash removed.

Combustible floors wet down or covered with damp sand or fire-resistive/noncombustible materials or equivalent.

Personnel protected from electrical shock when floors are wet.

Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains; fire-resistive tarpaulins), metal shields, or noncombustible materials.

All wall and floor openings covered.

Ducts and conveyors that might carry sparks to distant combustible material covered, protected, or shut down.

Requirements for hot work on walls, ceilings, or roofs

Construction is noncombustible and without combustible coverings or insulation.

Combustible material on other side of walls, ceilings, or roofs is moved away.

Requirements for hot work on enclosed equipment

Enclosed equipment is cleaned of all combustibles.

Containers are purged of flammable liquid/vapor.

Pressurized vessels, piping, and equipment removed from service, isolated, and vented.

Requirements for hot work fire watch and fire monitoring

Fire watch is provided during and for a minimum of 1 hour after hot work, including any break activity.

Fire watch is provided with suitable extinguishers and, where practical, a charged small hose.

Fire watch is trained in use of equipment and in sounding alarm.

Fire watch can be required in adjoining areas, above and below.

Yes No Per the PAI/fire watch, monitoring of hot work area has been extended beyond 1 hour.