



Emergency services and action planning

A timely, professional response to any emergency is critical in mitigating the impact that an accident can have on your business. Careful planning and communication prior to the start of each project may help reduce the amount of time needed for professionals to respond to that emergency and may minimize the amount of time your business will need for recovery. The following emergency services information should be maintained throughout the duration of each project:

EMERGENCY SERVICES

Fire and police services

The location, availability and jurisdiction of local fire and police departments will be posted in a common place at the job site. On projects lasting longer than 60 days, the local fire and police departments will be asked to visit the job site to review the following items:

- Fire-reporting procedures
- Security and access to the job site
- Location of ramps, stairways, ladders and elevator shafts
- Location of hazardous materials use and storage
- Location of utility control devices (water, gas, electrical, steam, etc.).

You must then implement the recommendations of the fire and police departments and schedule a follow-up visit as warranted by the scope of the project.

Ambulance service

The name, address and phone number of the nearest ambulance service will be posted in a common place. Some fire departments can provide excellent ambulance services with paramedic or rescue squad capabilities. Their services may be preferred over a private ambulance service. Where ambulance service is not readily available to the job site, an alternate means of transportation must be provided.

Hospitals

The name, address and phone number of the nearest hospital will be posted in a common place.

Physician or occupational medicine clinic

The address, telephone number and business hours of the nearest walk-in clinic, physician or other medical clinic will be posted in a common area. Business hours of the facility should coincide with those worked at the job site.

Make certain the physician or clinic has the capability for handling the type of injuries that may occur in construction work. If you are not certain as to their capabilities, a visit with the clinic's administrator or business manager would be required. Where available, a full-service emergency room or walk-in clinic may be preferred over a standard physician's office.

First aid and CPR (Cardio-Pulmonary Resuscitation) training requirements

Where a physician, clinic, paramedic or hospital is not readily available (response time within 3 to 4 minutes) a person who has valid certificates in first aid and CPR is required to be on the job site during all hours of operation.

First aid kit

A first aid kit suitable for treating minor injuries will be available for use in the field office. The kit will be weatherproof. Each item should be individually sealed. The kit will be conspicuous and readily accessible. The contents of the kit shall be checked periodically and expended items replaced. Even though they do not have to provide first aid, the job superintendent or foreman can be given responsibility for distribution of the first aid supplies.

Posting emergency telephone numbers

The telephone numbers of physicians, clinics, hospitals, ambulance services, fire and police departments, will be conspicuously posted at the common entrance to the building and in the site office.

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EMERGENCY ACTION PLANNING

If an event occurs that requires a response from emergency services, the job site will be closed to all non-emergency personnel and public traffic. Only emergency response personnel will be allowed access to the site. Representatives of the project ownership and/or the contractors working on the site must report to the site trailer prior to being allowed access to the site.

Types of emergencies

Some emergencies may involve the entire project area, requiring a project-wide response, while others may be local, involving only a small portion or area of the project. Project-wide responses will be an evacuation response or a shelter response. The following are specific steps to take in addressing each type of response:

1. Project-wide evacuation response

Some of the most common reasons for a project-wide evacuation response can include: Fire, explosion, building collapse (full or partial), bomb threat and chemical spill or release. When this type of response is required, the following procedure should be followed:

- a) Immediately contact the site manager. This person will be responsible for calling the appropriate emergency phone numbers (9-1-1 in most areas).
- b) The site manager will also direct specific employees to sound the evacuation alarm and gather everyone on site to the pre-determined collection point for evacuation response. A representative from each employer or trade will help take attendance to ensure everyone is accounted for. Information on any missing personnel will be forwarded to the site manager.
- c) The site manager will also select personnel to stand at the project's entrance gate to help direct emergency vehicles and personnel as they arrive. Unless it is in the danger area, the site trailer will most likely become the emergency command post.

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Note: If the emergency is a bomb threat, the same procedure will be followed. The person receiving the threat should also attempt to obtain as much information as possible. The site manager must be notified immediately, the police will be called, the site will be evacuated and all employees will be counted. The site manager and a member from each employer or trade working in the area will help law enforcement with the onsite inspection.

2. Project-wide shelter response

The most common reason for a project-wide shelter response is severe weather: Lightning, wind, hail or tornado. In addition to visually verifying the presence of severe weather, there are many resources available to help predict the likelihood of an advancing storm system. Some of these resources can include websites, phone applications, television and radio station notifications, NOAA weather radios and lightning detectors. Whatever method is used, when severe weather is expected or detected, the following procedures should be followed:

- a) Depending upon the work being performed when the weather notification is received, the site manager may temporarily remove workers from a portion of the site prior to a formal watch or warning being issued. These employees will typically be performing roofing, siding and/or steel erection tasks.
- b) If a weather watch is issued (tornado or thunderstorm), all employees will be put on notice that a watch has been issued and a warning, with shelter response may be warranted in the near future.
- c) If a weather warning is issued, the emergency alarm will be sounded and all employees must report to the pre-determined shelter area. A representative from each employer or trade will help take attendance to ensure everyone is

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accounted for. Information on any missing personnel will be forwarded to the site manager.

- d) Once the weather threat has passed, the site manager will assess the conditions of the work site. If there is any damage that area of the site, or the entire site, will be closed until the conditions can be evaluated by a qualified individual.

3. Local response

On larger projects, a localized emergency may not warrant a project-wide response. The most common reason for a local response would be a medical emergency for a single person or small number of people. An accident with a piece of construction equipment or a small fire that has been contained, but not extinguished, may also warrant only a local response. The site manager will be responsible for determining the type of response needed. The situation may change over time and a local response may eventually develop into a full, project-wide evacuation response. Communication between the manager and site personnel is critical.

- a) If the site manager feels it is necessary, appropriate emergency agencies will be notified (fire, police, ambulance, etc.). This will be 9-1-1 in most areas.
- b) The site manager will instruct the employers or trades working in the local area to take attendance to ensure everyone is accounted for.
- c) The site manager will select personnel to stand at the project's entrance gate to help direct emergency vehicles and personnel as they arrive.

ADDRESSING THE MEDIA

Only representatives from project ownership and/or project management are allowed to provide statements to the press. If media personnel arrive on site, they are to be denied access. If they call any of the trade offices, they are to be told that there is an investigation being conducted and only a representative from project ownership and/or project management is allowed to comment on the event. They are to have no other comment nor provide any other answers.

At an appropriate time, statements to the press will be provided by a representative from the project owner or project management staff. Employees and subcontractors issuing unauthorized statements to the press will be terminated.

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