



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A
Date: 4/20/2009
Rev: 1
Date: 8/19/15
Authorized: *GDW*

Title: Emergency Action Plan

Section No: 12

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1.0 PURPOSE

The purpose of this section is to provide a plan to address occasions when PPP may be responsible for instituting a site specific emergency action plan (EAP).

2.0 SCOPE

This section provides a procedure for development of site specific EAP's. Included in this section is the "Emergency Evacuation Plan for Plymouth, Michigan Office and Shop Facilities".

3.0 INDEX TO SECTION

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Procedures
- 4.1 EAP Components
- 5.0 Infectious or Hazardous Material Policy
- 6.0 Emergency Evacuation Plan for Plymouth, MI Office and Shop Facilities
 - 6.1 Purpose
 - 6.2 Scope
 - 6.3 Index to Plan
 - 6.4 Responsibilities
 - 6.5 Equipment
 - 6.6 Training
 - 6.7 Procedure



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4.0 PROCEDURE

Each jobsite has unique characteristics with regard to emergency action/evacuation. Rarely is it the responsibility of PPP to develop an EAP. In most cases it is the responsibility of this company to comply with existing plans developed by owners, management contractors or host employers.

To help ensure the safety of PPP employees the following must be observed:

1. The PPP project manager shall notify the safety director when it becomes the responsibility of PPP to develop a site specific EAP.
2. The PPP safety director, assisted by the project supervisor and/or project safety coordinator, shall coordinate with all involved to develop the details of the plan.
3. In all cases it is the responsibility of PPP project supervisors to make sure that site specific EAP's are communicated to all company and subcontractor employees as part of a site specific safety orientation before they start work on a project and be available to all employees to review.

4.1 EAP COMPONENTS

A PPP site specific EAP shall include the following components:

1. The purpose of the plan;
2. The scope of the plan;
3. An index to the plan;
4. Plan responsibilities;
5. An overview of equipment involved in the plan, i.e. alarm system, sprinkler system, smoke detectors, etc;
6. Training requirements of the plan; and
7. Procedures for each type of emergency action that could occur.



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5.0 INFECTIOUS OR HAZARDOUS MATERIAL POLICY

1. Employees of PPP shall be restricted from any operations that may cause them to be exposed to blood or other potentially infectious or hazardous materials, unless they have been appropriately trained, vaccinated, blood tested, equipped and authorized.
2. If or when PPP becomes contractually responsible for hazardous waste handling operations, the work shall be subcontracted to a company licensed to perform such work with properly trained and qualified people.
3. It is the responsibility of PPP project supervisors to communicate this policy to employees as part of a site specific safety orientation before they start work on a project.

6.0 EMERGENCY EVACUATION PLAN FOR PLYMOUTH, MI OFFICE AND SHOP FACILITIES

6.1 PURPOSE

Power Process Piping, Inc. (PPP) is concerned about the hazards associated with office and shop facility emergencies. As a result, this plan provides for escape from an emergency in the workplace.

6.2 SCOPE

This plan provides guidelines and procedures for the safe and efficient evacuation of the PPP Plymouth facilities in the event of an emergency that would effectuate such action.

6.3 INDEX TO PLAN

- 6.1 Purpose
- 6.2 Scope
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6.4 RESPONSIBILITIES

The PPP president, or his designee, shall be the spokesperson for the company, and the only person who speaks to the news media on behalf of the company in the event of an emergency.

The PPP safety director shall be responsible for writing, implementing, and periodically reviewing and amending this plan.

The PPP controller shall be responsible for the evacuation of employees and visitors from the secure area offices of the east building. He shall make sure that the proper emergency response agency is notified. The controller will assume responsibility for a total accounting of all persons affected by an evacuation. He will receive reports from the fabrication shop supervisor, the designated person in the Estimating Department and the tool manager regarding their areas of responsibility. The controller may delegate or assign tasks as he deems necessary for a safe and efficient evacuation.

The PPP fabrication shop supervisor shall be responsible for the evacuation of employees and visitors from the fabrication shop area and shop offices. When it is reasonably safe to do so, he shall supervise and assist in shutting off power to equipment and closing compressed gas cylinder valves. The shop supervisor has authority to delegate tasks such as guarding hazardous areas against entry, and directing emergency response personnel to the emergency. The shop supervisor shall provide an accounting of people from his areas of responsibility to the controller.

There shall be a person in the Estimating Department designated to be responsible for the evacuation of employees and visitors from the offices of the west building. That person shall provide an accounting of people from his/her area of responsibility to the controller.

The PPP tool manager shall be responsible for the evacuation of any people from the west building warehouse area. He shall provide an accounting of people from his area of responsibility to the controller.

When any of the above-described responsible people are absent or unable to perform their duties their delegated replacement will do so. When a responsible person is temporarily replaced, the replacement shall be informed or reminded of their emergency evacuation responsibilities.



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6.5 EQUIPMENT

The PPP Plymouth facilities have automatic sprinkler systems in all areas, portable fire extinguishers in all areas, smoke detectors in office areas, lighted exit signs at doorways that are in exit routes to the outside of buildings, and emergency light fixtures where required. A fire alarm signaling system is activated when a drop in pressure occurs in the fire protection sprinkler systems and/or when a smoke detector is activated. The east and west buildings are on separate systems. The alarm signal when activated can be heard in all parts of its respective building. The signal is also sent to our security and fire monitoring company, Audio Sentry. Audio Sentry immediately notifies the fire department when a fire alarm signal is received.

The alarm signaling system has a backup power source that is capable of activating the signal in the event of a total failure of the facility's power. The fire alarm signal is a medium-high pitched honk-honk that continues until the system is shut off or reset.

6.6 TRAINING

The Emergency Evacuation Plan shall be reviewed with all Plymouth facility employees at the onset of their working at the facility, if the procedures or employee duties change, and annually. Emphasis shall be put on the importance of responding to an alarm, of being aware of where exits are located, and of employees making sure that their supervisor knows where they are after evacuating.

An evacuation drill shall be conducted at least annually, and can be in conjunction with the fire marshal's inspection and testing of the alarm system. Evacuation drills shall be held unannounced, and as coordinated by the safety director, controller, and vice president of operations. Evacuation drills shall be evaluated by the PPP management group and the safety director. The evaluation shall include the following items:

1. Were employees in all areas able to hear the signal?
2. Did all employees exit the facility?
3. How much time was required for the full evacuation?



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4. Was all equipment properly shut down?
5. Was the evacuation conducted in a safe and orderly manner?

The safety director shall implement additional training to address any deficiencies in the drills as noted by the evaluation.

6.7 PROCEDURE

When the alarm signal is heard, or when directed by their supervisor, employees are to calmly and quickly stop what they are doing, turn off energy sources that they may be working with, exit the building via the nearest safe exit and proceed to their designated assembly area.

The primary assembly area for people evacuated from the fabrication and warehouse areas (both buildings) will be the parking area at the north central part of the PPP property. The primary assembly areas for people evacuated from office areas (both buildings) will be at the street curb at the south end of the PPP property in front of their respective building. It is every employee's responsibility to be accounted for by their supervisor so as to avoid unnecessary search and rescue attempts. Secondary assembly areas can be selected by supervisors as site or weather conditions dictate. For instance, employees evacuated from one building could possibly be allowed to assemble in the other building, but only at the direction of their supervisor. An accurate head count is paramount.

When an evacuation occurs, only the PPP president, vice president of operations or the controller are authorized to return employees to the facility.

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
	Program reviewed and Revision History added		GMN	10/20/2014
1	4.0 item 3 available for review	GMN		8/19/15