

EMERGENCY ACTION PLAN



Steingass Mechanical Contracting, Inc.
754 Progress Drive
Medina, Ohio 44256
(330) 725-6090

EMERGENCY ACTION PLAN

PURPOSE

Prior to the start of any project an emergency action plan will be developed to serve as a guideline to protect personnel from injury and minimize damage to company property and assets in case of an emergency.

DEFINITIONS

Emergency An unwanted, unplanned event or occurrence which might result in serious injury or death or damage to or loss of company property, or impairment of company operations.

TRAINING

The following shall be considered the minimum training requirement for the respective personnel.

1. **The Evacuation Plan** - the evacuation plan shall be posted in a conspicuous location and all appropriate employees shall take notice of it.
2. **Fire Extinguisher Use** - each employee shall be trained at least annually in the correct usage of the fire extinguisher.
3. **Specific Emergency Procedures** - (See General Emergency Plans Action Guidelines below)

GENERAL EMERGENCY ACTION PLAN GUIDELINES

A. General Instruction

1. Any emergency will rate priority over normal activities
2. All comments to the public, members of the news media, or state and/or county officials shall be made through

Al Lesure ONLY.

3. In the event of an emergency and after immediate steps ensuring the safety of personnel and equipment have been taken, the following people are to be notified, and further instructions should come only from them.

Al Lesure: (330) 725-6090

B. General Action Guidelines

1. As a guideline, the following steps shall be taken during any emergency

- a. Call the Fire and/or Police Department:

Police Department	911
Fire Department	911

- b. Job Superintendent shall inform employees where the phone and the nearest medical attention is located. In addition to this see EMERGENCY PHONE NUMBERS posted at each jobsite location.

C. Guidelines for calling emergency personnel

1. The following information must be given:
 - a. Exact Street Address and Phone Number
 - b. Location within the Building
 - c. Type of Emergency
 - d. How it happened
 - e. How many people are injured
 - f. Name and Title of Person Making the Call
 - g. What is presently being done
2. **Always let person receiving call hang up first, go to gate to direct emergency vehicles to accident location.**

Steingass Mechanical Contracting, Inc. Employee Training Statement

The purpose of this training is to gain an understanding of established **Steingass Mechanical Contracting, Inc.'s Emergency Action Procedures**. **You** are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-to-day practical job applications.

These policies have been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to these procedures. All suggestions will be evaluated based on their workability, impact on safety, and compliance with OSHA regulations.

As one of **Steingass Mechanical Contracting, Inc.'s Employees**, I have reviewed the latest copy of **Steingass Mechanical Contracting, Inc.'s Emergency Action Plan**, and in addition, I have received the following training:

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| <ul style="list-style-type: none">A. Means of Reporting EmergenciesB. Fire Extinguisher UseC. Evacuation PlanD. Specific Emergency Procedures |
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Employee Signature _____

Date: ____/____/____

Time: _____