



**Bouma USA<sup>®</sup>**

# **Master Emergency Action Plan**

**The Palmdale Aerospace Academy**  
**3300 East Palmdale Blvd. Palmdale CA 93550**

MASTER

## **EMERGENCY ACTION PLAN**

Although Bouma USA takes precautions to prevent them, emergencies do occur. When they do, they require quick, correct and decisive responses. Employees and Subcontractors have been informed of the company's planned response to emergency situations, and they are expected to adhere to these guidelines for the duration of this project.

The intent of the plan is to ensure all employees a safe and healthful working environment. Those employees assigned specific emergency duties under the plan should be provided the necessary training and protective equipment to ensure their safety.

### **SCOPE OF THE PLAN**

The plan applies to many emergencies that could be reasonably expected in the workplace but are not limited to:

Earthquake	Explosion
Fire	Crane collapse
Workplace Violence	Disaster

### **EMERGENCY PLAN COORDINATORS**

The Emergency Plan and Fire Protection Plan Coordinator(s) is/are as follows:

David Stanley 616-250-3326	Steve Marsman 616-450-4862
Harriett Howell 661-400-0343	Ken Skinner 616-581-3800

The Coordinator is responsible for maintenance of equipment. The Coordinator may be contacted for further information on or explanation of the Plan.

## **ELEMENTS OF THE PLAN**

### **I. Preferred Means of Reporting Fire and Emergencies**

All fires and emergencies will be reported by one of the following means:

- Verbally to the Coordinator if during standard work hours
- By telephone if after hours or on weekends or if the Coordinator is offsite
- By the alarm system 24 hours a day
- Public address system (if applicable)

The following numbers will be posted at all telephones having outside lines:

**FIRE: 911**

**SHERIFF: 911**

**POLICE: 911**

**AMBULANCE: 911**

Jobsite address: Southwest corner of Palmdale Blvd and 35<sup>th</sup> Street East. East of 3166 East Palmdale Blvd. Palmdale CA. 93550

Closest Hospital: **Palmdale Regional Medical Center**

**38600 Medical Center Dr, Palmdale, CA 93551**

**Phone: 661-382-5000**

### **II. Alarm System Requirements**

Alarm system requirements for notifying all employees in an emergency are the following:

- Provides warning for safe escape
- Can be perceived by all employees
- Alarm is distinctive and recognizable
- Employees are properly trained
- Emergency telephone numbers posted
- Emergency alarms have priority
- Alarm system is maintained properly by trained personnel

### **III. Sounding the Alarm**

The signal for immediate evacuation for the facility will be the sounding of an audible air horn emergency signal. When an emergency that warrants evacuation is reported, the Coordinator or his designee, will sound the air horn signaling the need to evacuate the jobsite.

#### **IV. Evacuation Plans**

Emergency evacuation escape route plans (see appendix A) are posted in key areas throughout the jobsite and in the main jobsite trailer. All employees have been trained concerning these plans and evacuation procedures.

#### **V. Employee Accountability Procedures After Evacuation**

In the event of a fire emergency signaled by the Emergency air horn signal, all employees and subcontractor employees will promptly exit the jobsite by the nearest exit. Once out of the jobsite, go to the nearest designated rally point and immediately report to their supervisor. After evacuation, each supervisor (or designee) is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. Each employee is responsible for reporting to his or her supervisor so an accurate head count can be made. All supervisors are required to report their head count (by Name) to the Emergency Plan Coordinator.

##### Designated Rallying Points

Rally point 1 – Sidewalk at fire entrance at Palmdale Blvd (North of jobsite)

Rally point 2 – Sidewalk at fire entrance at 35<sup>th</sup> Street East (East of jobsite)

Rally point 3 – Sidewalk at fire entrance at Ave Q-10 (South of jobsite)

#### **VI. Rescue or medical duties procedure**

Only employees and subcontractor employees that are trained in first aid and the Blood borne pathogens standard are allowed to perform First Aid or other emergency medical procedures. Rescues involving machinery, cave ins and or high angle rescue are to be performed by trained and authorized personnel.

#### **VII. Re-entry**

Once the jobsite is evacuated, no one is to re-enter for any reason. Rescue personnel (if designated and properly trained or the Fire Department/City Emergency Personnel) are excluded from this rule. When the Fire Department or other responsible agency has notified

us the jobsites is safe for re-entry, then, and only then, will personnel return to their workstations.

### **VIII. Training for Employees Who Assist in Evacuation**

The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees. Employee training is provided to employees when: (a) the plan is initiated; (b) when employee's required actions and responsibilities change; (c) there are any changes to the plan.

David Stanley

Harriett Howell

Steve Marsman

Ken Skinner

Subcontractors are required to have trained a proportionate number of employees in assisting in evacuation assistance, CPR/First Aid and respective emergency procedures to their trade. All subcontractor employees shall be trained in this Emergency Action Plan.

### **IX Training for Employees**

Employee training is provided when:

- The plan is initiated
- When employee's required actions and responsibilities change
- There are any changes to the plan
- Initially for new employees

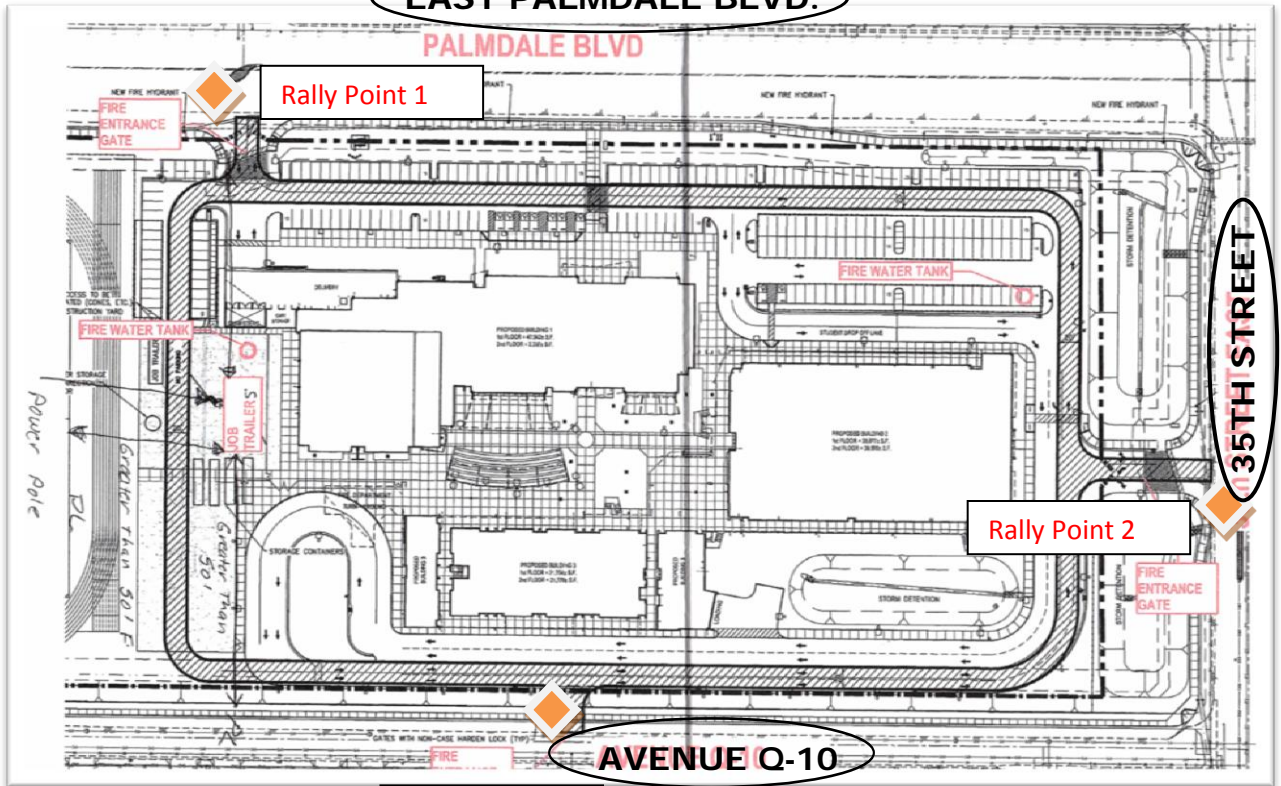
Items Reviewed:


- 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
- Closing doors behind you
- Means of Reporting Fire and Other Emergencies
- Names and Titles of Emergency Plan and Fire Protection Coordinators
- Alarm Systems
- Proper Housekeeping

- Emergency and Fire Prevention Plan Availability
- Hazard Weather Procedures

### Appendix A

### EAST PALMDALE BLVD.



 = Rally Point