

Emergency Action Plan

Project Name:	
Project Address:	
Field Office Location:	
Reeder Project Manager :	
Reeder Project Superintendent:	

REEDER GENERAL CONTRACTORS, INC. will explain to each employee the preferred means of reporting emergencies, such as manual pull alarms, public address systems, radio, or telephone. Emergency telephone numbers must be posted near telephones or employee bulletin boards and other conspicuous locations. The Superintendent will coordinate the emergency evacuation plan and assign procedures to personnel for critical tasks before evacuation. The Superintendent will assign, by name and job title, a person to account for all personnel, direct personnel to the nearest safe exit, and direct emergency equipment and personnel to the job site. If necessary, a subcontractor foreman may be utilized to direct these efforts.

Designation of Responsibilities

On-Site Personnel		Designated Responsibility
Name		Will assess the situation and determine whether an emergency exists, sound the alarm (air horn), and call emergency personnel.
Title		
Company		
Name		Will direct all efforts to evacuate the area.
Title		
Company		
Name		Will direct emergency personnel services to the job site.
Title		
Company		
Name		Who is certified in First Aid and/or CPR, will assist injured person(s) until emergency personnel arrive.
Title		
Company		
Name		Will account for all personnel at the designated area.
Title		
Company		