



Emergency Action Plan

Harris & Ruth Painting Contracting

**Protect employees during emergencies.
(T8CCR) section 3220**

DISCLAIMER:

This program is offered in good faith and is believed to be accurate and reliable at the time of completion. However, the program is made without warranty, claims, or guarantees as to its accuracy or the completeness, either expressed or implied, as to its condition or fitness for a particular purpose, merchantability, or any other matter. M Squared Safety, LLC assumes no liability for any loss, whether direct, indirect, special, consequential, exemplary, incidental, or of any kind or for any reason whatsoever arising out of its use.

Emergency Action Plan

Harris & Ruth Painting Contracting

Address: 2107 W. San Bernardino RD
West Covina, CA 91790

Company Contact:

- **Name:** Javier Lopez
- **Title:** VP of Operations
- **Telephone/Cell:** (626) 831-2069
- **Email:** javier@harris-ruthpainting.com

Alerts:

In the event of an emergency, employees are alerted by:

- *Verbal Announcement*
- Text Message

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation):

Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

Extinguishers:

Employees are not authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

Operations:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties:

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):
Meet in the front parking lot.

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is:
Responsible party will perform a head count/roll call to confirm all present

Immediate Care of Injured Employee

1. Employees must report all accidents and injuries to their supervisor. Upon notice of an incident or injury, the supervisor or other responsible person shall determine the severity of the injury.
2. If the injury is life-threatening, call 911 immediately.
 - a. If necessary, transport employees to a point where they can be reached by an emergency medical service provider.
 - b. In the event of an emergency, clear and precise direction to the work site can and will be provided as needed to emergency responders.
3. Notify Human Resources for support.
4. **If the injury is not life-threatening, but requires medical attention, the supervisor or other responsible person shall call the Safety Department. For all first aid, non-emergency injuries, contact 1st Aid Response at (888) 630-5915 24/7 Dispatch.**
5. At the direction of the Safety Department, the supervisor or other responsible person shall escort the employee to a Medical Clinic.
6. At the time of the injury, the employee may not need medical treatment. If at a later date the employee decides that a medical opinion is necessary, the employee is to advise the Safety Department.

First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Wounds

- **Minor:** (Cuts, lacerations, abrasions, or punctures) Wash the wound using soap and water; rinse it well. Cover the wound using clean dressing.
- **Major:** (Large, deep, and bleeding) Stop the bleeding by pressing directly on the wound, using a bandage or cloth. Keep pressure on the wound until medical help arrives.

Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Burns

- **Heat:** Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dries the area and cover it using sterile gauze or a clean cloth.
- **Chemical:** Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury

- **Small particles:** Do not rub your eyes. Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water for fifteen minutes.
- **Large or stuck particles:** If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with bandage.
- **Chemical:** Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

Neck & Spine Injury

- If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a shaded place with the feet raised.

Heat Stroke

- Severe medical emergency which could result in death
- Heat stroke results when the body's core temperature gets too high and the body is no longer able to cool itself.
- Symptoms:
 - Hot, dry and red skin
 - Rapid pulse and low blood pressure
 - Weakness, confusion, headache and dizziness
 - Anger or acting strangely;
- In later stages, a person may pass out and have convulsions.
- Call an Ambulance First then immediately begin cooling the victim's body with water or wrapping them in cool wet cloth.
- Treatment:
 - Have the person lie down
 - Apply a cold compress (such as moist towel) to forehead and neck
 - Use a fan to lower body temperature
 - Elevate feet
 - Give fluids (avoid caffeine)