

Project Emergency Action Plan

Emergency Reporting

All personnel are required to report any injury, emergency or potentially dangerous situation to Nycom, Inc. immediately.

Nycom Regional Office Phone Number: _____

Nycom Field Operations Mgr. (Name & #): _____

Site Address: _____

General Contractor/Client Company Name: _____

General Contractor/Client Contact Person: _____

General Contractor/Client Contact Phone Number: _____

Emergency Contacts & Information

The emergency phone numbers for this project are:

- Ambulance/Rescue/EMS: _____
- Fire Department: _____
- Police/Law Enforcement: _____
- Local Medical Facility for Minor Injuries (Name & Phone Number): _____

- On Site First Aid Provider (Name & Phone Number): _____

- First Aid Kit Location: _____

Emergency Duty Assignments (Assign these duties to capable employees)

Who will call for Emergency Services _____

Who will meet & direct Emergency Service Responders to the accident location _____

Who will assist with evacuations _____

Evacuation & Accountability Procedures

If an emergency occurs that requires an evacuation of the work area, all personnel will be notified to evacuate using verbal, radio or cell phone communications.

Upon receiving instructions to evacuate, all personnel must evacuate using the nearest safe exit. All exits should be identified prior to beginning work, kept clear and unlocked at all times during working hours.

All personnel will evacuate and assemble at the following locations unless otherwise directed by the Nycom supervisor:

Fire/Emergency Evacuation Assembly Area _____

Severe Weather Evacuation Assembly Area _____

No one is to leave the project or assembly area until accounted for and instructed to do so. Nycom employees will not return to the work area until emergency responders, the client or Nycom supervision or management has communicated that it is safe to return to the work area.