



Proof of Training

Print name: _____ Signature: _____ Date: _____

Crisis Management and Emergency Medical Services Plan

Purpose

The purpose of this program is to ensure employees and subcontractors have ready access to emergency medical care and are aware of the emergency action plan. This plan is design to minimize injury, loss of life, and loss of company resources. The hot work and fire prevention plan is closely linked to this program. Workers must be familiar with and trained in both programs.

Crisis Management is contained in the first section of this document the Emergency Medical Services plan is included in the back section starting on page 6. These plans have been combined to ensure they are not inadvertently separated during a crisis.

Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines. This plan applies to all emergencies.

Goal

The overall reason to plan for an emergency is to provide a systematic approach to managing the crisis in an organized manner. Additionally, the crisis management plan is designed to maintain the company's credibility and positive image in the face of adversity. Our customers, employees, management, financial supporters, industry peers and others should all feel we were well organized and handled the emergency in a professional manner.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed. He will also coordinate with local public resources such as fire department and emergency medical personnel to ensure they are prepared to respond as detailed in the plan.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Overview

Each project/jobsite shall have a site specific crisis management and emergency medical services plan. The plan shall be formally documented and kept on the jobsite such that it is available for all employees/subcontractors to review. Contact information shall be provided for employees/subcontractors who need additional information pertaining to their respective duties.

Restrictions

Under no circumstances shall a worker attempt to fight a fire that has passed the incipient stage, in essence a fire that requires 3 or more extinguishers to extinguish. Nor shall any worker attempt to enter a burning building to conduct search and rescue. These actions shall be left to the emergency service professionals. Refer to the Hot work and fire prevention program.

Under no circumstances shall a worker provide advanced medical care or treatment. These situations shall be left to the emergency services professionals.

Training

All workers shall receive instruction on this plan as part of their new hire orientation. Items to be included in the training include; proper housekeeping, fire prevention practices, fire extinguisher location, usage and limitations, means of reporting emergencies, alarm systems, emergency shutdown procedures, escape routes, assembly areas, and procedures for head counting.

Additional training shall be provided when there are changes to the plan or the facility, when workers responsibilities change and annually as a refresher.

Emergency Drills

Drills will be conducted annually and after physical changes to the building has occurred.

Evacuation Routes and Emergency Exits

Evacuation route maps and emergency exits shall be posted and readily available. When an evacuation is called for go directly to your designated assembly point, report for head count and remain there until the all clear is given or you are instructed to relocate by emergency professionals.

Key individuals remaining behind to shut down critical systems, utilities or to sweep the area for potential stragglers or injured persons shall be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route and go directly to the assembly area for headcount.

Re-entry

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated emergency response team members. Workers shall remain in the assembly area until the emergency response team members or emergency professionals have given the all clear.

Narrative

The crisis management plan is designed to provide guidelines for a practical communications system that is adaptable for any crisis situation. The crisis management plan is part of our overall safety and emergency preparedness efforts. As important as dealing with any emergency situation, is dealing with the perception of how the event was handled. This plan will help protect the company's image and credibility as we recover from the crisis. Below you will find our response flow path, emergency contact numbers as well as roles and responsibilities.

Crisis situations vary greatly; the roles and responsibilities, response flow path, and emergency contacts are to be used as a guideline, flexibility during the actual event is to be expected. During smaller scale events, a team member could have numerous roles and responsibilities. As the complexity and severity of the emergencies increase and new team members respond, assignments may change. It is not uncommon for responding team members to have numerous or cascading roles throughout a single event.

Crisis response flow path

In the event of an emergency situation evacuate the immediate area; contact your supervisor or a member of the emergency response team (ERT). They will rally the necessary resources and determine if the event requires the support of emergency professionals.

If outside emergency professional are required set up an escort or a flagger so that emergency services can easily locate the incident.

For large scale events or potentially sensitive situations notify Unger's' leadership (Mike Mencarini, Jason Tabacco and/or Ken Harrison). Determine an incident commander and supporting roles (see roles and responsibilities back of page) Roles will likely change as more supporters arrive on site. Initial responders may have multiple roles.

Develop a mitigation/recovery strategy using input from the client, consultants and/or subcontractors.

Lock down the gates to the project; keep the right people within or away from the project. Construction workers should be collected in a safe zone, within the project gates if possible. Media should be collected in a safe zone off the project site until the designated spokesperson arrives.

Preserve evidence; secure the jobsite or the scene of the incident, keep observers away from the scene and away from the incident response members. Identify and collect possible witnesses.

Manage the recovery effort. Some situations will need demolition activities, some will need stabilization. Almost all will require cleanup and a formal quality control inspection before returning the area over to normal operations. Gather all available information from witnesses and photograph the area of concern and the areas near the concern.

External Communications:

Jason Tabacco or leadership team members will determine who will contact the clients' management team. Leadership team members will determine who contacts the surrounding businesses that may be affected by the incident.

In some circumstances, regulatory agencies (OSHA, EPA) will need to be notified. Determine if this event meets the notification criteria. Leadership team members determine who will contact the regulators. In some circumstances, family members of affected workers will need to be notified. Leadership team members determine who will contact the family members. Be aware of the need for bi-lingual capabilities. Delegate someone to transport the spouse or family of the injured to the hospital. Offer to assist with making arrangements for a babysitter, food, etc. to make things easier for the family.

Leadership team members determine who will act as the spokesperson to the media as well as identify who will approve news releases to the media. Set up a media assembly area away from the incident itself.

Leadership will determine if and when a legal representative should be contacted. If yes, they will determine the contact person.

Leadership will determine if an insurance representative should be contacted and if so who will be the contact person.

In some circumstances, stress counseling may be warranted. Secure, and offer, post-traumatic stress counseling.

Status Updates

Present initial findings to the client, responding agencies and workers on the jobsite. Provide regular updates. Determine when the next update will be provided to the client, the construction workers and the media.

Complete a detailed incident report. Share findings, and gap closing actions. Prepare Lessons Learned communication, Present Lessons Learned communication, Implement “new barriers” into our normal operating procedures.

Roles and Responsibilities

Incident Commander: Provides leadership for the development and execution of the recovery plan. Act as a liaison to police and fire. Develops and implements actions aimed at reducing the impact of the situation and begins to mitigate hazards.

Flagger/escort for emergency responders: Directs external agency emergency responders (police/fire/EMS)

Securing the job site: Closes the jobsite gates or doors ensuring only authorized construction personnel and external agency emergency responders and designated client/customer employees are allowed on the site. No members of the general public, media or family members of construction workers are allowed on site. Family members: In a safe zone on-site as approved by the incident commander and/or Unger leadership.

Securing the incident area: Ensure the area is untouched, preserve evidence.

Collecting the witnesses: Identify and collect possible witnesses, witnesses should not leave until interviewed.

Interviewing the witnesses: Conduct and document interviews. Keep construction workers: In a safe zone preferably on-site. Their services may be required in the recovery effort.

Media control: Keep media: In a safe zone off-site, away from construction workers and emergency responders.

Photographing area/items of concern: Photographs of the area of concern should be taken from a variety of angles and a variety of magnifications. Use items to help identify scale such as a ruler, tape measure, item of known size. Photograph areas surrounding the incident site as well. Nothing should be moved for the purpose of a photograph everything should be as is.

Scribe- Data collection: Master of the written record, take notes at all briefings, review ownership and expectations to ensure all commitments are met. All interviews, photos and data are to be sent to the scribe to log.

Spokesperson: Responsible for all communications from the corporation. Establish a unified response, one spokesperson, to distribute statements. Statements should be simple, clear and state only the facts. If you are not the designated company spokesperson don't speak about the incident. If approached

simply state you are not qualified to answer the question and that the spokesperson, when they arrive, will handle all questions.

Safety: Determines the necessary safe work plan for the recovery effort. Performs a risk/hazard analysis to ensure the conditions or situations do not have the potential to cause harm to responders or create greater damage.

Quality Control: Independent confirmation that all work has been performed to expectations. All loose ends are documented, ownership is clear and we have gap closing action plans.

All clear: The situation is stable, recovery efforts can continue outside of the crisis management realm, the site can be completed under normal construction management protocol.



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Emergency Medical Services Plan (EMSP)

Purpose

The following Emergency Medical Services Plan shall provide employees and subcontractors with assurance of prompt and expedient aid in the event of an on-site accident requiring emergency medical services, and shall satisfy Unger Construction Co.'s obligations under CCR-T8-CSO 1512 and CCR-T8-GISO 3400

Goals

The goal of the EMSP is to ensure that Unger Construction Co. is able to provide emergency medical services to its employees and, if needed, the employees of its subcontractors while working on or furnishing personnel on a construction project.

Scope

The EMSP will ensure that trained personnel are available to render emergency medical services. Selected employees of Unger Construction Co. trained in First-Aid and CPR will be present at all jobsites and designated to be available in the case of a medical emergency.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually. Additionally, management will ensure proper adherence to this plan through regular review. It is management's responsibility to acquire and maintain those material items which are needed to support the Emergency Medical Services Plan (EMSP). Such items may include, but may not be limited to, first-aid kits, and appropriate emergency communication equipment. It is also management's responsibility to select and arrange for the training of a suitable number of employees or other worksite individuals to become emergency personnel, and to provide the emergency personnel with retraining at regular intervals.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed. It is the program manager's responsibility to inform Cal/OSHA in a timely manner in the event of a serious illness, injury or job-related fatality. The program manager is also responsible

for aiding management in selecting which individuals are to be trained as Job Site Emergency Personnel, for arranging for training in first-aid and CPR equal to that provided by the American Red Cross, and for ensuring that first-aid responders receive refresher training at appropriate intervals.

Supervisors (Superintendents and Foreman)

Supervisors at each jobsite are also responsible for obtaining professional emergency medical services or providing emergency communications using their radio/cellular telephone as required during a medical emergency. Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

It is the responsibility of the workers to know the identities of ERT at their jobsite; to inform that individual immediately if first-aid is required; and to render such assistance as may be requested by that individual when they are rendering first-aid. Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Supervisors/ Workers

Supervisors and workers shall follow the procedures described in this plan. Job Site Supervisors are responsible for insuring that all personnel under their control are aware of the identities of trained emergency personnel present at their worksite, of the location of first-aid kits and other materials, and of their responsibility to provide assistance as requested by the trained emergency personnel when they are rendering first-aid.

Emergency Response Team (ERT)

ERT are employees trained and appointed by the project management team. ERT shall attend initial and retraining first-aid training course. ERT are also responsible for maintaining first-aid kits and related items in their possession, and for maintaining in an easily accessible location telephone numbers for emergency services. In the event of a medical emergency on a job-site, the ERT shall assess the nature of the emergency, render first-aid, direct other employees as to how to render assistance, and obtain professional medical services if the injury cannot be controlled by simple first-aid.

Selection of Individuals for Training

The Project Manager and superintendent shall determine which Unger Construction Co. employees are to receive training in first aid and CPR. Normally, employees selected are foreman level and above. This selection should ensure an adequate number of trained individuals, generally speaking one per every 30 employees. At least one trained individual will be available at each job site, when workers are present. Special consideration and planning should take place for after hours, weekend and holiday work.

First Aid and CPR Training

Unger Construction Co. shall arrange for selected employees to receive first-aid and CPR training at no cost to the employee. The training shall be equal to that provided by the American Red Cross. Copies of materials certifying training received shall be kept on file by the Project Manager. The Project Manager shall review this file at regular intervals, and arrange for recertification for Field Safety Supervisors at appropriate intervals.

Worksite Training Conducted By Field Supervisors

Field Supervisors shall be responsible for discussing EMSP topics at “tailgate” safety meetings on a regular basis. Appropriate topics would include, but are not limited to: (1) identities of Job Site Emergency Personnel on that particular jobsite; (2) location of first-aid kit and emergency communication equipment; and (3) ways in which employees might be called upon to assist the Job Site Emergency Personnel. The last topic can be addressed by discussing appropriate topics taken from a standard first-aid manual or book, such as means to move injured persons or staunch bleeding by application of pressure.

Subcontractors

Where a subcontractor is working on a construction site under the direction of Unger Construction Co., the subcontractor shall be required to ensure the availability of emergency medical services for its employees. The subcontractor and Unger Construction Co. may agree that this emergency medical service plan shall cover the combined work force present on the job site, or the subcontractor may choose to apply their own emergency medical services plan. In no event shall the subcontractor be allowed to work without such a plan. The Project Manager shall ensure that subcontractors working under the direction of Unger Construction Co. either comply with this Emergency Medical Program or document that they choose to work under their own Emergency Medical Services Program.

Each subcontractor shall provide at least one foreman that is appropriately trained to render CPR/first aid. The jobsite emergency response team will consist of a pool of responders from both Unger Construction and the subcontractor community. CPR/First aid will be provided by the emergency response team independent of whom the injured employee works for.

Responsibility of ERT

In the event of a medical emergency, the ERT shall assess the extent of the injury or illness and render first-aid if appropriate. The ERT shall instruct other employees as to how to provide assistance if needed. If, in the opinion of the ERT, the medical emergency cannot be controlled by simple first-aid the ERT shall directly or by instruction to other employees obtain professional medical services.

First Aid Kit

Every job site shall be provided with a first aid kit. The contents of the first aid kit shall comply with the requirements of CCR T-8 CSO 1512. These requirements are summarized below and are based on crew size. The jobsite supervisors shall promptly request replacements for expended items and shall inspect the kit at regular intervals to ensure that the contents remain clean, sanitary, and where necessary sterile. Each subcontractor will shall provide at least one first aid kit that is appropriately sized to match their peak manpower loading on-site. The first aid kits will be inspected regularly to ensure prompt replacement of expended items. The contents of the first aid kit shall remain sanitary and be arranged such that the contents can be quickly reviewed. Drugs, antiseptics, eye irrigation solutions, inhalants, medicines shall not be included in the in the first aid kits. The minimum first aid supplies shall be in accordance the following:

For Crew Size 1-5

Adhesive dressings (bandages), adhesive tape, eye dressing, 2" gauze bandage roll or compress, sterile gauze pads – 2", sterile gauze pads – 4", Triangular bandages, safety pins, tweezers, scissor, Access to incident forms and first aid treatment guidance such as using smart phones or iPads to access the Red Cross First Aid App.

For Crew Size 6-15

All items included in the crew size 1-5 plus the following: 1" gauze bandage or compress, 4" gauze bandage roll or compress, vinyl gloves.

For Crew Size 16-200

All items included in the crew size 6-15 plus the following: pads for pressure dressing, cotton tipped applicators, forceps.

Emergency Eye Wash Stations

Emergency eyewash station shall be provided for all Unger Construction projects with 15 or more workers. Projects with less than 15 workers shall be provided with hand held eye wash stations.

Additional Materials

Emergency Washing Facility

If the bodies of employees at any worksite may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily available.

Such a situation does not normally exist at Unger Construction Co. worksites. In the event that these special circumstances are present on a particular job, the Project Manager shall arrange to rent or purchase appropriate facilities.

Basket Litter

If work is performed at any time in a building that extends five or more floors (48 feet) either above or below ground, at least one basket or equally appropriate litter equipped with straps and two blankets, or similar warm coverings, shall be obtained and made readily available at the worksite.

Such a situation does not normally exist at Unger Construction Co. worksites. In the event that these special circumstances are present on a particular job, the Project Manager shall arrange to rent or purchase appropriate facilities.

Emergency Call System

Under normal circumstances there is one or more radios or cellular telephones present at all worksites. The primary method of obtaining emergency medical services shall be to dial "911" and report the location and nature of the medical emergency.

In addition, at each job site each Field Supervisor with the help of the Project Manager shall prepare and keep with their radio/cellular phone a telephone list including the following numbers: (1) an occupational physician; (2) a hospital ; (3) an ambulance service; and (4) the fire department nearest to the worksite.

Maps Directions and Phone Numbers for Off Site Medical Providers

Maps , directions and telephone numbers to the off-site healthcare providers are kept in the Unger superintendents "Grab -n- Go Binders", which are maintained on site.

Medical Response Flow

- 1) Injury occurs,
- 2) Injured workers supervisor and Unger representatives are notified,
- 3) The emergency response team (ERT) is activated
- 4) First aid providers perform triage to determine proper source of care
- 5) Serious injuries will be stabilized and transported with an escort to the nearest emergency room by company vehicle or 911. (Injured workers will not be allowed to drive themselves)
- 6) Minor injuries will be treated by either the first responders themselves, or an On-Site Health and Safety representative, or the injured worker will be transported with an escort to the nearest occupational health clinic. (Injured workers will not be allowed to drive themselves)

Cal/OSHA Notification in Event of Serious Illness, Injury or Work-related Death

Employer Obligations; CCR T-8 GISP342(a) require an employer to submit a report to the nearest Cal/OSHA district office if any of the following occurs: (1) an employee is seriously injured on the job or in connection with the job; (2) an employee suffers a serious job-related illness; or (3) an employee dies on the job or in connection with it.

An injury or illness is defined as "serious" if: (1) the employee is hospitalized for more than 24 hours for reasons other than medical observation; or (2) an employee loses any part of the body or suffers permanent disfigurement.

The employer must make the report as soon as practically possible, but not longer than 8 hours after the employer knows, or with diligent inquiry could have known, of the death, serious illness, or injury. The employer may make the report by telephone, telegraph or FAX. The report must include the following information: (1) time and date of accident; (2) employer's name, address and telephone number; (3) name and job title or badge number of the person reporting the accident; (4) address of location where accident or event occurred; (5) name of person to contact at the accident site; (6) name and address of the injured employee(s); and (7) nature of injuries.

Procedure to be Followed

In the event of a serious illness, injury or jobsite fatality the Field Supervisor present will inform the Program Manager as quickly as practically possible. The Program Manager should be contacted immediately after professional medical services have been successfully procured.

The Program Manager shall prepare a report for submission to Cal/OSHA that includes all of the information required as explained above, using whatever means are necessary including but not limited to receiving an oral report from the Field Supervisor and visiting the site of the incident to interview witnesses and the injured employee.

The Program Manager shall strive to gather as much additional information as possible, including but not limited to the evaluation report of an occupation physician and an evaluation of worksite conditions which may have contributed to the incident. However, the Program Manager must report the incident to Cal/OSHA within 8 hours to avoid substantial penalties. Depending upon the severity of the incident the Program Manager may elect to report to Cal/OSHA by phone or FAX report.