



***SOUTHEASTERN CONSTRUCTION***

# EMERGENCY INFORMATION GUIDE

Source: Emergency Action Plan

8/16/2022

# MEDICAL EMERGENCY

## In the event of a medical emergency:

1. The person detecting the medical emergency shall immediately notify the lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607, who will assume the role of Incident Commander.
2. Notification to the Incident Commander will include the following information.
  - \* Location of the Emergency
  - \* Type of emergency
  - \* Those affected
3. The Incident Commander will then determine whether or not the emergency requires outside emergency services. If this is the case, 911 will be called.

# CHEMICAL SPILL

## In the event of a chemical spill:

1. The person detecting the spill shall immediately notify the lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607, who will assume the role of Incident Commander.
2. Notification to the Incident Commander will include the following information:
  - \* Location of the spill
  - \* Those affected
  - \* Materials involved
  - \* Movement of the spill
3. The Incident Commander will initiate facility evacuation, if necessary.
4. If told to evacuate, go to your assigned or closest Muster point.
  - \* Muster Point 1 is located North of the Sand Blast Tanks in the Paint Yard.
  - \* Muster Point 2 is located in the parking area West of the Main Office.
5. Wait for further instructions from the Incident Commander.

# FIRE EMERGENCY

## In the event of a fire:

1. The person detecting the spill shall immediately notify the lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607, who will assume the role of Incident Commander.
2. Notification to the Incident Commander will include the following information.
  - \* Location of the fire
  - \* Those affected
  - \* Materials involved
  - \* Movement of the fire
3. If trained on the use of fire extinguishers, employees may attempt to extinguish a small fire if there is no threat to personal safety.
4. The Incident Commander will initiate building evacuation, if necessary.
5. If told to evacuate, go to your assigned or closest Muster point:
  - \* Muster Point 1 is located North of the Sand Blast Tanks in the Paint Yard.
  - \* Muster Point 2 is located in the parking area West of the Main Office.
6. Wait for further instructions from the Incident Commander.

# SEVERE WEATHER

## In the event of severe weather:

1. The lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607, will voice an office wide alert over the intercom, radio and/or phone system if a weather emergency is issued.
2. If notified by the lead Southeastern Construction representative of a weather emergency, proceed to the nearest shelter-in-place location.
  - \* Small interior room (such as a closet or hallway) on the lowest level away from corners, windows, doors and outside walls.
3. A weather forecast via the internet or smartphones will be available to monitor conditions; radio and telephone communications will be used as emergency backup systems for monitoring tornadoes.
4. Stay at the shelter-in-place location until the all clear message is given by the Incident Commander.

# THREATS TO PERSONNEL & PROPERTY

## In the event of threats to personnel & property:

1. Every threat shall be treated as genuine until confirmed otherwise.
2. The person receiving the call shall follow the procedures on the following "Threat Information Checklist" tab.
3. The person receiving the call shall immediately contact the lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607.
4. If an actual or plausible threat is found, an evacuation of the office may occur.
5. If told to evacuate, go to your assigned or closest Muster point.
  - \* Muster Point 1 is located North of the Sand Blast Tanks in the Paint Yard.
  - \* Muster Point 2 is located in the parking area West of the Main Office.
6. Please follow the checklist steps on the next page.

# THREAT INFORMATION CHECKLIST

1. Try to get as much detail as possible from the caller.
2. Keep the caller on the line as long as possible and try to determine the items on the checklist.
3. The person answering the call shall notify the lead Southeastern Construction representative, Blaine Walker, mobile: (863) 608-4607, immediately after the call is completed.

1. Date of call	2. Time of call	3. Office called
Exact words of caller: _____ _____ _____		

## Ask the caller these questions:

1. Who are you talking about?	2. Why are you making these comments?
3. Is there any other way to help you?	
4. What is your name and telephone number?	
5. Are you really threatening someone?	

## Note the following:

[ ] Male: [ ] Female: Estimated Age: \_\_\_\_\_ Accent: \_\_\_\_\_  
Speech Pattern: [ ] Excited: [ ] Disguised: [ ] Broken: [ ] Normal: [ ] Rapid: [ ] Loud: [ ] Slurred: [ ] Sincere: [ ] Low:  
Background Noises: \_\_\_\_\_