

**(PROJECT SPECIFIC)**

**Emergency Action Plan**

**(EAP)**

## Table of Contents

<b>Property Information / Emergency Contact numbers</b>	Page 3 - 4
<b>Emergency Procedures</b>	Page 5 - 16
Employee First Aid / Injury	Page 5
Emergency Equipment On Site	Page 6
MediVac Landing Zone	Page 6
Power Outage	Page 7
Explosion	Page 7
Fire	Page 7
Gas Leak	Page 8
Lightning	Page 8
Wild Fire	Page 8
Tornado	Page 8
Floods / Heavy Rain	Page 9
Vehicle Incident	Page 9
Electrical Live Line Contact	Page 9
Internal Violence or Intruder	Page 10
Threats of Violence / Bomb Threats	Page 11
Telephone Threat Checklist	Page 12
<b>Environmental Response Plan / Texas Spill Reporting Rules</b>	Page 13
<b>Spill Kit Inventory</b>	Page 29
<b>Training</b>	Page 18

## Site Information

### E LIGHT'S On-Site Staff:

**Project Manager:** (xxx) xxx-xxxx  
**Safety Manager:** (xxx) xxx-xxxx  
**QC Manager:** (xxx) xxx-xxxx  
**Superintendent:** (xxx) xxx-xxxx  
**Project Engineer**

### LOCAL EMERGENCY CONTACT INFORMATION

For local medical services, fire, police emergencies, severe injuries, or terrorist threats, **contact Safety immediately**, then tell your name, what happened/nature of accident, how many injured, condition of injured, has first aid been administered, location of where Incident happened.

#### Fire Department (non-emergency)

**ADDRESS:**  
**PHONE:**

#### Local Sheriff/Police (non-emergency)

**ADDRESS:**  
**PHONE:**

#### OSHA

**REGION:**  
**ADDRESS:**  
**PHONE:**

#### Preferred Occupational Clinic for Injuries and Preferred Clinic Drug Testing

**CLINIC:**  
**ADDRESS:**  
**PHONE:**

#### Hospital-Emergency Room Services

**HOSPITAL:**  
**ADDRESS:**  
**PHONE:**

**Emergency Medical Services**  
**911**

**Poison Control**  
**800-222-1222**

In the event of serious trauma, Safety will evaluate the situation, if **911** needs to be called safety will notify the Project Manager or Construction Manager if the Project Manager can't be reached. Project Manager will notify County EMS personnel. After 911 has been notified, the Safety Manager will notify the General Contractor to coordinate situation. County EMS personnel will make the decision if the employee needs to be airlifted. The severity of the injury will dictate what hospital the employee will be airlifted to.



## The Following are Emergency Response Procedures for Situations

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### Employee Injury/First Aid

E LIGHT has coordinated with Local Emergency Response Representatives to review the project layout, timelines, work to be performed at the site and the Emergency Action Plan. Maps of the site have been distributed to all parties involved.

**Code Blue =** If an employee's injury requires 911 to be dialed then a Code Blue call will be made with the injury location and type.

Once a Code Blue is stated, **ALL** radio communication is to stop except for communication that pertains to the incident. Once emergency personnel have been notified.

- Project Manager will designate an employee to meet the emergency personnel at an intersection or particular landmark to guide them to the incident location.
- All supervision and management will assist with clearing access and guiding emergency vehicles.
- Safety Manager will immediately notify client safety.
- Safety Manager will immediately notify Ted Smith.
- Safety will take over control of the incident scene, safety team will begin writing a report.

After the emergency has been declared over by the Project Manager, normal radio communication may resume.

**Code Red =** Fire, Pipe Line Rupture, Large Quantity Spill, Bomb Threat, or other Natural Disaster.

Once a Code Red is stated, **ALL** radio communication is to stop except communication that pertains to the incident. Once emergency personnel have been notified, an employee will then be designated to meet the emergency personnel at an intersection or particular landmark to guide them to the incident location.

Project Manager will initiate an evacuation

- Project Manager will issue an All-Call on all radio channels instructing an evacuation
- All supervision will ensure all employees return to muster point in an orderly fashion
- All safety personnel will drive the entire site to ensure field is clear
- Project Engineer will distribute sign-in sheet to supervision at muster point
- Supervision will verify all personnel are accounted for at muster point
  - In the event employees are determined to be missing site supervision and safety will coordinate a field search with authorities for the missing parties.
- When all employees are accounted for E Light Project Manager will inform General Contractor
- General Contract and E Light Project Manager will coordinate a safe and organized site evacuation of all non-essential personnel if necessary.
  - No personnel are permitted to leave site until the clear is given by E Light Project Manager.

After the emergency is declared over by the Project Manager, normal radio communication may resume.

**Emergency Equipment on site:**

- **AED**- Located in the E Light Trailer
- **First Aid Kits**- Located in all E LIGHT's company vehicles, in the E LIGHT safety and construction trailer, and field safety boards.
- **Spill Kits**- Located in all supervisors UTVs, in all E LIGHT company vehicles, in the tool room, and at fuel station.
- **Fire Extinguishers**- Located near fueling area, in all E LIGHT's company vehicles, and in the offices at posted locations.
- **Blood borne Pathogen kits**- Located in all E LIGHT's company vehicles, and in the E LIGHT safety and construction trailer.
- **Emergency Eyewash Station**- Located in the tool room, by fueling station and company safety vehicles, safety boards, and UTV's



## MedEvac Landing Zone

The laydown yard is the designated MedEvac landing zone, however, if an adequate landing zone is identified closer to the casualty and there is adequate communication to guide the helicopter in, a field landing zone may be designated. (The laydown yard provides a landmark easily identifiable from the air; any alternate should be near an easily identifiable landmark.

### **Establishing a Landing Zone:**

#### **Project Manager will be the designated communications officer who:**

- Has a good sense of direction
- Is familiar with the area
- Free from providing direct care to the patient(s)

#### **Guidelines to prepare a safe Landing Zone (LZ):**

- Minimum 60 x 60 feet
- Ideal 100 x 100 feet < 10-degree slope
- Free from debris, obstruction, hazards (e.g., wires, fences, trees, loose objects)
- Mark each corner (e.g., independent lighting system, flares, cones, emergency vehicles)
- If landing MedEvac near any vehicles, including an ambulance, make sure the doors are closed.
- If possible, locate the landing zone to the downwind side of the scene.

#### **Once contact has been made provide helpful landmark information:**

- Laydown Yard
- High power lines
- Substation/Switchyard
- Major road intersections
- Water/Radio towers

#### **Landing Zone Descriptions:**

- Type of LZ (e.g., field, road, construction site)
- LZ surface (e.g., field, grass, concrete, gravel, dirt, snow covered)
- Boundaries of LZ (e.g., trees, houses, wires, picket fences, towers)
- Approach and departure pathways
- Notify the flight crew when you:
  - Hear the aircraft
  - See the aircraft

#### **Landing/Lift-off Safety Guidelines:**

- Cover your eyes
- Never approach the aircraft unless directed by the pilot and/or medical crew
- Keep vehicles "at least" 50 feet away
- Keep crowds "at least" 100 feet away
- No objects or people in the middle of the LZ
- No flash cameras/white lights
- No running/smoking

## Power Outage

1. If it is safe to do so, shut down any equipment or processes that could be hazardous if the power suddenly returns.
2. Ensure appropriate personnel have been notified if there are critical areas that require power.
3. Retrieve flashlights from emergency supplies.
4. If unsafe to continue working due to inadequate lighting or any other hazard, evacuation to the designated in-place shelter location shall be initiated.
5. Project Manager or designee will conduct a roll call to ensure all personnel are accounted for.
6. If it is unsafe to go to the in-place shelter location, continue to the designated muster point.
7. If unable to proceed to the designated location (e.g. it is unsafe to leave the area due to inadequate lighting) inform other personnel of the situation and wait for assistance. Do not attempt to proceed unless there is immediate danger.
8. Personnel shall await further instruction from the Project Manager or designee (e.g. all clear and re-entry or further evacuation).

## Explosion

1. Fall to the ground and take immediate shelter under tables, desks (if outside take shelter behind/under trees, trailers) or other objects that will offer protection against flying debris. Protect your face and head with your arms.
2. After the effects have subsided, call safety.
3. Evacuate the building or site, following the **Evacuation Procedure**.

## Fire

1. Alert others in the area of the fire.
2. MAKE NO ATTEMPT TO DISCONNECT POWER
3. Call Safety
4. All personnel will vacate the building or site and proceed to the Muster Point.
5. If smoke and heat are strong, stay low and close to the floor.
6. Project Manager or designee will proceed through their assigned areas ensuring all personnel have exited.
7. If the fire can be contained, extinguish the fire with the correct type of extinguisher.

Remember PASS:

- a. **P** – Pull the pin.
  - b. **A** – Aim the hose at the base of the fire.
  - c. **S** – Squeeze the handle.
  - d. **S** – Sweep from side to side until the fire is out or the extinguisher is empty. If the fire cannot be contained or there is any concern of an extinguished fire reigniting, and call **Safety**.
8. If the fire cannot be contained or there is any concern of an extinguished fire reigniting, and call **Safety**.



## Gas Leak

### Gas Odor or Major Leak:

1. Leave the area immediately. Travel UPWIND and CROSSWIND from the source.
2. Call Safety and initiate a CODE RED.

## Lightning

1. Lightning can strike several miles from its source, so early precautions are crucial. If thunderstorms are in the forecast, reassess your plans for outdoor activities.
2. Seek shelter inside enclosed vehicles with rubber tires or treads, or office areas and keep windows and doors shut. Stand clear from windows, doors and electrical appliances and avoid contact with piping, including sinks and faucets.
3. Unplug equipment well before a storm nears - never during.
4. Avoid contact with metal and water.

## Wildfire

1. Alert others in the area of the fire.
2. Call Safety, initiate a CODE RED

## Tornado

1. Supervision will monitor television, radio or other sources identified as reliable (e.g. social media, websites) for information, updates and evacuation orders.
2. In the event that evacuation is not possible, sit or kneel down to protect from a possible head injury.
3. Tornadoes generate considerable static electricity and can damage electrical lines, creating electrical shock hazards through telephone lines, therefore do not use "land-line" telephone systems until they are rendered safe.
4. Follow the directions of the Project Manager (or designee) or Emergency Services personnel.
5. As a last resort, take cover in a ditch or low-lying area away from trees, however be aware of flood danger; lie flat with hands covering head and neck.
6. If driving pull over, exit vehicle, and take cover in a ditch away from the vehicle as described above OR if flying debris is encountered, stay in the vehicle, seatbelt on, and cover head with hands keeping head below closed windows.
  - *Notification and Warning*
    - Local sirens, radio communication, or word of mouth are used for notification of a tornado warning.
    - Personnel sighting a funnel cloud should immediately report it to their Superintendent and/or Site Safety Manager and seek shelter.
  - If a tornado warning is issued, E LIGHT management will evacuate the project and send personnel home. Personnel should seek protective shelter.

## Floods/Heavy Rain

### External

1. Supervision will monitor television, radio, or other sources identified as reliable (e.g. social media, websites) for information, updates, and evacuation orders.
2. Shut off electrical power and utilities if flooding is imminent.
3. Implement measures to minimize rain or flood damage if time permits (e.g. sandbags, clearing drainpipes, clearing culverts, confirm sump pump operation).
4. If ordered to evacuate, do so immediately as directed. Evacuation should be to higher ground and/or appropriate shelter — flood waters often raise rapidly.
5. Avoid walking through water covered areas as hazards may not be visible.
6. Watch for and avoid low-lying areas. Don't drive through flooded areas. If your vehicle stalls, abandon it immediately.
7. Don't attempt to cross a flowing stream or attempt to swim to safety.
8. Beware of wildlife displaced by floodwater.
9. Do not return unless Project Manager (or designee), or authorities permit.

## Vehicle Incident

1. In the event of a vehicle incident, pull over to the right shoulder of the road (if possible and safe to do so), stop and shut off the engine and turn on hazard lights if there are no fuel leaks.
2. Call Safety, initiate a CODE BLUE if medical attention is required.
3. Care for any injured individuals. Administer first aid, if trained.
4. Contact local police to report a collision if no medical response is necessary.
5. Protect the scene from further mishap by placing reflective triangles or reflectors 100ft (30m) in front and rear of the collision. If the vehicle incident occurs at night, the reflectors must be placed 250ft (75m) from the vehicle(s).
6. In the event of a collision, ensure witness name, vehicle and insurance information and third party information is collected.
7. Do not admit liability or provide opinion.
8. Ensure all information reported to supervisor and local authorities is factual.

## Electrical Live Line Contact

1. All personnel shall evacuate to the designated muster point if safely able to do so.
2. Establish the danger zone: 33ft (10m) radius from anything in contact with the live line.
3. If contact was made while operating a vehicle or equipment, the operator shall, if feasible:
  - Remain on the equipment or inside the cab. All other personnel must keep away from the machine and any other applicable connected or contacted components such as rope or load.
  - Try, unaided and without anyone approaching the machine, to back off the equipment until it is well clear of the power line.
  - If the machine cannot be self-propelled a safe distance away from the hazardous energy of the line, remain inside the machine until the electrical authorities de-energize the circuit and confirm that conditions are safe.
  - If the cable or equipment appears to be welded to the line do not try to back the equipment off. This could cause the line to whip or snap.

4. If hazards are present, such as fire, that require the operator to leave the equipment or vehicle, the operator must jump to the ground, taking critical care to keep both feet together and not fall or touch the equipment or ground with any other body part.
5. To leave the danger zone the individual must **\*Hydro Shuffle** or bunny hop with both feet leaving and making contact with the ground at the same time. Hopping shall be the secondary choice as the potential to fall is increased.
6. Notify Project Manager or designee. Contact electrical company.
7. Assess the scene. Lock out power supply if it is possible to do so safely. Identify potential hazards; fire, explosion, slack lines away from immediate area.
8. Take appropriate control measures to prevent further hazards if it is safe to do so.
9. Should it be determined that a worker is still within the hazard zone, establish whether a rescue can be safely attempted. Do not put another life in danger.
10. Ensure any piece of equipment that has sustained a live line contact is inspected and/or receives appropriate certifications as damage to bearings or structural integrity may have occurred.

**\*Hydro Shuffle:** In order to avoid electrical shock keep both feet tightly together. Shuffle, using short steps where the heel of one foot never moves beyond the toe of the other foot. Hopping with both feet together can also prevent shock as you leave the hazard area.

### Internal Violence or Intruder

1. Remain calm.
2. Do not put yourself at increased risk.
3. Call Safety, initiate a CODE RED
4. Speak in a soft, non-threatening manner.
5. Do not touch the person or try to disarm them.
6. Avoid hostile actions or interactions, except to maintain personal safety.
7. Try to leave the area.
8. If they are in an E LIGHT controlled workplace, ask the person to leave the area and the building or advise the person that you will call your supervisor to assist them.
9. Report the incident as soon as possible.
10. Warn other employees and clear the immediate area of all personnel.

#### **If the threat is imminent:**

1. If able, evacuate to the designated muster point.
2. Project Manager or designee will take action to account for all personnel, including visitors (e.g. head count, roll call).
3. If unable to evacuate, lock doors/windows and block the entrance to the room if possible. Get to a safe place or hide under a desk or another piece of furniture or equipment.
4. Keep still, stay silent, and listen.
5. Call Safety, initiate a CODE RED.
6. Stay in your hiding place and listen for instructions from an emergency response team or other rescuers from emergency services.

#### **If physically attacked:**

1. Make a scene; yell, or scream as loud as possible.
2. If you are being pulled or dragged, fall to the ground and roll.

3. Blow a whistle, activate an alarm, honk your horn—anything that will draw the attention of others.

### Threats of Violence / Bomb Threats

Bomb threats and threats of violence are a criminal act and as such must be reported to Safety to initiate a CODE RED

#### **Bomb threat or threats of violence received by phone:**

1. Unless you are told that the bomb is set to go off within several minutes, try to obtain as much information as possible from the individual making the threat. Utilize the Telephone Threat Checklist below.
2. While recording as much information as possible about the threat, try and attract a co-worker's attention and have them notify the Project manager or supervisor to call 911 while the caller is still on the line.
3. An evacuation of the site will occur upon the advice of the Project Manager or designee.

#### **Suspicious Packages (Bombs)**

Suspicious packages may be discovered as the result of a bomb threat. The suspicious package will be dealt with as a suspected bomb. Because of the imminent danger, immediate action must be taken.

1. If a suspicious package is discovered, do not touch or move it.
2. Immediately contact Safety
3. If determined, CODE RED will be initiated

#### **Suspicious Packages and Envelopes (e.g. Anthrax / Unknown Substance)**

If any worker suspects that a package or envelope is suspicious:

1. If a suspicious package is discovered, do not touch or move it.
2. Immediately contact Safety
3. If determined, CODE RED will be initiated
4. Identify individuals who may have come in contact with the suspicious package and/or substance. These individuals must:
  - a. Wash hands with soap and warm water for 30 to 60 seconds
  - b. Wash face
  - c. Blow and wipe nose
  - d. Obtain medical assistance immediately

**Telephone Threat Checklist**

**Exact time of call:**

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**Date of call:**

---

**Exact words of caller:**

(use an additional sheet if necessary)

**Incoming telephone number (if available):**

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**How long did the conversation take?**

---

**Did they say they would call back? When?**

---

**On what number?**

---

**Questions to ask if for a bomb threat:**

**When is the bomb going to explode?**

---

**Where is the bomb?**

---

**What does it look like?**

---

**What kind of bomb is it?**

---

**What will cause it to explode?**

---

**Did you place the bomb?**

---

**Why?**

---

**Where are you calling from?**

---

**What is your address?**

---

**What is your name?**

---

Caller's Voice (circle)	Male / Female		
Calm	Disguised	Nasal	Angry
Broken	Stutter	Slow	Sincere
Lisp	Rapid	Giggling	Deep
Crying	Squeaky	Excited	Stressed
Accent	Loud	Slurred	Normal

**If the voice is familiar, whom does it sound like?**

---

**Describe background noises:**

---

**Remarks:**

---

**Person receiving call:**

---

**Telephone number call received at:**

---

**Building evacuated?**

**YES / NO**

**Police notified?**

**YES / NO**

## Environmental Response Plan

### Responsibilities for Reportable Spills

#### Spill / Leak / Release of Hazardous Materials (HAZMAT)

1. Identify the product and assess the risk of injury, fire, or explosion.
2. If there is insufficient information on the product or inadequate PPE, move upwind and crosswind if possible and leave the area immediately (initiate personnel evacuation if required).
3. Isolate the area and deny access to any unauthorized personnel.
4. Only if safe to do so, take measures to stop and control the spill / leak / release.
5. Eliminate all ignition sources, if required (no smoking, flares, sparks / flames, engines running).
6. Designate an individual to notify the HS&E Representative and Project Manager (or designee), or Foreman.
7. Consult the product SDS for accidental release / handling procedures.
8. If it is not possible to stop / control the release, call Safety.
9. Tend to any injured personnel (follow Medical Emergency steps).
10. Personnel shall await further instruction from the Project Manager or designee (e.g. further evacuation or resume activity).

### SPILL RESPONSE PLAN

#### RESPONSIBILITIES

- **Project Manager** has primary responsibility for coordinating the response to emergencies, including hazardous release/spills.
- **Supervisors** should ensure that employees are familiar with these procedures and receive any necessary training.
- **All employees** should follow these procedures in the event of a hazardous release/spill.

**National Response Center: 1-800-424-8802**

#### CLEAN-UP PROCEDURES

Spilled chemicals and hazardous materials should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to their supervisor; supervisors will then report to the Responsible Person(s) listed above, warn other employees, and leave the area.

Notification must be made for spills of 25 gallons or more, or any amount reaching a local waterway then contact the appropriate state agencies listed in the Emergency Contact Numbers listed above.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a spill incident in which there is potential for a significant release of hazardous materials.

### 1. Evacuation

Persons in the immediate vicinity of a spill should *immediately evacuate* the premises (except for employees with training in spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel. **Dial 911**

### 2. Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and use proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. SDSs, absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

### 3. Spill Response and Cleanup

Hazardous release/spills are divided into three categories: Small, Medium, and Large. Response and cleanup procedures vary depending on the size of the spill.

**Small Spills:** Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as turning the container upright, and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, if necessary.
- Put spill material and absorbents in secure containers located next to fueling station in the E LIGHT's main laydown yard.
- Consult with the Project Manager, Safety and the SDS for spill and waste disposal procedures; when containers are full contact the 3<sup>rd</sup> party waste removal company.
- In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and **never** wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

**Medium Spills:** Spills where the major dimension exceeds 18 inches, but is less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) should usually be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

Immediately try to help contain the spill at its source by simple measures only. This means quickly turning the container upright, or putting a lid on a container, if possible. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert Safety and initiate a CODE RED. Closing doors behind you while leaving helps contain fumes from spills. Give police accurate information as to the location, chemical, and estimated amount of the spill.

- Evaluate the area outside the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise Emergency Responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help Emergency Responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.
- If Emergency Responders evacuate the spill area, follow their instructions in leaving the area.
- After Emergency Responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as SDSs and questions about the site. Emergency Responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to assist these persons from outside the spill area with SDSs, absorbents, and containers.

Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the Emergency Responders as to what caused the spill. The response for large spills is similar to the procedures for medium spills, except that the exposure danger is greater.



**Large Spills:** Any hazardous spill where the major dimension exceeds 6 feet in diameter; and any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

- Leave the area and notify Emergency Responders (911). Give the operator the spill location, chemical spilled, and approximate amount.
- From a safe area, attempt to get SDS information for the spilled chemical for the Emergency Responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Remember, once the Emergency Responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide information for reports to supervisors and responders, just as in medium spills.

#### REPORTING SPILLS

All hazardous release/spills, regardless of size, should be reported as soon as possible to the Project Manager. The Project Manager will determine whether the spill has the potential to affect the environment outside of the site and must be reported to 911 or the National Response Center at 800-424-8802. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby water bodies.

Accidental releases of certain toxic substances must be reported to the Texas Division of Emergency Management 512-424-2208 and Texas Commission on Environmental Quality (TCEQ) 1-800-832-8224 as required by the Emergency Planning and Community Right-to-Know Act. The Project Manager will also make this determination.

## EPA FEDERAL REPORTING RULES

Reporting a hazardous substance release or oil spill takes only a few minutes. To report a release or spill, contact the federal government's centralized reporting center, the [National Response Center \(NRC\)](#), at 1-800-424-8802. The NRC is staffed 24 hours a day by personnel who will ask you to provide as much information about the incident as possible. Please include the following:

- Your name, location, organization, and telephone number
- Name and address of the party responsible for the incident; or name of the carrier or vessel, the railcar/truck number, or other identifying information
- Date and time of the incident
- Location of the incident
- Source and cause of the release or spill
- Types of material(s) released or spilled
- Quantity of materials released or spilled
- Medium (e.g. land, water) affected by release or spill
- Danger or threat posed by the release or spill
- Number and types of injuries or fatalities (if any)
- Weather conditions at the incident location
- Whether an evacuation has occurred
- Other agencies notified or about to be notified
- Any other information that may help emergency personnel respond to the incident

### SPILL CLEAN UP SUPPLIES

List the spill response equipment that will be maintained in each E LIGHT's vehicle (refer to SDSs to determine recommended clean-up methods and supplies):	<u>ABSORBENTS</u> (bags of loose absorbents, pigs, rolls of sheets, containers of neutralizing agents)	<u>TOOLS</u> (shovels, brooms, dust pans, waste containers, squeegees, etc.)	<u>PERSONAL PROTECTIVE EQUIPMENT</u> (Impervious gloves, goggles, aprons, boots, dust masks, etc.)	<u>OTHER SUPPLIES</u> (Warning tape, labels, markers, SDSs, etc.)
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## **Training**

All employees will be trained on the site EAP during safety orientation, whenever the employee's responsibilities designated actions change, or when the plan is changed.

**Company Emergency Communication/Alerting Systems:** Two Way Radios, Cell Phones, Word of Mouth.