



# ***Don H. Mahaffey Drilling Co.***

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## ***EMERGENCY ACTION PLAN***

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YOUR OSHA COMPLIANCE SOLUTION

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Questions? Call 1-800-734-3574



## TABLE OF CONTENTS

Section	Page
<b>1 INTRODUCTION.....</b>	<b>1</b>
<b>2 PROGRAM ADMINISTRATOR .....</b>	<b>1</b>
<b>3 WORKPLACE EMERGENCIES, AN EXPLANATION OF.....</b>	<b>1</b>
<b>4 EMERGENCY ACTION PLAN .....</b>	<b>1</b>
4.1 Alerting Employees to an Emergency .....	2
4.2 Notification of External Responders .....	2
4.3 Emergency Evacuation Procedures .....	2
4.4 Emergency Shutdown Procedures .....	2
4.5 Accounting for Employees .....	2
4.6 Rescue Personnel.....	2
<b>5 EMERGENCY MEDICAL SERVICES PLAN.....</b>	<b>3</b>
5.1 Appropriately Trained Person.....	3
5.2 First Aid .....	3
5.3 Additional First Aid Supplies .....	4
5.4 Informing Employees .....	4
5.5 Obtaining Emergency Medical Services .....	4
5.6 Emergency Washing Facilities .....	5
5.7 Emergency Call Systems .....	5
5.8 Basket Litter.....	5
<b>6 TRAINING.....</b>	<b>5</b>
6.1 Training Topics .....	5
6.2 Training Frequency .....	5
<b>7 PROGRAM EVALUATION.....</b>	<b>6</b>
<b>APPENDIX 1 – EMERGENCY CONTACT INFORMATION &amp; PROCEDURE.....</b>	<b>7</b>

## 1 INTRODUCTION

In order to comply with the California Code of Regulations, Title 8, Section 1512, Don H. Mahaffey Drilling Co. has implemented this Emergency Action Plan in order to facilitate and organize company and employee actions during workplace emergencies. Don H. Mahaffey Drilling Co. firmly believes that effective pre-planning for emergencies, whether they are manmade or natural in origin, can save lives and business property.

## 2 PROGRAM ADMINISTRATOR

Don H. Mahaffey Drilling Co. has designated Ashley Mahaffey Tullius as the administrator for this program. Ashley Mahaffey Tullius will be responsible for:

- a. Completion of the Emergency Action Plan form;
- b. Maintaining records pertaining to the plan;
- c. Ensuring that all employees are properly trained in response to an emergency;
- d. Evaluating the plan; and
- e. Updating the written plan, as needed.

All employees who need more information about this plan or an explanation of their duties under the plan may contact Ashley Mahaffey Tullius or their immediate supervisor.

## 3 WORKPLACE EMERGENCIES, AN EXPLANATION OF

A workplace emergency is an unforeseen event or situation that threatens the safety of a company's employees, customers or the public. A workplace emergency may cause environmental damage and disrupt business. Examples of possible emergencies include:

### **Natural Disasters:**

- Floods
- Blizzards
- Hurricanes
- Tornadoes
- Dust Storms
- Electrical Storms
- Earthquakes

### **Accidents:**

- Fires
- Toxic Gas Releases
- Hazardous Chemical or Material Spills
- Vehicle Crashes
- Explosions
- Major Mechanical or Structural Failures

### **Criminal Activities:**

- Bomb Threats
- Robbery
- Sabotage
- Riots
- Disturbances or violence on the job that results in physical harm or trauma

## 4 EMERGENCY ACTION PLAN

All employees will follow the procedures as detailed in this section in the event that an emergency occurs.

#### **4.1 Alerting Employees to an Emergency**

4.1.1 In the event of an emergency, employees will be notified via Calls and Texts.

##### **4.1.2 Alarm System Requirements**

In the event that an alarm system is utilized to alert employees to an emergency, the following will be followed:

- a. The employee alarm system will comply with Article 165; and
- b. If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose will be used.

#### **4.2 Notification of External Responders**

The following phone numbers will be used when alerting external responders to an emergency at the facility:

<b>Type of Emergency</b>	<b>How to Report (Phone Number)</b>
Fire	9-1-1
Explosion	9-1-1
Weather	9-1-1
Bomb Threat	9-1-1
Chemical Spill/Leak	9-1-1
Violence	9-1-1
Medical	9-1-1
Other	9-1-1

#### **4.3 Emergency Evacuation Procedures**

In the event of an emergency, all employees will exit the facility using the designated and posted escape routes to the designated assembly location. A sufficient number of employees will be trained to assist in the safe and orderly evacuation of all employees.

#### **4.4 Emergency Shutdown Procedures**

One or more employees may be designated to remain behind to shut down critical operations that may make a situation even more hazardous. These employees will be required to immediately complete their shut down procedures and exit the facility using the Emergency Escape Routes as detailed on the site map.

#### **4.5 Accounting for Employees**

Supervisors will be responsible to account for all employees after emergency evacuation has been completed.

#### **4.6 Rescue Personnel**

Paramedics or other outside medical services will be relied upon to perform all rescue duties in the event of an emergency.

## 5 EMERGENCY MEDICAL SERVICES PLAN

Don H. Mahaffey Drilling Co. will ensure the provision and availability of emergency medical services and emergency plan for employees. The plan specifies the means of implementing all applicable requirements in accordance with California Code of Regulations, Title 8, Section 1512.

### 5.1 Appropriately Trained Person

A suitable number of persons certified by the American Red Cross (or equivalent) will be available to render first aid to all employees on all construction sites.

*Note: Where more than one contractor is involved in a single construction project on a given construction site, the contractors may form a pool of appropriately trained persons.*

### 5.2 First Aid

All construction projects, on line crews and on other short duration or transient jobs will be provided with at least one first-aid kit in a weatherproof container. The contents of the first-aid kit will:

- Be inspected regularly to ensure that the expended items are promptly replaced;
- Be arranged to be quickly found and remain sanitary;
- Be sterile in individually sealed packages for each item, and;
- Be determined by an employer-authorized, licensed physician or in accordance with the following Table:

Supplies for First Aid <i>Item Name</i>	Required by Number of Employees			
	1-5	6-15	16-200	200+
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze roll or compress		X	X	X
5. 2-inch gauze roll or compress	X	X	X	X
6. 4-inch gauze roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
13. *Cotton-tipped applicators			X	X
14. *Forceps			X	X
15. *Emesis basin			X	X

16. *Flashlight			X	X
17. *Magnifying glass			X	X
18. *Portable oxygen and its equipment				X
19. *Tongue depressors				X
20. *Appropriate record forms	X	X	X	X
21. *Up-to-date 'standard' or 'advanced' first aid textbook, manual, or equivalent	X	X	X	X

\*To be readily available but not necessarily within the first-aid kit.

### 5.3 Additional First Aid Supplies

- 5.3.1 Other supplies and equipment, when provided, will be in accordance with the documented recommendations of an employer-authorized, licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.
- 5.3.2 Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations will not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician.

### 5.4 Informing Employees

All employees will be informed and trained of the procedures to follow in case of injury or illness.

### 5.5 Obtaining Emergency Medical Services

- 5.5.1 Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care will be provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance, and fire services, will be provided.
- 5.5.2 The telephone numbers of the following emergency services in the area will be posted near the job telephone, telephone switchboard, or otherwise made available to the employees where no job site telephone exists:
- A physician and at least one alternate if available.
  - Hospitals.
  - Ambulance services.
  - Fire-protection services.

*Note: Refer to Emergency Contact Information & Procedure only when information is different than section 4.2.*

## **5.6 Emergency Washing Facilities**

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water will be conspicuously and readily accessible.

## **5.7 Emergency Call Systems**

A two-way voice emergency communication system will be installed, for buildings and structures five or more floors or 48 feet or more above or below ground level, to notify persons designated in the emergency medical services plan. The location and condition of the employee will be able to be communicated over the system. The use of the construction passenger elevators for medical emergencies will take precedence over all other use.

*Exception: Where jobsite conditions prevent, or impair, the communication of the required information over the system, an alternative system acceptable to the Division will be used.*

## **5.8 Basket Litter**

At least one basket or equally appropriate litter equipped with straps and two blankets, or other similar warm covering, will be provided for each building or structure five or more floors or 48 feet or more either above or below ground level.

# **6 TRAINING**

## **6.1 Training Topics**

Employees will be thoroughly trained in the functions and elements of the Emergency Action Plan. All employees will be trained to:

- a. Understand their roles and responsibilities within the plan;
- b. Be knowledgeable about the types of emergencies that may occur;
- c. Notification, warning and communications procedures;
- d. Evacuation of the facility in a safe and orderly fashion;
- e. Emergency response procedures;
- f. Location and use of common emergency equipment; and
- g. Emergency shutdown procedures.

## **6.2 Training Frequency**

The Emergency Action Plan will be reviewed with each employee covered:

- a. When the employee is initially assigned to a job;
- b. When the employee's responsibilities under the plan change;
- c. Annual refresher training; and
- d. When the plan is changed.



## **7 PROGRAM EVALUATION**

A review of the Emergency Action Plan will be conducted:

- a. When there is a change in responsibilities or equipment;
- b. When there is a change in layout of the workplace; and/or
- c. Annually.

## APPENDIX 1 – EMERGENCY CONTACT INFORMATION & PROCEDURE

CALLING 911
<p><b>DO NOT HANG UP! STAY ON THE PHONE!</b></p> <p>Follow the operator's and emergency service's instructions. Notify your supervisor immediately.</p> <p>The 911 operator will require the following information:</p> <ol style="list-style-type: none"> <li>1. Nature of your emergency</li> <li>2. Your name</li> <li>3. Your location</li> </ol>

SITE ADDRESS AND INFORMATION	
<p><b>Address:</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Nearest Landline:</b> (____) ____ - ____</p>	<p><b>Supervisor/ Foreman Phone Number(s):</b></p> <p><b>Name:</b> _____ (____) ____ - ____</p> <p><b>Name:</b> _____ (____) ____ - ____</p> <p><b>Name:</b> _____ (____) ____ - ____</p>

EMERGENCY MEDICAL SERVICES	
<b>Physician</b>	<b>Alternative Physician:</b>
<p><b>Phone Number:</b></p> <p>(____) ____ - ____</p>	<p><b>Phone Number:</b></p> <p>(____) ____ - ____</p>
<b>Nearest Hospital/ Clinic</b>	
<p><b>Address:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>Phone Number:</b></p> <p>(____) ____ - ____</p>
<b>Ambulance Service</b>	(____) ____ - ____ or 911
<b>Police/ Sheriff</b>	(____) ____ - ____ or 911
<b>Fire/ Rescue</b>	(____) ____ - ____ or 911

