

**Central Concrete Supply  
Emergency Action/Fire Prevention Plan**

**CEN 25 – 3527 Durrock Rd.,  
Cameron Park**

# Emergency Action/Fire Prevention Plan

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## Emergency Action/Fire Prevention Plan

### I. PURPOSE:

- A. This plan has been prepared to assure the safety of our employees and other individuals who are working at job sites during an emergency situation. Designated management personnel or responsible on-site employees will implement the procedures established within this plan to the extent necessary in the absence of management personnel.
- B. The procedures in this Emergency Action Plan have been established to address potential hazards that employees may need to deal with. Employees are encouraged to bring to management's attention any additional hazards, which need to be evaluated for the purpose of developing proper response measures.
- C. This Emergency Action/Fire Prevention Plan meets all the requirements of California Code of Regulations (CCR), Title 8, Section 3220 (Emergencies) and CCR, Title 8, GISO Section 3221 (Fire) as well as Title 30, Code of Federal Regulations, Part 56, Safety and Health Standards for Surface Metal and Non-Metal Sub. Part Q. It is the responsibility of all employees to comply with all terms of this plan.

### II. GENERAL: For the purpose of this response plan, an emergency shall be defined as, but not limited to, the following:

- Fire
  - Hazardous Material Spill/Release
  - Earthquake
  - Explosion
  - Serious Accident/Injury
- A. An emergency affecting the job site may involve bodily injuries or fatalities of employees or non-employees. When personal injuries are involved, dealing with these becomes a critical priority in the Emergency Plan.
  - B. Responsibility:
    - 2. In the event of an emergency, the Plant Manager has initial responsibility for implementing the procedures outlined in this response plan when he/she is on site.
    - 3. On any shift in which the Plant Manager is not working or is not on site, the Shift Foreman or designated person in charge will assume the responsibility for implementing this response plan.

### **III. INITIAL RESPONSE AND NOTIFICATION PROCEDURES:**

- A. When anyone becomes aware of an emergency situation at the facility, that person will immediately contact the Plant Manager, and inform him/her of the circumstances. The Plant Manager make an assessment of the emergency based upon the information provided to him/her.
- B. Once an assessment is made, the Plant Manager will contact the Emergency Response Agency by dialing 911 and providing the information required in Section IV.
- C. In making an assessment of the situation, the Plant Manager will consider the following factors:
  - 1. Type of emergency.
  - 2. Location of emergency.
  - 3. Extent of any injuries.
  - 4. Potential for further damage/injuries.
- D. After assessing the situation the Plant Manager will take steps to activate the emergency alarm system if appropriate. It is understood that the alarm system may not need to be activated in circumstances which do not appear to be life threatening. Activating the alarm system and the appropriate signal is described in Section V of this plan.

### **IV. OTHER EMERGENCY NOTIFICATION REQUIREMENTS:**

- A. Notification of the Emergency Response Agency and Company Representatives.
  - 1. The Operations Manager or Plant Manager, follow the sequence listed below to initially notify the Emergency Response Agency by calling 911 and then Company representatives. Emergency contact telephone numbers are listed.
  - 2. Provide the following information to the 911 Dispatcher:
    - a. Name of person calling and Company name.
    - b. Type and location of emergency situation.
    - c. Magnitude of emergency situation.
    - d. If personal injuries are involved, the extent of the injuries and:
      - 1. Name of person or persons injured.
      - 2. Location of injured person or people.
      - 3. Describe injury (including consciousness).

3. Company Representatives to contact as required are:

- a. Dan Murray – Safety & Compliance Manager – 408-404-2013 – Office – 510 – 760 – 9302 - Cell.
- b. Jeff Conquest – Operations Manager – 408-404-2051 – Office – 408-690-2464.
- c. Jeff Davis – General Manager – 408-404-1095 – Office – 408-690-2066 - Cell.
- d. Steve Shaw – Safety Manager – 408-404-2012 – Office – 408-210-6943 - Cell
- e. Marco Moroyoqui – HR Manager – 408-404-2014 – Office – 408-464-6105 – Cell

4. The Operations Manager or Plant Manager may request to have the Company representative being telephoned report to the plant to assist in the emergency procedures.

B. Hazardous Material Spill/Release:

1. The Safety Manager or Plant Manager will be responsible for training their employees on their proper Spill Response Procedures.
2. In any spill/release incident, the Operations Manager or the Plant Manager must complete “CENTRAL CONCRETE SUPPLY Spill/Release Incident Report,” attachment’s 1 and 2 and send a copy of this report to Dan Murray at the CENTRAL CONCRETE SUPPLY San Jose Main Office.
3. When a spill poses a danger to the health and safety of plant employees, the Operations Manager or the Plant Manager will use the Nextel phone/radio to notify the employees to evacuate the area
4. After sounding the evacuation alarm, the Operations Manager or Plant Manager will then follow the notification requirements set forth in this section of the Emergency Action Plan.

C. Earthquake:

1. In the event of an earthquake, Keep Calm and follow these procedures:
  - a) If you are indoors, take cover under a sturdy desk, table or bench, or stand against an inside wall, or in doorways and hold on.
  - b) Stay away from glass, windows, outside doors or anything that could fall.

c) If you are outdoors, stay there. Move away from buildings and power lines.

d) If an employee suffers an injury during an earthquake, follow instructions under Item VII of this document to provide proper assistance to injured employees.

2. After an earthquake, the Safety Manager and Plant Manager will be responsible for making a damage assessment of the plant buildings. If the assessment reveals that the buildings are unsafe, the buildings will be evacuated. The Safety Manager or the Plant Manager will follow the Evacuation Procedure found under Item VI of this document.

D. Explosion:

1. If an explosion occurs, the Operations Manager or the Plant Manager must immediately deal with the emergency conditions and then handle the notification requirements described in this plan.

E. Notification of Injuries or Fatalities to Cal/OSHA:

1. CAL OSHA must be contacted immediately, but not later than eight (8) hours after the incident in the event of a fatality or serious injury to anyone on company property. The Safety Department will notify CAL OSHA about the accident.

2. After the initial reporting procedures to the proper agencies have been completed, coordinate with the Safety Department to ensure that written notification of the incident is made to CAL OSHA.

3. Procedures to follow when contacting Cal/OSHA.

a. Phone Numbers:

- Cal/OSHA Division District (916) 263-2800 or (510) 622-2916 depending on your location.

b. When reporting a serious injury or fatality to Cal/OSHA submit the following information:

1. Name of person calling
2. Location of the emergency
3. Description of accident or other emergency condition being reported on
4. Name of involved employee(s)
5. Job title of the involved employee(s)

6. Date of hire if it is available, if it not available Main Office personnel can get this information for you
  7. Age of the involved employee
  8. Narrative description of what happened
- c. After notification, Cal/OSHA may decide to conduct an accident investigation. If they decide to investigate an accident, they will usually begin within 24 hours of notification.
  - d. The accident scene shall remain untouched until the Safety Manager as well as Cal/OSHA conduct an appropriate investigation.

## V. EMERGENCY ALARM SYSTEM:

- A. The emergency alarm system at Plant 25, 3527 Durrock Rd, used to alert employees of an emergency situation is the Nextel radio/phone.
  1. **All Clear Signal:** No person is to enter the plant area until the Operations Manager or the Plant Manager gives an “all clear” order.
  2. Use the radio to report an emergency if unable to access a telephone. After reporting the emergency, radio silence should be maintained.
  3. A runner will be used if the electrical power is off at the plant during emergency situations and a radio or telephone cannot be used. The runner will contact all employees and notify them of the emergency situation.

## VI. EVACUATION PROCEDURE:

- A. Emergency Escape Procedures, Emergency Escape Routes, and an “emergency assembly area” where employees must go immediately following an evacuation must be communicated to all employees. The “emergency assembly area” must be away from potential hazards, such as underground fuel storage, etc.
  1. All employees in buildings will evacuate the buildings, in an orderly manner. After exiting the buildings they will follow the main roads to the “emergency assembly area” located at the washout area near the main gate.
  2. Employees out in the plant or out in the plant on mobile equipment may become aware of an emergency by a radio contact, or by hearing from a runner in another vehicle or on foot. After being notified, assemble at the designated area.

3. The Operations Manager or the Plant Manager will take a head count of all employees at the “designated assembly area”.
  4. The Operations Manager or the Plant Manager shall secure the area from bystanders until police/fire department arrive to assume this responsibility.
  5. No person is to re-enter the work area or return to work until the Plant Manager or designated person in charge gives a verbal “all clear” order.
- B. Plant Shutdown Procedures: If instructed to do so by the Operations Manager or Plant Manager or emergency response agencies or their personnel, the lead man will turn off job site utilities (electricity, gas, and water).

## **VII. METHODS TO HANDLE INJURED EMPLOYEES:**

- A. All employees will report any injury, received during their work shift, to their supervisor. If the supervisor and the employee agree that the injury does not require a doctor’s care, then first aid will be administered at the plant.
- B. If the injury is severe enough, the procedure is as follows:
1. First on the scene: If the injury is life threatening, The Operations Manager will call 911 and give them the following information:
    - a. Name of person calling 911. b. Name of person injured.
    - c. Location of injured person. d. Describe injury (including consciousness).
  2. Plant personnel will be stationed at the plant entrance giving directions to emergency personnel.

## **VIII. FIRE PREVENTION PLAN:**

- A. There are no fireproof buildings, nor is there any material that will not be either burned, destroyed or rendered useless by fire at our plant location. Therefore, it is necessary to take precautions to protect our workplace from fire damage, and protect our employees from injury or loss of life as a result of a fire.
- B. Precautions
1. The following are some precautions to take in order to prevent a fire in our workplace.
    - a. A sufficient number of fire extinguishes must be available in the workplace.

- b. All fire extinguishers will be inspected monthly for lock pins, unbroken seals, and charged pressure gauges. All fire extinguishers shall be serviced every 12 mos. or after each use by a state licensed contractor.
- c. Flammable materials must be stored in a fireproof storage cabinet. Greases and oily rags must be stored in labeled metal containers with a snap on lid.
- d. Trash shall be removed from all buildings daily. Good housekeeping is good protection against fires.
- e. Dry vegetation must be removed from the outside of buildings.
- f. Welding and cutting always create a potential ignition source. When welding and cutting is done, special caution should be exercised if anything flammable is nearby.
- g. Signs reading "No Smoking or open flame" will be posted in all flammable storage areas and the "no smoking" rule strictly enforced.
- h. Contact the local fire department of any situations where there is any question about fire safety.

C. Potential fire Hazards and Proper Procedures for Handling and Storage

1. Responsibility: The plant manager will ensure that all methods described below regarding proper handling and storage procedures, potential ignition sources, fire prevention, and control procedures will be followed by all employees.

2. Storage Procedures

- a. Oils and solvents must be stored in bulk metal containers with an identifying label. Greases and Oily Rags must be stored in sealed, labeled metal containers with a snap lid.
- b. All chemicals will be stored in bulk metal containers with an identifying label.
- c. All dry vegetation within 25-foot perimeter on the outside of all buildings will be cut down and removed. All trash inside of buildings will be picked up on a routine schedule.

- d. Building structure - No combustible material shall be stored or allowed to accumulate within 25 feet of an electric substation.
- e. Acetylene and Oxygen storage - Acetylene and Oxygen cylinders must be chained off securely, with the lid attached over the valves. Oxygen cylinders in storage must be separated from fuel gas cylinders a distance of 20 feet or by a non-combustible barrier 5 feet high. Valves must be closed when the cylinder is not being used.
- f. Wooden Pallets - All pallets will be stored at a minimum of 50 feet away from plant buildings.

D. Ignition Sources and Control Procedures

- a. Forklift refueling will take place outside of plant buildings. The propane bulk tank shall be at least 50 feet from any potential source of ignition. Area around the propane tank will be posted "No Smoking or Open Flames" and the "no smoking" rule strictly enforced.
- b. "No Smoking or Open Flames" sign will be posted where potential ignition sources are present and the "no smoking" rule strictly enforced.
- c. Welding and Cutting - Prior to welding and cutting, remove flammable materials and have appropriate fire extinguishers available, sand and fire protective curtain.

E. Fire Extinguishers: The type of fire you are fighting determines the type of fire extinguisher you will use.

1. Types of Fire Extinguishers:

- A- For combustibles such as trash, wood, or paper.
- B- For flammable liquids or gasses.
- C- For electrical fires.
- D- For combustible metals like magnesium.

2. Proper Procedure for Operating a Fire Extinguisher:

- P- Pull the Pin.
- A- Aim Low (at the base of the fire)
- S- Squeeze the handle
- S- Sweep (from side to side)

## **IX. COORDINATION WITH EMERGENCY AGENCIES:**

### **A. Pre-emergency Coordination**

1. The local Fire Department will be provided with a copy of this Fire Prevention Plan.
2. The local authorities and Fire Department have received a copy of the Company Hazard Material Management Plan (HMMP) for this location showing locations of hazardous materials. These materials include; diesel fuel and gasoline storage tanks, oils, paints, antifreeze, kerosene, oxygen and acetylene cylinders.

### **B. Post- emergency Coordination**

1. Material Safety Data Sheets will be kept at the plant site and made available, upon request, to emergency personnel.
2. A complete copy of the Emergency Action/Fire Prevention Plan will also be made available to all emergency personnel, upon request.

## **X. MEDIA RESPONSIBILITY**

A. Dan Murray will be responsible for releasing any statement to the media (television and radio stations, reporters). He will keep the supervising officer of the fire department informed of any responses he plans to make to the media.

B. Representatives from the media will not be permitted to enter plant premises unless authorized to do so by Dan Murray.

## **XI. TRAINING**

### **A. Responsibility**

1. The Plant Manager shall be responsible for ensuring that all employees are fully trained.
2. The Safety Department shall provide any additional support as needed to assist in the employee training process.

### **B. Training Requirements**

1. All present and new employees will be trained by the Operations Manager on all elements of this Emergency Action/Fire Prevention Plan. Each employee that is trained will receive a copy of the Emergency Action.

2. Refresher training in the Emergency Action Plan will be conducted annually.
3. If there are revisions in this Emergency Action Plan, the Safety Manager will review these revisions with employees and give them a copy of the revisions

**ATTACHMENT 1:**

## **CENTRAL CONCRETE SUPPLY SPILL REPORTING/RESPONSE PROCEDURES**

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**SPILL RESPONSE:** The following procedures shall be taken in the event of a spill or release of hazardous material. These procedures shall be followed only if it is possible to do without risk of endangering your life or the lives of others and only after identifying and having knowledge of the hazardous properties of the material spilled.

1. Stop the source of the spill by shutting off equipment or plugging the leak.
2. Immediately contain the spill using absorbent material (e.g., shop sweep, rice hulls, clay chips, and or dirt (1). If you cannot contain the spill, contact the dispatcher immediately to report the incident and give instructions for assistance. Prevent material from entering storm drains or any other path to a waterway by blocking these entryways.
3. Absorb the spill by sweeping absorbent material over the spill; several sweeps may be necessary to completely absorb the spill. Sweep soaked absorbent into a pile for pickup. Place used absorbent into a container and bring it back to the plant. Minor spills of lube oils and diesel can be placed into the used absorbent drum at the plant's shop (inform the shop mechanic of your actions). For any other type of waste, refer to the MSDS for proper methods of disposal.
4. Record the spill on **SPILL\RELEASE INCIDENT REPORT FORM**. Report form shall be kept on file at the plant office or at the shop, whichever your plant policy happens to be. Sand or dirt should only be used as a last resort when more absorbent materials are not immediately available. If sand or dirt is used, these materials should be used sparingly.

**SPILL REPORTING:** Record all spills on the **SPILL\RELEASE INCIDENT REPORT** form. Immediately notify dispatcher or plant superintendent of a hazardous materials release of any one of the following conditions exist.

1. The spill has reached a water source or a sheen can be seen on the water surface.
2. The spill has the potential to reach a water source before it can be stopped.
3. The spill poses a potential hazard to human health and safety, property, or the environment.
4. The spilled material could not be completely contained and cleaned up for proper disposal or recycling.
5. The spill is greater than 5 gallons of a hazardous material liquid. Note: Acutely (extremely) hazardous materials have lower reporting quantities. You should refer to the MSDS for this information.

A release that only meets condition #5 does not need to be reported if all the following conditions are met:

- Small spills or materials such as gasoline, diesel, crude oil fractions; and
- The spill is less than 42 gallons; and
- 100% of the spilled material is in a contained dike, or other water or liquid tight surface or is caught by using effective spill control measures (1); and
- 100% of the spilled material is prevented from contaminating surface or groundwater; and
- The spill occurred on a CENTRAL CONCRETE facility or property (2).

(1) If the spill is inside secondary containment, it must be cleaned up within 8 hours of discovery.

(2) If the spill occurs at a job site, the general contractor or property owner should be contacted to determine if notification is necessary.

**ATTACHMENT 2:**

**CENTRAL CONCRETE SUPPLY SPILL/RELEASE INCIDENT REPORT**

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DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE OF SPILL: \_\_\_\_\_ TIME OF SPILL: \_\_\_\_\_

LOCATION OF SPILL: \_\_\_\_\_

CHEMICAL SPILLED: \_\_\_\_\_

AMOUNT SPILLED: \_\_\_\_\_

TYPE OF EQUIPMENT INVOLVED: \_\_\_\_\_

CAUSE OF SPILL: \_\_\_\_\_

MITIGATION: \_\_\_\_\_

DID THIS INCIDENT REQUIRE NOTIFICATION? YES\NO IF YES, CONTINUE

DID THE SPILL ENTER ANY SOURCE OF WATER (E.G. CREEK, POND, STORM DRAIN, ETC.?) **If yes, immediate notification is required.**

THE FOLLOWING PERSONS AND AGENCIES HAVE BEEN NOTIFIED:

IF THE SPILL IS ON A HIGHWAY, CALL THE HIGHWAY PATROL FIRST.

CALL 1-800-852-7550 TO OBTAIN AN OFFICE OF EMERGENCY SERVICES (OES)

CONTROL NUMBER FOR THIS SPILL:

OES CONTROL NUMBER: \_\_\_\_\_

REFER TO HAZARDOUS MATERIALS MANAGEMENT PLAN FOR THE TELEPHONE NUMBER OF LOCAL AGENCY CONTACT.

***THIS DOCUMENT MUST BE KEPT ON FILE FOR NOT LESS THAN THREE YEARS.***