

**CENTRAL CONCRETE SUPPLY**  
**EMERGENCY ACTION PLAN**

**I. PURPOSE OF THE EMERGENCY ACTION**

- A. This plan has been prepared to assure the safety of our employees and any other individuals who are working at the facility 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 for this facility 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 Plan has been prepared to meet all the requirements of California Code of Regulations (CCR), Title 8, GISO Section 3220, and Employee Alarm Systems, Article 165, Section 6184. It has been revised effective on the date listed to include the Company Fire Prevention Plan, which meets the requirements of CCR, Title 8, and GISO Section 3221. 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
- A. An emergency affecting the plant/office may or may not involve bodily injuries and/or fatalities of employees or non-employees. When personal injuries are involved, dealing effectively with these becomes a critical priority in the Emergency Plan.
  - B. Responsibility
    - 1. 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.

1. On any shift on which the Plant Manager is not working, the 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 plant, that person will immediately contact the appropriate Plant Manager and notify him/her of the circumstances. The Plant Manager will make an assessment of the emergency based upon information provided to him/her.
- B. Once the assessment is made, he/she will contact the Emergency Response Agency by dialing 911 and providing the information required in Section IV of this plan. He/she will then immediately contact the Operations Manager.
- 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 to appropriate County Communication Centers and Company Representatives.
  1. The Operations Manager or Plant Manager follow the sequence listed below to initially notify the proper emergency response agencies by calling 911 and then Company representatives. Emergency contact telephone numbers are listed.
  2. Provide the following information to the 911 dispatcher first and immediately following that, the Company representatives listed:
    - a. Name of person calling.
    - 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. 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,” and send a copy of this report to Dan Murray at the CENTRAL CONCRETE SUPPLY San Jose Main Office.
  - . 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
- 5. 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) b. Stay away from glass, windows, outside doors or anything that could fall.
  - c) c. If you are outdoors, stay there. Move away from buildings and power lines.
  - d) 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: 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. The CAL OSHA District office number is 510-622-2916.
  - b. When reporting an accident or emergency situation to CAL\OSHA, submit the same 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.
  5. Job title of the involved employee.
  6. Date of hire if it is available-otherwise Main Office personnel will get this information.
  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.

## V. EMPLOYEE ALARM SYSTEMS

- A. **The emergency alarm system at Plant 14 North Main, Walnut Creek used to alert employees of an emergency situation is the Nextel radio/phone.**
2. **All Clear Signal:** No person is to enter the plant area until the Operations Manager or the Plant Manager gives an “all clear” order.
  3. Use the radio to report an emergency if unable to access a telephone. After reporting the emergency, radio silence should be maintained.
  4. 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 a “designated assembly area” where employees must go immediately following an evacuation must be communicated to all employees. The “designated 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, assemble at the parking lot at the South side of the facility.
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 management person in charge gives an “all clear” order.

B. Plant Shutdown Procedures: If instructed to do so by the Operations Manager or the Plant Manager or emergency response agencies or their personnel, the maintenance foreman will turn off plant 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.

**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.
  - 3. Refresher training in the Emergency Action Plan will be conducted annually.
    - 1. 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

