



## Section 4: Reporting an Emergency

### 1. General Information

- 1.1 This section establishes the requirements, responsibilities, and methods of notification and response to emergency situations.
- 1.2 Where a specific procedure has not been established, use good judgment in determining what actions to take.
- 1.3 In addition to the reporting requirements of this manual, various policies and procedures require that all reports of accidents, incidents, or near misses be submitted to the EQ EHS representative.
- 1.4 The contractor must identify evacuation route(s), assembly areas, and tornado safe areas to all personnel before they begin work.

### 2. Emergency Reporting Procedures

- 2.1 Immediately report an emergency on EQ property to the EQ representative by telephone, radio, or messenger.
- 2.2 Emergency procedures including telephone numbers for specific sites will be given to contractors prior to the start of work using the "Contractor Safety Orientation Checklist" (QES-FM-093-ALL).
- 2.3 Place emergency phone numbers in conspicuous places throughout the work area.
- 2.4 Photographs of emergency situations are prohibited unless EQ gives written approval.
- 2.5 Do not make comments regarding emergencies to a media representative. Refer media inquires to the EQ Director of Communications or Emergency Coordinator if the Director of Communications is not yet on the scene.
- 2.6 If there is an evacuation, immediately report to the appropriate assembly area. See an EQ representative to confirm the location of the appropriate assembly area(s) and evacuation route(s) relative to the work area. Keep in mind that wind direction may be a factor in determining which assembly area and evacuation route to choose.
- 2.7 Any event from a near miss to a serious injury or fatality must be reported to the EQ project manager as well as to the EQ site EHS manager within 24 hours of the occurrence.

### 3. Accidents Involving Serious Injury or Death

- 3.1 In the case of a serious accident, call the EQ emergency telephone numbers for immediate assistance.

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- 3.2 If the EQ site has an Emergency Response Team, they may be able to assist in rendering first aid.
- 3.3 Outside medical assistance should be requested by calling 911 unless otherwise directed. (Be aware that it may be necessary to dial a number, such as 9, to get access to an outside line when using site phones.) Notify the EQ contact or Security to escort emergency vehicles to the site.
- 3.4 Clear the area and keep non-essential personnel away.
- 3.5 Provide assistance to rescue personnel if requested.
- 3.6 After proper evacuation of the injured employee, do not disturb or remove anything in the immediate area of an accident scene without EQ permission.
- 3.7 The responsible contractor must make a full investigation and submit an "Accident and Adverse Event Reporting Form" (QES-FM-090-ALL) to the EQ project manager as well as to EQ EHS within 24 hours of the occurrence.

#### **4. Fire or Smoke**

- 4.1 In the event of a fire, use the nearest fire alarm pull station, if available, and evacuate the area immediately. If the pull station does not activate (fire alarm is NOT sounding) or if no pull station is available, call the EQ emergency telephone numbers from the nearest phone located in a safe area.

**NOTE: EQ personnel will contact the fire department and escort them to the scene.**

- 4.2 Contract employees are not required to fight a fire, but are expected to attempt to extinguish the fire after activating the fire alarm system if they are trained and can do so safely.
- 4.3 Any contractors attempting to extinguish a fire should have been trained within the past 12 months in the safe use of fire extinguishers.
- 4.4 Keep non-essential personnel away from the fire.
- 4.5 If explosive materials or compressed gases are involved or other hazards may exist, ensure that affected personnel are immediately evacuated to a safe distance.
- 4.6 Contractor personnel are to evacuate to assigned EQ assembly areas. Once evacuation is complete, contractors must account for everyone for whom they are responsible. If an employee is missing, notify the EQ Emergency Coordinator or fire department personnel immediately.
- 4.7 Responsible or affected contractors must make a full investigation of the incident and submit a written report to the EQ project manager as well as to the EQ EHS manager within 24 hours of the occurrence, using the "Accident and Adverse Event Reporting Form" (QES-FM-090-ALL).

#### **5. Chemical or Hazardous Material Spill**

- 5.1 In case of a spill, call the EQ emergency telephone numbers immediately. Isolate and contain the spill if it is safe to do so, as determined by a competent person.

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- 5.2 Comply with the requirements of Section 12, Environmental Issues.
- 5.3 Responsible or affected contractors must make a full investigation and submit an "Accident and Adverse Event Reporting Form" (QES-FM-090-ALL) to the EQ project manager as well as to the EQ EHS manager within 24 hours of the occurrence.

## **6. Property Damage**

- 6.1 If property under EQ control is damaged, notify the EQ representative immediately.
- 6.2 Protect against further damage where possible.
- 6.3 Keep non-essential personnel away from the area.
- 6.4 The responsible contractor must make a full investigation and submit an "Accident and Adverse Event Reporting Form" (QES-FM-090-ALL) to the EQ project manager as well as to the EQ EHS manager within 24 hours of the occurrence.

## **7. Severe Weather**

- 7.1 Upon notification of a severe weather affecting an EQ site, EQ personnel will immediately issue an alert (e.g., by public address announcement and/or building sweep.)
- 7.2 Instructions will be given to personnel to take appropriate actions.
- 7.3 Take the following actions during warning conditions.
  - A. Secure loose materials that can become displaced.
  - B. Seek shelter in designated safe areas if possible. If not, seek shelter in the center of a building or near the strongest supported section of the lower levels of a building.

## **8. Bomb Threat**

- 8.1 If a bomb threat is received, EQ personnel will determine if an evacuation of the site or buildings is required. Once evacuation is complete, each contractor will account for their employees.

## **9. Evacuation**

- 9.1 The EQ Emergency Coordinator will determine if evacuation of buildings and site structures is required. An individual can initiate a building evacuation by pulling a fire alarm pull station or contacting an EQ Emergency Coordinator.
- 9.2 An EQ evacuation also requires that contract employees evacuate.
- 9.3 The evacuation routes and assembly areas are pre-determined at each EQ site and will be communicated to contractors prior to beginning work using the "Contractor Safety Orientation Checklist" (QES-FM-093-ALL).

- 9.4 Leave the affected location by the designated route and proceed calmly to the designated assembly location.
- 9.5 EQ managers, EHS managers, and/or EQ Emergency Coordinators will remain in the affected area as long as it is safe to ensure that all personnel have evacuated.
- 9.6 After arriving at the assembly area, contractors should relay any problems relating to the emergency to EQ EHS personnel.
- 9.7 When evacuation is complete, contractors must account for their personnel.

## **10. Transportation**

- 10.1 It is the policy of EQ that first aid, medical, and emergency transportation is to be provided by the contractor for employees who sustain occupational injuries or illnesses.
- 10.2 Contact Security or the EQ representative to request and escort an emergency vehicle onto the site.
- 10.3 Contractors must provide non-emergency transportation for their employees from the job site to the specified doctor's office or clinic.

## **11. Reporting of Non-Referred Medical Treatment**

- 11.1 Contractors must notify EQ of employees who have obtained outside medical treatment for an alleged EQ-site related injury or illness. The responsible contractor must submit an "Accident and Adverse Event Report Form" (QES-FM-090-ALL) to the EQ project manager as well as to the EQ EHS manager within 24 hours of the occurrence.