



Town Hall Drywall, Inc.

3720 Skypark Drive, Torrance, CA 90505

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CA License No. 1017723

Emergency Action Plan

Town Hall Drywall

Protect employees during emergencies.
(T8CCR) section 3220

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use.

Emergency Action Plan

Town Hall Drywall

Address: 3720 Skypark Drive
Torrance, CA 90505

Company Contact:

- **Office:** Augustine Navarro, Kevin Je, Lizbeth Flores, or Jesus Garcia
- **Field:** Foreman or lead person

Alerts:

In the event of an emergency, employees are alerted by:

- **Office:** *The Sounding of an alarm or Public Address system announcement*
- **Field:** Verbal Announcement

Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

Extinguishers:

Employees are not authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

Operations:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties:

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):

- **Office:** Front of building by curbside
- **Field:** Per general contractor's evacuation plan (should be posted at jobsite)

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is:

- **Office:** Simple In-Out App
- **Field:** Manual headcount based on daily sign-in sheet

Immediate Care of Injured Employee

1. Employees must report all accidents and injuries to their supervisor. Upon notice of an incident or injury, the supervisor or other responsible person shall determine the severity of the injury.
2. If the injury is life-threatening, call 911 immediately.
 - a. If necessary, transport employees to a point where they can be reached by an emergency medical service provider.
 - b. In the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
3. Notify Human Resources for support.
4. **If the injury is not life-threatening, but requires medical attention, the supervisor or other responsible person shall call the Safety**

Department. For all first aid, non-emergency injuries, contact 1st Aid Response at (888) 630-5915 24/7 Dispatch.

5. At the direction of the Safety Department, the supervisor or other responsible person shall escort the employee to a Medical Clinic.
6. At the time of the injury, the employee may not need medical treatment. If at a later date the employee decides that a medical opinion is necessary, the employee is to advise the Safety Department.

First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Wounds

- **Minor:** (Cuts, lacerations, abrasions, or punctures) Wash the wound using soap and water; rinse it well. Cover the wound using clean dressing.
- **Major:** (Large, deep and bleeding) Stop the bleeding by pressing directly on the wound, using a bandage or cloth. Keep pressure on the wound until medical help arrives.

Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Burns

- **Heat:** Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dries the area and cover it using sterile gauze or a clean cloth.
- **Chemical:** Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury

- **Small particles:** Do not rub your eyes. Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water for fifteen minutes.
- **Large or stuck particles:** If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with bandage.
- **Chemical:** Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

Neck & Spine Injury

- If the victim appears to have injured their neck or spine, or is unable to move their arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a shaded place with their feet raised.

Heat Stroke

- Severe medical emergency which could result in death
- Heat stroke results when the body's core temperature gets too high, and the body is no longer able to cool itself.
- Symptoms:
 - Hot, dry, and red skin
 - Rapid pulse and low blood pressure
 - Weakness, confusion, headache, and dizziness
 - Anger or acting strangely.
- In later stages, a person may pass out and have convulsions.
- Call an Ambulance First then immediately begin cooling the victim's body with water or wrapping them in cool wet cloth.
- Treatment:
 - Have the person lie down
 - Apply a cold compress (such as moist towel) to forehead and neck
 - Use a fan to lower body temperature
 - Elevate feet
 - Give fluids (avoid caffeine)