



EMERGENCY ACTION, RESPONSE AND FIRST AID

Site-specific planning, training, evacuation, rescue and medical response

POLICY STANDARD

Every project will maintain and communicate a documented, site-specific emergency action plan before work begins and whenever conditions change.

PHEIFER BROTHERS CONSTRUCTION CO., INC.

Effective August 23, 2026 | Revision 2

Combined policy replacing Emergency Training and Emergency Response and First Aid

Contents and Policy Standard

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POLICY STANDARD No project or materially changed work phase may proceed until the foreman or project manager verifies that the written Project Emergency Action Plan is complete, current, communicated and available to employees and affected subcontractors.

Primary References

29 CFR 1926.21(b)(2), 1926.34, 1926.35, 1926.50, 1926.150; 29 CFR 1904.39; and task-specific rescue requirements including 29 CFR 1926 Subpart V, Subpart R, Subpart CC and Subpart AA, as applicable. OSHA Emergency Preparedness: www.osha.gov/emergency-preparedness/getting-started

1. Purpose, Scope and Responsibilities

This policy establishes Pheifer Brothers' minimum expectations for planning, training and responding to emergencies during heavy-highway, bridge, marine, shop, yard, office and support operations. It applies to all employees, temporary workers and subcontractors under Pheifer Brothers' control and will be coordinated with the controlling contractor and other employers at multi-employer sites.

Management / Project Management

- Provide the time, personnel, equipment, outside services and training necessary to implement this policy.
- Ensure a documented Project Emergency Action Plan is prepared before mobilization, reviewed for each major phase and retained with project safety records.
- Confirm required rescue services are capable, available and able to reach the work location in time for the hazards presented.
- Make regulatory notifications and preserve serious-incident scenes through authorized management personnel.

Foreman / Site Emergency Coordinator

- Keep the plan current, posted or immediately accessible, and review it with each employee before assignment and after any change.
- Verify emergency access, communications, alarms, first-aid supplies, rescue equipment and designated roles at the start of each shift or phase.
- Direct evacuation, shelter, accountability and responder coordination until relieved by public emergency services.

Employees and Subcontractors

- Know the alarm, reporting method, evacuation route, assembly point, shelter and individual responsibilities.
- Immediately report emergencies and changed conditions; follow directions and do not re-enter until authorized.
- Do not attempt technical rescue, hazardous-material response or medical treatment beyond training, equipment and assignment.

STOP-WORK AUTHORITY

Any employee may stop work when the emergency plan, access, communications, accountability, first-aid or required rescue capability is missing, ineffective or no longer matches field conditions. Work resumes only after correction and authorized reassessment.

2. Required Site-Specific Project Emergency Action Plan

A generic policy does not satisfy the company planning expectation. Each project must use the fillable plan in Appendix A or an approved equivalent and, at minimum, document:

- Project name, exact street or route address, municipality/county, GPS latitude and longitude, primary emergency access point, gate/lock instructions, bridge or structure identification, and a map or directions usable by responders.
- 911 and applicable fire, EMS, law-enforcement, utility, poison-control, environmental and company emergency phone numbers; the reliable primary and backup communication methods.
- Nearest appropriate hospital and trauma center, address, phone, route, estimated travel time and whether ambulance transport or other arrangements will be used.
- The named person and backup who call 911; the person and backup who meet and guide responders; the emergency coordinator; accountability lead; first-aid/CPR responders; and persons authorized for shutdown or technical rescue.
- Alarm or notification signals, evacuation triggers, primary and alternate routes, assembly areas, shelter-in-place location, severe-weather shelter and a headcount/accountability method covering employees, visitors and subcontractors.
- Hazard-specific arrangements for work over/near water, confined spaces, fall rescue, electrical contact or utility strike, fire, structural or excavation collapse, hazardous release, traffic intrusion and crane/heavy-equipment incidents.
- Night-shift, lone/remote-work, low-visibility, limited-cell-service, winter-access and delayed-response considerations, including backup lighting, radios, check-in intervals and alternate access.
- Coordination and handoffs with subcontractors, the controlling contractor, owner, law enforcement, traffic control, utilities and external rescue providers.

Review and Availability

The plan must be reviewed before mobilization; before a new shift or major work phase; after access, crew, hazards, rescue services or contact information changes; and after an emergency, drill or near miss. A current copy must be available at the project and shared with affected employers. Superseded copies will be marked and retained as project records.

3. Emergency Organization and Communications

Reporting and Alarm

- Anyone discovering an emergency will stop work, warn persons in immediate danger and call 911 without delay when life safety, fire, collapse, electrical contact, uncontrolled release or another imminent danger exists. Internal notification must never delay 911.
- The caller will state the nature of the emergency, exact project location, GPS coordinates when useful, emergency access point, number and condition of injured persons, hazards responders may encounter and a callback number. The caller remains available unless unsafe.
- The site will use distinctive, recognizable alarms or instructions that can be perceived throughout the active work area. Radios, air horns, verbal relays, lighting or other methods will supplement alarms where noise, distance, night work or disability may affect perception.
- The assigned guide will go to the documented access point, remain visible in high-visibility apparel, open gates when safe and guide responders to the scene without entering a hazard area.

Incident Command and Handoff

The site emergency coordinator controls company actions until relieved by the responding incident commander. Employees will provide responder briefings on incident conditions, missing persons, energized systems, utilities, temporary works, chemicals, traffic, water and rescue arrangements. Only authorized persons speak for the company or make agency notifications.

Multi-Employer Coordination

Before work begins, Pheifer Brothers will reconcile alarms, routes, assembly points, accountability systems, rescue responsibilities and emergency contacts with the controlling contractor and affected subcontractors. Each employer remains responsible for its employees, and the project plan will identify how headcounts are combined and communicated. Conflicts must be resolved before exposure begins.

4. Evacuation, Shelter and Accountability

- The coordinator may order evacuation, shelter-in-place, severe-weather shelter or shutdown. Employees will follow the safest designated route, avoid identified hazards and report directly to the assigned assembly or shelter location.
- Routes and exits will be kept clear, illuminated as needed and revised as construction changes. The plan will identify at least one alternate route or explain why one is not practicable. No one may block emergency vehicle access.
- The accountability lead will use the daily roster, sign-in log, subcontractor count or another reliable system to account for every employee, visitor and contractor. Supervisors report missing persons immediately to the coordinator and incident commander.
- No employee may leave the assembly point, return for tools or vehicles, or re-enter the site until released by the coordinator or public authority. Only trained and authorized rescuers may search for missing persons.
- Severe-weather planning will identify the best available substantial shelter for tornadoes, lightning, high winds, flooding, extreme temperatures and winter storms. Vehicles, trailers, cofferdams, cranes and work under/near bridges are evaluated for suitability rather than assumed safe.

ACCOUNTABILITY RULE

A headcount is not complete until employees, subcontractors and visitors are reconciled against a current roster and any discrepancy is reported to incident command.

5. First Aid, Medical Response and Incident Control

- Before work begins, management will ensure prompt medical attention is reasonably accessible. When a clinic or hospital is not reasonably accessible in time and distance, a person with a valid first-aid certificate will be available at the worksite.
- Weatherproof first-aid supplies appropriate to crew size and hazards will be readily accessible. A designated person will inspect supplies before initial use and at least weekly, replenish used or expired items, and document the inspection.
- Emergency medical services will be provided clear access. The plan will identify AED locations, eyewash or drench facilities, bloodborne-pathogen supplies and any special medical response for chemicals or environmental exposure.
- Only trained persons provide first aid. Use gloves and barrier devices, avoid contact with blood or body fluids, dispose of contaminated materials properly and report exposure immediately under the Bloodborne Pathogens program.
- Do not move an injured person unless immediate danger requires movement or trained responders direct it. Stop equipment and isolate energy only when it can be done without creating additional risk.
- For a fatality, in-patient hospitalization, amputation or loss of an eye, notify management immediately. Authorized management will make required OSHA and other agency reports within applicable deadlines. Preserve the scene except to rescue, control an ongoing hazard or comply with public authorities.

Post-Incident Care

The company will arrange required medical evaluation, exposure follow-up, employee support, incident investigation and corrective action. Employees will not be disciplined for good-faith emergency reporting or use of stop-work authority.

6. Hazard-Specific Response and Rescue

The Project Emergency Action Plan must specify whether employees evacuate and await public responders or whether a trained, equipped rescue team will act. Calling 911 alone is not an adequate rescue plan when a standard requires timely, task-specific rescue capability.

Water / Marine Work

Identify rescue boat or equivalent lifesaving arrangements, ring buoys and reach equipment, personal flotation requirements, downstream recovery considerations, water conditions, operator/crew and EMS access. No untrained person enters the water for rescue.

Confined Space

Use the permit-required confined-space program; identify non-entry retrieval, attendant communications and a evaluated rescue service capable of timely response. No unplanned entry is permitted.

Fall Rescue

Before exposure, define suspension rescue method, equipment, anchor access, trained rescuers and the means to reach an incapacitated worker. Do not rely solely on the fire department without confirming capability and access.

Utility Strike / Electrical Contact

Stop work, keep persons and equipment away, assume lines are energized, call 911 when life safety is involved and notify the utility. Operators remain on equipment unless fire or another immediate danger requires a safe jump clear; prevent step/touch potential and do not approach until the owner declares the system safe.

Fire / Explosion

Sound the alarm, call 911 and evacuate. Only trained employees may use extinguishers on an incipient-stage fire when a clear exit is maintained. Cylinders, fuels, hot work and energized systems are reported to responders.

Collapse / Entrapment

Evacuate the collapse zone, stop vibration and loading, isolate equipment and utilities, call 911 and prevent entry. Only qualified technical rescue personnel may enter unstable structures, excavations, cofferdams or temporary works.

Hazardous Release

Move crosswind/upwind as appropriate, deny entry, call 911 and required environmental contacts, and use SDS/emergency information. Only personnel trained and equipped for the response level may control a release.

Night / Remote Work

Provide reliable lighting and backup illumination, redundant communication, check-in procedures, accurate location sharing, responder access and adequate staffing. Lone work is prohibited where rescue or accountability cannot be assured.

7. Training, Drills, Review and Records

- Review the site-specific plan with every employee before initial assignment, when responsibilities or the plan change, and when an employee needs retraining. New subcontractors receive the same site orientation before exposure.
- Training will cover reporting, alarms, evacuation and shelter, accountability, emergency roles, first aid limitations, equipment locations, site hazards, prohibited rescue actions and stop-work expectations. Employees must have an opportunity to ask questions.
- Designated coordinators, wardens, first-aid responders, equipment operators and rescue personnel will receive role-specific training and maintain required certifications. Toolbox talks reinforce but do not replace formal or task-specific training.
- Conduct and document drills at a frequency appropriate to project duration, hazard and phase. Complex water, fall, confined-space, remote or night operations require practical verification of communications, access and rescue capability before reliance on the plan. Coordinate with external responders when practicable.
- After each drill, emergency or near miss, document participants, conditions, response time, strengths, deficiencies, corrective actions, responsible persons and completion dates. Revise and re-communicate the plan before affected work resumes.
- Retain the current plan, orientations, rosters, drills, first-aid inspections, rescue-service evaluations, equipment inspections, incidents, regulatory notifications and corrective actions under company record-retention requirements.

Immediate Stop-Work Triggers

- Emergency access is blocked or location information is incomplete.
- The alarm, radio, cell or accountability system is unreliable.
- Required first-aid or rescue personnel/equipment are unavailable.
- A new work phase or hazard is not addressed by the written plan.
- Subcontractor or controlling-contractor procedures conflict with the project plan.

VERIFICATION

The foreman documents correction and reassessment before authorizing work to resume.

8. Test Your Knowledge

Circle the best answer. Review missed questions with your foreman before performing this work.

1. What must be complete before project work begins? A. Only a generic company policy B. A documented, current site-specific emergency plan C. A hospital brochure	2. Who may call 911 for a life-threatening emergency? A. Only the project manager B. Anyone who discovers the emergency C. Only the controlling contractor
3. What information must be given to responders? A. Exact location and emergency access point B. Only the project number C. Only the foreman name	4. How are workers accounted for after evacuation? A. By guessing who was present B. Using the current roster and reporting discrepancies C. After everyone goes home
5. When may an employee attempt technical rescue? A. Whenever a coworker needs help B. Only when trained, equipped and assigned C. Whenever 911 has been called	6. What must happen when access or hazards change? A. Update and re-communicate the plan B. Wait for the next annual review C. Continue under the old plan
7. What must the plan address for night or remote work? A. Only overtime approval B. Lighting, backup communications, check-ins and access C. Only vehicle parking	8. How are subcontractors handled? A. They use unrelated procedures without coordination B. Alarms, roles and accountability are coordinated C. They are excluded from headcounts
9. When may work resume after an emergency-plan stop? A. When the schedule is behind B. After correction and authorized reassessment C. When the hazard is less visible	10. What should happen after a drill or emergency? A. Document results, correct deficiencies and revise as needed B. Discard the plan C. No follow-up is required

EMPLOYEE:

DATE:

ANSWER KEY: 1-B | 2-B | 3-A | 4-B | 5-B | 6-A | 7-B | 8-B | 9-B | 10-A

Appendix A - Project Emergency Action Plan

Complete before work begins. Update and re-communicate whenever access, crew, work phase, hazards, contacts or rescue arrangements change.

PROJECT NAME**PROJECT / CONTRACT NO.****STRUCTURE / BRIDGE ID****EXACT ADDRESS / ROUTE / MUNICIPALITY / COUNTY****GPS LATITUDE****GPS LONGITUDE****PRIMARY EMERGENCY ACCESS POINT / GATE / LANDMARK****GATE, LOCK, ROAD OR STAGING INSTRUCTIONS****PRIMARY COMMUNICATION METHOD****BACKUP COMMUNICATION METHOD**

Assigned Emergency Roles

SITE EMERGENCY COORDINATOR**BACKUP COORDINATOR****CALLS 911****BACKUP 911 CALLER****MEETS/GUIDES RESPONDERS****BACKUP RESPONDER GUIDE****ACCOUNTABILITY LEAD****BACKUP ACCOUNTABILITY LEAD****FIRST-AID/CPR/AED RESPONDERS BY SHIFT**

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Emergency and Company Contacts

911 / LOCAL DISPATCH**FIRE / EMS NON-EMERGENCY****LAW ENFORCEMENT****ELECTRIC UTILITY****GAS / OTHER UTILITY****POISON CONTROL 1-800-222-1222****PROJECT MANAGER****SAFETY / COMPANY EMERGENCY****ENVIRONMENTAL / SPILL CONTACT****OTHER**

Medical Facilities

NEAREST APPROPRIATE HOSPITAL / CLINIC, ADDRESS AND PHONE**NEAREST TRAUMA CENTER, ADDRESS AND PHONE****ROUTE, TRAVEL TIME AND TRANSPORT ARRANGEMENT**

Alarm, Evacuation, Shelter and Accountability

ALARM / NOTIFICATION SIGNALS AND HOW ALL WORKERS WILL PERCEIVE THEM**PRIMARY AND ALTERNATE EVACUATION ROUTES****ASSEMBLY POINT / ALTERNATE ASSEMBLY POINT****SEVERE-WEATHER SHELTER / SHELTER-IN-PLACE LOCATION****ACCOUNTABILITY METHOD FOR EMPLOYEES, VISITORS AND SUBCONTRACTORS**

Appendix A - Project Emergency Action Plan

Complete before work begins. Update and re-communicate whenever access, crew, work phase, hazards, contacts or rescue arrangements change.

WORK OVER/NEAR WATER - EQUIPMENT, BOAT/OPERATOR, DOWNSTREAM PLAN, ACCESS

CONFINED SPACE - PERMIT, RETRIEVAL, RESCUE SERVICE AND RESPONSE TIME

FALL RESCUE - METHOD, EQUIPMENT, TRAINED RESCUERS AND ACCESS

UTILITY STRIKE / ELECTRICAL CONTACT - UTILITY, ISOLATION, EXCLUSION AND NOTIFICATION

FIRE / EXPLOSION - ALARM, EVACUATION, FUELS/CYLINDERS AND EXTINGUISHER POLICY

COLLAPSE / ENTRAPMENT - STRUCTURE, EXCAVATION, COFFERDAM OR TEMPORARY WORKS

HAZARDOUS RELEASE - MATERIAL, SDS, ISOLATION, NOTIFICATION AND RESPONDER LEVEL

TRAFFIC INTRUSION / CRANE / HEAVY-EQUIPMENT INCIDENT RESPONSE

Special Shift and Access Conditions

NIGHT-SHIFT / REMOTE-WORK / LIMITED-SERVICE / WINTER-ACCESS CONTROLS

BACKUP LIGHTING, COMMUNICATION, CHECK-IN AND ALTERNATE RESPONDER ACCESS

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Multi-Employer and External Coordination

CONTROLLING CONTRACTOR / OWNER CONTACT AND AGREED EMERGENCY SYSTEM**SUBCONTRACTORS ON SITE AND HOW ALARMS, ROLES AND HEADCOUNTS ARE COORDINATED****EXTERNAL RESCUE PROVIDER CONTACTED / CAPABILITY AND ACCESS VERIFIED BY**

Emergency Equipment and Posting

First-aid kit	AED	Eyewash/drench	Fire extinguishers
Water rescue	Fall rescue	Confined-space rescue	Spill supplies

LOCATIONS, INSPECTION STATUS AND SPECIAL INSTRUCTIONS

Crew Review / Drill / Revision

PLAN REVIEW DATE / SHIFT / EMPLOYEES AND SUBCONTRACTORS COVERED**DRILL OR PRACTICAL VERIFICATION COMPLETED; RESULTS AND CORRECTIVE ACTIONS****REVISION TRIGGERS / CHANGES FROM PRIOR PLAN****PREPARED BY / TITLE****DATE / TIME****FOREMAN / EMERGENCY COORDINATOR APPROVAL****PROJECT MANAGER APPROVAL / DATE**