



<i>Division(s):</i> All	<i>Department(s):</i> All	<i>Revision #:</i> 5
<i>Approved By:</i> HRM	<i>Author:</i> Health & Safety Manager	<i>Revision Date:</i> May 1, 2024

### **Emergency Response Plan**

Daytona Homes shall identify and inform all employees of the potential emergencies that might occur at their workplace. All employees will be trained on the Emergency Response Plan during the employees' orientation.

First aid kits and fire extinguishers are located in all field construction vehicles. First aid kits for all offices are located in the first aiders offices as indicated on the posted Fire Marshal and First Aider list. Fire Extinguishers are mounted throughout all offices.

The Emergency Response Plan is a plan in the event of an emergency or catastrophe. Daytona Homes will be prepared to implement our Emergency Response Plan in the event of an emergency. We shall take charge, in keeping with our Health & Safety Program, to protect the public, property, clients, employees, the environment, and ourselves from injury or loss.

This plan shall contain a phone list of people and organizations trained and prepared to assist us in the event of an emergency. All construction field staff and sales staff shall carry a cell phone and phones will be available at the offices. The phone list shall be copied and posted at the offices and within Pronto Forms.

In the event of a serious incident involving Emergency Response Personnel or Government Officials, employees need to contact their direct Supervisor and/or Safety Manager. Management shall respond to the scene as soon as is reasonably practicable.

An emergency mock training drill shall also be conducted annually with a review following the drill or actual emergency to ensure the plan meets the needs of the company.



### **Evacuation procedure**

1. Turn off any vehicles and heavy-duty equipment you may be working with.
2. Exit the building through the closest safe exit.
3. Make your way to the Muster Point.
4. Meet with your department manager and the Fire Marshal will determine who is accounted for.
5. If anyone is missing at the Muster Point, let your supervisor and/or Fire Marshal know where you saw them last, but do not attempt to re-enter the building to locate the individual.
6. Remain at the Muster Point until all clear to return to work has been given.

### **Meeting Place or Muster Point**

During the employee orientation the Muster Point will be identified based on the employee's work location. Muster points must be clearly marked at each office. Showhomes are the muster point for all field construction staff and trades.

### **Fire**

In the event of a fire call 911 immediately. To alert others in the immediate area shout "FIRE". Shut down equipment you are using. Attempt to control the fire with available fire extinguishers and personnel if safe to do so. If the fire cannot be contained in the time it takes to discharge one fire extinguisher evacuate to the designated muster point.

### **Chemical Spill**

Identify the spilled chemical. Refer to the SDS sheets for cleanup procedure and precautionary measures. Wear appropriate personal protective equipment during clean up. Eliminate all sources of ignition and ventilate the area. If the vapors or chemical itself is considered hazardous evacuate the area.

### **Power Outage**

Turn off all equipment that may be damaged or create a hazard when the power is returned. Proceed to your office and wait for further instruction.

### **Rescue**

We must leave the rescue of injured or trapped personnel to the professionals. Failure to follow this procedure may result in the need to be rescued yourself. If you notice a fellow co-worker or visitor is missing from the muster point notify your supervisor or Fire Marshal immediately and advise them of the last area you saw them working.



### **Motor Vehicle Incident**

If it's safe to do so and you aren't seriously injured, move your vehicle out of harm's way, like to the shoulder of the road. Make sure your vehicle is no longer moving, shift into park, turn off the engine. If either vehicle is immobile the police must be contacted by dialing 911. Check on all the other parties involved, including drivers, passengers, and pedestrians, to make sure no one is hurt. Call 911 if anyone may be injured.

Document as much information as possible regarding the accident, including:

- Driver's name and phone number
- Driver's license number
- License plate numbers
- Insurance information
- Make and models of all vehicles involved
- Pictures of all damages
- Location of the accident

Report the incident, when possible, to your direct supervisor or the Safety Manager.

### **Severe Weather (Tornado)**

If a tornado is spotted in the area a tornado warning will be broadcast on the local radio stations. If you are able, make your way to an interior room with no exterior windows or doors.

If you are in a vehicle or caught outdoors in the path of a tornado, exit the vehicle and take shelter under an overpass or bridge. If there are no solid structures available lay flat in a low-lying area like a ditch and use your arms to cover and protect your head from flying debris.