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<b>EMERGENCY ACTION PLAN</b>	
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## **1. PURPOSE**

- 1.1 The purpose of the Emergency Action Plan policy is to describe the requirement for all MAPP locations, projects, and offices to prepare a local Emergency Response Action Plan (ERAP).
- 1.2 Management at each location, project, and office shall develop a tailored emergency response action plan and additional requirements as appropriate to geographic, local regulatory, client requirements, and business variations.
- 1.3 An Emergency Response Action Plan, which has been tailored for local application(s), will provide direction and guidelines for covered employees in response to a variety of emergencies.

## **2. SCOPE**

- 2.1. This policy applies to all employees, subcontractors, and workers engaged in operations covered by MAPP's HSE Program.

## **3. RESPONSIBILITY**

- 3.1 Project Management at each location or project shall develop a locally tailored ERAP.
- 3.2 Emergencies vary in type and required response. The locally prepared ERAP should address such variations and provide necessary basic information and guidelines to effectively manage foreseeable emergencies.

## **4. DEVELOPMENT OF ERAP**

- 4.1 Planning for some potential hazards or threats can only be done at the local level, due to the nature of potential hazards, organizational variations from one location to the next, etc. Accordingly, the locally prepared ERAP shall address those issues appropriate to geographic, local regulatory, client requirements, and business variations.
- 4.2 The locally prepared Emergency Response Action Plan shall address requirements described above. Emergency planning includes four steps:
  - 4.2.1 Establish a planning team
  - 4.2.2 Analyze capabilities and hazards
  - 4.2.3 Develop the plan
  - 4.2.4 Implement the plan
- 4.3 The ERAP shall be included in the PSSP (Project Site Safety Plan) and shall be developed & implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing & available for inspection by employees, their representatives & OSHA.

4.3.1 It shall address at minimum:

4.3.1.1 Pre-emergency planning & coordination with outside parties.

4.3.1.2 Personnel roles, lines of authority, training & communications.

4.3.1.3 Emergency recognition & prevention.

4.3.1.4 Safe distances & places of refuge.

4.4 A model plan has been provided in **HSE13-002** entitled "**Project Emergency Response Action Plan Model**"

## **5. TRAINING**

5.1 Potentially affected workers shall receive training in the content of the local Emergency Response Action Plan upon hire or arrival on site.

5.2 Affected employees shall be provided general awareness training and shall be briefed in basic required-action steps during initial orientation training.

5.3 Employees in leadership positions, for whom emergency action duties have been established, shall receive more extensive training, as appropriate.

5.4 Initial training shall be conducted and documented.

## **6. ERAP DRILL**

6.1 The ERAP is more likely to be properly implemented, and trained employees are more likely to perform effectively, when they have had the benefit of drills or "rehearsals."

6.2 Drills or rehearsals shall be conducted and documented at least annually.