



**T.A. WOODS COMPANY**  
**EMERGENCY EVACUATION PLAN**

At the start of the project, the superintendent or supervisor is responsible for communicating the Emergency Evacuation Plan to all employees of the company assigned to the project. If employees are transferred to the project after the initial start, the superintendent or supervisor must make each aware of the Emergency Evacuation Plan.

Emergency Evacuation procedures will become activated for the following reasons:

- Notification by the general contractor, owner, or owner's representative of a danger or potential danger.
  - Presence of a toxic chemical such as a gas leak or other hazardous material.
  - Fire or the presence of smoke.
  - Structural collapse.
  - Other potentially dangerous events as evaluated by the superintendent, supervisor, and/or foreman.
- 1) All employees must be trained in the following Emergency Evacuation procedures:
    - Communication or signal that will be used to denote immediate evacuation of the structure or area.
    - The preferred evacuation route from the structure or area.
    - Mandatory rally
    - area for all employees to report after they have evacuated the structure or area.
  - 2) The superintendent or supervisor **must** contact Safety or their project manager as soon as possible at the onset, during, or after the evacuation. Safety or a designee will report to the project site.
  - 3) After the evacuation has taken place, a roll call of all employees assigned to the project must be recorded. This written record must be turned in to Safety as soon as possible with employees' names, the date, and the superintendent's or supervisor's signature.
  - 4) In the event an employee does not report to the designated mandatory meeting area, emergency and rescue personnel must be alerted. **Under no circumstances is an employee to reenter the structure or area to search for a missing employee.**
  - 5) All employees are expected to remain in the **designated safe area** until further notification. Employees will not be released from the area until approved by Safety and/or the project manager.
  - 6) An investigation will be conducted by Safety as soon as possible after the event. Information attained during the investigation will determine the extent of possible exposure. If necessary, employees will be examined by the company's medical provider. Appropriate procedures will be taken in dealing with employees' health.
  - 7) Information related to the danger, potential danger, risk and/or exposure will be communicated to all involved employees.
  - 8) Employees will not be permitted to reenter the building or area without approval from Safety and/or project manager.