

# RUSHIKA ENTERPRISES

## Emergency Response Action Plan

### Table of Contents

<b>1.0</b>	<b>PURPOSE AND SCOPE</b> .....	<b>1</b>
<b>2.0</b>	<b>RESPONSIBILITIES</b> .....	<b>1</b>
2.1.	Office Managers, Facility Managers, and Project Managers .....	1
2.2.	Emergency Coordinator .....	1
2.3.	Employees .....	1
<b>3.0</b>	<b>DEFINITIONS</b> .....	<b>2</b>
<b>4.0</b>	<b>EMERGENCY RESPONSE ACTION PLAN</b> .....	<b>2</b>
4.1.	Global Requirements.....	2
4.2.	Topics for Local Plan.....	3
4.3.	Drafting the Emergency Response Action Plan .....	3
<b>5.0</b>	<b>TRAINING</b> .....	<b>3</b>
<b>6.0</b>	<b>DRILLS &amp; REHEARSALS</b> .....	<b>3</b>
<b>7.0</b>	<b>ANNUAL REVIEW</b> .....	<b>3</b>

### **1.0 PURPOSE AND SCOPE**

This Health, Safety, and Environment Procedure (HSEP) describe the requirement for all Jacobs locations, projects, and offices to prepare a local Emergency Response Action Plan (ERAP).

Management at each location, project, and office shall develop a tailored emergency response action plan and additional requirements as appropriate to geographic, local regulatory, and line of business variations.

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.

### **2.0 RESPONSIBILITIES**

Specific Health, Safety, and Environment Program implementation responsibilities are stated. Additional management, staff, employee, and subcontractor responsibilities are stated in individual procedures that address responsibilities specific to the HSE topic.

#### **2.1. Office Managers, Facility Managers, and Project Managers**

Office, facility, and project managers are responsible for assuring compliance with this procedure and for assuring that the locally prepared ERAP is incorporated in Hazard Assessment Safety Action Plans and other planning documents, as appropriate.

#### **2.2. Emergency Coordinator**

The Emergency Coordinator shall assume ownership and responsibility for the requirements set forth in this procedure.

#### **2.3. Employees**

Employees are responsible for complying with this procedure, for learning and following the requirements of their local plan, and for notifying their supervisor or HSE Manager of any situation not adequately addressed by measures specified in their local ERAP.

### 3.0 DEFINITIONS

An Emergency Situation An emergency situation is a sudden or unexpected event, which can result in loss of life or significant injury, substantial property damage, significant interference with a process or business operation, or that jeopardizes the Company's positive image, or falls under close government or media scrutiny.

Examples of emergencies include, but are not limited to fatality or multiple injuries; major incidents; collapse of a structure, a trench, a scaffold, etc.; explosion or fires; plant or process failure; natural disasters, such as hurricanes, earthquakes, tornadoes, floods, etc.; bomb threats; workplace violence; labor disputes, including strikes or lockouts; radiation release; kidnapping; terrorism; medical emergencies, e.g. seizures, cardiac arrest, chemical exposures, etc.; and environmental release.

ERAP Emergency Response Action Plan

### 4.0 EMERGENCY RESPONSE ACTION PLAN

Management at each location, project, and office shall develop a locally tailored ERAP.

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.

The ERAP shall address both Jacobs and local requirements as appropriate to geographic, local regulatory, and line of business variations.

#### 4.1. Global Requirements

The plan shall begin with Company-wide Emergency Response Action Plan requirements, which pertain to Jacobs global operations, such as the following.

##### 4.1.1. Incident Notification, Internal

The nature and potential consequences of an incident will influence the extent of internal vertical notification. Minor medical injuries or illnesses and incidents involving only minor property damage or an environmental release that does not necessitate regulatory reporting may only require reporting to performance unit management. Performance unit management discretion determines requirement for further reporting. When in doubt, notify the next level supervisor/manager in your chain of command.

The locally prepared ERAP shall state the requirement that the employee and first line supervisor, to the extent appropriate for the severity of the incident, shall notify the next person in the chain, "skipping over" any unavailable manager, until the information reaches the appropriate Group Vice President.

The HSE Manager shall follow the same protocol up his/her chain, to the extent appropriate for the severity of the incident, until the information reaches the Senior Vice President for Quality & Safety.

The local facility, project, or office manager, with support from the HSE Manager, shall implement the Plan and shall secure the area of the incident, evacuate employees and give them guidance, involve the client, if needed, and assure that the corporate business development manager is notified, when appropriate.

Incident Notification, is a flowchart that identifies Company personnel, who should be involved in the notification process. The flowchart should be incorporated in the ERAP with names and phone numbers of the involved Company personnel entered in appropriate blanks. For many locations it would be appropriate to post the flow chart in the workplace.

#### 4.1.2. Incident Notification, External

Certain incidents will require notification of regulatory agencies or the client. Some incidents may involve the need for media interaction.

The locally prepared ERAP shall address other external reporting needs and issues and shall incorporate existing internal requirements for such, as set forth in Company policies and procedures.

#### 4.1.3. Post-Incident Procedures

The ERAP shall refer to, and include, as appropriate, additional Jacobs post-incident work instructions, specifically related to emergency planning and response at environmental projects and hazardous waste facilities.

### 4.2. Topics for Local Plan

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, and line of business variations.

Authors of locally prepared ERAPs are expected to utilize and draw on requirements set forth in the HSEPs.

### 4.3. Drafting the Emergency Response Action Plan

The locally prepared Emergency Response Action Plan shall address both the global and local requirements described above.

Emergency planning includes four steps:

- Establish a planning team
- Analyze capabilities and hazards
- Develop the plan
- Implement the plan

## 5.0 TRAINING

Potentially affected employees shall receive training in the content of the local Emergency Response Action Plan.

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

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

Initial training shall be documented, and annual refresher training shall be conducted.

## 6.0 DRILLS & REHEARSALS

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."

Drills or rehearsals, as determined to be appropriate by the local HSE manager and by the office, location, or project manager, shall be conducted.

## 7.0 ANNUAL REVIEW

The office, facility, or project manager shall assure that the ERAP is reviewed and updated annually prior to annual refresher training.