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**EMERGENCY RESPONSE / CRISIS COMMUNICATION PLAN**

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**SUBPART A - PURPOSE**

This Emergency Response Plan is in place to ensure employee safety from fire and other emergencies. It provides a written document detailing the actions and procedures to be followed in case of emergency.

The host employer/client must provide to all employees for review a written document detailing the actions and procedures to be followed in case of emergency while at their worksite.

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. Whenever possible, the plan will be made available for the employee to review. On those occasions when there is 10 or less employees onsite, the emergency response plans can be communicated orally to all employees and documented.

In some cases where the emergency is very grave, total and immediate evacuation of all employees is necessary.

In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued facility operation.

In some cases, only those employees in the immediate area of the fire or emergency may be expected to evacuate or move to a safe area.

Employees must be sure that they know what is expected of them in all such emergency possibilities, which have been planned in order to provide assurance of their safety from fire or other emergency.

**SUBPART B - ALARM SYSTEMS**

Alarm systems located at the Clients' work site shall comply with 29 CFR 1910.165(a). The host employer shall designate alarm types, evacuation methods and routes, equipment utilized during evacuations, and fire brigade members. **The Client shall also establish training criteria** and site-specific orientations for all employees.

All employees will become familiar with the Clients' as well as Berry Bros. General Contractors, Inc.'s alarms while on the respective sites.



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**SUBPART C – TRAINING (DRILLS)**

All employees will be trained in safe evacuation procedures, and refresher training is conducted whenever the employee’s responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer / client must review with each employee, upon initial assignment, the parts of the plan, which the employee must know to protect the employee in the event of an emergency.

The training will include the use of work site plans and maps, which clearly show the emergency escape routes included in the Emergency Action Plan. These site plans and maps are available and posted at all times in every area of the work site to provide guidance in an emergency.

**SUBPART D - RESPONSIBILITIES**

It will be the responsibility of the HS&E Department to conduct initial training on this policy and the site supervisors along with management to gather the information needed for each work site from the client. This information will then be shared with the employees before job start-up and periodically reviewed with employees in the form of safety meetings during the course of the job.

Each Foreman is responsible for his crew on site. A proper head count after the need for evacuation is required and should be documented.

**SUBPART E - EMERGENCY ESCAPE PROCEDURES AND ASSIGNMENTS**

General procedures in case of fire, bomb threat, or toxic chemical release include the following:

- Employees are to proceed to the nearest available and safe exit, and leave the facility as quickly as possible in the event of fire or other emergency requiring evacuation to achieve safety.
- All employees will be trained in safe evacuation procedures, and refresher training is conducted whenever the employee’s responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer / Client will review with each employee, upon initial assignment, the parts of the



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- plan which the employee must know to protect the employee in the event of an emergency.
- The training includes use of floor plans and workplace maps, which clearly show the emergency escape routes included in the Emergency Action Plan. Color-coding aids employees in determining their route assignments. These floor plans and maps are available and posted at all times in every area of the company to provide guidance in an emergency.
  - The Official Refuge Zone for each area or site will be designated by the senior most supervisor onsite at that time.
  - When work is conducted in remote locations, all employees must be notified of established muster points. This information is to be discussed in the toolbox meetings in the morning to account for change of wind or other barriers.

***IT IS CRITICAL THAT NO EMPLOYEE BE PLACED IN HARMS WAY ATTEMPTING TO EVACUATE TO A SAFE RENDEZVOUS SITE.***

**SUBPART F - CRITICAL SITE OPERATIONS PROCEDURES**

All site supervisors are designated employees to remain behind during evacuation to care for critical operations on the site that cannot be left unattended. The procedures to be taken by those employees who have been selected to remain behind for a very brief period to care for essential site operations until their evacuation becomes absolutely necessary include:

- Welding or Cutting operations that have compressed gas in service. These “in use” bottles must be shut down to avoid expansion to the situation at hand. **NOTE: This shall be aborted if imminent danger is at hand.**
- If painting operations are in progress, the air supply shall be shut off to avoid expansion of the existing problem.

**SUBPART G - EMPLOYEE HEAD COUNT**

The most senior supervisor onsite at the time of the emergency will be responsible for instructing other leader men or foremen to conduct a head count and account for all employees.



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**EMERGENCY CONTACTS**

<b>NAME/TITLE</b>	<b>AREA of RESPONSIBILITY and PHONE NUMBERS</b>
LLOYD AUCOIN	<b>ADMINISTRATIVE OFFICE PERSONNEL</b> CELLULAR (985) 397-0678
TROY LOMBARDO	<b>FABRICATION SHOP &amp; MECHANIC SHOP</b> CELLULAR (985) 637-8775
ROY BERGERON	<b>YARD PERSONNEL</b> CELLULAR (985) 637-2612
RONALD BERRY	<b>DRY DOCK</b> CELLULAR (985) 387-4097
JOE WILLIAMSON	<b>ELECTRICAL &amp; INSTRUMENTATION</b> CELLULAR (432) 755-4259
BUD FLORES	<b>CENTRAL STATES DIVISION</b> CELLULAR (318) 871-7225
SHERMAN CALHOUN	<b>SHREVEPORT LA</b> OFFICE (318) 489-7727
AARON SPARKS	<b>SHELL - PECOS, TX</b> CELLULAR (318) 517-1238
BERT BERRY	<b>MANAGEMENT</b> (337)207-9222
JOE BERRY	<b>PRESIDENT</b> (985) 637-8770

**NOTE:**

Field operations are subject to follow the client/hoist employer's site specific emergency response plans. If employees have any questions as to the plan and their responsibilities, they are to get with their immediate area supervisor/foreman and review the client/hoist's Emergency Response Plan. (See List Above)

**SUBPART H - EMERGENCY TELEPHONE NUMBERS**

Berry Bros. shall post at all work sites the following list of emergency numbers:



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**EMERGENCY TELEPHONE NUMBERS  
PRIMARY NUMBER = 911  
OTHER NUMBERS**

<b>Location / Worksite</b>	Coordinates and phone number if known
<b>Hospital</b>	Coordinates, address, and phone numbers
<b>Doctor</b>	Address and phone numbers
<b>Dock</b>	Coordinates if known and needed
<b>Ambulance Service</b>	911
<b>Fire Department</b>	911
<b>Law Enforcement</b>	911
<b>Client / Customer</b>	Name and telephone number
<b>BBGCI Corporate Office</b>	1-800-747-8771
<b>Poison Control Center</b>	1-800-256-9822
<b>CHEMTREC</b>	1-800-424-9300
<b>DEQ</b>	Phone Number
<b>United States Coast Guard</b>	(985) 380-5320
<b>BBGCI's MRO and Company Doctor</b>	(985) 384-3355

**SUBPART I - RESCUE AND MEDICAL DUTY ASSIGNMENTS**

Emergency Response Team (ERT) members are responsible for performing rescuer duties in case of an emergency-requiring rescue. Designated first-aid responders are to provide medical assistance within their capabilities to employees requiring it during an emergency situation. Designated first-aid responders shall include all individuals present who have had appropriate training.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on-site.

**SUBPART J - TYPES OF EMERGENCY EVACUATIONS**

At Berry Bros. the following types of emergency evacuation exist as detailed earlier in this plan:

- Fire
- Tornado, Hurricane
- Man over board
- Other, as necessary (i.e.: Bomb threat, etc.)



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**SUBPART K - EMERGENCY RESPONSE TEAM (ERT) STAFFING**

Emergency Response Team staffing requirements and responsibilities include the following:

- Incident Commander
- Safety Officer
- Operations Manager
- Security
- First Responders
- Support Personnel

**SUBPART L - DESCRIPTION OF DUTIES OR RESPONSIBILITIES**

***Critical Site Operations Personnel***

The site safety manager, the site general manager, and all supervisors are designated employees to remain behind during evacuation to care for critical operations. (See Emergency Response Team)

***Incident Commander (IC)***

Incident Command (IC) is the key coordinator for members of the Emergency Response Team This position has overall responsibility and authority for every action of the ERT. The IC's role as a manager requires direct control of all Emergency Response operations and is expected to choose command over action, working from strategic levels rather than task level. The 4 major responsibilities of the IC and Emergency Response Team are to:

- Provide for responder safety and survival
- Protect, remove and provide for endangered occupants--(Rescue)
- Stop the spill or release--(Spill Control)
- Conserve property during and after Emergency Response operations

The IC must establish an overall plan, assign team members to specific tasks, and assist team members in achieving their tasks by using effective direction of the operations. The goal of the IC is to get the maximum productivity from all available resources. The IC should combine an effective pre-incident planning system, reconnaissance, and



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information processing on the incident to develop and update the plan. The IC should formulate the strategic plan based on experience and an understanding of Emergency Response incidents.

***Safety Officer (SO)***

The Safety Officer reports directly to the IC and has the single function of concern for safety during emergency response operations. While the SO normally functions as an advisor to the IC and represents safety through the normal chain of command, this position also has override authority to stop operations or veto a plan when conditions or actions could create an immediate safety hazard. The SO should have a hand off approach and not get involved in directing activity, issuing or relaying orders/information. The SO should provide the IC with safety concerns as a plan of attack is developed and executed.

***Operations Manager (OM)***

The Operations Manager reports to the IC. The OM will relay and carry out the decisions of action, made by the IC and SO, for the Emergency Response Team. The OM will also relay information back to the IC concerning action taken and incident developments. The OM shall coordinate efforts of the Support Personnel, First Responders and Decon Team Teams.

***Security Officer***

This position will be in charge of setting up barriers to keep the media and public out of restricted areas, granting authorized personnel access to the scene and maintaining control of the situation at hand. Additionally, this positions responsibility includes coordinating with local emergency responders such as the police and fire department units. This position reports to the IC. Normally this position will be filled by the Senior Security Officer present. If a Security Officer is not available the IC will appoint a Response Team Member to fill this function.

***First Responders***

First Responders report to the OM. The SO will maintain constant visual or radio contact with the team. Responders will perform the actual tasks of rescue and containment of a leak or spill. First Responders consist of the first and second entry team. First Responders will go on air simultaneously, enter contaminated areas in pairs with the





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proper PPE. Teams will not enter a contaminated area unless Back-up Responders are available. Trained Company personnel will use self-contained breathing apparatus (SCBA) with total encapsulated Chemical Responder Suits.

Initially, First Responders will enter the Hot Zone (hazardous area) to look for any victims and collect air sample readings to assess the severity of the release. However, if the release can be safely terminated by closing shutoff valves, this shall be directed by the IC as a primary action to provide for quicker rescue action. The air sample readings will be relayed back to the I. C. and decisions for action to contain the leak will be made once all data is gathered. If victims are found, they must be taken through Decon immediately and released to the Medical Team. Any action taken after this point will depend upon the incident and its severity.

***Support Personnel***

Support personnel provide services for the IC and First Responders. These activities include, but are not limited to:

- Operation of Cascade Recharge System.
- Perimeter Air/Water/Soil Sampling.
- Equipment Issue and Control.
- Assistance with security and medical efforts.

**SUBPART M - TRAINING for EMERGENCY RESPONSE TEAMS**

The Facility Manager has the responsibility to ensure all employees, supervisors and Emergency Response Team Members are trained and have a level of competence to the degree that they are affected by or must respond to as assigned under the Emergency Response Program. In general, all Employees will fall under one of the following categories:

***Level Assignment***

- Level 1 - All Employees with no specific responsibilities
- Level 2 - Security and support personnel
- Level 5 - Incident Commander, Operations Manager, and Safety Officer



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**SUBPART N - TRAINING MATRIX**

***General Considerations***

Emergency response organizations are required to consider the topics listed in Sec. 1910.120(q) (6). Emergency response organizations may use some or all of the following topics to supplement those mandatory topics when developing their response training programs. Many of the topics would require an interaction between the response provider and the individuals responsible for the site where the response would be expected.

***Level 1 - First Responders (Awareness)***

Level 1 Employees must have sufficient training and competency to recognize hazards, provide notification to appropriate Management Team Members and follow emergency evacuation procedures to the appropriate assembly area with annual re-training.

***Level 2 - First Responders (Operations)***

Level 2 Responders must have Level 1 competency and 8 hours of initial training and proven experience in risk/hazard assessment, hazard control, and decontamination with annual re-training.

***Level 3 - HAZMAT Technician***

Level 3 Responders must have Level 2 competency with 24 hours of initial training and proven experience with Incident Command system, PPE, emergency response plan, containment, detailed knowledge of hazardous chemicals with annual retraining.

***Level 4 - HAZMAT Specialist***

Level 4 Responders must have the same competency and training as outlined in Level 3 with annual re-training.

***Level 5 - Incident Command***

Level 5 Responders must have the same competency and training as outlined in Level 3/4 with annual retraining in addition to:

- Incident Command system and implementation
- Emergency response plan implementation.
- Limits, hazards and risk associated with PPE.
- Federal, State and Local regulations and emergency response plans.
- Decontamination.



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**SUBPART O - Assignment of Positions**

All Emergency Response Team positions shall be assigned by Management.

**SUBPART P – Drill Frequency**

For all remote operations, an Emergency Drill is to be completed and documented at the beginning of each job. In the event the particular job lasts longer than one month, it is to be repeated on a monthly basis for the duration of the job.

For all other operations, an Emergency Drill is to be completed on a Quarterly basis and documented.

Drills may be documented on paper but preferably entered and saved through the Safework Suite Safety Training Manager Tool.

**CRISIS COMMUNICATION PLAN**

**SUBAPRT A - PURPOSE**

The purpose for the Crisis Communication Plan is to provide a method of orderly and efficient communication during emergencies that could involve illnesses, injuries, and fatalities. It provides a written document detailing the actions and procedures to be followed in case of illnesses, injuries, and fatalities.

**SUBPART B - REPORTING**

In the event of a fatal or serious accident, an immediate telephone call will be made by the site manager, superintendent, or site safety coordinator / representative to the Corporate Office in Berwick, LA to notify upper management (Executive Members) and the HS&E / Risk Management Department of the incident /accident/ fatality.

- Information reported should include:
  - Name and address of injured.
  - Extent of injuries, if known.
  - When the injured was sent to the hospital and name of hospital.
  - Brief description of the incident and actions taken.



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- What other investigations are being made.

**Note:** No information is to be given to outside personnel without prior permission from the corporate office of BBGCI and or the client.

- The member of management contacted will then notify any outside resources necessary to handle the situation.

Notification of the local, state, and federal safety and health agencies will be made by BBGCI and/or the HS&E / Risk Management Departments if necessary. Reports shall be made within 8 hours of the incident for the following reasons:

- A fatality of 1 or more employees.
- If 3 or more employees are hospitalized from a single incident.

All medical reports should be coordinated through the HS&E / Risk Management Departments.

**SUBPART C - ACCIDENT INVESTIGATION**

Investigation of all incidents / accidents shall begin immediately at the discretion of the site Manager or Superintendent or his/her designee.

Investigations should include the following:

- Securing of the accident scene to prevent possible contamination and removal of any material or equipment. Only material or equipment that poses a safety risk to others should be moved.
- Obtain signed statements from any and all witnesses to the incident / accident. Addresses should be obtained for further references.
- An investigation team should be formed to review the incident and question any witnesses. Formation of the investigation team shall be coordinated by the HS&E / Risk Management Departments.

**Note:** All photos, measurements, statements, hand written notes, etc. will be secured and maintained in a single file for liability purposes.



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**SUBPART D - NEXT of KIN NOTIFICATION**

Notification of the next of kin shall be coordinated through Berry Bros. General Contractors, Inc. Corporate Office in Berwick, LA and should be done in person if at all possible.

In the event the employee's next of kin resides out of town or state, the notification should be coordinated through the local company office or the local law enforcement agency.

**SUBPART E - CLIENT ASSURANCE**

The client shall be assured that BBGCI will do everything in their power to investigate the incident and make any and all necessary program adjustments or implement any recommendations necessary to prevent reoccurrence.

**SUBPART F - JOB INJURY or ILLNESS REPORTING PROCEDURES**

If a job related injury or illness occurs, the supervisor or the appropriate individual will assess the injury. If it's an emergency a 911 call will be placed immediately. If not, then the appropriate BBGCI personnel will assess the injury before the employee is permitted to return to work or go home. If the employee needs to see a physician, he / she will be accompanied by a BBGCI representative.

The following outline covers the standard procedures for responding to a notification of an injury:

- Look at and assess the injury.
- Administer first aid, if necessary.
- Decide whether or not the employee needs further medical treatment (see a physician / doctor).
- Notify the employee of the assessment.
- If we think the employee should see a physician, ask him / her if they want to see a physician / doctor.
- If employee wishes to see a doctor, we make the arrangements.
- If we think the employee does not need to see a doctor, administer first aid and advise further treatment.
- If we believe the injury is not job related, and the employee still wishes to see a physician / doctor:



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- We question the employee about what happened.
  - We send him / her to the physician / doctor.
  - We call the physician / doctor and explain the situation.
  - The physician / doctor will make the assessment.
- The injured employee’s supervisor will complete the incident / accident report by the end of that workday.
  - Failure to contact the appropriate individual regarding a job related injury or illness might result in disciplinary action.
  - If professional help is needed, refer to the site specific emergency contact form. See example form below:

- a. Location – Coordinates if known
- b. Hospital – Address and phone numbers
- c. Dock – Coordinates if known and address / phone number
- d. Ambulance Service 911
- e. Fire Department 911
- f. Doctor Company Doctor’s name and phone number
- g. Law Enforcement Personnel 911
- h. Client / Customer Name and Telephone Number
- i. Berry Bros. Corporate Office 1-800-747-8771
- j. CHEMTRC 1-800-424-9300
- k. Poison Control 1-800-256-9822

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9/19/2018

Approved By: Joe Berry & Safety Committee

**Attachment:** Crisis Communication Plan  
Emergency Drill Form



# Berry Bros. General Contractors, Inc.



## DRILL / EXERCISE FORM

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

VESSEL: \_\_\_\_\_

SITE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DESCRIPTION of DRILL or EXERCISE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PARTICIPANTS:

NAMES (PRINT)	Signatures	ID #

### LESSONS LEARNED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRILL CONDUCTED BY: \_\_\_\_\_

PRINT NAME

\_\_\_\_\_

SIGNATURE

**For legal reasons this form is to be turned in to the office for filing.**