	Hurt & Proffitt, Inc. Safety & Health Manual	Policy Section	17
		Page	1 of 9
	Emergency Action Plan	Effective Date	01/01/2023

## Emergency Action Plan

### **Purpose**

Hurt & Proffitt, Inc. is dedicated to the protection of its employees from emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

Hurt & Proffitt, Inc. is required to have a written Emergency Action Plan (EAP) per OSHA's Emergency Action Plan requirements 29 CFR 1910.38.

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_id=9726&p\\_table=standards](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9726&p_table=standards)

This plan applies to all operations in our company where employees may encounter an emergency situation within one of our office buildings.


Furthermore, H&P employees will be required to follow OSHA Guidelines for Construction, when working outside of the office or better known as "in the field". The current OSHA guideline supporting Emergency Action Plans for Construction may be found in the Safety and Health Regulations for Construction, 1926 Subpart C, General Safety and Health Provisions 1926.35, better known as 29 CFR 1926.35. <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.35>

The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

### **Administrative Duties**

The Safety Manager is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for both office use and "in the field" use
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility and/or project site
- Taking security measures to protect employees and potentially subcontractors and/or the public/clients
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee, ingress/egress
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan
- Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid
- Deciding which emergency response to initiate (evacuate or not)
- Ensuring that equipment is placed and locked in storage rooms or desks for protection
- Maintaining records and property as necessary
- Ensuring that our facility meets all local fire codes, building codes, and regulations

	Hurt & Proffitt, Inc.	Policy Section	17
	Safety & Health Manual	Page	2 of 9
	Emergency Action Plan	Effective Date	01/01/2023

The Safety Committee is responsible for reviewing and updating the plan(s) as necessary. Copies of this plan may be obtained internally from <http://my.handp.com> or externally from <http://apps.handp.com>. The Safety Manager has full authority to decide to implement the EAP if he/she believes an emergency might threaten the life and health of building occupants, or work site occupants. The following potential emergencies might reasonably be expected at our facilities and/or in the field on project sites, which may call for the implementation of this EAP: fire, natural disaster, chemical spill, flood, hurricane, blizzard, tornado, earthquake, power outage, terrorist attack, or other violence.

The following personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan:

Bif Johnson - CEO

Matt Leslie - CFO

Zeke Ratcliffe - Safety Manager

Key management personnel home telephone numbers can be found internally at <http://inside.handp.com> or externally from <http://apps.handp.com>, for immediate use in the event of an emergency. These telephone numbers include:


Key management member:	Telephone number:
Bif Johnson	434-546-6152
Matt Leslie	434-229-0221
Adam Bryant	434-665-9543
Zeke Ratcliffe	540-392-0128
Patrick Proffitt	434-546-6159

These telephone numbers of key management personnel have been distributed to the following persons to be retained in their homes for use in communicating an emergency occurring during non-work hours:

Name:	Title:
Chris Kaknis	VP of Survey
Ken Meritt	Director of Geotechnical
Chris Nixon	Director of Environmental Services
Bradley Tate	VP of Survey
Brian Cossman	VP of Engineering
Dennis Amos	VP of Engineering

If, after reading this plan, you find that improvements can be made, please contact the Plan Administrator. We encourage all suggestions because we are committed to the success of our Emergency Action Plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

## Alarms

	Hurt & Proffitt, Inc.	Policy Section	17
	Safety & Health Manual	Page	3 of 9
	Emergency Action Plan	Effective Date	01/01/2023

Hurt & Proffitt, Inc. does not have an audible alarm system. We will use internal hard wired telephones, cell phones, and email to notify personnel of emergencies.

### ***In the Event of an Emergency Requiring Evacuation***

When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should let other employees know immediately of the emergency so that an evacuation can be started and call 911.

### **Evacuation Procedures**

Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate the building(s) and/or work site.

Once evacuated, employees are to head to their designated exterior safe zone/meeting location, where a head count will be performed, and further instructions given. The following are the exterior safe zone/meeting locations:

Lynchburg: the grassed area between the Hurt & Proffitt Inc. office and the Seven Hills Urology Center.

Blacksburg: in the picnic area to the east side of the building

Roanoke: in the north corner of the parking lot

Wytheville: across the street in the grassed area of the Wythe County Administrative Building

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. A list of trained personnel appears below:

Lynchburg Office: Tim Bagby (Survey), Sharon Hise (Geotechnical), Chad Hodges (Engineering), Chris Nixon and Hunter Campbell (Environmental, IT and Materials Testing), and Matt Leslie (Administration and Lynchburg Complex)


Blacksburg Office: Justin Lewis (Survey), Jenny Fraley (Administration), and Zeke Ratcliffe (Engineering and Blacksburg Complex)

Roanoke Office: Greg Whitt (entire office)

Wytheville Office: Cheryl Murdock (entire office)

This list indicates a sufficient number of employees who have been designated by the company and trained to:

- Direct and assist in safe and orderly emergency evacuation,

	Hurt & Proffitt, Inc. Safety & Health Manual	Policy Section	17
		Page	4 of 9
	Emergency Action Plan	Effective Date	01/01/2023

- Provide guidance and instruction for all types of emergency situations,
- Be aware of employees with special needs who may require extra assistance,
- Use the buddy system, and
- Avoid hazardous areas during an emergency evacuation.

The list of trained personnel includes at least one person from every area for every shift. The trained personnel also serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete. The trained personnel should try to make sure that no one is left behind, however they should not put themselves in jeopardy by doing so.

Once each evacuated group of employees have reached their safe zone/meeting location each trained evacuation employee:

Takes roll of his or her group,  
Makes sure all persons are accounted for,  
Reports in to a central checkpoint managed by Matt Leslie in Lynchburg, Zeke Ratcliffe in Blacksburg, Greg Whitt in Roanoke and Bradley Tate in Wytheville, and  
Assumes role of department contact to answer questions.

Head count results should be given to Matt Leslie, Zeke Ratcliffe, Greg Whitt or Bradley Tate and they can inform the Emergency Responders.

No employees are to return to the buildings or work area(s) until advised by The Safety Manager or designee (after determination has been made that such re-entry is safe). If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions. If an emergency incident expands, the EAP Administrator may send employees home by normal means or provide them with transportation to an offsite location.

### **Non-Evacuation Emergency Procedures**


Hurt & Proffitt, Inc. has the following non-evacuation procedures:

In the event of a tornado, it is corporate policy to provide emergency warning and shelter. Once employees are made aware of a tornado situation, they are to follow these procedures:

Employees working inside should get away from exterior walls, windows and doors. They should seek shelter in a small interior room on the lowest floor possible. The following "Shelter in Place" locations should be used; the Lynchburg staff should go to the basement IT/Environmental area, the Blacksburg staff should go to the breakroom or copy room, the Roanoke staff should go to the conference room, and the Wytheville staff should go to the basement. These locations are also marked on the building evacuation maps.

Employees outside should seek shelter in a sturdy building. If that is not possible, they should lie face-down on low ground, protecting the back of their head with their arms. They should get as far away from trees and cars as possible since these items could be blown into them during a tornado.

In a "Shelter in Place" event we still need to know if everyone made it to a safe location, therefore the same procedures for taking a roll call should be used as previously noted for building evacuations.

	Hurt & Proffitt, Inc. Safety & Health Manual	Policy Section	17
		Page	5 of 9
	Emergency Action Plan	Effective Date	01/01/2023

Employees shall shelter in place until notice has been given that the tornado threat is over.

### **Training**

Our Plan Administrator reviews the Emergency Action Plan at the following times with each employee covered by the plan:

Initially when the plan is developed,

- Whenever a new employee is hired,
- Whenever the employee is assigned initially to a job,
- Whenever an employee's responsibilities or designated actions under the plan change,
- Whenever new equipment, materials, or processes are introduced into the workplace,
- Whenever the layout or design or the facility changes, and
- Whenever the plan is changed.

By signing the attached signature page, the employee is confirming that he or she has read the entire Emergency Action Plan and will adhere to the policy as written.

Hurt & Proffitt, Inc. performs drills for the following emergencies: emergency evacuation

After a drill, the Plan Administrator judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused or they may carry a suspicious package through the facility. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency.


### **Emergency Equipment and Support**

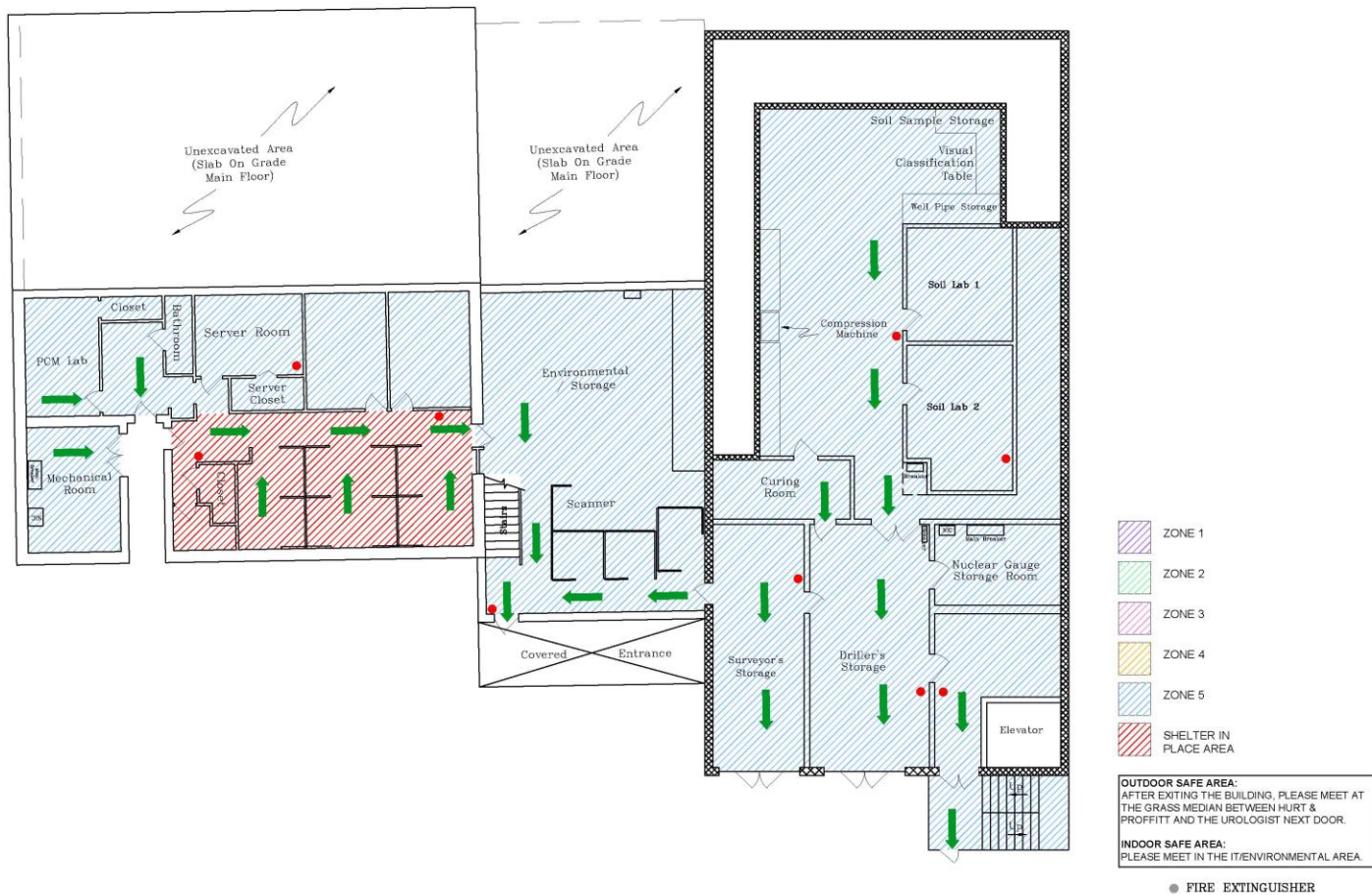
Our company provides the following equipment and support for use by our trained personnel during emergencies:

Each office has fire extinguishers and first aid supplies. Lynchburg and Blacksburg also have Automated External Defibrillators (AED)


### **Appendices**

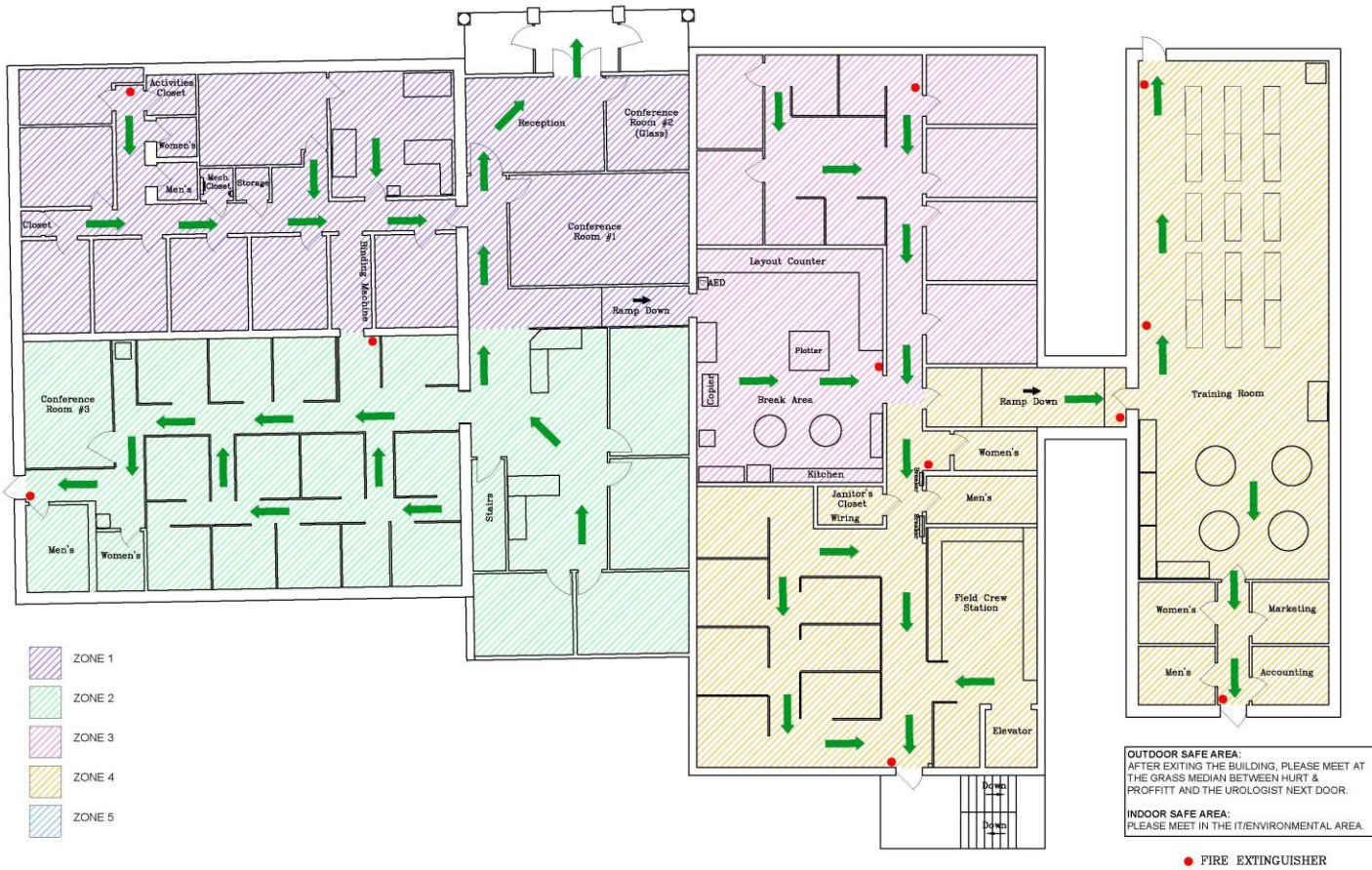
We have attached to this Emergency Action Plan, the following documents for reference to ensure a better understanding of our written program: Emergency Evacuation Maps for Blacksburg and Lynchburg Offices.


	Hurt & Proffitt, Inc.		Policy Section	17
	Safety & Health Manual		Page	6 of 9
	Emergency Action Plan		Effective Date	01/01/2023

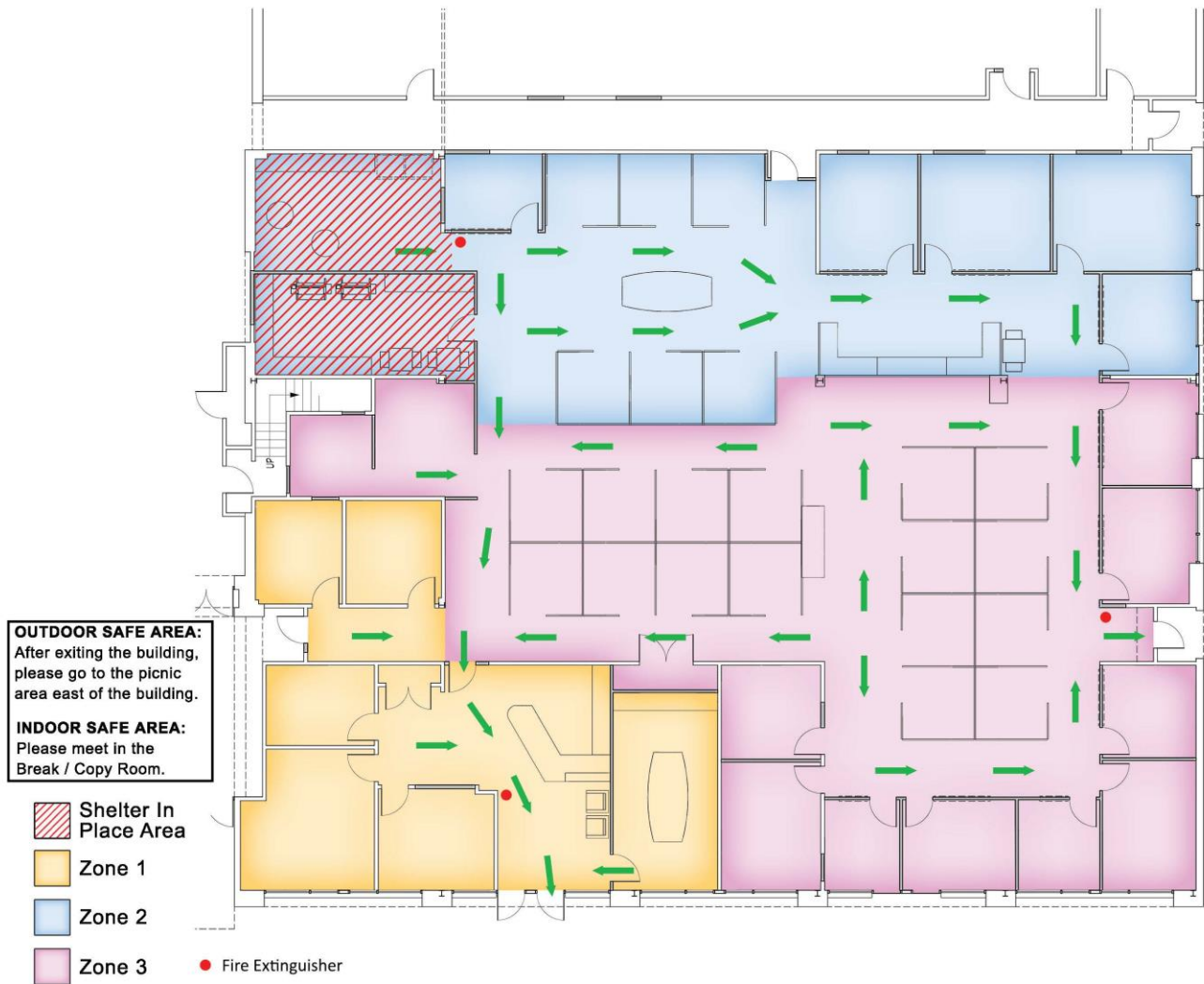





	Hurt & Proffitt, Inc.		Policy Section	17
	Safety & Health Manual		Page	7 of 9
	Emergency Action Plan		Effective Date	01/01/2023

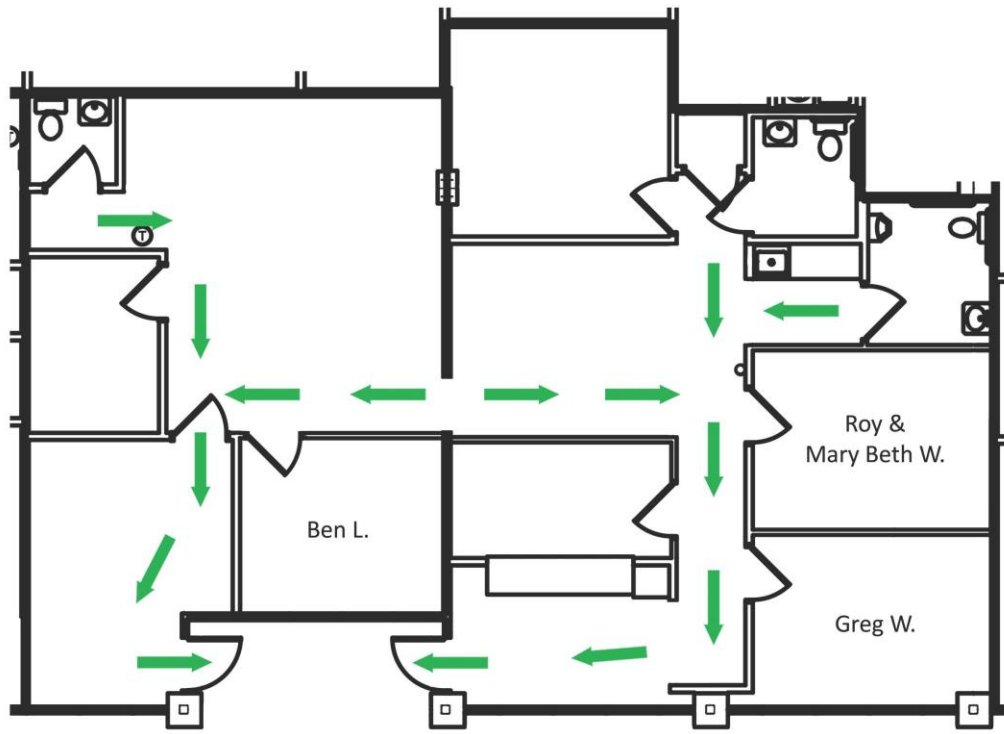


	Hurt & Proffitt, Inc.		Policy Section	17
	Safety & Health Manual		Page	8 of 9
	Emergency Action Plan		Effective Date	01/01/2023





	Hurt & Proffitt, Inc. Safety & Health Manual	Policy Section	17
		Page	9 of 9
	Emergency Action Plan	Effective Date	01/01/2023



Parking Lot