



EXAMPLE EMERGENCY MANAGEMENT PLAN WORKSHEET

Directions: This worksheet is intended to guide General Contractors through development of a site-specific emergency management plan meeting the minimum requirements of section 15 of the HUEHS Standard. It does not replace the requirement for submittal of a project emergency management plan.

Project:		General Contractor:	
Project Address:			
Project First Aid/CPR Policy:			
General Contractor or Subcontractor employees required to administer First Aid or CPR? Y <input type="checkbox"/> N <input type="checkbox"/>			
If Yes, identify trained employees. 1. _____ 2. _____ 3. _____			
If No, identify outside service providing first aid or CPR. _____			
Location of first aid kits:			
Location of eye wash stations:			
Location of spill containment equipment:			
Emergency Management Plan addressed during employee orientation? Y <input type="checkbox"/> N <input type="checkbox"/>			
Identify potential emergencies and communications protocol for each. A flowchart can be created based on communications protocol. (see section 16.C.4 of HUEHS Standard)			
<i>Personnel Injury</i>	<i>Public or Students</i>	<i>Property Damage</i>	<i>Building Collapse</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
<i>Fire and Explosion</i>	<i>Utility Failures</i>	<i>Equipment Failure</i>	<i>Workplace Violence</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
<i>Severe Weather</i>	<i>Environmental Releases</i>	<i>Events Involving Media</i>	<i>Bomb Threats</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
Important Phone Numbers			
HUPM	Emergency Coordinator	Action Team Member	Action Team Member
Name:	Name:	Name:	Name:
Phone:	Phone:	Phone:	Phone:
Action Team Member			
Name:	HU Operations Center	HUPD	HU Mitigation Manager
Phone:	617.495.5560	617.495.1212	617.496.0857



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Evacuation Procedures
 Method of signaling evacuation: _____

 Muster points: 1. _____ 2. _____
 Procedure for performing head count at muster points: _____
 Evacuation routes and muster points identified and communicated during orientation? Y N
 Re-entry procedure: _____

Identify basic roles and responsibilities of project action team members (replace titles with names):
 1. Emergency Coordinator (identify with *): _____
 2. Action Team Member 1: _____
 3. Action Team Member 2: _____
 4. Action Team Member 3: _____
 5. Action Team Member 4: _____

Identify parties responsible for following items and briefly describe actions to be taken after initial response:

Action	Person Responsible	Description of Action
Securing of accident scene or damaged area(s)		
Documentation of the scene		
Identification and recording of contributing factors		
Reports from outside entities obtained		
Witnesses interviewed and statements obtained in writing		
Photographs of the scene taken		
Worker's compensation injury reports completed/filed		
Notifications made to Mass DOI and OSHA		
GL and property damage reports completed/filed		
Incident investigation formally closed out with all parties		

Identify means for controlling the site during emergency response including emergency response access/escort:

First hour response procedures up through turnover to emergency response team and/or incident commander:

Identify when external entities (OSHA, Insurance Companies, etc.) will be contacted and by whom:

Project emergency contacts provided to: (check all parties provided with emergency contacts)

HUPM	<input type="checkbox"/>	Mitigation Manager	<input type="checkbox"/>	HU Operations Center	<input type="checkbox"/>
HUPD	<input type="checkbox"/>	HUEHS	<input type="checkbox"/>	Program Safety Director (if OCIP)	<input type="checkbox"/>

Identify incidents requiring post-incident review meeting (seven-step):

1. Incident involving medical attention	2. Public interruption or injury	3. Property Damage >\$1,000
4. Media Event	5. Other _____	6. Other _____

Prepared by: _____