




# EMERGENCY ACTION PLAN

Ahern Rentals, Inc  
1611 West Bonanza Road  
Las Vegas, NV 89106  
(702) 631-8400  
[www.Ahern.com](http://www.Ahern.com)



## Table of Contents

<u>Title</u>	<u>Page No.</u>
Objective ...	1
Assignment of Responsibility .....	1
• Emergency Plan Manager.....	1
• Emergency Plan Coordinators .....	1
• Management .....	1
• Supervisors .....	1
• Employees .....	1
• Contractors.....	1
Plan Implementation .....	1
• Reporting Fire and Emergency Situations .....	1
• Informing Employees of Fires and Emergency Situations .....	2
• Corporate Notification .....	2
• Emergency Contact Information .....	2
• Evacuation Routes .....	2
• Advanced Medical Care .....	3
• Accounting for Employees/Visitors after Evacuation .....	3
• Re-entry .....	3
• Sheltering in Place .....	3
• Severe Weather .....	4
Training .....	5
• Employee Training .....	5
• Fire/Evacuation Drills .....	5
• Training Records.....	5
Plan Evaluation .....	5
Emergency Evacuation Routes (map) .....	6

## I. OBJECTIVE

The objective of the Ahern Rentals, Inc Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at Ahern Rentals, Inc.

## II. ASSIGNMENT OF RESPONSIBILITY

Emergency Plan Manager (\_\_\_\_\_)

- The Emergency Plan Manager shall manage the Emergency Action Plan for Ahern Rentals, Inc. The Emergency Plan Manager shall also maintain all training records pertaining to this plan, and is responsible for scheduling routine tests of the Ahern Rentals, Inc emergency notification system with the appropriate authorities.
- The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

Emergency Plan Coordinators (\_\_\_\_\_)

- The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)*

Management

- Ahern Rentals, Inc will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. Ahern Rentals, Inc management will ensure proper adherence to this plan through regular review.

Supervisors

- Supervisors shall themselves follow and ensure that their employees are trained in the procedures delineated in this plan.

Employees

- Employees are responsible for following the procedures described in this plan.

Contractors

- Contract employees are responsible for complying with this plan, and shall be provided the training described herein by the Emergency Plan Manager.

## III. PLAN IMPLEMENTATION

Reporting Fire and Emergency Situations

- All fires and emergency situations will be reported as soon as possible to the Emergency Plan Manager by one of the following means:
  1. Verbally as soon as possible during normal work hours
  2. By telephone if after normal work hours or during weekends
- To eliminate confusion and the possibility of false alarms, only the Emergency Plan Manager or Emergency Plan Coordinators are authorized to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for Ahern Rentals, Inc are:
  1. Fire: 911
  2. Police/Sheriff: 911
  3. Ambulance/EMS: 911
- Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

#### Informing Employees of Fires and Emergency Situations

- In the event of a fire or emergency situation, the Emergency Plan Manager shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). The Emergency Plan Manager shall provide special instructions to all employees via the public address system.
- If a fire or emergency situation occurs after normal business hours, the Emergency Plan Manager or Emergency Plan Coordinators shall contact all employees not on shift of future work status, depending on the nature of the situation.

#### Corporate Notification

- The Emergency Plan Manager shall contact the Ahern Rentals, Inc public relations department as soon as possible if media coverage of the situation is expected.
- The Emergency Plan Manager shall contact the Ahern Rentals, Inc President and/or Executive Team as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or cargo losses.

#### Emergency Contact Information

- The Emergency Plan Manager or Emergency Plan Coordinators shall maintain a list of all employees' personal emergency contact information and shall keep the list in the Engineering office for easy access in the event of an emergency.

#### Evacuation Routes

- Emergency evacuation escape route plans are posted throughout Ahern Rentals, Inc. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given

by the Emergency Plan Manager, all employees (except those noted in Part III of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the northeast corner of the parking lot. Employees with offices shall close the doors (unlocked) as they exit the area.

- Mobility impaired employees and their assigned assistants will gather within the building to ensure safe evacuation to the northeast corner of the parking lot.

#### Advanced Medical Care

- Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, or The Emergency Plan Manager or Emergency Plan Coordinators, who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

#### Accounting for Employees/Visitors after Evacuation

- Once an evacuation has occurred, The Emergency Plan Coordinators shall account for each employee/visitor assigned to them at the northeast corner of the parking lot. Each employee is responsible for reporting to the appropriate Emergency Plan Coordinator so an accurate head count can be made. All employee counts shall then be reported to the Emergency Plan Manager as soon as possible.

#### Re-entry

- Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.
- All employees shall remain at the northeast corner of the parking lot until the fire department or other emergency response agency notifies the Emergency Plan Manager that the building is safe to re-enter.

#### Sheltering in Place

- In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to Ahern Rentals, Inc, LLC, authorities and/or Responsible Person(s) may determine that is safer to remain indoors rather than to evacuate employees. The Emergency Action Plan Manager shall announce Shelter in Place status by public address system or other means of immediate notification available at worksite.
  1. Responsible Person(s) shall immediately close the business. If there are customers, clients, or visitors in the building, they shall be advised to stay in the building for their safety.
  2. Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.
  3. The Emergency Plan Manager or Emergency Plan Coordinators shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors

will be remaining in the building until authorities advise that it is safe to leave.

4. The Emergency Plan Manager or Emergency Plan Coordinators shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. The Emergency Plan Manager or Emergency Plan Coordinators familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, The Emergency Plan Manager or Emergency Plan Coordinators shall close the window shades, blinds, or curtains.
5. The Emergency Plan Manager or Emergency Plan Coordinators shall gather essential disaster supplies (i.e., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), and shall take them to the Training Room within the building. *[Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting rooms with mechanical equipment like ventilation blowers or pipes. These should be avoided because this equipment may not be able to be sealed from the outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]*
6. All employees, customers, and visitors shall move immediately to the Training Room within the building. The Emergency Plan Manager or Emergency Plan Coordinators shall seal all windows, doors, and vents with plastic sheeting and duct tape.
7. The Emergency Plan Manager shall write down the names of everyone in the room, and call the President and/or Executive team to report who is in the room, and their affiliations with Ahern Rentals, Inc (employee, visitor, client, customer).
8. The Emergency Plan Manager or Emergency Plan Coordinators shall monitor telephone, radio, television, and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

#### Severe Weather

- The Emergency Action Plan Manager shall announce severe weather alerts (such as tornados) by public address. All employees shall immediately retreat to the Training Room until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

#### **IV. TRAINING**

##### Employee Training

- All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:
  1. When there are any changes to the plan and/or facility.
  2. When an employee's responsibilities change.
  3. Annually as refresher training.
- Items to be reviewed during the training include:
  1. Proper housekeeping
  2. Fire prevention practices
  3. Threats, hazards, and protective actions
  4. Means of reporting fires and other emergencies
  5. Names of Emergency Action Plan Manager and Coordinators
  6. Individual responsibilities
  7. Alarm systems
  8. Escape routes and procedures
  9. Procedures for accounting for employees and visitors
  10. Closing doors
  11. Sheltering in place
  12. Severe weather procedures
  13. Emergency Action Plan availability

##### Fire/Evacuation Drills

- Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

##### Training Records

- The Emergency Plan Manager shall document all training pertaining to this plan and shall maintain records.

#### **V. PLAN EVALUATION**

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by The Emergency Plan Manager. Following each fire drill, Designated Management and Employee Representatives shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.

