

Electric City, Inc.

Emergency Preparedness Plan

* POTENTIAL EMERGENCIES

- Fire
- Personal Injury
- Inadvertent Hazardous Chemical Release or Discovery
- Weather Caused Condition

* FIRE

- Employees will alert co-workers concerning the actual or suspected hazard.
- Employees will immediately notify the appropriate emergency response department.
- Generally, emergency response department(s) will be advised, by calling 911.
 - * If calling an alternative number is required, employees will be advised concerning that requirement, prior to the beginning of their work activities.
- A list of emergency telephone numbers will be conspicuously located near all telephones.
- Supervisory personnel will command operations and provide direction and guidance to other employees.
 - * Employees will attempt to extinguish only small, manageable fires.
 - * Portable fire extinguishers will be utilized.
 - * At yearly time-intervals, fire extinguisher(s) are inspected and properly maintained.
 - * During each thirty (30) days time-period, supervisory personnel inspect fire extinguisher(s),
 - * Employees have been trained concerning the proper use, including limitations, of fire suppression equipment.
- Employees will immediately vacate an area threatened by significant fire hazard.
- Personnel will utilize the closest exit in order to vacate a building, structure, work area or danger zone.
- Personnel will assemble, in a pre-established area, approximately 100 feet away from a relevant building, structure, work area or danger zone.
- Supervisory personnel will maintain a daily personnel roster and verify that all personnel have vacated the building, structure, work area or danger zone and are present in the assembly area.

* **PERSONAL INJURY**

- If indicated, personnel will immediately notify the appropriate emergency response organization, by calling **911**.
- Supervisory personnel will command operations and provide direction and guidance to other personnel.
- Properly trained and certified personnel may voluntarily perform first-aid treatment, as a "Good Samaritan".
- Properly maintained first-aid kits are available and will be utilized by first-aid providers. First-aid kits are inspected after each use and at time-intervals which do not exceed thirty (30) days.
- First-aid kit content will be maintained at an acceptable level.

* **BLOODBORNE PATHOGENS:**

Protecting employees from occupational exposure to disease-causing viruses and bacteria has become an extremely significant work-place issue. Work activities which present potential contact with human blood or bodily fluids pose infectious disease exposure risks. The Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus that causes Acquire Immunodeficiency Syndrome (AIDS) are known as Bloodborne Pathogens because they are transmitted, from one individual to another, through human blood and/or another bodily fluid. Personnel who have contact with blood and/or a bodily fluid face the possibility of contracting these viruses and developing severe and possibly fatal health issues.

- Personnel will adhere to the principals of **Universal Precautions**. Universal Precautions is method of infection control in which all human blood and bodily fluid is treated as if known to be infectious with Hepatitis B Virus (HBV) or the Human Immunodeficiency Virus (HIV).
- Personnel will avoid contact with another person's blood or bodily fluid.
- Personnel involved in the administration of first-aid or cleanup activities, involving human blood or bodily fluid, will utilize one or more of the following Personal Protection Equipment items, as protective barrier(s) against contact with human blood or bodily fluid:
 - * Protective gloves (latex or suitable alternative)
 - * Mouth shield, during the administration of CPR
 - * Safety-rated eye wear, face shield or goggles
 - * Suitable respirator mask
 - * Impervious garments

- Personal Protective Equipment will be used, as a barrier, to prevent the transference of human blood and/or bodily fluid from one individual to another's clothing, undergarments, skin, eyes, nose, mouth or mucous membranes.
- Whenever there is reasonable anticipation that personnel will have hand contact with human blood or bodily fluid, suitable disposable gloves will be worn.
- Disposable gloves must be replaced as soon as practical after they become contaminated with human blood or bodily fluid or as soon as feasible if they become lacerated, punctured or if their ability to function as an effective barrier becomes compromised.
- Personal Protective Equipment durability must be ensured throughout the duration of activities.
- A suitable household bleach and water solution (one part bleach and nine parts water) will be utilized, as an acceptable and appropriate disinfectant, by personnel involved in human blood and/or bodily fluid cleanup activities.
- After the disinfectant process has been completed, appropriate materials (towels, rags, feminine hygiene products, etc) will be used to absorb the disinfectant, blood and/or bodily fluid.
- Personnel involved in the administration of first-aid treatment or cleanup activities will immediately wash with a household bleach solution, soap and water.
- Soiled first-aid equipment and material, cleanup materials, including items used for personnel cleansing, and soiled Personal Protective Equipment will be placed in a substantial and durable red-colored plastic bag and disposed of, in the normal waste stream.
- Contaminated sharp objects (broken glass, sheet metal, wood splinters, etc) will be placed in a red colored, closeable container, which is capable of preventing leakage and sharp object penetration during handling, storage and transportation.
- Employees involved in the administration of first-aid treatment or cleanup activities, involving human blood or bodily fluid, will provide information concerning those activities to their supervisor, immediately following completion of those activities. Subsequently, supervisory personnel will advise managerial personnel.
- An **Exposure Incident** is a specific eye, nose, other mucous membrane, non-intact skin or parental contact with human blood or bodily fluid that results from the performance of employment duties.
- An actual or suspected Exposure Incident must be reported to managerial personnel.
- Managerial personnel will confer with a licensed medical practitioner, familiar with Bloodborne Pathogen post-exposure incident management, and the relevant employee to establish the appropriate protocol for documenting the incident and for medical evaluation, examination, testing and treatment.
- First-aid providers who render assistance in any situation involving the presence of human blood or bodily fluid, regardless of whether or not a specific exposure incident occurs, must be offered a full Hepatitis B immunization series, as soon as possible, but no later than twenty-four (24) hours, following the incident.

* **INADVERTENT HAZARDOUS CHEMICAL RELEASE OR DISCOVERY:**

- Employees will alert co-workers concerning the actual or suspected hazard.
- Personnel will vacate the area.
- The appropriate emergency response organization will be notified, by calling **911**.
 - * If calling an alternative telephone number is required, employees will be advised concerning that requirement, prior to the beginning of their work activities.
 - * A list of emergency telephone numbers will be conspicuously located near all telephones.
- Supervisory personnel will evaluate the circumstances surrounding the incident, review information contained in the pertinent Safety Data Sheet (SDS), to determine if company personnel may safely perform containment, absorption, cleanup and disposal activities and, if applicable, select and issue appropriate Personal Protective Equipment and mitigation supplies.
- If necessary, fire suppression apparatus will be moved into or near the incident area.
- If an actual or suspected unsafe, or unhealthy environment exists, in the incident or surrounding area, employees will not attempt mitigation activities.
 - * All personnel will be denied access to the incident and hazardous surrounding area.
 - * Appropriate hazard warning will be provided to personnel near or preparing to enter the incident or surround area.
 - * Personnel will secure the incident area and standby, awaiting the arrival of the emergency response organization or other authority.
- The incident will be reported to appropriate regulatory and other authority.

* **WEATHER CAUSED HAZARDOUS CONDITIONS:**

- Supervisory personnel will monitor weather conditions, evaluate atmospheric changes and provide guidance to subordinates concerning hazardous conditions and their affect on safe work practices.
- If atmospheric lightning is observed, load handling equipment operation, elevated work platform, scaffolding, roof-level and "open area" work activities will be suspended.
- Employees will alert co-workers concerning the hazard(s).
- If actual, suspected or potential structural damage exists, personnel will vacate the building, structure, work area or danger zone.
- The appropriate emergency response organization will be notified by calling **911**.
- Supervisory personnel will maintain a daily personnel roster and verify that all personnel have vacated the building, structure, work area or danger zone and are present in the assembly area.