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Section I – Plan Introduction Elements

1. Purpose and Scope of Plan Coverage

This emergency response plan has been developed to cover specific action employers and employees must take to ensure employee safety from fire and other emergencies. The requirement for this plan is found in the following government / regulatory agency references:

- 29 CFR 1910. 38 – Emergency Action Plans
- 29 CFR 1910.120 – HazWoper (limited applicability) only as it applies to need to have an emergency evacuation plan. Emergency response plans under 29 CF are space 1910. 120 (I) are only required if employees are allowed to assist in the handling of large quantity spills. It is not the intent of this document to cover response to large spills of material that is covered under other regulations

This document does not supersede all other crisis management, emergency or spill response procedures

2. Facility Description / Layout, including identification of Facility Hazards (See attached maps)

3. General Facility Identification Information

- 3.1 Facility Name: Gorham Daigle
- 3.2 Owner: Novel Energy Solutions
- 3.3 Mailing Address: 2303 Wycliff St #300, St Paul, MN 55114
- 3.4 Physical address of facility: 0 Dyer Rd Gorham, Maine 04038
- 3.5 Site Correspondence Contact: Nathan Pentico, Director of EHS


Section II – Core Plan Elements

1.0 General Emergency Escape Procedures and Emergency Escape Route Assignments

1.1 All Personnel IMMEDIATELY report all emergencies to the Construction Manager.

1.2 Construction Manager Actions

- Immediately proceed to the location of the emergency. Notify the Director of Construction, and Safety Manager if the fire department is to be called.
- Render assistance as required and only as you are trained. SCBA's are not available for facility staff, so this will be left to the local fire department.
- There are no fixed fire systems at this facility.
- Fire extinguishers are to be kept on site, checked monthly for serviceability, annually for

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function, and to be prominently displayed and clear of obstruction.

- Keep the Director of Construction, and Safety Manager informed as to the conditions and whether additional assistance is required.

1.3 Maintenance and Administrative Personnel Actions

1.3.1 If the emergency is a fire, bomb threat or other emergency that requires that the site be vacated, management employees will leave the site and report to the designated Muster Stations (see attached facility map).

1.3.2 Employees and contractors will remain in the designated area. Do not re-enter the site unless directed.

2.0 Procedures Followed by Employees Who Remain to Operate Critical Operations before They Evacuate (If Necessary)

2.1 Foremen

2.1.1.1 Stay at work site and shut down all equipment by utilizing proper shutdown methods.

2.1.1.2 Once shutdown of equipment is complete, render assistance as required or at the direction of Construction Manager proceed to muster station.

2.1.1.3 Keep the Construction Manager informed as to the conditions and additional assistance as required.


2.2 Construction Manager

2.2.1 Conduct a headcount of all personnel assembled in designated assembly area, report personnel accounted for or missing to the Safety Manager and Director of Construction.

2.2.2 Carry out emergency instructions as directed by the Safety Manager and Director of Construction.

NOTE: THE FIRE DEPARTMENT IS TO BE CALLED FOR ALL REPORTED FIRES

If the fire is successfully put out before the Fire Department arrives, call and cancel the original Emergency call. In any case, one truck will arrive. Please note that it is not the intention of this procedure to designate any Novel personnel as firefighters or as a member of the fire brigade as regulated by OSHA. The only intent here is to try to control the fire until such time as the fire department arrives.

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3.0 Emergency Drills.

A. Frequency

Facility wide shelter and evacuation drills will be conducted on an annual basis.

B. Initiation.

1. The Safety Manager will communicate with the Construction Managers and/or the Facility Manager to inform them that a drill is going to be initiated. If the drill is a fire alarm, a pull box (or drill button on panel, or bull horn for construction sites) will be activated, followed by a call to the Construction Manager.
2. The Construction Manager will be told the location and the extent of the emergency.
3. If the Construction Manager Is Directed to Evacuate the Facility by the Safety Manager the Construction Manager will tell all Foremen that there is a fire alarm and to act accordingly. He will make the following announcement, "THIS IS A FIRE DRILL PLEASE EVACUATE THE SITE CALMLY," In a loud voice and/or with a Bullhorn or loudspeaker 3 times approximately 20 seconds apart.
4. He will then make the announcement over the radio, twice on each channel.
4. All personnel are to follow their actions as outlined under the General Emergency Procedures.

4.0 Specific types of Emergency Situations

The following items are potential emergency situations that can impact the environment at the Novel Gorham Daigle Facility.

4.1 Fire Emergency


In the event of a fire, the alarm will sound. Employees will verify the emergency as the alarm is communicated throughout the site.

Please note that it is not the intention of this procedure to designate Personnel as firefighters or "members of a fire brigade" as regulated by OSHA. The only instruction is to try to control the fire by incipient firefighting methods until such time as the fire department arrives.

4.1.1 Upon hearing the fire alarm, employees evacuate the site by way of the nearest exit. Walk; do not run.

Note: There is no fixed, audible fire alarm at this site. Alternative means of sounding the alarm include:

- Hand held radios
- Bullhorns

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Shouting

Cell phones

4.1.2 Close but do not lock any/all doors as you leave.

4.1.3 Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

4.1.4 In the event you are unable to exit the site:

Remain calm; do not panic

Remain low; crawl if necessary.

If available, place a cloth, wet if possible, over your mouth to serve as a filter

Signal for help from a window. Use a towel, clothing, sign etc.

Make your way to the opposite side of the site away from smoke and fire.

4.1.5 The fire evacuation gathering spot is listed on the map attached to this plan. It is also posted in the site job trailer.

Visitor note: Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

4.1.6 Sweepers are to verify site is empty and report to Person in Charge (Construction Manager) via cell phone, radio, or other means of communication.

4.1.7 The cessation of an alarm or the departure of the fire department is not an "all clear" to re-enter the site as corrective measures may still be in progress. Stay clear of the site until the Person in Charge has advised you to re-enter the site/area.


4.2 Severe Weather

In case of severe weather, conditions will be monitored by radio / cell phone / email. If conditions warrant notification, an announcement will be made for employees to take shelter immediately. All employees and visitors should calmly make their way to the designated take shelter areas (Designated on attached map – usually the job trailer or vehicles). Management will communicate the all-clear message via voice and/or radio commands. All employees and visitors are to remain in the designated take shelter areas until the all clear message is announced.

4.3 Spill Procedure

4.3.1 CERCLA Section 101(22) Definition of Release

"Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant

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or Contaminant) ... "

4.3.2 Novel Energy Solutions defines a spill into the natural environment:

Any spill that migrates into:

Offsite storm sewer

Sanitary sewer

Natural body of water

Outdoor property

Outdoor air

4.3.3 Emergency Phone Numbers:

Corporate Health and Safety Manager - Nathan Pentico
(651)350-2569

Facility Construction Manager – TBD
Phone Number TBD

4.3.4 If a spill is observed at any time:

Report it to a Foreman immediately.

When the spill site cleanup is complete, the area supervisor must complete an incident form and provide to the Environmental group.

4.3.5 If the spill poses any serious and immediate health or environmental danger:

Page an evacuation message / pull fire alarm

Call Novel's 911.


If you cannot stay inside to make the phone call, use a cell phone

4.3.6 Release of a reportable quantity of a regulated substance may require reporting to the following agencies:

Maine DEP spill hotline at (800) 482-0777.

4.3.7 If the spill is minor (does not pose any health or environmental danger and has not reached the natural environment), Novel can coordinate the cleanup and documentation. The Environmental Group can assist you in coordinating this effort.

4.3.8 If the substance is purchased or manufactured by Novel, it should have a Material Safety Data Sheet (MSDS / SDS). Locate the MSDS for the spilled chemical, follow the instructions on the sheet, under supervision of the EMRP.

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4.3.9 Call the emergency numbers provided on the MSDS for the specific chemicals if you have any questions or require assistance.

4.3.10 If you have not been officially trained in the response plan below, DO NOT attempt to contain the spill. It will only complicate the dangers.

REMEMBER:

Stay calm

Stay out of spilled product

Never assume

Work back to the source

Secure/evacuate area

Get the facts

4.3.11 PHASE 1: First Responder (routine)

Prioritize: Evacuate, Call for Help, Secure Site, Rescue, Contain, Etc.

Assess situation (interview, identify, observe, never assume)

Secure all required PPE (see MSDS)

Stabilize the area (evacuate, diking, controlling spectators)

Do not attempt to clean up unless manageable spill of known substance

4.3.12 PHASE 2: Outside Intervention (critical)

Eliminate the Highest Risk

Call in outside contractor or emergency response team

Provide detailed information on spill situation

Time

Place

Persons involved

Substance involved

Amount spilled

Known hazards

Establish safety perimeter and maintain

4.3.13 PHASE 3: Restore Site

Return the Site to its Proper Condition


Maintain site security, monitoring, sampling & testing

Arrange proper disposal of contained material

Do not mix spilled products

Do not open closed containers

Identify / label everything

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Collect reports from all witnesses, area supervisor, and any cleanup participants

4.3.14 Special Instructions for Chemicals

NOTE: Spill kits are available for spill cleanup. They are located in the job trailer, ask a foreman for assistance.

Common Large Volume Chemicals include:

Fuels and greases:

These materials are combustible and must be contained using extreme caution

A professional containment team should be called in to handle a large spill

Extinguish ALL sources of ignition immediately

Implement appropriate PPE immediately:

Goggles

Gloves

Contain using the spill socks

DO NOT attempt to vacuum, pump or other, until professional help arrives

4.3.15 Media Visit Preparations

The designated media spokesperson is the Facility Manager

No one else should comment to the media about the occurrence

If the Facility Manager is not available, remember, “you have no comment.”

4.3.16 Documentation

Use the Incident Form in ProCore

To be filled out by the Construction manager, by end of shift and give to the Environmental and Safety Manager.

This report is in addition to the standard report filled out by the Construction Manager

The EMR (Environmental Management Representative) will review the report and will make recommendations, if necessary

Try to give as much detail in all areas of the report. Investigate all aspects of the spill, including observations from:

The worker involved with the equipment and the chemicals in the area at the time of the spill

The EMR

Any other witnesses or others who have related information

The content of the report should describe:

All the people involved


Interviews or records of statements

A description of the problem

Containment and short term corrective actions

Injuries, property damage basics

Disposal methods

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Analysis of the root & underlying causes
 Long-term corrective action recommendations
 Once all reporting is complete, the ERT should meet and discuss the spill with the EMR.

4.4 Bomb Threat Procedures

While the majority of bomb threats prove to be hoaxes, the potential seriousness of this type of emergency must not be underestimated or ignored. Each threat must be dealt with promptly and effectively in recognition of the paramount responsibility of providing for the safety of employees.

4.4.1 If you discover or suspect an explosive device:

Do not touch or move it
 Notify your supervisor immediately
 Do not assume that it is the only one
 Notify police immediately

4.4.2 Telephone instructions (if the threat is called in to you)


Listen
 Be calm and courteous
 Do not interrupt the caller
 Obtain as much information as possible
 NOTIFY THE POLICE IMMEDIATELY

4.4.3 Questions to ask:

What time will the bomb explode?
 Where is it?
 What does it look like?
 Where are you calling from?
 Why did you place the bomb?
 What is your name?

4.4.4 Bomb Threat Evacuation

If a bomb threat has been received, a CM will notify all employees by means of either paging, notifying employees individually, shouting, etc.
 Remain calm
 Follow instructions of supervisor
 Take your personal property with you (briefcase, purse, lunch container, etc.)
 Police will assign professionals to search the facility
 The CM will account for all visitors

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4.5 Major Equipment Failure and Power Outage Procedures

In the event that a piece of critical equipment stops and cannot be restarted within a few minutes, there is a potential for hazardous conditions to develop. This procedure is in place to respond in the safest manner, based on past experience.

- 4.5.1 Immediately notify CM and maintenance.
- 4.5.2 Check all emergency stops. Make the situation/equipment as safe as possible.
- 4.5.3 All employees not directly involved in the removal process should be cleared from the area.
- 4.5.4 Assistants who remain will be under the direction of the maintenance person or supervisor in charge.
- 4.5.5 In the event of a fire, follow the Fire Evacuation Response Plan (section 4.1).
- 4.5.9 Notify the Director of Construction and Safety Manager immediately. Fill out incident report.

4.6 Active Shooter or Active Intruder


4.6.1.a If someone enters the premises but is not inside the site with a gun or makes a threat to do so over the phone you are to instruct all employees to remain within the site with all doors secured. If all doors are locked the intruder should not be able to enter. If you are on a construction site with no building or doors, lock the gate and run in the opposite direction. Try to hide in trailers, vehicles, behind equipment, or other areas that provide cover and concealment.

4.6.2.a You are to dial 911 from any phone and give the operator your name, phone number, and the address of the facility and tell them that there is an active shooter or threat thereof.

4.6.3.a You must then notify Safety Manager, Director of Construction, HR, and the Facility Manager.

4.6.4.a No employees are to exit the site until the all clear has been given by the Police Department and/or Facility Manager.

4.6.1.b If someone enters the premises and gains access to the site, all employees should attempt to get out of the site if it is safe to do so. If it is unsafe to exit the site, employees should hide or find a room or area that they can enter and lock/ barricade the doors/entrances to prevent entry. If they cannot exit the site or find a sufficient hiding space, the last resort is to fight. Only when

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there is no other option and lives are at risk should employees try to act aggressively against the intruder (fight, throw items, yell, use improvised weapons, etc.).

4.6.2.b Once in a secure area or outside of the site, you are to dial 911 from any phone and give the operator your name, phone number, and the address of the facility) and tell them that there is an active shooter.

4.6.3.b When police arrive, remain calm and follow instructions of the officers. Put down any objects in your hands and raise them up into the air. Avoid making quick movements and yelling so that you are not mistaken for an aggressor.

4.7 Medical Emergency

Medical emergencies can occur at any time. It is recommended that the person finding the victim first call the facility in-house emergency number (CM Phone Number (701) 269-5815) to report a serious illness or injury. This frees the person finding the victim to concentrate on giving initial first aid to the victim according to the level of First Aid/CPR/AED training he or she has received.

4.7.1 In the event of a medical emergency or anyone requiring treatment beyond first aid you are to report the issue immediately to your Foreman/CM.

4.7.2 The supervisor should then either call 911 for serious injuries.

4.7.3 The supervisor should then notify the Safety Manager, Director of Construction, and HR.

4.7.4 The injured person should be taken out of harm's way after any power sources or potential sources of danger have been isolated. The Emergency Response Team should be notified as soon as possible.


4.7.5 The ERT or First Aid giver should stop any bleeding and treat for shock while stabilizing the IP until EMS arrives.

4.7.6 After EMS arrives they will take over the situation and everyone should go about making sure that whatever harmed the person is no longer a risk. Leave the scene as is until an investigation can be completed.

4.7.7 In the event that an injury occurs that requires care beyond first aid but does not warrant a 911 call and/or EMS services (ambulance) the Construction Manager is to make arrangements to call the Company Triage Nurse at 1-844-636-0152 or if severe, take the employee to the closest Emergency Room.

4.7.8 After the initial investigation is completed and pictures taken any blood or bodily fluids should be cleaned up in a manner that complies with BBP training practices.

4.7.9 CM must notify the Director of Construction and the EHS Manager within an hour of any major incidents. Reports are due to the same before the supervisor leaves for the day.

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INITIAL RESPONSE FIRST AID

- First survey the area to see if it is safe to enter
- Do respond quickly using accepted standards of care
- Do not attempt to move anyone who is unconscious, has a broken limb, or injured back. Keep the person from moving.

Administer first aid as trained. Practice Universal Precautions.


- Do check for breathing/open airway. Administer rescue breathing, if necessary.
- Do administer CPR/AED if needed (and you are trained)
- Do try to stop severe bleeding.
- Do treat for shock and make patient comfortable.
- Do get all information concerning the patient and accidents, if a person is conscious (signs, symptoms, allergies, medication taken, pertinent past illness, last oral intake, events leading to the illness/injury)
- If contact was made with blood or body fluids follow the company's Blood Borne Pathogens Standard Exposure Plan located in ProCore.
- Document the exposure event in writing.
- Do have victim follow-up with visit to his or her physician.

When calling 911:

- Identify yourself
- Give location of the victim and his/her identity
- Describe the victims condition
- Tell whether he or she is breathing and alert
- State whether paramedics/EMT are needed
- If internal contact is not possible, the person finding the victim should contact the appropriate outside agency directly and related victims condition
- Do not hang up until the emergency operator tells you to do so or hangs up first.
- During off hours, send someone to the facility entrance to open doors for the outside rescue agency

4.8 Incident Command System

4.8.1 In any emergency the Director of Construction or Facility Manager will be the on-scene commander, until Emergency services arrive. Once EMS arrives, they assume command. In the absence of the Facility Manager the on scene commander’s responsibilities will pass on in succession by the following order:

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Construction Manager
Foreman
Lead Person

OUTSIDE EMERGENCY NUMBERS

POLICE: 911
FIRE: 911
AMBULANCE: 911

Calls to the following will be made by management:
Maine DEP Spill Hotline: (800) 482-0777.
MEOSH: (207) 623-7916

FACILITY EMERGENCY CONTACT NUMBERS

Director of EHS – Nathan Pentico
651-350-2569

Facility Construction Manager – TBD
Phone Number TBD

HR Manager – Darrin Kuhnke
651-323-3302

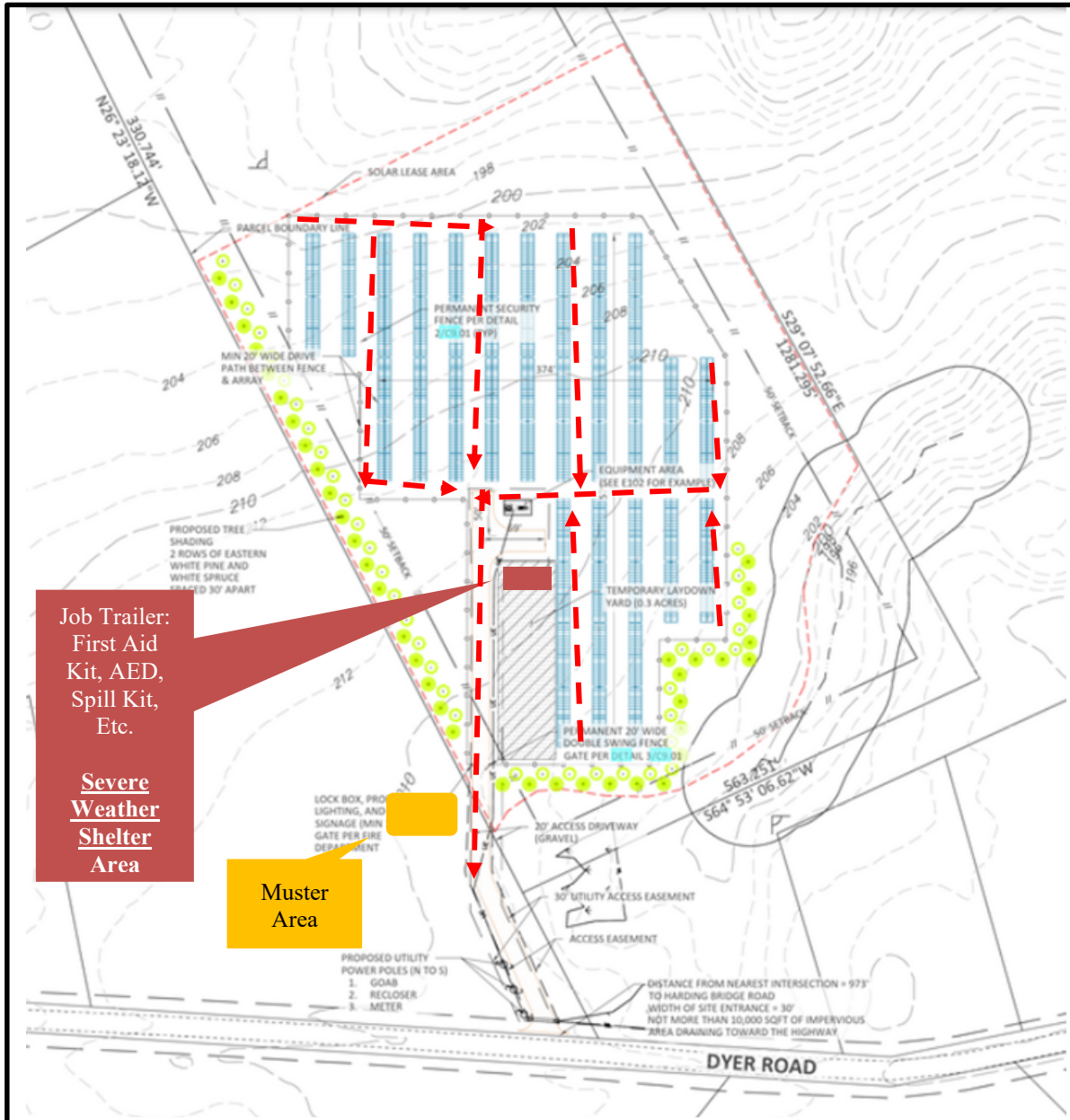
Company Triage Nurse
1-844-636-0152

CLOSEST URGENT CARE FACILITY: Northern Light Walk-in Care
ADDRESS: 22 Bramhall St, Portland, ME 04102
PHONE: +1(207) 662-0111

CLOSEST EMERGENCY ROOM: Maine Medical Center Emergency Room
ADDRESS: 23 North St UNIT 2, Presque Isle, ME 04769
PHONE: +1 (207) 768-4100

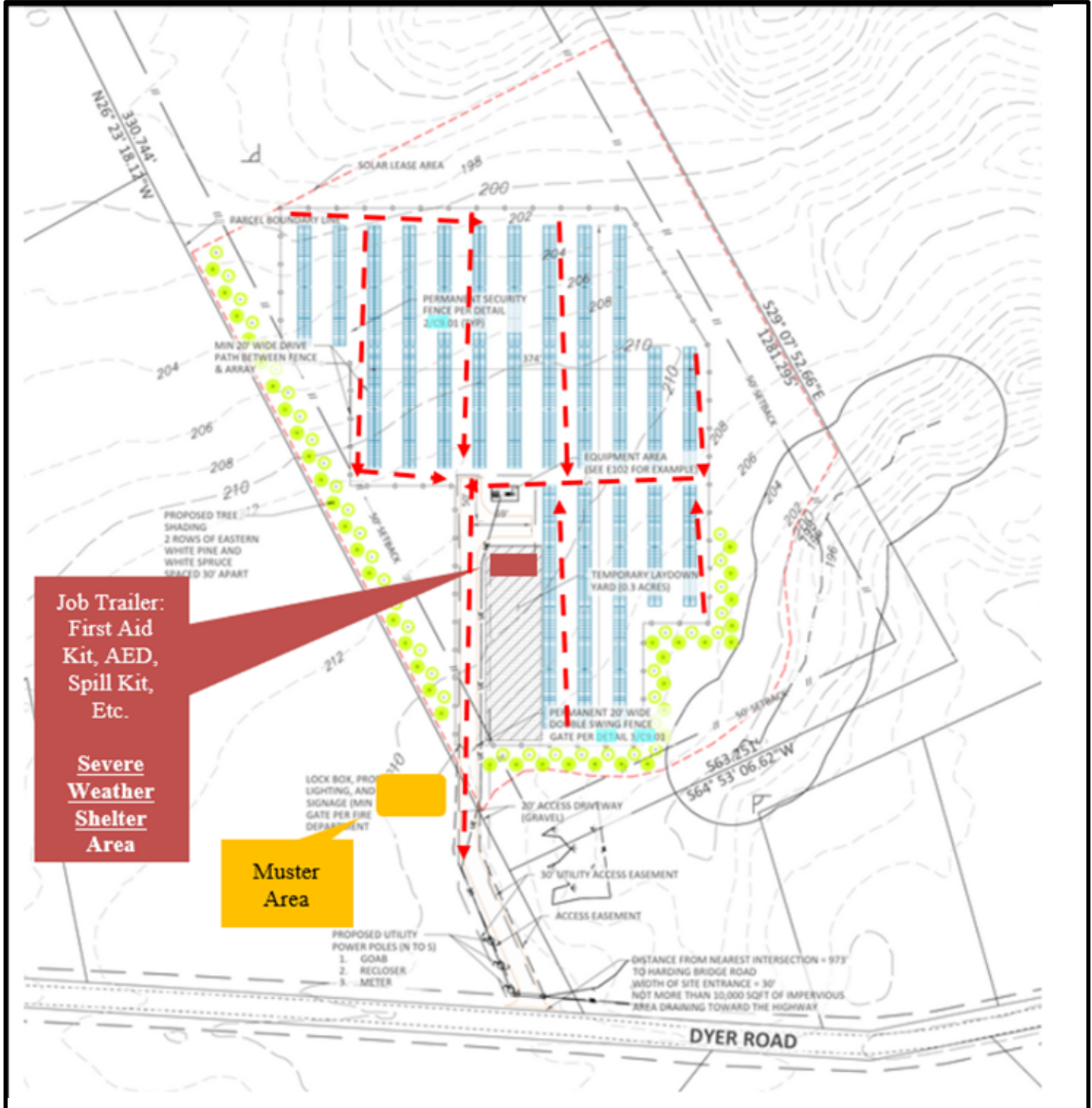


APPENDIX A: FACILITY EVACUATION ROUTES AND MUSTER AREAS MAP






APPENDIX B: EMERGENCY EXITS AND LIFESAVING EQUIPMENT MAP



Job Trailer:
First Aid
Kit, AED,
Spill Kit,
Etc.

**Severe
Weather
Shelter
Area**


**Muster
Area**

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APPENDIX C: TRIAGE NURSE POSTER


IN CASE OF WORKPLACE INJURY

PASOS a seguir en caso de un accidente en el trabajo



Available
24/7/365






Phone (Teléfono)

1-844-636-0152

Digital, powered by Lintelio
(Digital, implementado por Lintelio)



Employer Name (Nombre De la Compañía)

Novel Energy Solutions LLC

Search Code (Código Del Búsqueda)

QT842

1 **Injured worker notifies supervisor.**
El empleado lesionado notifica a su supervisor.

2 **Supervisor/Injured worker:**

- Calls above number OR**
- Scans above code with their smartphone (they will see Lintelio), clicks "Let's Get Started," registers, and selects "Incident."**

Supervisor / Empleado lesionado:

- Llama al número en la parte superior O
- Escanea el código de arriba con su teléfono (ellos verán Lintelio), Da clic en "Let's Get Started/comencemos," se registra, y selecciona "Incident/incidente."

3 **Company Nurse gathers information and helps injured worker access appropriate care. Injured worker notifies Supervisor of the outcome of the call.**
Company Nurse obtiene información y ayuda al empleado lesionado a adquirir el tratamiento médico adecuado. El trabajador lesionado le notifica al supervisor la conclusión de la llamada.

NOTICE TO EMPLOYER/SUPERVISOR: Please post copies of this poster in multiple locations within your worksite. If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.



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APPENDIX D: PROCORE INCIDENT REPORT

3/31/23, 9:57 AM Incidents • Front Street

Novel Energy Construction 21134, 08 - Front Street Project Tools Incidents Q Search Incidents Ctrl K Favorites Apps Select NP

Incidents > **New Incident**

New Incident

Incident Information

Title: Distribution:

Event Date:

Event Time:

Private:

Description:

Attachments:

Name of Person Completing the Form: Contact Info for person completing the form:

Type of Incident: Date of Incident:

Name of Injured Person (If Relevant): Contact info for Injured Person:

Details of the Incident:

Investigation Recommendation: Implementation Detail:


Witnesses (Names, Contact Info and titles for all witnesses):

Incident Records, Witness Statements, and Actions can be added after the Incident has been created.

* required fields Cancel Create

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https://us02.procore.com/562949953707741/project/incidents/new 1/1

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APPENDIX E: INCIDENT RESPONSE MATRIX / FIELD GUIDE

Quick Incident Response Guide

1	Is it a life-threatening emergency?	If Yes	Call 911 or take to nearest E.R.
		If No	Make situation safe as possible then proceed to next step.
2	Is the injury significant: More than first aid?	If No	Perform 1st Aid, Inform CM, Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
		If Yes	Inform CM, Call Triage Nurse at 1-844-636-0152 ; Follow directions given by nurse. Notify Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
3	Once the immediate threat to health has been addressed, begin taking pictures and statements. Is site safety to continue work.	If No	Stop work in the immediate area, put up barrier or call all workers to safe zone. Notify CM, Notify Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
		If Yes	Conduct safety stand down with all employees on site. Implement immediate corrective actions. Return to work. Submit Incident report in ProCore. Notify CM, Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)

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Incident Report Process											
Injured Person											
If you need assistance with HR related matters, contact dana.blumberg@novelenergy.biz											
Phase	Significant incident - Uncontrolled bleeding, compound fracture, unconscious						Minor incident - First aid, mobile patient, in pain but calm, communicative				
Steps	1	2	3	4	5	6	1	2	3	4	5
Time frame	Within 30 minutes of event	Within 30 minutes of event	Within 30 minutes of event	Within 2 hours of event	Within 2 hours of event	Within 2 hours of event	Within 30 minutes of event	Within 2 hours of event	Within 2 hours of event	Within 2 hours of event	Within 2 hours of event
Details	Report the event to your CM and get the injured person to the nearest emergency room	Report the event to the Health and Safety Manager	Decide if the event requires a Safety Stand Down of work onsite.	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, report the injury to workers comp (The Hanover)	Report the event to the VP of construction	Report event to CM and Health/Safety Manager and call Nurse Triage line	Collect incident report information - details, witness statement and contact, photographs	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, and if the nurse triage line HAS NOT been called, report the injury to workers comp (The Hanover)	Report the event to the VP of construction
				This means gathering all details of event, witnesses, and recording pictures	If documentation from medical center is available, include in submission to workers comp					If documentation from medical center is available, include in submission to workers comp	
Accountable Party	Site Foreman	Construction Manager	Construction Manager	Construction Manager	People Team	People Team	Site Foreman	Construction Manager	Construction Manager	People Team	People Team
Supportive Party	Quality team member		ACMs		CM					CM	
Document location				https://app.procore.com/	https://www.thehartford.com/workers-compensation/claims-our-policy-number-is-41WEHAR9H6B		844-636-0152		https://app.procore.com/	https://www.thehartford.com/workers-compensation/claims-our-policy-number-is-41WEHAR9H6B	
Notes											

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Incident Report Process											
Equipment Damage											
If you need assistance with HR related matters, contact dana.blumberg@novelenergy.biz											
Phase	Significant incident - Collision with no injury causing damage, spill > 20 gal						Minor incident - Damage < \$500 estimate, spill < 20 gal				
Steps	1	2	3	4	5	6	1	2	3	5	6
Time frame	<i>Within 30 minutes of event</i>		<i>Within 30 minutes of event</i>		<i>Within 2 hours of event</i>		<i>Within 30 minutes of event</i>		<i>Within 2 hours of event</i>		<i>Within 2 hours of event</i>
Details	Report the event to your CM	Report the event to the Health and Safety Manager	Decide if the event requires a Safety Stand Down of work onsite.	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, send all documentation to Grant Bassmore at Brown and Brown (corporate insurance)	Report the event to the VP of construction	Report event to CM and Health/Safety Manager	Collect incident report information - details, witness statement and contact, photographs	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, send all documentation to Grant Bassmore at Brown and Brown (corporate insurance)	Report the event to the VP of construction
Accountable Party	Site Foreman	Construction Manager	Construction Manager	Construction Manager	People Team	People Team	Site Foreman	Construction Manager	Construction Manager	People Team	People Team
Supportive Party	Quality team member		ACMs		CM				CM		
Document location				https://app.procore.com/	Grant Bassmore grant.bassmore@brown.com 612.987.9980					https://app.procore.com/	Grant Bassmore grant.bassmore@bbrown.com 612.987.9980
Notes											