

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE CONSTRUCTION
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE
CONSTRUCTION MANAGEMENT**

APPROVED: 

PROCEDURE NO: 033

DATE: 6/7/2019

TITLE: EMERGENCY RESPONSE

REVISION: 1

1.0 Policy

The Emergency Response SFPUC Infrastructure Construction Management (CM) Procedure shall be implemented during the occurrence of emergency events. Emergency events can include natural disasters, fires, accidents, medical emergencies or negative impacts to public health, safety and the environment.

This SFPUC Infrastructure CM Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

The Emergency Response Plan identifies responsible parties and provides response and coordinated action guidance requirements between the CM team and the Contractors. The principle representatives are the designated SFPUC management, the RE and the Contractor's Site Safety Manager.

The Contractor is fully and totally responsible for all construction site safety.

2.1 The SFPUC Infrastructure CM Construction Incident Classification and Notification Chart are presented in Attachment 033-1.

2.2 The Contractor shall prepare the Site-Specific Contractor Health and Safety Plan.

2.3 The RE is responsible for the preparation of the Project CM Safety Plan.

2.4 The Emergency Response (ER) Coordination Matrix guideline is presented in Attachment 033-2.

3.0 Definitions

3.1 Site-Specific Contractor Health and Safety Plan

The Contractor is required to submit to the RE a copy of the Contractor's final Site-Specific Health and Safety Plan (HASP) certified by the Contractor's qualified safety professional and Project Manager as required by SFPUC Infrastructure CM Procedure No. 034. The submittal format and detail requirements shall be in accordance with Contract Technical Specification Section 00 73 19, Health and Safety Requirements.

3.1.1 The Emergency Response Plan is a subsection of the HASP.

3.1.2 The Contractor shall submit his HASP to the RE as a contract requirement.

3.2 CM Safety Plan

The RE is required to submit to the Construction Manager a copy of the final Project Construction Management Safety Plan. This Plan will address safety of the CM team (e.g. CM team members and sub-consultants) during the conduct of their activities.

3.2.1 The Project CM Safety Plan will be submitted to the Construction Safety Manager for review.

3.3 SFPUC Site-Specific Emergency Action and Operations Action Plan

3.3.1 Existing Facility-City

If the project work site is located at an existing manned SFPUC facility, then the Contractor's HASP and the RE's Project Construction Safety Plan must reference and be coordinated with the requirements of the SFPUC Site-Specific Emergency Action and Operations Action Plan.

3.3.2 Remote Work Site

If the project work site is located in a remote area, the RE with assistance from City-Health & Safety Group and/or Construction Management Bureau (CMB) Safety Coordinator shall prepare a site specific Emergency Response guidance document for CM team members. The guidance document will be reviewed by the Senior Safety Manager for consistency with other Emergency Response Plans.

3.4 Incident

An Incident is defined as any unplanned or unexpected event that results in personal injury, property damage, or environmental release. Incidents are classified as **Serious** or **Non-Serious** in accordance with the guidelines shown in Attachment 033-1, Construction Incident Classification and Notification Chart.

3.5 Personal Protective Equipment (PPE)

The Contractor shall define task specific PPE requirements and provide these PPE for all personnel in compliance with all applicable laws, rules and regulations. PPE minimum requirements shall be in accordance with Article 14.0 of Contract Technical Specification Section 00 73 19 and Cal-OSHA requirements.

3.6 Emergency Equipment

The Contractor shall provide the required emergency and first aid equipment to be utilized for the project. Emergency equipment minimum requirements shall be in accordance with Article 15.0 of Contract Technical Specification Section 00 73 19.

4.0 Responsibilities

4.1 Resident Engineer (RE)

The RE manages the project construction contract, supervises and directs the performance of the CM team and ensures conformance to established policies and procedures for the management of the project.

4.2 Construction Safety Manager (CSM)

The CSM performs oversight of the Contractor's and CM Consultant's compliance with contract terms relating to safety as set forth in the SFPUC Infrastructure CM Safety Approach. The CSM maintains safety compliance records and assists in the investigation of safety incidents. The CSM reports to the Program Construction Manager.

4.3 Contractor

The Contractor is fully and totally responsible for all construction site safety.

4.3.1 The Contractor is the business entity awarded the contract to perform the work to successful completion and meet the terms and conditions of the contract. The Contractor is responsible for preparing and submitting a Site-Specific Contractor Health and Safety Plan (HASP). The Site Safety Representative (SSR) represents the Contractor on project safety issues.

4.4 Site Safety Representative (SSR)

The SSR is the full-time Contractor's representative assigned to project safety issues and their contractual requirements. The SSR coordinates the Contractor's emergency response activities with the RE.

4.4.1 The SSR qualifications, role and responsibilities shall be in accordance with Contract Technical Specification Section 00 73 19.

- 4.4.2 The SSR shall notify and coordinate site emergency response issues for site security with the Contractor Site Security Monitor in accordance with CM Procedure No. 035, Site Security.

5.0 **Implementation**

(Reference The Emergency Response Coordination Matrix is presented on Attachment 033–2.)

5.1 **Types of Emergencies**

- 5.1.1 During the construction activities, health and safety incidents or other emergencies may occur. Incidents are classified as either **Serious** or **Non-Serious**
- 5.1.2 In the event of a **Serious Incident**, the RE and the Contractor are required to notify the SFPUC Incident Notification Contact and the SFPUC Emergency Coordinator listed in Attachment 033–1.
- 5.1.3 In the event of a **Non-Serious Incident**, the RE and the Contractor are required to notify the SFPUC Incident Notification Contact listed on Attachment 033-1.
- 5.1.4 These emergency responses may require personnel to evacuate the work site or shelter in place per the applicable safety plan and/or instructions from the RE. Refer to examples set forth in Emergency Medical Services/First Aid Guidelines Cal-OSHA 1512.

5.2 **Emergency Response Plan**

The project specific Emergency Response Plan should follow, at a minimum, the guidelines set forth by Technical Specification Section 00 73 19, and Cal-OSHA, Title 8 Section 3220 (Emergency Action Plan) and 3221 (Fire Prevention Plan) and provide the following information:

- 5.2.1 Identification and responsibilities of the Emergency Coordinator: provide the names and responsibilities of the Emergency Coordinator and Alternate Emergency Coordinator. The RE is the Emergency Coordinator and has overall responsibility for coordinating actions with support from the SSR.
- 5.2.2 Contractor responsibilities.
- 5.2.3 SFPUC employee responsibilities.
- 5.2.4 Pre-Emergency Contacts with Emergency Providers: the Emergency Coordinator is responsible for contacting the local Fire Fighting authority, Police, Emergency Medical Team (EMT), Environmental Construction Compliance Manager (ECCM) or others depending on the nature of the emergency event.

- 5.2.5 On-site Emergency Response Equipment: availability and location of equipment and tools for emergency response and the names responsible for maintenance of the equipment.
- 5.2.6 Emergency Response Procedure: escape, critical plant operations, rescue/medical duties, reporting procedures, and alarm system procedures.
- 5.2.7 Employee Training and Documentation: CM team member training and documentation as required per Cal-OSHA 3220(e).

5.3 Emergency Response Coordination and Action

- 5.3.1 The RE prepares the CM team's CM Safety Plan consistent with the SFPUC Site-Specific Emergency Action and Operations Plan.
- 5.3.2 The SSR prepares the Contractor's Health and Safety Plan (HASP).
- 5.3.3 All CM team members shall follow the SFPUC Facility Emergency Action Plan.
- 5.3.4 If the project work site is located at a remote work area, then the CMB Manager will determine the organizational chain-of-command for emergency response. Unless notified otherwise and relieved by senior management, the RE is the designated SFPUC job site Emergency Coordinator, refer to Attachment 033-2.
- 5.3.5 When work site emergency response is required, the RE shall assume the role of Emergency Coordinator with support from the SSR and the responsible SFPUC Emergency Coordinator Representative, refer to Attachment 033-2.

6.0 Other Procedural Requirements

CM Procedure No. 034 Safety Reporting Procedures

7.0 References

7.1 Technical Specifications

Section 00 73 19 Health and Safety Requirements (SFPUC Infrastructure CM Program PLA Projects between \$5 and \$30 Million Version)

Section 00 73 19 Health and Safety Requirements (SFPUC Infrastructure CM Program PLA Projects over \$30 Million Version).

Section 00 73 19 Health and Safety Requirements (SFPUC Infrastructure CM Program Non-PLA Projects under \$5 Million Version).

7.2 SFPUC Infrastructure CM Procedures

No. 034 Safety Reporting Procedures

No. 035 Site Security

7.3 Others

SFPUC Infrastructure CM Plan, Section 2.2.2, Safety

SFPUC Infrastructure CM Water System, Emergency Response and Recovery System, November 2006

U.S. Department of Labor, Occupational Safety & Health Administration, 29 CFR 1910.38(a): Emergency Action Plan

Cal-OSHA Construction Safety Orders 1512 (First Aid)

Cal-OSHA Construction Safety Orders 3220 (Emergency Action)

Cal-OSHA Construction Safety Orders 3221 (Fire Prevention)

8.0 Attachments

033 – 1 SFPUC Infrastructure CM Construction Incident Classification and Notification Chart

033 - 2 Emergency Response Coordination Matrix

033 - 3 Revision Control Log

Attachment 33-1
Construction Incident Classification and Notification Chart

**SFPUC CONSTRUCTION
HEALTH & SAFETY INCIDENT**

NON-SERIOUS INCIDENT
SFPUC NOTIFICATION REQUIRED

- Minor injury or illness
- Hazardous substance exposure
- Property damage
- Fire (extinguisher)
- Minor spill, release, potential violation or exceeding of permit
- A “near miss”

SERIOUS INCIDENT
EMERGENCY NOTIFICATION REQUIRED

- Death, life threatening injury or illness
- Hospitalization >24 hrs.
- Loss of bodily member or permanent disfigurement
- Kidnap/missing person
- Acts or threats of terrorism
- Event that involves fire, explosion or property damage that requires a site evacuation or estimated to result in >\$500,000
- Spill or release of hazardous materials or substances that involves a significant threat or imminent harm to workers or public

PCSM/SFPUC NOTIFICATION
(In Order of Contact)

Only One Listed Person Needs Contact

WSIP
Todd Bjornsen- AECOM Program Const.
Safety Mgr.
O: (415) 554-3446, C: (516) 537-2631
TBjornsen@sfgwater.org

Hetchy Capital
Rick Cavill Hetchy Capital Safety Mgr.

SSIP
Ernest Schulze – PCM Safety Manager
C:510-566-1236
eschulze@sfgwater.org

Carolyn Jones – SFPUC Mgr. Health & Safety- Primary
O: (415) 550-3577, C: (415) 819-6157
CJones@sfgwater.org

Steve Brooks – SFPUC Alt. Contact
O: (415) 550-3581, C: (415) 218-8850
SBrooks@sfgwater.org

Laura O’Heir – SFPUC Alt. Contact
O: (415) 550-3579, C: (415) 572-5715
LOheir@sfgwater.org

SFPUC EMERGENCY COORDINATION

Mary Ellen Carroll

(415) 554-2408

(415) 205-7873 (M)

MCarroll@sfgwater.org

**Attachment 033 - 2
EMERGENCY RESPONSE (ER) COORDINATION MATRIX**

	EXISTING SFPUC FACILITY JOB SITE		NEW /REMOTE SFPUC FACILITY LOCATION JOB SITE	
Safety Lead Reports to RE	RE (Consultant)	RE (SFPUC)	RE (Consultant)	RE (SFPUC)
Site Safety Representative (SSR) for Contractor	Coordinates with RE for ER issues	Coordinates with RE for ER issues	Coordinates with RE for ER issues	Coordinates with RE for ER issues
Project CM Team – Consultant Personnel	Coordinates with RE for ER issues	Coordinates with RE for ER issues	Coordinates with RE for ER issues	Coordinates with RE for ER issues
Project CM Team – SFPUC Personnel	Coordinates with RE, but reports to designated CMB Manager or senior SFPUC personnel on site for ER	Coordinates with RE for ER issues	Coordinates with RE for ER issues	Coordinates with RE for ER issues

**Attachment 033 - 3
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Revision Control Log updated.
Rev 0	11/14/16	Signed