



Site-specific Safety and Emergency Action Plan

Various templates are available for creating a plan of this type. This one has been adapted from several sources for use at post-fire scenes.

*Prepared by Pacific Pointe Consulting, Inc./Fire Group as a public service, this free tool is for use by fire investigation units and others. We are not responsible for errors or omissions.
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Site-specific Safety and Emergency Action Plan

Use this site-specific safety and emergency action plan in conjunction with the lead organization's safety and health programs and all applicable federal, state, and local regulations and requirements. The template is not all-inclusive, and you may need to add to it as necessary to address specific compliance matters and ensure the health and safety of others working at the investigation site. Provide copies of the completed document to a representative of each organization and contractor working at the site before commencing any work. All workers entering the warm or hot zones shall review this plan prior to beginning work. If work is being conducted in an OSHA state-plan or hybrid-plan state, follow all applicable regulations.

Section 1.0 – Organization Information and Key Contacts

Lead Organization:			
Site Address:			
Site Safety Plan Approval Date:			Approved by:
Person In Command (PIC):			Cell Phone #:
DSP:			Cell Phone #:

Section 2.0 – Detailed Work Scope

Detailed Description of Work	
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Section 3.0 – Organizations and Contractors Covered by this Site Safety Plan (where applicable)

Interested Party Name	Organization/Company	Email Address

Contractor Name	Tasks/Role	Email Address

Section 4.0 – Qualified/Competent Persons (where applicable)

Some job tasks require specially qualified and designated personnel. For this plan, a **qualified person** is defined as one who, by possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project. A **competent person** is defined as one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to workers and who has the authorization to take prompt corrective measures to eliminate them.

Through training and/or experience, a competent person knows applicable standards, can identify workplace hazards related to the specific operation, and has the authority to correct them. Some standards add additional specific requirements that the competent person must meet.

This matrix identifies the key job tasks that require a competent, qualified, trained person or registered engineer. This list is not all-inclusive, and the person in charge is responsible for identifying and staffing the work appropriately.

Job Type	Qualification Type	N/A	Name
Supervise Safety on the Job Site (DSP)	Competent		
Supervise Demolition Activities	Competent		
First Aid/CPR Trained Personnel	Trained		
Fall Protection Supervision/Inspection of Fall Protection Equipment	Competent		
Fall Protection Plan Development/Anchors	Qualified		
Ladder Inspections	Qualified		
Supervise Scaffold Erection/Dismantlement	Competent		
Scaffold Inspection	Competent		
Supervise Trench/Excavation Activities	Competent		
Approval of Sloping and Benching Systems	Qualified		
Protective Systems for Excavations > 20 ft.	Registered Engineer		
Heavy Equipment Operation	Qualified		
Electrical Workers (working near/on energized parts)	Qualified		
Crane Safety	Competent		
Rigging Safety	Competent		

Section 5.0 – Minimum PPE that will be used

☐ Helmet	☐ Safety Vest	☐ Safety Glasses	☐ Steel Toe Shoes
☐ Outer Gloves	☐ Nitrile Gloves	☐ Ear Plugs	☐
☐	☐ P100 OV/AG Respirator	☐	☐

Other required PPE:

Section 6.0 – Injury Reporting

All workers on this site must report all accidents and close calls immediately to the designated safety person (DSP) or their assistant.

Section 7.0 – Accidents, Incident Report, Emergency Procedures, Hospital Identification

7.1 – Fires or Other Emergencies

Upon detecting a fire or other emergency, any worker shall immediately notify the PIC using the most expeditious means possible. In the case of a fire, they shall first alert other workers in the immediate area, if applicable.

7.2 – Emergency Evacuation Procedures

Upon activation of the evacuation signal, all workers shall immediately proceed to the nearest rally point or other designated area, where accountability will be established. All workers shall remain in this location until the resume work signal or similar message is given.

7.3 – Personnel Accountability

There will be no freelancing. All workers shall follow all worksite accountability procedures, which will be delineated during the briefings.

7.4 – Performing Rescue or Medical Duties

If rescue or medical attention is needed, the PIC or DSP shall be notified as expeditiously as possible, and they will request any additional resources as needed. Any appropriately trained workers at the site shall provide any necessary assistance.

7.5 – Hospital Identification

This section is not required if EMS transport is on the scene during all work periods.

The nearest hospital to this worksite is:

The nearest level one trauma center to this worksite is:

(Attach map(s) to the end of this document showing the best route of travel to these locations from the work site.)

7.6 – Emergency Alarm/Notification System

The following US&R Signals will be used:

- three short blasts (1 sec. ea.) – evacuate
- one long blast (3 seconds) – stop all work
- 1 long/1 short blast – resume operations

Announcements will also be made over the designated radio channel(s) if they are in use.

7.7 – Weather Emergencies

If an approaching weather event requires stopping work, the PIC, in conjunction with the DSP, will determine when to stop work, the location of the safety area, and the actions needed to secure the worksite. The required actions will help determine how far in advance of the weather event the work stoppage will be implemented. Workers will be directed to the nearest appropriate shelter.

7.8 – Bystander Safety

The PIC and the DSP are responsible for helping ensure the safety of non-workers on the investigation site. These persons shall remain in the cold zone at all times unless they must see something in the hot zone, in which case they are to be escorted. Halt all work in that area to prevent the introduction of potential new hazards.

Section 8.0 – Task-Specific Hazard Controls

Follow these task-specific procedures, as applicable.

8.1 - Hand-Operated Power Tool Use

HAZARDS	CONTROLS
Shock	• Ensure the tool casing is free from cracks and is properly grounded. • Use a tool connected to a GFCI if cord-powered. • Wear insulated gloves. • Ensure the tool is unplugged before changing any part of the tool.
Hand lacerations	• Wear appropriate gloves (e.g., leather gloves) when changing out or handling blades, as applicable. • Ensure the tool is unplugged before changing any part of the tool. • Check that the guard is in working condition and in the proper position, if applicable.

Eye and other physical injuries	• Always wear safety goggles; wear hearing protection where applicable. • Don't wear loose clothing. • Ensure that the material being operated on is securely in place. • Make sure the blade or bit is not binding as it goes into the work. If the blade or bit is binding, stop the tool and identify the cause.
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8.2 - Ladder Use

HAZARDS	CONTROLS
Falls from ladders	• Select the proper ladder. • Do not use a light household ladder for a heavy construction job. • Do not exceed the ladder's duty rating. • Inspect the ladder before use. Ensure the ladder is clean and free of defects before use. • Maintain a 4:1 slope ratio with straight ladders. • Use 3 points of contact while climbing. • Extend the ladder 36" beyond if climbing onto another surface. • Do not use the top step of the stepladder and the top 3 rungs of the straight ladder. • Secure all extension ladders from movement. • Ensure the ladder is not placed on a loose object or uneven footing. • If practical, equip the ladder with non-slip points or safety shoes to prevent slipping. If not, secure the ladder firmly by lashing it with rope or another method. • Do not lean ladders against movable objects or window sashes. • Securely fasten a board across the top of the ladder to give a bearing on each side of a window. • See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If a person or vehicle could bump into the ladder, have a helper stand guard or rope off the area with caution tape. • Remove any oil or grease from the soles of your shoes before using the ladder. • Do not overreach, and do not push or pull if it will cause the ladder to move. If you are far away from something you have to reach, take time to move the ladder closer.

	Do not straddle the space between the ladder and another object.
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8.3 - Scaffold Use

HAZARDS	CONTROLS
Falls	- All scaffolds must be erected and used in accordance with OSHA and the manufacturer's requirements. - When working off scaffolds that are six ft. or more above a walking/working surface, fall protection or OSHA-compliant handrails are required.
Damaged/broken equipment Improper assembly Improper use	- A qualified person must design scaffolds - All erected scaffolds must be erected under the supervision of a scaffold-competent person. - Newly erected or modified scaffolds must be inspected by a scaffold-competent person prior to use. - A competent person must conduct daily pre-use inspections and sign the scaffold tag. - Scaffolds must be used and inspected in accordance with the manufacturer's instructions for each specific model and type of scaffold being used. - All wheels equipped with locking devices must be locked prior to climbing, all bolts and nuts must be tight, and all cotter pins must be in place and secured before use.

8.4 - Elevated Work Platform Use (e.g., scissor lifts, boom lifts, etc.)

HAZARDS	CONTROLS
Lift failure/tip over	- All elevated work platforms must be used in accordance with OSHA and the manufacturer's use instructions. - Personnel must be trained, qualified, and approved to operate all elevated platforms and boom lifts. - Lifts shall be inspected before each use. - Do not use lifts on unstable ground or angles over the lift cap. - Look for drop-offs, holes, or unstable surfaces such as loose/soft dirt.
Falls	Fall protection must be used in accordance with the manufacturer's recommendations and OSHA regulations on all elevated platforms and boom lifts.

Damaged/broken equipment	- Elevated work platforms must be used and inspected in accordance with the manufacturer's instructions for each specific model and type of elevated work platform being used. - All elevated work platforms (e.g., scissor lifts, aerial platforms, etc.) and boom lifts must be inspected by the assigned qualified /competent person prior to acceptance for use at the laboratory. - Elevated work platforms and boom lifts must be inspected by a trained and qualified operator prior to each use. - Document the inspection on the work platform inspection tag. - If the elevated work platform or boom lift does not pass inspection, remove the inspection tag, replace it with a red "Do Not Use" tag, and remove it from service.
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8.5 - Electrical Cutovers and Work on Electrical Equipment

HAZARDS	CONTROLS
Contact with energized parts	- All workers working on energized equipment will wear Arc-Flash protective clothing in accordance with NFPA 70E. PPE will include flame-retardant clothing or flash suits, plus eye, face, hand, head, and foot protection as needed. Establish a flash boundary, and allow only trained and authorized individuals within it. - Keep all covers and barriers guarding live parts in place except when required to be removed for testing. - Place grounding jumpers adequate to clear fault currents on equipment where practical.
Inadvertent start-up of electrical equipment	- Review Lockout/Tagout (LOTO) procedures with workers prior to starting work. - De-energize electrical equipment and apply approved red locks and tags. - All workers shall be instructed to verify that lockouts are in place and that equipment is de-energized before beginning work.

8.6 - Excavation Activities

HAZARDS	CONTROLS
Risk of Injury to bystanders	The work area shall be identified, marked off from unauthorized personnel, and signs posted.

	• All personnel must use caution when working around excavation equipment and open excavations. • Assigned PPE (e.g., safety eyewear, earplugs, etc.) shall be worn by adjacent personnel, as required by their proximity to the work task.
Risk of hitting underground utilities (if applicable)	• Review all area underground utility drawings with the person in command. • Survey the area of excavation with ground-penetrating radar and electromagnetic RF instruments prior to starting digging. • Use hand excavation techniques around all known utilities. • Ensure all areas to be excavated have been cleared of potential utilities.
Inhalation hazards from excavation activities	• Wear appropriate PPE to protect from airborne contaminants.
Risk of exposure to physical hazards from moving machinery	• Personnel on the ground shall stay away from the work area and equipment unless they are required to do the task. • Do not approach heavy equipment without eye contact/acknowledgment from the operator. • Use standard hand signals when noise levels inhibit auditory communication. • Ensure that all heavy machinery has audible backup signals. • NEVER work alone when operating heavy machinery. • Avoid moving parts of machinery. Keep fingers, hands, and arms away from the backhoe bucket and other pinch points. • Wear leather gloves when handling activities other than sampling, as well as hard hats, safety glasses, and steel-toed boots.
Noise	• Wear ANSI-approved safety earplugs or muffs when working close enough to a backhoe that you have to speak louder than your normal voice to someone standing next to you.

8.7 - Working Around Vehicular Areas

HAZARDS	CONTROLS
Pedestrian or vehicle traffic in the work area	• Secure the work area to prevent unauthorized persons from entering.
Struck by Vehicles	• Signs shall be used to slow/control vehicular traffic. • Signal/traffic/flagman personnel will wear reflective vests. • Only trained and authorized workers will work in the roadway.

8.8 - Working in a Non-permit Required Confined Space (see also NFPA 921, 2024 ed., Section 13.10.1)

HAZARDS	CONTROLS
Slips, trips, falls	• Ensure adequate illumination. • Always wear lace-up safety shoes. • Watch where you are walking. • Do not run or rush. • Fall protection will be provided as necessary.
Confined space, entrapment, oxygen deficiency, toxic & explosive atmospheres, and asphyxiation uncontrolled energized equipment	• No workers shall enter any area that meets the OSHA definition of a permit-required confined space. If such an area is identified as critical to the investigation, the PIC shall be notified, and permit procedures shall be initiated. • Ensure that all gas and electric services in the area are off. • The air must be tested for dangerous contamination or oxygen deficiency. The test will include Carbon Monoxide, Lower Explosive Limit, Hydrogen Sulfide, and Oxygen level. Ventilation is required if testing reveals any hazard. Entry shall only be made when all levels are safe. • The area shall be equipped with sufficient lighting to facilitate the necessary work, hazard identification, and safe movement to/from the access point. • Ongoing surveillance of the surrounding area is required to avoid hazards such as vapors drifting from nearby tanks, piping, and sewers.

8.9 - Demolition

HAZARDS	CONTROLS
Asbestos and Lead	• As part of the DSP's site safety inspection, any potential asbestos or lead areas will be identified and remediated before any work begins in that area.
Fire	• All utilities shall be located, shut off, capped, or otherwise controlled. • Fire extinguishers shall be available on-site, and Emergency Services numbers shall be posted.
Contact with energized utilities	• Review the demo plan with the PIC and verify that all utilities have been de-energized prior to any demolition work. • Follow Lockout/Tagout (LOTO) procedures

Cutting/Welding Operations	• All cutting/welding operations shall be conducted in accordance with OSHA 1910.252 • A Hot Work Permit will be completed prior to starting any hot work. • During welding/cutting operations, proper welding gloves, a full face mask, and a UV-ray protective shield shall be worn to prevent injuries to the operator. • When practical, the object to be welded, cut, or heated will be moved to a designated safe location away from flammable liquids and other combustibles. If the object cannot be moved, positive means will be taken to confine the heat, sparks, and slag. • A 20-lb. ABC dry chemical extinguisher (or equivalent) will be immediately available in the work area and must be kept ready for instant use. • When cutting is being performed on a higher level where workers below are exposed, the area directly below the welding shall be cleared and marked as a "Do Not Enter Zone" to protect any workers passing underneath from being hit by sparks or slag. • A fire watch shall be maintained for at least 30 minutes after the hot work is completed. • Only trained, certified workers shall perform welding/cutting operations.
Eye injury from projectiles	• All workers performing demolition activities will wear safety glasses and face shields as required.
Cuts, scraps, and punctures	• All workers will wear leather glove protection and appropriate clothing during demolition activities.
Inhalation of airborne contaminants	• Water will be used to minimize dust generation. • All workers will wear an air-purifying respirator with a P100/OV/AG filter/cartridge assembly.
Collapse of a structure	• The DSP shall survey the integrity of the structure prior to the start of demolition operations. • All required permits shall be obtained. • Prior to the start of the demolition, abatement of all asbestos or lead by a licensed removal company will be completed. • Systematically proceed with demolition, working from the top of the structure downwards. • Any worker signaling the operator shall be in plain sight of the operator at all times.

	• All workers shall remain at least 8-10 feet from the demolition equipment. Only workers necessary to the operation shall be permitted in the work zone during this operation. • Barrels and caution tape will be used to demarcate the demolition zone. • Debris removal will not begin until the removal can be safely performed without exposure to structural collapse or falling debris. • Structural framing members shall not be removed until all stories above them have been demolished and removed. • Workers shall be instructed to possess a heightened awareness of their surroundings during the demolition and removal of debris.
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8.10 - Lifting / Crane Use

HAZARDS	CONTROLS
Possible pedestrian or vehicle traffic in the work area	• Secure the work area as appropriate to keep unauthorized personnel out of the lifting zone. • Position the crane and delivery truck in such a manner as to limit exposure to people and property.
Crane or rigging failure	• Review all crane and rigging safety requirements prior to lift. • Verify the weight of items to be lifted and the distance from the center pin of the crane. • Daily inspections of the crane will be performed and documented.
Workers struck by a load.	• Only workers trained and authorized to perform rigging and signal activities will be involved in the lift. • The signal person shall wear a high-visibility vest and remain in visual or radio contact with the crane operator at all times. • Wear a hard hat.

8.11 - Concrete Cutting/Coring

HAZARDS	CONTROLS
Risk of Injury to bystanders	• The work area shall be delineated from unauthorized personnel, and signs shall be posted. • All personnel must use caution when in or around saw-cutting areas

	Assigned PPE (e.g., safety eyewear, earplugs, etc.) shall be worn by adjacent personnel, as required by their proximity to the work task.
Risks of injury from improper setup or operation	- All operators of this equipment shall be trained on that piece of equipment. - All connections, mountings, guards & controls on the equipment must be inspected prior to use. - All required guards shall be in place. - Inspect and test the saw prior to use. - Make sure all manufacturers' protective devices (guards) are in place and operational. - Electric saws shall be approved and double-insulated. If not, they shall be adequately grounded and plugged into a GFCI-protected outlet. - Blades shall be inspected for damage. - The saw operator shall use any auxiliary handles on the saw to maintain control. - The operator must wear proper PPE. (Face shield, safety glasses & hearing protection minimum).
Risk of exposure to noise and other physical hazards	User shall wear safety glasses, a face shield, heavy-duty gloves, and earplugs.

8.12 - Asbestos-related Work

When required, submit a detailed asbestos-related work plan as an addendum to this Site Safety Plan.

Section 9.0 – Additional Site-specific Safety and Emergency Action Plans and Information

[fill in as appropriate]

Section 10.0 – Personnel Acknowledgment

By signing below, the undersigned acknowledges that he/she has read and reviewed the SSSP. The undersigned also acknowledges that he/she has been instructed in the contents of this document, understands the information pertaining to the specified work, and will comply with the provisions contained therein.

Personnel Acknowledgement			
Print Name	Signature	Company	Date
