SITE survey. APP

SITE SURVEY REPORT

Construction Emergency Action Plan

Prepared for	Larkspur Hospitality Group LLC
Date	15 Oct 2026
Site	Larkspur Suites hotel, Spokane
Prepared by	K. Vandermeer

FORM

Construction Emergency Action Plan

1. Site and access

Project	Larkspur Suites hotel, Spokane: emergency action plan (completed example)
Site address	2150 N Larkspur Street, Spokane, WA 99207
Owner or client	Larkspur Hospitality Group LLC
Location (GPS)	47.6789, -117.3912
Plan date	15 Oct 2026
Plan prepared by	K. Vandermeer
Employer writing this plan	Inland Crest Builders Inc.
Type of project	New commercial
Site and work	Four-story hotel, 96 rooms: wood frame over a concrete first floor, steel canopy and roof deck. Currently framing floors 3 and 4, MEP rough-in on floors 1 and 2, site utilities on the north side.
Most people expected on site at once	62
Plan revision	Rev 1, after the 14 Oct drill

What this plan is for. Where an OSHA standard requires an emergency action plan, 29 CFR 1926.35 sets the minimum: escape procedures and route assignments, procedures for anyone who stays to run critical operations before they leave, accounting for everyone after evacuation, rescue and medical duties, the preferred way to report fires and other emergencies, and the names or job titles of people to contact. The plan is written and kept on site; an employer with 10 or fewer employees may communicate it orally (1926.35(e)(3)). Filling in this plan does not make anyone compliant; practising it does the work.

In Great Britain, CDM 2015 regulation 30 asks for suitable and sufficient arrangements for any foreseeable emergency, including evacuation, that everyone knows them and that they are tested at suitable intervals; regulation 31 asks for emergency routes and exits that lead as directly as possible to an identified safe area, kept clear and signed. This form covers those points too.

Location to give the emergency dispatcher	2150 N Larkspur Street, Gate 1 off E Wedgewood Avenue. 47.6789, -117.3912.

Site access points 1: Gate 1, E Wedgewood Avenue

Access point	Gate 1, E Wedgewood Avenue
Use	Emergency vehicle access

Location (GPS)	47.6795, -117.3905
Locked out of hours? Who holds the key or code	Chained and locked 6 pm to 6 am. Code with the superintendent and the night security patrol.

Photo of the access point



Site access points 2: Gate 2, N Larkspur Street

Access point	Gate 2, N Larkspur Street
Use	Main pedestrian gate
Location (GPS)	47.6786, -117.3920
Locked out of hours? Who holds the key or code	Locked out of hours. Keys with the superintendent and the assistant superintendent.

Site access points 3: Gate 3, alley east side

Access point	Gate 3, alley east side
Use	Deliveries gate
Location (GPS)	47.6788, -117.3899
Locked out of hours? Who holds the key or code	Opened only for deliveries. Flagger holds the key.
Access points listed	3
Emergency vehicle access points	1

2. Emergency contacts

Is 911 (or the local emergency number) available at this site?	Yes

> Where 911 is used and the phone system does not send the caller's latitude and longitude, post the site's latitude and longitude or other clear location details where people can see them (29 CFR 1926.50(f)(2)).

Emergency number to call	911
Where the emergency numbers and site location are posted	Site trailer door, Gate 2 notice board and the stair tower landing on each floor.

Emergency contacts 1: Emergency coordinator

Role	Emergency coordinator
Name or organization	R. Delgado, superintendent
Phone	(509) 555-0131
When available	On site 6:30 am to 4:30 pm

Emergency contacts 2: Deputy coordinator

Role	Deputy coordinator
Name or organization	M. Hollister, assistant superintendent
Phone	(509) 555-0132
When available	On site 6:30 am to 4:30 pm

Emergency contacts 3: Safety manager

Role	Safety manager
Name or organization	K. Vandermeer
Phone	(509) 555-0133
When available	On site Tuesday and Thursday, phone any time

Emergency contacts 4: Gas utility emergency line

Role	Gas utility emergency line
Name or organization	Gas utility 24-hour emergency line
Phone	(509) 555-0190
When available	24 hours
Contacts listed	4

3. Raising the alarm

> The employer sets up an employee alarm system; where the alarm is used for more than one purpose, each purpose has a distinctive signal (29 CFR 1926.35(c)). The plan states the preferred way to report fires and other emergencies (1926.35(b)(5)).

How the alarm is raised	Air horn, Two-way radio call, Verbal, by foremen

Signals and what they mean 1: Evacuate the site

Meaning	Evacuate the site
Signal	Three long blasts on the air horn, repeated, and "evacuate, evacuate" on radio channel 2.

Signals and what they mean 2: Shelter in place

Meaning	Shelter in place
Signal	One long continuous blast and "shelter in place" on channel 2.

Signals and what they mean 3: All clear

Meaning	All clear
Signal	Two short blasts and "all clear" on channel 2, only from the coordinator.
How anyone reports a fire or other emergency	Tell your foreman or call the superintendent on channel 2. Anyone who sees a fire or serious injury calls 911 first, then the superintendent. The superintendent sounds the air horn.
Where the alarm is kept or raised from	Air horns at the site trailer, Gate 2 and the stair tower landing on each floor.
Who can raise the alarm	Superintendent, assistant superintendent, any foreman
Alarm heard in every work area, including upper floors, stair towers and inside buildings	Action needed
Where it is not heard, and what will be done	At the 14 Oct drill the framing crew on floor 4 did not hear the air horn over the nail guns and compressor. Add an air horn on the floor 4 landing and make foremen carry radios on channel 2.
Alarm last tested	14 Oct 2026

4. Evacuation routes and muster points

> The plan sets the types of evacuation to be used (29 CFR 1926.35(d)) and the escape routes assigned (1926.35(b)(1)). In Great Britain, emergency routes lead as directly as possible to an identified safe area, are kept clear and are signed (CDM 2015 reg 31).

Types of evacuation used on this site	Full site evacuation, Shelter in place (for example severe weather), Move away from a hazard to a safe distance (for example gas leak)

Muster points 1: Muster point A, Wedgewood parking lot

Muster point	Muster point A, Wedgewood parking lot
Type	Primary
Location (GPS)	47.6799, -117.3908
How to find it	Northeast corner of the parking lot across E Wedgewood Avenue, next to the green muster point sign on the light pole.
People it can hold	120
Who checks people in here	M. Hollister
Signed, clear of traffic and falling-object zones, away from the building	Ready

Photo of the muster point and its sign



Muster points 2: Muster point B, Larkspur Street sidewalk

Muster point	Muster point B, Larkspur Street sidewalk
Type	Alternate
Location (GPS)	47.6781, -117.3925
How to find it	Sidewalk south of Gate 2, by the bus shelter. Used if the north side is blocked.
People it can hold	80
Who checks people in here	Foreman, Cascade Framing

Signed, clear of traffic and falling-object zones, away from the building	Ready

Evacuation routes 1: Floors 2 to 4

From (area or floor)	Floors 2 to 4
To muster point	Muster point A
Route	East stair tower down to the first floor slab, out through the north door opening, along the walkway to Gate 1, across Wedgewood at the flagger.
Alternate route if blocked	West interior stair to Gate 2, then muster point B.
Clear, signed and lit where needed	Ready

Photo of the route



Evacuation routes 2: First floor and site utilities trench

From (area or floor)	First floor and site utilities trench
To muster point	Muster point A
Route	Walkway along the north fence to Gate 1. Stay outside the crane swing area marked on the ground.
Alternate route if blocked	Gate 2 to muster point B.
Clear, signed and lit where needed	Ready
Muster points	2
Routes	2
Muster points needing action	0
Routes needing action	0

Critical operations before leaving, and who does them	Crane operator lands any load and swings clear of the building. Hot work stopped and torches shut at the bottle. Concrete pump stopped by the pump operator. Each foreman confirms to the coordinator by radio.
People designated and trained to help evacuation	One sweeper per floor: framing foremen on floors 3 and 4, MEP foremen on floors 1 and 2.
People who may need help to leave, and who helps them	Anyone injured stays with a first aider; the coordinator tells the fire department where they are.

5. Roll call

> The plan sets out how everyone is accounted for after evacuation (29 CFR 1926.35(b)(3)).

How people are accounted for	Daily sign-in sheet
Who takes the roll call	M. Hollister
Who brings the sign-in record to the muster point	Site trailer clerk takes the sign-in clipboard and the visitor log
How visitors, delivery drivers and inspectors are accounted for	Visitors and drivers sign the visitor log at the trailer and are escorted. Drivers in the cab at Gate 3 report to the flagger.
If someone is missing	The warden tells the coordinator the name and last known location. The coordinator tells the fire department on arrival. Nobody goes back in to search.

6. Emergencies covered

Emergencies this plan covers	Fire, Medical emergency or serious injury, Structural collapse (formwork, scaffold, partial structure), Trench or excavation collapse, Utility strike (gas, electric, water), Severe weather (lightning, high wind, tornado, flood), Hazardous material release or spill
Fire: what to do	Raise the alarm, use an extinguisher only if the fire is small and you are trained. Evacuate to muster point A. Coordinator meets the fire department at Gate 1.
Fire: who leads	R. Delgado
Medical emergency or serious injury: what to do	Call 911, send for the nearest first aider and the AED. Do not move the injured person unless they are in danger. Someone meets the ambulance at Gate 1.
Medical emergency or serious injury: who leads	Nearest first aider, then R. Delgado
Structural collapse (formwork, scaffold, partial structure): what to do	Stop work in the area, clear everyone back, call 911. Do not climb on the collapsed section. Engineer of record called before anyone works near it.
Structural collapse (formwork, scaffold, partial structure): who leads	R. Delgado

Trench or excavation collapse: what to do	Call 911 and say it is a trench collapse. Keep everyone out of the trench and back from the edge. Stop equipment near it.
Trench or excavation collapse: who leads	Foreman, Basalt Ridge Excavating

> Utility strike. If excavation damages a pipeline, the excavator promptly reports it to the pipeline operator whether or not it leaks (49 CFR 196.107); if gas or hazardous liquid is released, call 911 (196.109).

Utility strike (gas, electric, water): what to do	Stop the machine, move people upwind and away. Gas: call 911 and the gas utility, no engines or phones near the leak. Electric: stay clear of the bucket and the line. Report every strike to the superintendent.
Utility strike (gas, electric, water): who leads	Foreman, Basalt Ridge Excavating
Severe weather (lightning, high wind, tornado, flood): what to do	Lightning within sight or thunder heard: crane stops, everyone off the roof and upper decks into the first floor. High wind: secure sheet goods, crane follows the manufacturer limits. Tornado warning: shelter in the first floor core.
Severe weather (lightning, high wind, tornado, flood): who leads	R. Delgado
Hazardous material release or spill: what to do	Move people away and upwind, check the safety data sheet in the trailer, use the spill kit for small spills, call 911 for anything larger.
Hazardous material release or spill: who leads	M. Hollister
Emergencies covered	7

7. Rescue arrangements

> The plan names the rescue and medical duties and who does them (29 CFR 1926.35(b)(4)). For the detail, use the confined space rescue plan and the work at height rescue plan forms for each task, and record the reference here.

Rescue arrangements 1: Work at height (fall arrest suspension)

Rescue need	Work at height (fall arrest suspension)
Where on site	Roof deck and steel canopy
Who rescues	Trained site rescue team from Inland Crest, fire department as backup
Rescue equipment and where it is	Rescue kit in the floor 4 gang box
Rescue plan reference	Work at height rescue plan, roof and canopy
Status	Being prepared
In place by	23 Oct 2026

Rescue arrangements 2: Confined space

Rescue need	Confined space
Where on site	Elevator pit
Who rescues	Elevator contractor's rescue team
Rescue equipment and where it is	Tripod and winch brought by the elevator contractor
Rescue plan reference	Confined space rescue plan, elevator pit
Status	Not needed yet
Rescue arrangements	2
Still being prepared	1

8. Hospital, first aid and AED

> Arrange prompt medical attention for serious injury before the project starts (29 CFR 1926.50(b)). Where no clinic, hospital or physician is reasonably accessible in time and distance, a person with a valid first-aid certificate is available on site (1926.50(c)). First aid kits are checked before going to each job and at least weekly on each job (1926.50(d)(2)). Provide transport for the injured or a way to call an ambulance (1926.50(e)).

Nearest hospital emergency department	Larkspur Regional Medical Center, emergency department
Hospital address	4100 N Pinecrest Road, Spokane, WA 99207
Distance (miles)	2.4
Drive time (minutes)	8
Directions from the site gate	Leave Gate 1, turn right on E Wedgewood Avenue. Left on N Division Street, 1.6 miles. Right on Pinecrest Road. Emergency entrance is on the left.
Occupational clinic for non-emergency injuries	Northside Occupational Health, 900 E Francis Avenue
Who meets the ambulance or fire truck at the gate	M. Hollister, or the Gate 1 flagger
First-aid and CPR trained people on site	R. Delgado, M. Hollister (Inland Crest, cards to 03/2028); T. Okafor (Cascade Framing, to 11/2027)

First aid, AED and emergency equipment 1: First aid kit

What	First aid kit
Where	Site trailer and the floor 2 stair landing
Last checked	13 Oct 2026

Condition	Ready

First aid, AED and emergency equipment 2: AED (defibrillator)

What	AED (defibrillator)
Where	Site trailer, inside the door
Location (GPS)	47.6790, -117.3916
Last checked	13 Oct 2026
Condition	Ready

Photo



First aid, AED and emergency equipment 3: Fire extinguisher

What	Fire extinguisher
Where	Each stair landing, the trailer and the fuel storage area
Last checked	1 Oct 2026
Condition	Ready
Items listed	3
Needing action	0

9. Plan reviews and drills

Review the plan with each employee when it is first made, when their duties under it change, and when the plan changes, and on first assignment cover the parts they must know (29 CFR 1926.35(e)). In Great Britain, test the arrangements by putting them into effect at suitable intervals (CDM 2015 reg 30(3)). You set the drill frequency and the muster target.

The plan is briefed to workers	At site orientation for every new worker, When the plan changes, At toolbox talks, When a new phase starts (for example steel, roofing)
How often drills are held	Each new phase and at least every three months

Drill log 1: 2026-10-14

Drill date	14 Oct 2026
Scenario	Fire, full evacuation
Alarm raised at	10:15
People on site	58
Minutes until everyone was accounted for	11
Target minutes (yours)	6
People not accounted for at the first count	4
Result	Slower than target
What went well and what did not	Floors 1 to 3 out and counted in 5 minutes. Four framers on floor 4 did not hear the horn and came down when the foreman went up to get them. Sign-in sheet missed two drivers at Gate 3.
Change made as a result	Air horn added on the floor 4 landing, foremen on radio, drivers sign in at Gate 3
Drill led by	R. Delgado
Drills logged	1
Slower than target	1

10. Actions and sign-off

Items needing action	2
Result	Action needed before work continues

Actions 1: Mount an air horn on the floor 4 stair landing and give every foreman a radio on channel 2. Retest the alarm from the trailer with someone on each floor.

Action	Mount an air horn on the floor 4 stair landing and give every foreman a radio on channel 2. Retest the alarm from the trailer with someone on each floor.
Priority	Immediately
Who will do it	R. Delgado

Due by	16 Oct 2026
Status	In progress

Actions 2: Finish the work at height rescue plan for the roof and canopy and train the site rescue team before steel erection starts.

Action	Finish the work at height rescue plan for the roof and canopy and train the site rescue team before steel erection starts.
Priority	Before the next phase
Who will do it	K. Vandermeer
Due by	23 Oct 2026
Status	Open
Actions still open	2
Decision	Issued: finish the listed actions
Next check or re-inspection date	12 Nov 2026
Review the plan when	Start of steel erection, when the building is enclosed, after any drill or real emergency.
Summary for the client	Rev 1 issued after the first drill. Muster took 11 minutes against our 6-minute target because the floor 4 crew did not hear the horn; a horn and radios are being added. The roof rescue plan is due before steel starts.
Plan prepared by name	K. Vandermeer
Plan prepared by signature	
Superintendent or project manager name	R. Delgado
Superintendent or project manager signature	