



MAGNUM CONSTRUCTION SERVICES INC.

EMERGENCY PREPAREDNESS AND BUSINESS CONTINUITY PLAN (EPBCP)

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1. PURPOSE

This plan establishes the framework for preparing for, responding to, and recovering from emergencies or business disruptions affecting **Magnum Construction Services Inc. (MCS)** operations.

Its objectives are to:

- Protect life, health, property, and the environment.
 - Ensure rapid response and continuity of critical business functions.
 - Comply with OSHA 29 CFR 1910.38, ISO 45001, and ISO 22301 requirements.
 - Safeguard corporate assets, data, and supply-chain integrity.
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2. SCOPE

Applies to all **corporate offices, project sites, warehouses, and regional operations**. Covers natural disasters, workplace accidents, fires, hazardous-material releases, power or IT outages, civil disturbances, pandemics, and supply-chain interruptions.

3. GOVERNANCE & RESPONSIBILITY

Role	Responsibility
Executive Director / CEO	Approves EPBCP, ensures resources and leadership support.
Corporate EHS Director	Maintains plan, trains site personnel, and conducts annual drills.



Role	Responsibility
Business Continuity Manager (BCM)	Coordinates recovery strategy, communication, and documentation.
Site Superintendents / Project Managers	Implement site-specific Emergency Action Plans (EAPs).
All Employees	Know emergency routes, muster points, and reporting protocols.

4. RISK ASSESSMENT & PREPAREDNESS

Annual risk assessment identifies potential emergency scenarios, likelihood, and impact. Preparedness includes:

- **Site-specific Emergency Action Plans (EAPs)** with evacuation maps.
- **Training and drills** – quarterly fire and evacuation exercises.
- **Emergency supplies** – first-aid kits, AEDs, fire extinguishers, spill kits.
- **Mutual-aid agreements** with local fire, medical, and security agencies.
- **Business-impact analysis (BIA)** to determine recovery priorities.

5. EMERGENCY RESPONSE PROCEDURES

5.1 Activation

Any employee discovering an emergency must immediately:

1. **Call 911** (or local emergency number).
2. **Notify Site Supervisor / EHS Director.**
3. **Activate Alarm and Evacuate if Necessary.**

5.2 Command Structure (ICS Model)

Function	Position
Incident Commander	Executive Director or Delegate
Safety Officer	Corporate EHS Director



Function	Position
Liaison Officer	Project Manager
Communications Officer	HR / Public Relations
Operations / Recovery Leads	Department Heads

5.3 Key Emergency Scenarios

- **Fire / Explosion** – Pull alarm, evacuate, shut down gas/power, meet at muster point.
- **Medical Emergency** – Provide first aid/CPR, call EMS, report to EHS.
- **Severe Weather / Hurricane** – Secure equipment, shut down cranes, follow shelter-in-place protocol.
- **Chemical Spill / Release** – Evacuate, isolate area, contact HAZMAT team.
- **Active Shooter / Security Threat** – Run, Hide, Fight protocol; contact authorities.
- **Utility Failure / Power Outage** – Stop work, report to BCM for generator activation.
- **Cyber Incident / Data Breach** – Notify IT Director; disconnect affected systems.

6. COMMUNICATION PLAN

- Emergency contact lists posted at every job site and office.
- **Crisis Notification System** (email/SMS) activated by BCM for alerts.
- Only the **Executive Director or authorized spokesperson** may issue public statements.
- Internal status updates every 4 hours during active incidents.

7. BUSINESS CONTINUITY STRATEGY

7.1 Critical Functions & Recovery Priorities

Function	Maximum Allowable Downtime (MAD)	Recovery Strategy
Payroll & Finance	24 hours	Cloud-based ERP backup; Regent Bank support.



Function	Maximum Allowable Downtime (MAD)	Recovery Strategy
Project Management	48 hours	Remote access via VPN and data replication.
Procurement / Supply Chain	72 hours	Alternate suppliers; Dominican Republic Free Zone backup.
Safety & Compliance Reporting	24 hours	Manual paper logs until system restored.
IT Systems & Data Security	8 hours	Off-site servers and daily encrypted backups.

7.2 Recovery Time Objectives (RTO)

- Corporate office operations – within 72 hours.
- Field project resumption – within 48 hours post-incident.
- IT and communications restoration – within 8 hours.

8. TRAINING & EXERCISES

- **Quarterly drills** for fire, evacuation, and severe weather.
- **Annual table-top exercises** for executives & project leaders.
- **Post-drill debriefs** to identify lessons learned and update procedures.
- **New hire orientation** includes emergency response overview.

9. RECOVERY & RECONSTITUTION

After incident control:

1. **Damage Assessment** – Document via reports/photos within 24 hrs.
2. **Resource Mobilization** – Engage vendors / insurance / contractors.
3. **Business Resumption** – Prioritize critical functions per Section 7.
4. **Post-Incident Review** – Analyze root causes and corrective actions.
5. **Continuous Improvement** – Integrate findings into future training and design.

10. RECORDS MANAGEMENT

All emergency records (drills, incidents, communications) are retained for **5 years** under the **Records Management & Document Control Policy (MCS-ADM-04)**. Annual reviews verify completeness and compliance.

11. PLAN MAINTENANCE

- Reviewed annually or after any major incident.
 - Updated copies distributed to executives and project sites.
 - Electronic version stored on secure corporate server with restricted access.
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12. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____