

EMERGENCY PREPAREDNESS & BUSINESS CONTINUITY PLAN

STRAVIK Construction Group · Controlled Document

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STV-GOV-PLN-008	00 (Initial Issue)	2026-10-24	President	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

This plan establishes the framework for preparing for, responding to, and recovering from emergencies or business disruptions affecting STRAVIK Construction Group (STRAVIK) 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.

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

Approves EPBCP, ensures resources and leadership President support.

Maintains plan, trains site personnel, and conducts Corporate EHS Director annual drills.

Role Responsibility

Business Continuity Manager Coordinates recovery strategy, communication, and (BCM) documentation.

Site Superintendents / Project Implement site-specific Emergency Action Plans Managers (EAPs).

Know emergency routes, muster points, and All Employees 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 President 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 President 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 Maximum Allowable Function Recovery Strategy Downtime (MAD)

Cloud-based ERP backup; Regent Payroll & Finance 24 hours Bank support.

Maximum Allowable Function Recovery Strategy Downtime (MAD)

Remote access via VPN and data Project Management 48 hours replication.

Procurement / Supply Alternate suppliers; Dominican 72 hours Chain Republic Free Zone backup.

Safety & Compliance Manual paper logs until system 24 hours Reporting restored.

IT Systems & Data Off-site servers and daily encrypted 8 hours Security 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 (STV-GOV-POL-011). 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.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.