

Document Name: EAP Template	Control Number:			
Revision Date: 08/10/26	Revision Number: 1			
Revised By: Ligia Pascual	Owner: Safety			

Emergency Action Plan - (EAP)

Location:
Revision #:
Revision Date:

Revised By:

Name
Safety Director

Date

Approved By:

Facility Manager

Date

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OBJECTIVE

This Emergency Action Plan (EAP) has been prepared to comply with the requirements for employers covered by the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan requirements. Title 29 of the Code of Federal Regulations (29 CFR) Section 1910.157 requires any employer that requires the evacuation of any employees during a fire or other emergency event to maintain an Emergency Action Plan meeting the requirements of 29 CFR 1910.38, Emergency Action Plans.

FACILITY DESCRIPTION

Facility Name	
Physical Address	
Mailing Address	
County	
Lat. /Lon.	
Primary Facility Contact	
Title	
Primary Contact Phone #	
Secondary Facility Contact	
Title	
Secondary Contact Phone #	
Facility Phone #	
Facility Fax #	
Liberty Mutual Location Code	

I. GENERAL PROGRAM MANAGEMENT

1) Responsibility

It is the responsibility of management to protect their employees. The EHS Manager is responsible for this program and has the authority to make necessary decisions to ensure the success of this plan.

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2) Program Review and Update

The EAP will be reviewed and/or updated under these circumstances:

- Annually
- Whenever new equipment, facility construction, or personnel changes might affect the plan's procedure

II. METHODS OF COMPLIANCE

1) Emergency Evacuation Routes

All employees are instructed to evacuate the building through the nearest possible exit. Emergency evacuation routes must be kept clear at all times. Evacuation routes are shown in (**Appendix B**). A copy of the evacuation route and emergency procedures will be posted throughout the building. In case of an emergency there are designated assembly points for employees. Refer to the site map in (**Appendix B**) for designated assembly points and evacuation routes

2) Procedures to Account for Employees

After an emergency evacuation, employees are to gather at the following assembly points.	
Site Location	Assembly Points
Primary	
Secondary	

The Facility Manager will be responsible for specific procedures to account for employees, visitors, and subcontractors after an emergency evacuation. These procedures will be designed to account for all employees, determine if an employee needs assistance in evacuating, and to establish their possible location.

3) Employee Training and Drills

All new employees shall receive training on all emergency procedures, including emergency routes and assembly points, as part of their new hire orientation. All employees shall receive training whenever their responsibilities under the EAP change or whenever the plan is updated (except for minor routine administrative updates), regardless of their length of service.

In addition to providing training to all employees on the procedures to be followed in an emergency, annual emergency drills with all shifts shall be conducted. This allows all employees the opportunity to practice emergency response procedures and allows Management the opportunity to identify and correct any deficiencies in the EAP. Records of training and drills are maintained by Safety.

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III. EMERGENCY PLAN COORDINATOR AND GROUP LEADERS

One employee will be designated as the Emergency Plan Coordinator and is responsible for carrying out all of the responsibilities of the Emergency Plan Coordinator as specified in the various parts of the EAP. In the event that the designated Emergency Plan Coordinator is not present during an emergency event, the Back-up Emergency Plan Coordinator will assume the responsibilities of the Emergency Plan Coordinator.

The Emergency Plan Coordinator is responsible for contacting all necessary emergency response personnel to ensure the safety of all employees. They are also responsible for providing all information required for any emergency services in response to an emergency event. After ensuring the appropriate emergency services have been contacted, the Emergency Plan Coordinator must contact Management and the EHS Manager.

The EHS Manager is responsible for all communication with the media, with regulatory agencies/organizations, and with CRH Corporate. The Emergency Plan Coordinator may not provide information to the media or regulatory agencies without the express consent of the EHS Manager.

The employees designated as the Emergency Plan Coordinator and Back-ups are as follows:

Emergency Plan Coordinator	Back-up
Name	Name

Each group/department/area, on each shift, will have a designated Group Leader, as well as a back-up. Each Group Leader is responsible for gathering all members of their group at the assembly point or shelter location (as appropriate to the emergency situation at hand) and performing a head count. If any members of their group are missing, they must immediately report the missing persons to the Emergency Plan Coordinator.

The employees designated as Group Leaders and Back-ups are as follows:

Group	Group Leader	Back-up
Area	Name	Name
Area	Name	Name

All employees must become familiar with the duties and responsibilities of the EAP. Employees must also be familiar with the location of emergency equipment such as portable fire extinguishers, AED's, First Aid Kits, Blood-Borne Pathogens kits, emergency flashlights, and electrical circuit breaker panels.

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IV. PROCEDURE FOR REPORTING EMERGENCIES

The quicker and more efficiently emergencies are reported, the greater the chance for saving lives and property. The following is the procedure for reporting an emergency. This procedure will be accessible to all employees.

1) Reporting an Emergency

When an employee discovers an emergency, the employee must report it to the supervisor or EHS Manager immediately. The supervisor will then contact the Emergency Plan Coordinator. The Emergency Plan Coordinator or EHS Manager must then contact the appropriate emergency services.

The Emergency Plan Coordinator and/or EHS Manager must assess the severity of the incident, determine the number of injured persons, and arrange for the appropriate emergency medical services. When neither are available, employees then use the facility contacts list in **Appendix A**.

2) Direct Contact with Emergency Medical Services

Directly contact the fire department, police department, EMS (Emergency Medical Services), or other appropriate party. Be calm and accurate and be sure instructions are understood before hanging up. Give the following information.

- Your Name
- Company Name
- Location
- Type of incident (fire, medical, emergency, spill, etc.)
- Call back number or cell number

Post an employee at the facility entrance to control access and direct emergency response personnel to the appropriate area. If necessary, assign someone to contact neighbors, neighboring companies, or community agencies (schools, churches, businesses, etc.).

An employee should never place themselves or other employees in danger to extinguish a fire or respond to an emergency. A properly trained person may administer First Aid/CPR until EMS or other first responders arrive. The EHS Manager is responsible for the enlistment and training of the authorized First Aid/CPR personnel.

Employees must also report all accidents, injuries and/or illnesses to the EHS Manager to ensure that all accident and injury/illness reporting procedures are followed.

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v. EMERGENCY PROCEDURES

RESPONSE PROCEDURES FOR EMERGENCIES

NOTE: In all of the following procedures, it is important to remain calm and follow the steps as indicated. If there are any questions regarding these procedures please call the Safety Manager at Phone Number.

Authorized First Aid / CPR Personnel

Name	Duty
<u>Name</u>	Emergency First Aid/CPR
<u>Name</u>	Emergency First Aid/CPR
<u>Name</u>	Emergency First Aid/CPR
<u>Name</u>	Emergency First Aid/CPR
<u>Name</u>	Emergency First Aid/CPR
<u>Name</u>	Emergency First Aid/CPR

1) Injury/Illness Procedures

Only employees who have been trained in first aid/CPR and blood-borne pathogens can render first aid.

- Every facility has a First Aid Kit that is inspected and inventoried for completeness and serviceability on a monthly basis by the safety representative.
 - ***** SEE FACILITY MAP IN APPENDIX B FOR LOCATIONS*****
- Each Blood-Borne Pathogens Kit -includes personal protective equipment (gloves, gowns, masks, etc.) for those giving major first aid, and a spill clean-up kit. The contents are sealed so that they cannot be used more than once.
- An AED (Automated External Defibrillator) is located in the Breakroom and will only be used by authorized First Aid/CPR Personnel, or other trained first responders. AED's shall be inspected and maintained by the safety representative.

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Minor Injury (Includes those injuries that can be treated by first aid alone)

- Report it to your Group Leaders - They shall assess the situation and render the appropriate first aid treatment. NOTE: *Employees shall only render first aid procedures for which they are trained and certified.*
- Notify the appropriate supervisor and the EHS Manager

Major Injury (Includes those injuries that require greater treatment than first aid and/or require post-treatment care)

- If the injured individual is unconscious:
 - Call 911 for an ambulance. When reporting the emergency, provide the following information:
 - Type of Emergency
 - Location of the injured individual
 - Condition of the injured individual
 - Any dangerous conditions
 - Do not move the injured individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the injured individual
- If the injured individual is conscious:
 - Determine if employee needs emergency or minor emergency care.
 - IF injury is deemed an emergency call 911 for an ambulance, if requested by the injured individual. When reporting the emergency, provide the following information:
 - Type of Emergency
 - Location of the injured individual
 - Condition of the injured individual
 - Any dangerous conditions
 - IF injury is deemed a minor emergency assist the injured individual, in the form of transportation, to the proper medical treatment facility
- In all cases:
 - Notify the appropriate supervisor and the EHS Manager

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Prepare an Injury/Illness Report - Once the EMS personnel have arrived and taken charge, the senior departmental employee on duty must prepare an Injury/Illness Report for each injured individual.

Blood-Borne Pathogens Exposure Control

- **Always wear disposable latex or vinyl gloves** - Wearing disposable latex or vinyl gloves is **mandatory** for all employees or volunteers authorized to render first aid to injured employees, contractors, and/ or visitors. This will limit the exchange of bodily fluids and subsequent contraction of blood-borne pathogen diseases. There are gloves in the first aid kit and in the blood-borne pathogen kit.
- **Always use a mask with a one-way valve when giving artificial respiration** - If artificial respiration (rescue breaths) is required in conjunction with CPR, the use of a mask with a one-way valve is mandatory. This will limit the exchange of bodily fluids and subsequent contraction of blood-borne pathogen diseases.
- **Keep the area clear of bystanders** - If more than one employee is on duty, one employee shall keep the area clear of bystanders.
- **Always decontaminate or dispose of all equipment/supplies used** - Once first aid treatment is concluded, all equipment and supplies shall be properly decontaminated or disposed. Employees must wear protective gloves during this process.
- **Clean up all floors, counter tops, tables, desks, etc.** – If contaminated by a bodily fluid, equipment and surfaces shall be cleaned and disinfected in accordance with company policy.

2) Fire Emergencies

- If you discover a fire, activate the fire alarm system to alert all personnel.
- From a safe location, call the Fire Department (911). Provide the nature and location of the fire. **DO NOT HANG UP UNTIL 911 STAFF HAVE ALREADY HUNG UP!**
- Evacuate the building utilizing the escape routes outlined in this Plan (**Appendix B**). You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors will be closed but not locked upon evacuating.
- If you come into contact with a contractor or visitor, you will direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating, you will assist those individuals in evacuating the building if

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doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.

- If you are trapped by smoke in an office or room, stay low, cover your mouth with a wet cloth, and put something in the cracks around the door. Call 911 if possible.
 - Use a fire extinguisher if feasible to do so without jeopardizing personal well-being.
 - Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
 - When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
 - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire
 - Remember the acronym P.A.S.S.
 - **P**ull the pin
 - **A**im at the base of the fire
 - **S**queeze the discharge handle
 - **S**weep from side to side
 - If rescue duties are needed, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the Emergency Plan Coordinator who will notify the Fire Department Officer in Charge.
 - Once out of the building, gather at the Parking Lot so a head count can be taken. In the event that the primary assembly point is not safe or available, you will gather at the BIG XII Sign. The Emergency Plan Coordinator and/or Group Leaders will conduct a brief head count of all present to determine if anyone is potentially missing and possibly still in the building. You will not leave the assembly point to re-enter the building or leave the property until advised to do so by the Emergency Plan Coordinator.
- ### 3) Severe Weather
- The Emergency Plan Coordinator and the back-up will subscribe to local weather alerts to ensure they are notified in the case of severe weather.
 - Specific information regarding the actual nature of the emergency will be broadcast by the local media. No All Clear signal will be sounded; sirens are used only for warnings.

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- In case of severe weather, the Emergency Plan Coordinator will communicate to Group Leaders to direct employees to the designated area.
***** SEE FACILITY MAP IN APPENDIX B FOR LOCATIONS*****
- If you are unable to seek shelter in one of the designated areas, move away from windows. Stay away from areas having a wide, free span roof, or the upper levels of a building. Take cover under heavy furniture.
- If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine, in case of a tornado. If there is time, move away from the path of the tornado at a right angle.
- If you come into contact with a contractor and/or visitor, you will direct them to take shelter. If you come into contact with an occupant who is disabled or having difficulty taking shelter, you will assist the individual in getting or taking shelter.

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- After the danger has passed, you will report to the designated shelter/assembly point to allow the Emergency Plan Coordinator and Group Leaders to take a head count of all present to determine if anyone is potentially missing.

4) Utilities Outage

*Utilities covers Electric, Gas, and Water - If there are emergency situations in which a particular utility company needs to be contacted refer to **Appendix A**.*

- Power Loss/Outage
 - When a power loss/outage occurs during the hours of operation, the Emergency Plan Coordinator and/or Group Leaders shall inform the staff of the problem and ask that they remain calm, stay together, and not move about.
 - Exit the building in a quiet and calm manner in the event that the power cannot be restored and employees are sent home.
 - Members of each department and/or the Group leaders will have flashlights and assist employees, if needed.
- Water Loss
 - When the facility has a loss of water supply, the Emergency Plan Coordinator and/or Group Leaders will inform all employees of the situation. Call the water department listed in **Appendix A**.
 - As long as water supply is restored within an hour, all activities may resume.
 - If the water supply is not restored within an hour, management will decide on options including the possibility of closing the facility for the day.

5) Oral or Written Threat to Personnel or Facilities, i.e., Bomb Threat,

- Record time and date of call or receipt of message.
- If caller, keep on line as long as possible and attempt to determine the following:
 - Who or what are they attempting to harm?
 - What is to happen?
 - When is it to happen?
 - Where is it to happen?
 - How is it to happen?
 - Listen closely for background noises
 - Listen closely for voice type (male, female, voice quality, accents etc.)
 - Why are they making the threat?

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- Note if caller knows area by description of location
- Note caller’s phone number if you have caller identification

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- When caller hangs up, notify immediately the Emergency Plan Coordinator, provide all information from the phone conversation.
- Then Emergency Plan Coordinator will Call 911, and will decided whether facility evacuation is warranted. If it is warranted, evacuation will take place as outlined in this Plan (**Appendix B**).
- Do not touch any suspicious or unfamiliar objects. Allow police personnel to arrive on scene to conduct any type of search.

6) Active Shooter

- An Active Shooter is an individual actively engaged in killing or valiantly attempting to assassinate innocent victims in a confined and/or populated area. Planning for active shooter incident can't eliminate all threats but the goal is to minimize and mitigate risk.
- Active shooters generally plan their violent actions in advance, often occur unexpectedly, and play out in less than 10 to 15 minutes. Active shooters typically have some personal familiarity with the facility/location where they intend to act and may have engaged in some pre-incident surveillance activity.
- Encourage employees to make the Group Leader and/or EHS Manager aware of concerns or behaviors that may indicate potential violence.

Active Shooter Incident

There are three general responses when one is confronted by an active shooter situation:

- Run (First preference and priority)
 - Have an escape route plan in mind
 - Leave your belongings behind
 - Keep your hands visible
- Hide (Second preference and priority)
 - Hide in an area out of the shooter's view
 - Block entry to your hiding place and lock the doors
 - Hide behind furniture if possible
 - Silence your cell phone

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➤ Fight (Third preference and priority)

- If confronted directly and as a last resort when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression, throw items at the shooter, yell loudly and commit to the effort
- Moving people are harder to shoot

➤ Call **911**

Information you should provide to the 911 operator or law enforcement includes:

- Your location
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

➤ Attempt a quick accounting of workers

- Given the nature of an active shooter incident, employees may or may not use designated assembly or muster locations
- Supervisors should attempt a quick accounting of worker and facility visitors as soon as feasible and a more detailed accounting toward or at the end of the incident

➤ When law enforcement arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

➤ The active shooter incident will be a dynamic situation that evolves rapidly and demands immediate response from law enforcement to terminate the life-threatening situation. The immediate response of an officer on scene is to take aggressive action to find and stop the shooter(s). Rescue efforts will be delayed until the danger can be either mitigated or eliminated.

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Appendix A

Emergency Contacts

LOCAL

Emergency Service	Phone #
Irving Police Department 305 N O'Connor Rd Irving, Texas 75061	911 972-273-1010 (non-emergency phone)
Irving Fire Department 845 W Irving Blvd, Irving, Texas 76078	911 972-721-2514 (direct phone to Fire House)
Baylor Scott & White Medical Center 1901 N MacArthur Blvd, Irving, Texas 75071	911 972-579-8100 (regular phone)
Dallas County Sheriff Department	214-653-3450
Poison Control Center	800-222-1222

STATE AND FEDERAL AGENCIES

The following numbers may also need to be contacted as soon as possible by **Facility Management** in the event that an emergency situation arises.

Agency/Service	Type of Emergency	Phone #
National Response Center (NRC)	Oil, chemical, biological, radiological, or etiological discharges into the environment	800-424-8802
Texas Commission of Environmental Quality 12100 Park Circle Austin, TX 78753	Oil or chemical discharges into the air or surface waters of the state	512-239-1000
State Emergency Response Commission (SERC) P.O. Box 13087 Austin, TX 78711-3087	Major spill, release, or environmental crime.	1-800-832-8224
Irving Fire Department 845 W Irving Blvd, Irving, TX, 75060	Any emergency requiring the implementation of the procedures of the Company's Emergency Response Plan	911 972-721-2514 (direct phone to Fire House)
Occupational Safety and Health Administration (OSHA)	Incidents involving fatalities, or severe injury	1-800-321-6742

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UTILITIES

Vendor	Service	Phone Number
Oncor (Brokered through Hudson Energy)	Electric	(888) 313-4747
WC of Texas	Waste Disposal	(855)263-0955

INTERAL CONTACTS

Name	Title	Phone #
Lisa Roberts	Emergency Plan Coordinator	469-845-2750
Jhon Palomar	Back-up Emergency Plan Coordinator	214-862-4903
Justin Baker	West Group Leader	713-304-6405
Ena Navarro	West Back-up Group Leader	972-989-4986
Zandra Johnson	East Group Leader	214-676-9191
Maria Lanham	East Back-up Group Leader	469-644-3259

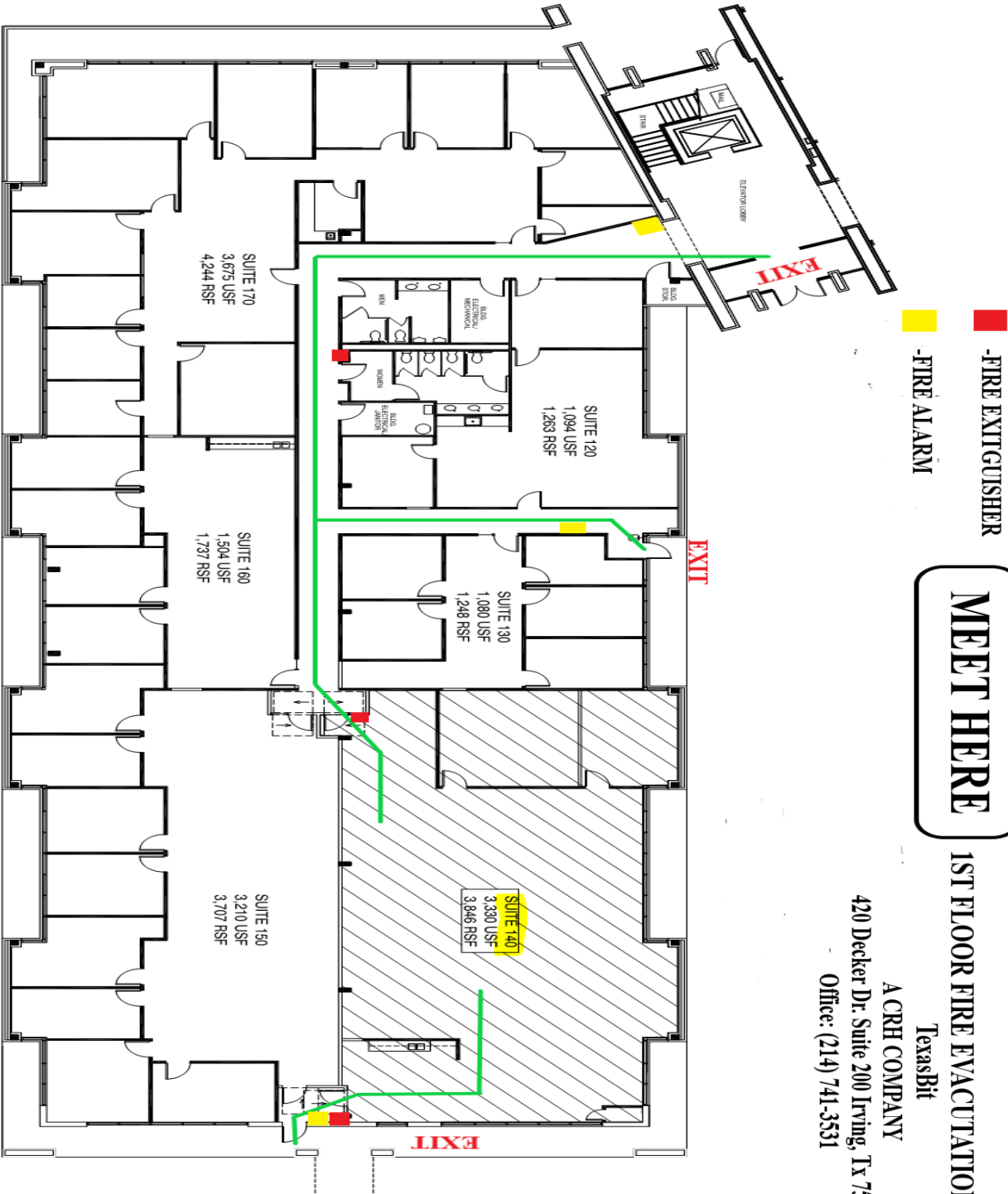
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Appendix B

Facility Maps

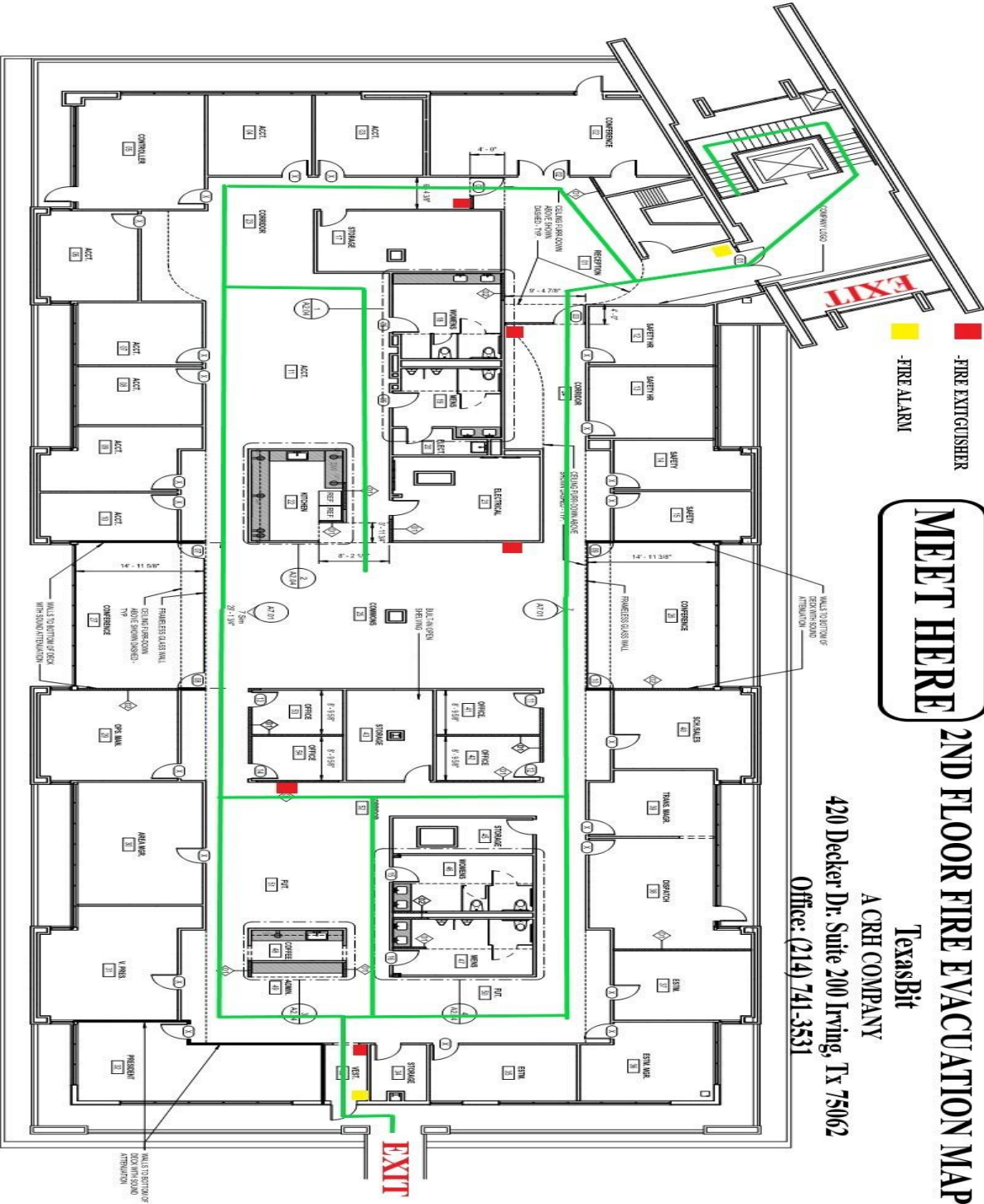
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1ST FLOOR



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2ND FLOOR



420 Decker Dr. Suite 200 Irving, TX 75062
Office: (214) 741-3531

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- A** 420 Decker Dr, Irving, TX 75062 12 min , 6.3 mi
B Irving Police Department, 305 N O Connor Rd, Irving, TX 75061 Light traffic
Via TX-12 S LOOP, TX-356 W

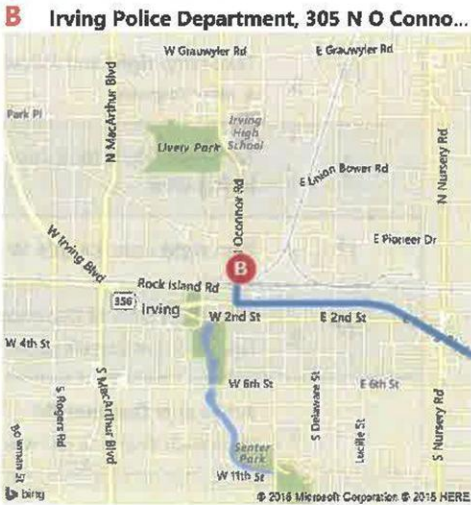
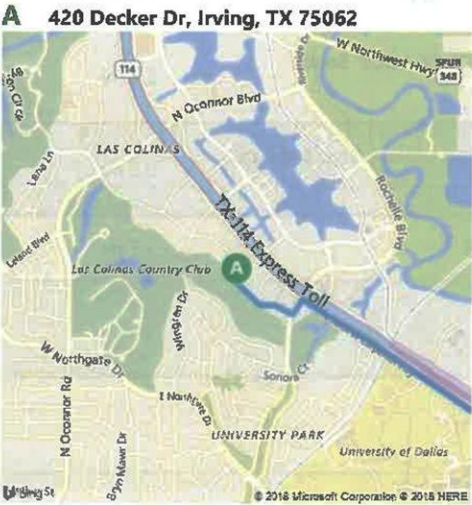
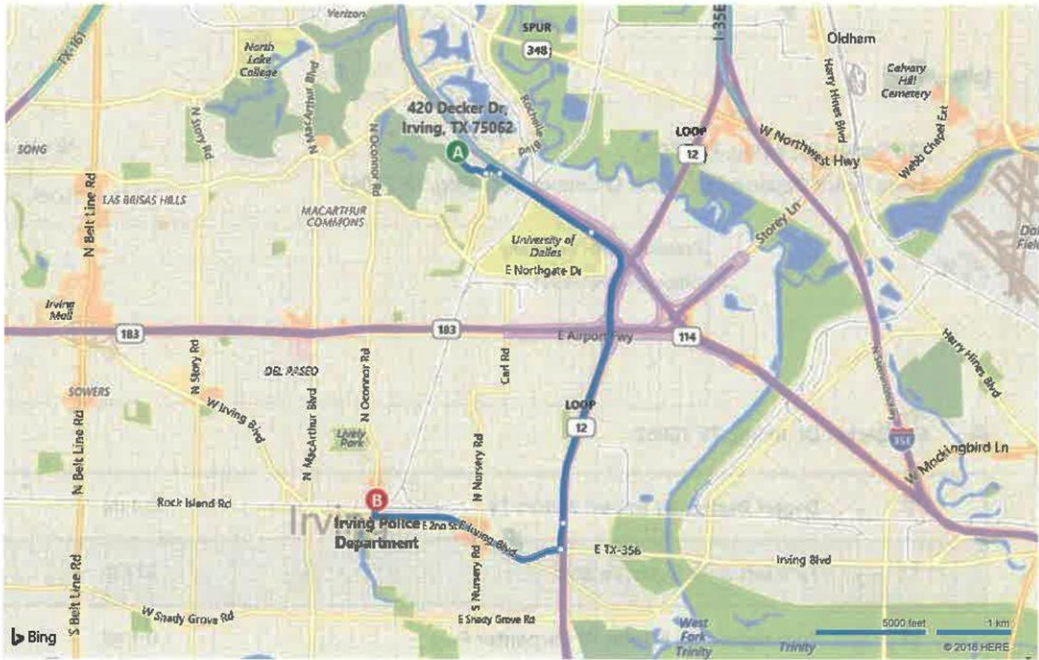
TexasBit a CRH Company
Office: 214-741-3531

- A** 420 Decker Dr, Irving, TX 75062

↑	1. Depart Decker Dr toward N Brim Dr	0.4 mi
↩	2. Turn left onto Rochelle Blvd	371 ft
↘	3. Turn right onto E John W Carpenter Fwy	0.1 mi
114	4. Take ramp left and follow signs for TX-114 East	0.9 mi
12	5. Take ramp right and follow signs for TX-12-LOOP South ▲ Minor Congestion	2.7 mi
↑	6. Take ramp right for S Loop 12 / Walton Walker Blvd S toward Irving Blvd	0.2 mi
↘	7. Turn right onto TX-356 W / E TX-356	1.7 mi
↘	8. Turn right onto N Oconnor Rd Long John Silver's on the corner	0.2 mi
	9. Arrive at N Oconnor Rd If you reach Virginia St, you've gone too far	

- B** Irving Police Department

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- A** 420 Decker Dr, Irving, TX 75062 13 min , 6.5 mi
- B** Irving Fire Department, 845 W Irving Blvd, Irving, TX 75060 Light traffic
Via TX-12 S LOOP, TX-356 W

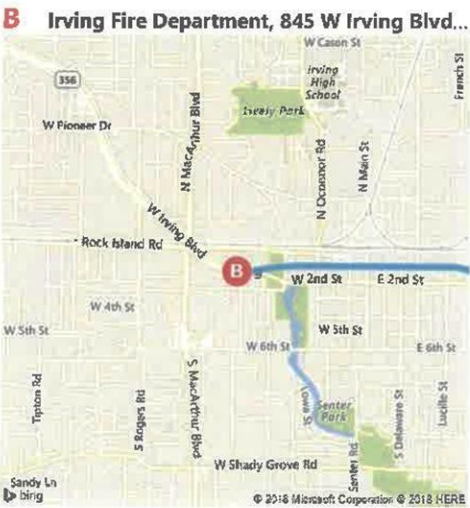
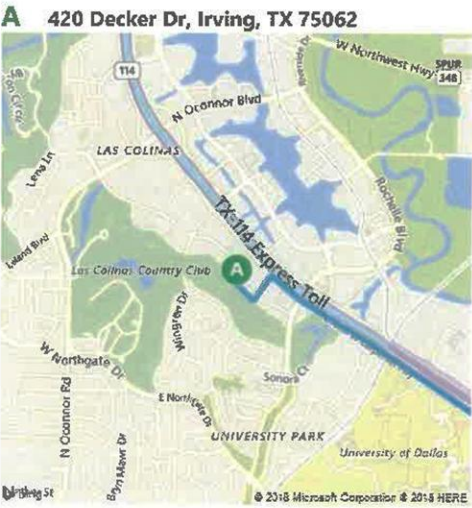
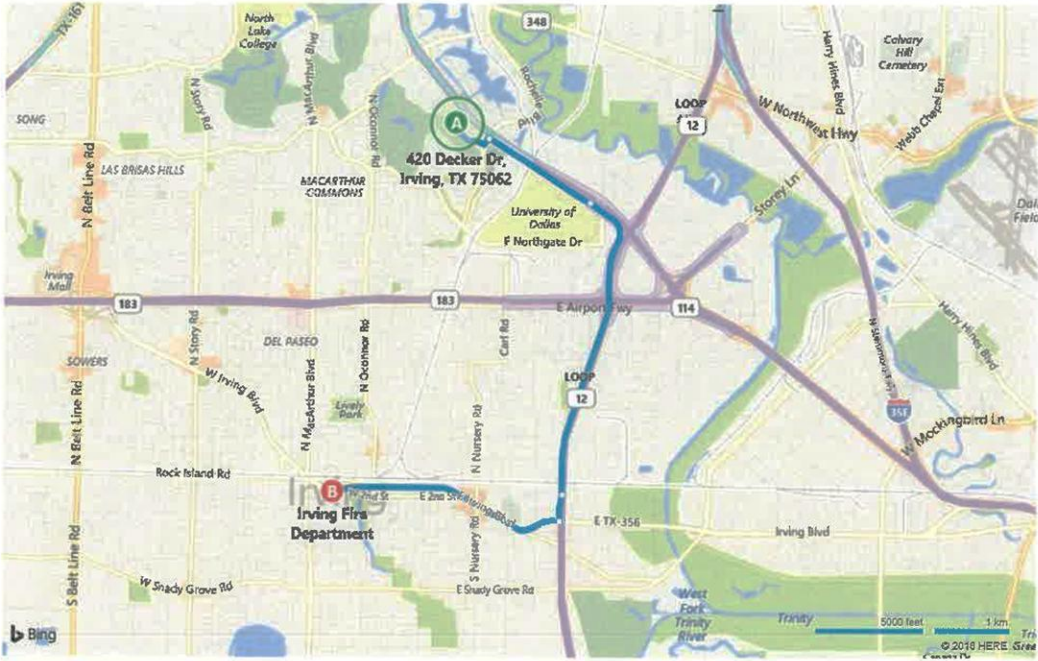
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↷	3. Turn right onto E John W Carpenter Fwy	0.1 mi
↶	4. Take ramp left and follow signs for TX-114 East	0.9 mi
↷	5. Take ramp right and follow signs for TX-12-LOOP South	2.7 mi
↑	6. Take ramp right for S Loop 12 / Walton Walker Blvd S toward Irving Blvd	0.2 mi
↷	7. Turn right onto TX-356 W / E TX-356 Pass QuikTrip in 0.3 mi	2.1 mi
	8. Arrive at TX-356 W / W Irving Blvd If you reach W Irving Blvd, you've gone too far	

- B** Irving Fire Department

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Revision Date: 08/10/26	Revision Number: 1			
Revised By: Ligia Pascual	Owner: Safety			



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Revision Date: 08/10/26	Revision Number: 1			
Revised By: Ligia Pascual	Owner: Safety			

- A** 420 Decker Dr, Irving, TX 75062 12 min , 4.2 mi
- B** Baylor Scott & White Medical Center - Irving, 1901 N MacArthur Blvd, Light traffic
Irving, TX 75061 Via Rochelle Blvd, E Airport Fwy

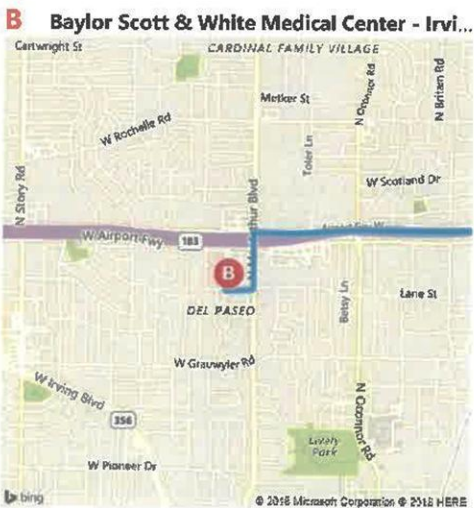
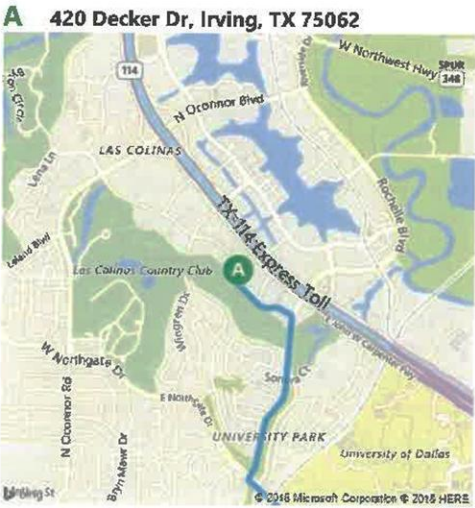
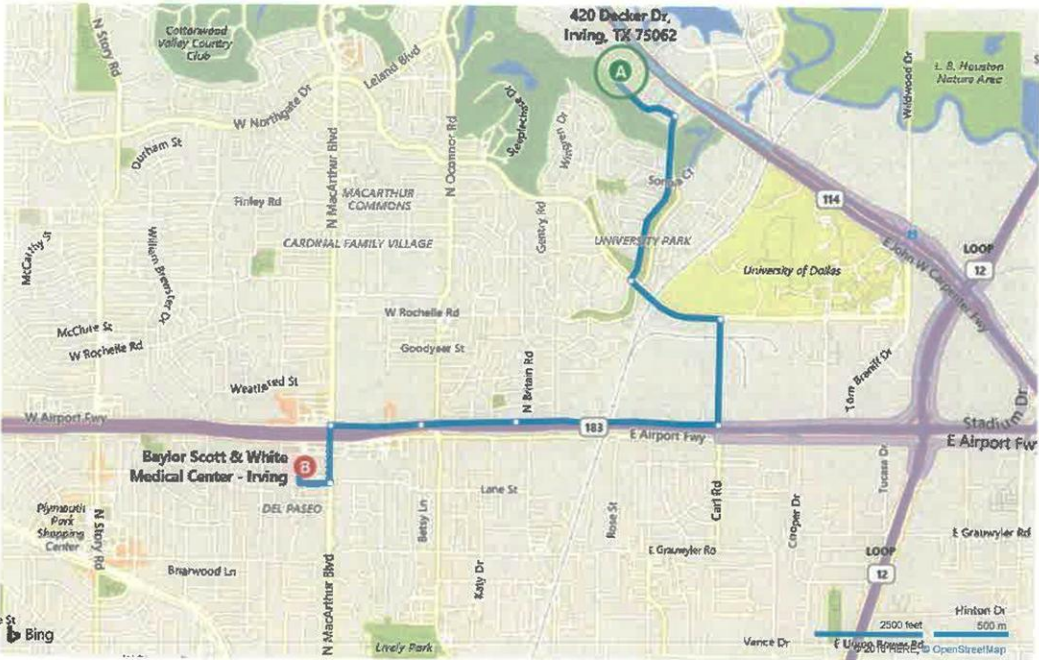
TexasBit a CRH Company
Office: 214-741-3531

- A** 420 Decker Dr, Irving, TX 75062

↑	1.	Depart Decker Dr toward N Brim Dr	0.4 mi
➔	2.	Turn right onto Rochelle Blvd	0.8 mi
↶	3.	Turn left onto E Northgate Dr	0.4 mi
➔	4.	Turn right onto Carl Rd	0.5 mi
➔	5.	Turn right onto E Airport Fwy CHEVROLET on the corner	0.9 mi
183	6.	Take ramp left and follow signs for TX-183 West	0.4 mi
↑	7.	Take ramp right for W Airport Fwy toward Hospital / MacArthur Blvd	0.4 mi
↶	8.	Turn left onto N MacArthur Blvd Shell/7-Eleven on the corner	0.2 mi
➔	9.	Turn right onto Lane St	0.1 mi
➔	10.	Turn right onto road	292 ft
➔	11.	Turn right onto road	174 ft
	12.	Arrive on the right The last intersection is Lane St	

- B** Baylor Scott & White Medical Center - Irving

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