Emergency Action & Response Plan

SOP #

SOP Owner: ______________________ Title ______________________

Updated/Reviewed by: ______________ Title: ______________________

Approved By: ____________________ Title: ______________________ Date: ____________

Plant manager approval required for significant changes to procedures; changes such as: format, updated emergency contact information, non-procedure updates do not require plant manager approval.

<table>
<thead>
<tr>
<th>Issue No.</th>
<th>Issue Date</th>
<th>Reason for issue</th>
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</table>

Reference Documents
- EHS SOP – Spill Prevention Control and Countermeasure Plan
- EHS SOP – Storm Water Pollution Prevention Plan
- EHS SOP - Emergency Evacuation and Personnel Accounting
1.0 Purpose

This procedure outlines the activities and responsibilities of employees in the event of an emergency. The Emergency Action & Response Plan is designed to ensure the following:

- The identification and notification of an emergency condition so that all employees are aware of the situation
- The evacuation and accounting of all SENSIBLE SAFETY SOURCE employees, visitors, contractors and truck drivers
- Establishment of an incident commander to ensure an effective and coordinated effort to bring the emergency situation under control.

2.0 Scope

This procedure applies to emergency situations including but not limited to medical, fire, spills, power outages, and weather emergencies. In addition, this procedure applies to all SENSIBLE SAFETY SOURCE employees, contract employees, and emergency response personnel.

3.0 Responsibility

**EHS Manager:**
- Ensure that this plan is reviewed annually to confirm plan is still adequate and communicated via training with all plant personnel.
- Ensure that critical staff personnel review the procedures with new employees and new contractors before they begin active work at Sensible Safety Source.
- Ensure that the Sensible Safety Source Leadership team receives training related to this procedure and ensures that there are a reasonable number of employees trained to meet the minimum requirements of this procedure as an incident commander.

**Managers & Supervisors:**
- Be knowledgeable of this procedure and shall be able to fulfill the role of an incident commander in the event of an emergency.
- Initiate a review of the emergency plan after an incident, drill, on-site process change, or change in the surrounding community that may alter the planned response.

**Employees:**
- Assist in emergency response activities as directed by the Sensible Safety Source Management Team.
- Complete required training and demonstrate an understanding of this procedure.
- Familiar with the locations of alarm switches or alarm pull stations in their work area and understand how to activate the alarm system.
4.0 Definitions

*Emergency* – events including but not limited to medical, fire, spills, power outages, and weather emergencies.

*Spill* – uncontrolled release of a liquid or solid from a container, drum, pipe or tank.

*Uncontrolled* – any flow state that has 1) potential energy, like pressure, that is not controlled; 2) no positive method of shut off, as in the case of a broken sample line; or 3) container overflow as in a tank running over capacity.

5.0 General Procedures

5.1 Management Approval and Commitment

5.1.1 Management Commitment

Facility Management has committed to dedicate resources to respond to emergencies that may occur on-site.

An emergency notification system has been established consisting of audible alarms and a paging system.

5.1.2 Program Evaluation & Approval

The emergency response plan shall be reviewed and evaluated at least annually or as necessary or after an incident or drill that may alter the planned process or after an onsite process change that may alter the planned response or after a change in the surrounding community that may alter the planned response. Plan review and related changes shall be tracked in the issue history log.

5.2 Emergency Response Management Structure Emergencies

In a spill, medical or other form of emergency, members of management members can provide knowledge and leadership to:

a. Evaluate the risk for potential of a spill, additional injuries and offsite impacts.

b. Determine the best methods to contain or eliminate hazards.

c. Assess and recommend strategy to resolve emergency situational conditions.

d. In a spill event; recommend proper procedures for containerizing waste generated from clean-up activities.

Refer to *AttachmentA1, A2 & A3 and L* for response personnel.
5.3  Response Procedures

5.3.1 Major Medical Emergencies
Major medical emergencies involve those cases that cannot be treated with basic first aid procedures like severe cuts, severe falls, heart attacks, etc. Prompt and immediate action is key to potentially saving a life.
Refer to Attachment B for procedures on responding to a major medical emergency.

5.3.2 Minor Injuries, Illnesses
Most accident and first aid response situations will be for minor injuries. Minor injuries can be immediately attended to by trained first aid responders but will often need addition medical follow up by external medical providers.
Refer to Attachment C for procedures on responding to a minor injury.
Refer to Attachment L for a list of first aid team members.

5.3.3 Fire Emergencies
The protection of personal safety is the first and foremost goal of the action plan for handling fire emergencies.
Refer to Attachment D for procedures on responding to a fire emergency.

5.3.4 Workplace Violence Threats
Workplace violence can be the result of domestic instability, emotional duress, hatred, and crime. Every employee needs to be vigilant to protect against workplace violence.
Refer to Attachment F for procedures on responding to threats of workplace violence.

5.3.5 Bomb Threats
Although bomb threats are typically seen as pranks, concerns about terrorism and domestic violence have made it important that all bomb threats be taken seriously.
Refer to Attachment G for procedures on responding to bomb threats.

5.3.6 Weather Emergencies
Serious inclement weather can impact production and threaten the health and safety of all personnel on-site.
Refer to Attachment H for procedures on responding to weather emergencies.

5.3.7 External Emergencies
Serious external incidents can impact production and threaten the health and safety of all personnel on-site.
Refer to Attachment J for procedures.
5.3.8 Spill Emergency Response Management
During a spill event, the primary concerns are for the safety and health of all personnel on-site and to the environment. Under no circumstances should any potentially contaminated liquids be allowed to enter public sewers, drainage systems or natural waterways.

In a spill emergency, the Spill Team members can provide knowledge and leadership to:
- Evaluate the risk potential of a spill
- Determine the best methods to use to contain hazards
- Assess and recommend a clean-up strategy
- Recommend proper procedures for containerizing waste generated from clean-up activities
- The senior spill team member will lead spill team response efforts.

A Spill Team has been established to pool resources from production and distribution in response to emergencies within the Sensible Safety Source production building. A listing of current Spill Team Members is located in Attachment L.

5.3.8.1 Spill Response with On-Site Resources
During a spill event, the primary concerns are for the safety and health of all personnel on-site and to the environment.
Refer to Attachment E for procedures in responding to spills.

Off-site spill clean-up resources are also available for significant spills beyond the onsite resources. It is the responsibility of the Emergency Coordinator to determine when offsite resources shall be utilized. Refer to Attachment A.1 for emergency contacts. The following circumstances shall require the emergency coordinator to contact an outside resource to handle the spill.
- Not enough PPE for employees to safely clean-up spill.
- Spill required an evacuation of the facility
- Liquid spill of a HMIS rating 3 or 4 greater than 150 gallons.

5.4 Facility Information
The Sensible Safety Source facility is located within ¼ 1 mile of residential housing. Bulk unloading, or receiving, occurs in the south side. Unauthorized access to these areas is restricted by gated entrance. Spill containment also exists for all exterior and interior bulk handling processes.

A facility plot plan indicating storage locations of significant materials, containment devices, response equipment, and location of utility isolation points is located in Attachment K.
5.5 On-Site and Off-Site Response Resources
The incident commander will assign salvage responsibilities in cases of major emergencies such as fire or weather related. Any production, distribution, or maintenance employee, or temporary contract employee may be requested to assist in an emergency response or post clean-up.

The local fire department is available for all fire or medical emergencies. There is also an onsite trained first aid team and designated spill response team.

A variety of equipment is available on-site for emergencies. A listing and location of on-site equipment is located in Attachment M.

5.6 Transportation
5.6.1 Emergency Response
ABC Response Solutions __________ can be contacted in the event on-site responders are required for clean-up of SENSIBLE SAFETY SOURCE materials.

5.6.2 Reporting
- In the event of a major hazardous material transportation incident, corporate should be notified immediately using the emergency contact list guide.

5.7 Site Security and Control
The emergency coordinator shall uphold the facility security plan requirements as permitted by off-site emergency responders.
5.8 Post Emergency Investigation

5.8.1 Spills

5.8.1.1 Environmental Assessment & Notification
Immediately after the emergency, the spilled material and quantity should be compared to the Federal List of Chemicals and Reportable Quantities located in Appendix A of 40 CFR 355, for any extremely hazardous substance, and that equals or exceeds the reportable quantity listed in Table 302.4 of 40 CFR 302.

If a reportable quantity has been exceeded and agency notification is required, the form located in Attachment N can be used to document relayed information.
  - An outside service shall be called to assist with reportable quantity spill clean-up and disposal. Refer to Attachment A.1 for service provider.

5.8.2 Incident Reports & Investigation
Following a spill or emergency response on-site, an incident or spill report must be completed within 48 hours of the incident. This initial report shall be entered into the incident reporting database.

Root cause and corrective actions are to be identified on the report. Material losses need to be reported to the Operations Planning Team via a miscellaneous material usage report form.

Incident reports will be reviewed with the team members involved. Refer to EH SOP # for additional reporting procedure for work related injuries.

- The investigation shall determine the root cause(s) of the event, and identify corrective actions that shall be implemented to prevent a reoccurrence, including assignment of resources and deadlines for completion. Representatives of the SLT shall verify that corrective actions have been implemented.

- The information gained from experiences relating to emergency response planning shall be appropriately shared with other facilities and local community responders.
6.0 Training

6.1 Content
- Spill Team members shall be trained in the content of this procedure with a review of MSDS, PPE usage and spill response equipment availability.
- Employees assigned a response role shall be trained accordingly.
- The general procedures shall be reviewed with all employees in formats such as drills, instructor-led or computer based training sessions.

6.2 Frequency
- Employees shall be trained on the contents of this SOP upon initial response/job assignment and when procedures/conditions change or as needed.
- At least one response scenario shall be tested and documented each year (i.e. fire drill, spill response, tornado).

7.0 Recordkeeping
- Training records shall be maintained in the training database or in the EHS files.
- Documentation of emergencies, spills and releases, follow up critiques, and training will be maintained in the EHS files.
- This procedure shall be reviewed at least annually or updated as necessary to reflect accurate emergency response information.
- This emergency plan shall be maintained at the facility, readily available in event of an emergency incident.
8.0 Attachments

A.1 Phone List
A.2 Notification/Response Matrix
B Major Medical Response
C Minor Injury Response
D Fire Emergency Response
E Spill Response
F Workplace Violence Response
G Bomb Threats
H Weather Emergencies
I External Emergency
J Facility Map – Hazardous Material Storage Locations
K Facility Maps – Emergency Equipment and Utility Isolation Points
L Emergency Response Team Members
M Emergency Equipment List
N Agency Notification Form
### SENSIBLE SAFETY SOURCE

#### Critical Telephone Numbers

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Fire, Police, Medical</strong></td>
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<tr>
<td><strong>State Police</strong></td>
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<tr>
<td><strong>Hospital</strong></td>
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<thead>
<tr>
<th>Facility Management Contact Information</th>
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<tbody>
<tr>
<td><strong>Emergency Coordinator (Primary)</strong></td>
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<tr>
<td><strong>Emergency Coordinator (Alternate)</strong></td>
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<tr>
<td><strong>EHS Manager</strong></td>
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<td><strong>RCRA Emergency Coordinator:</strong></td>
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<table>
<thead>
<tr>
<th>Emergency Contact Information – Corporate SENSIBLE SAFETY SOURCE</th>
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<tbody>
<tr>
<td><strong>Safety &amp; Health Facilitator</strong></td>
</tr>
<tr>
<td><strong>Environmental Facility</strong></td>
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<thead>
<tr>
<th>Utilities Contact Information</th>
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<tbody>
<tr>
<td><strong>Electric Utility</strong></td>
</tr>
<tr>
<td><strong>Natural Gas</strong></td>
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<tr>
<td><strong>Sanitary Sewer</strong></td>
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<tr>
<td><strong>Railroad</strong></td>
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<table>
<thead>
<tr>
<th>Environmental Emergency Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Spill Response Contractor –</strong></td>
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<tr>
<td><strong>National Response Center</strong></td>
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</table>
### RED Numbers Indicate Notification Order - Call **ALL** Indicated Personnel

* Personnel with an * beside their call order are not to be contacted unless directed by Management

<table>
<thead>
<tr>
<th>Attachment A.2</th>
<th>Name (Red)</th>
<th>Name (Prod. Mgr)</th>
<th>Name (Haz Waste Mgr)</th>
<th>Name (Mgr. HR)</th>
<th>Name (Plant Eng/Mnt)</th>
<th>Name (EHS Mgr)</th>
<th>Name (Emergency Response)</th>
<th>Name (Mgr. OP)</th>
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<td>4*</td>
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<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site Violence</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3</td>
<td></td>
<td>4*</td>
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<td></td>
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<tr>
<td>Bomb Threat</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3*</td>
<td></td>
<td>4*</td>
<td></td>
<td></td>
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<tr>
<td>Spills/Releases</td>
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<td>4</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>6*</td>
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<td>Fire Incident</td>
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<td>3</td>
<td>7*</td>
<td>8*</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>6*</td>
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<td>Major Weather Disaster</td>
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<td>7</td>
<td>4</td>
<td>6</td>
<td></td>
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<td>Power Failure</td>
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<td>4*</td>
<td>1</td>
<td></td>
<td>5</td>
<td></td>
<td>5*</td>
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<td>Major Equipment Failure</td>
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<td>4*</td>
<td>1</td>
<td></td>
<td>6*</td>
<td>5*</td>
<td></td>
</tr>
<tr>
<td>Local/National Emergency Affecting Plant</td>
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<td>2</td>
<td>6*</td>
<td>8*</td>
<td>4</td>
<td>3</td>
<td>5*</td>
<td></td>
</tr>
<tr>
<td>RCRA Emergency</td>
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<td>1</td>
<td>3</td>
<td>4</td>
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Attachment B

Major Medical Emergency Response

Major medical emergencies involve those cases that cannot be treated with basic first aid procedures like severe cuts, severe falls, heart attacks, etc. Prompt and immediate action is key to potentially saving a life.

Take the following actions anytime an employee, contractor, truck driver or visitor shows signs of profuse bleeding, loss of consciousness, difficulty in breathing, trauma, other serious medical symptoms.

1) Page for First Aid Assistance
   - Dial (1) on any facility phone to connect to plant page. Announce the following:

   "FIRST AID EMERGENCY! HELP NEEDED AT ________"

   * * * * * repeat * * * * *

   "FIRST AID EMERGENCY! HELP NEEDED AT ________"

2) Dial 9-1-1 to Initiate Emergency Medical Response
   - Be prepared to provide the following information:
     - Name: <<Your Name>>
     - Location: SENSIBLE SAFETY SOURCE 123 Jones Road
     - Contact Phone: (555) 555-5555
     - Nature of Emergency:
       - Extent of Injury
       - Breathing (yes or no)
       - Conscious (yes or no)
       - Nature of accident (if applicable)

   - Do not hang up the phone unless instructed to do so by the 911 operator.
   - Assist first aid responders to comfort and aid the injured or ill employee.
   - Direct a co-worker or guard to attend the gate so that the emergency vehicle will have immediate access to the facility.

3) When in Doubt, Pull the Fire Alarm
   - In the event that you are the injured person and no one else can see you or if you are unable to perform the duties above for whatever reason.

   - This will cause a response, no matter the emergency.
Minor Injury Response

Most accident and first aid response situations will be for minor injuries. Minor injuries can be immediately attended to by trained first aid responders but will always need additional medical follow up by external medical providers.

Take the following actions anytime an employee, contractor, truck driver or visitor shows needs medical attention for a minor injury.

1) Page for First Aid Assistance
   - Dial (1) on any facility phone to connect to plant page. Announce the following:
     
     “FIRST AID EMERGENCY! HELP NEEDED AT _______”
     
     * * * * * repeat * * * * *
     
     “FIRST AID EMERGENCY! HELP NEEDED AT _______”
     
   - A first aid team member and/or a Supervisor and/or the Management Team members will report to the area where the injured is located.
   - First aid will be provided by the first aid team member.

2) Evaluation for Additional Medical Treatment
   - The injured, the Plant Manager and/or Supervisor will determine if additional medical evaluation or treatment is needed.
   
   - If further medical evaluation or treatment is needed, the Supervisor will arrange transportation to Occupational Clinic (hours 7:00 am to 7:00 pm) or Hospital Emergency Room (7:00 pm to 7:00 am). EHS SOP – Reporting and Investigating Injuries fire additional information about sending injured workers to these medical facilities.
Attachment D

Fire Emergency Response

The protection of personal safety is the first and foremost goal of the action plan for handling fire emergencies.

The following actions shall be taken in the event of a fire emergency.

1) Go to the nearest fire alarm pull station and pull the fire alarm.
   - An alarm on the display station in the Guard Areas that shows the zone and identification of the alarm box pulled. From that information, the location of the fire emergency can be determined.
   - The fire alarm system will signal an alarm to the monitoring system. Monitoring company will dispatch a 911 call to the Fire Department and to SENSIBLE SAFETY SOURCE.
   - An audible and visual alarm signal will immediately notify all on-site personnel that a fire alarm has been activated. This alarm signal initiates an evacuation of the plant according to EHS SOP Emergency Evacuation Procedure.
   - Emergency Response Team Members reporting to the zone to assist in the emergency.

2) If the fire is small and contained,
   - AND you are trained in the use of a fire extinguisher
   - AND you have safe and clear access to a fire extinguisher
   - AND you have an available exit
   - If you can get help, have someone assist you. You may attempt to extinguish the fire with a fire extinguisher.
   - If the first attempt to put out the fire fails, stop efforts and evacuate.

3) If the fire is large and/or uncontained,
   - Pull the nearest fire alarm box to initiate an evacuation
   - Evacuate immediately and alarm all those you meet on the way out of the emergency
   - Notify the Head Count Coordinator or Emergency Coordinator of the details.

4) Personnel Accounting
   - Personnel will be accounted for according to EHS SOP – Emergency Evacuation.

5) Response Coordination
   - The Emergency Coordinator will provide logistical support to the responding fire company Officer in Charge.
   - No one is allowed to re-enter the facility until the responding fire company Officer in Charge and/or the Incident Commander announce an “ALL CLEAR” for re-entry.
Attachment E

Spill Emergencies

- During a spill event, the primary concerns are for the safety and health of all personnel on-site and to the environment.
- If a spill meets the federal RQ reportable spill category and outside vendor shall be utilized for spill clean-up and decontamination.

The following actions shall be taken in the event of a spill:

1) Report spill to Supervisor or Manager

- Any employee discovering a spill must immediately report it to their supervisor and/or the EHS Manager. If it is known or can safely be determined, the following information should be provided:
  o Any injuries associated with spill
  o Identity, location, and quantity of spilled material
  o Other factors that may be important to the response. For example, increased irritating odor in the area, spill is migrating outdoors, etc.

2) Control the Emergency and Minimize the Effect of the Spill

- If it is safe to do so, the employee may make attempt to control the spill by turning a valve, righting a drum, shutting off a pump, etc. If the employee is not comfortable in doing so or will be putting their safety and/or health at risk, the employee is not to attempt to control the spill until further assistance arrives.

- Per the Storm Water Pollution Prevention Plan, it is imperative to prevent and minimize releases of hazardous materials into the storm sewer.

- If there is potential for the spill to migrate towards exterior doors or towards the storm sewer, dikes of spill absorbent should be built to prevent further migration of the spill.

3) Gather Information and Develop a Plan

- An MSDS for the spilled material should be obtained.

- Spill Team members are always available to assist in the assessment of any spill, anywhere at anytime. Spill Team members should be called to assist with clean-up activities when the spill involves:
  - PPE HMIS rating > D
  - greater than 5 gallons in volume
  - waste water or other waste related spill

- A member of management or spill team member will develop and communicate a response plan that may include:
  - proper PPE requirements considering MSDS and spill circumstances
  - need for ventilation
  - need for fire brigade watch
  - effective clean-up equipment and materials
  - need to barricade and/or evacuate areas or the facility
4) **Clean Up Spill**

- Spilled materials that have irritating odors or are combustible can be covered with granular absorbent or spill mats to minimize the hazard.

- Areas that have been in contact with spilled materials that have higher or lower pH should be thoroughly mopped or washed to decontaminate. In addition, equipment used to clean up these spills should be rinsed with water.

- Contaminated PPE and spill absorbent materials should be drummed and labeled. Granular absorbent material should be placed into the bottom of these drums prior to placing waste into them to absorb additional liquids that may drip from the waste. The EHS Manager will determine whether or not these materials are a hazardous waste.

- Upon completion of the response and clean-up, an inventory of spill equipment used should be taken and given to the EHS Manager to ensure that replacements are ordered.

- Call-ins and stay-over decisions are to be made by the acting manager or supervisor and these decisions are final. The manager or supervisor has the discretion to determine who will be called in or forced based on mitigating factors. Employees assisting a spill clean up may not leave at shift change unless approved by the manager or supervisor.
Attachment F

Workplace Violence Threats

Workplace violence can be the result of domestic instability, emotional duress, hatred and crime. Every employee needs to be vigilant. When an employee has concerns for their safety or concerns for the safety of a co-worker, they need to let their immediate supervisor know immediately.

The following actions shall be taken in the event of a threat of or actual incident of workplace violence.

1) **Report threat to Supervisor or Manager**

   The supervisor needs to report the matter to their department head where the issue can be discussed with the HR Manager so that appropriate precautions can be taken.

2) **Report workplace violence incidents to Supervisor or Manager**

   When situations like threats of harm, violent assault, and or reckless violence present themselves the immediate actions to be taken are:

   1) Contact your supervisor who will contact the police at 9-1-1. If the situation is immediately life threatening than take the initiative to call 9-1-1 first.

   2) Protect people by evacuating the immediate area.

   3) Do not engage or negotiate with the perpetrator, as that is the work of the police officer.
Attachment G
Bomb Threats

Although bomb threats are typically seen as pranks, concerns about terrorism and domestic violence have made it important that all bomb threats be taken seriously.

The following actions shall be taken in the event of a bomb threat.

1) **Written Bomb Threats**
   - Handled written bomb threat notes as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence.
   - The person receiving written bomb threats should save all items connected with the note, such as the envelope and its contents.
   - Notify your supervisor immediately. Make sure the written contents are saved in a secure container. The supervisor will contact the EHS Manager and/or the HR Manager immediately.
   - The Police will then be contacted and a response will be coordinated with the responding police officers.

2) **Phoned Bomb Threats**
   The person taking the call should try to give someone nearby a note. That individual will contact the EHS Manager and initiate the Police call while the person on the phone keeps the caller engaged.

   The following can help the person taking a bomb threat call respond appropriately:
   1. Remain calm. Be courteous and don't interrupt the caller.
   2. Note whether the caller is male or female, an adult or a child.
   3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. The phone company may be able to trace the call if you stay on the line long enough.
   4. If the switchboard or caller ID displays the caller’s phone number, write it down.
   5. Ask questions to get information. Write all information down. Try to find out:

<table>
<thead>
<tr>
<th>The location of the bomb?</th>
<th>Where the caller is?</th>
<th>When the bomb is set to explode?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The time of detonation?</td>
<td>How the caller knows about the bomb?</td>
<td>Whether other bombs have been placed and where?</td>
</tr>
<tr>
<td>What kind of bomb it is and what it looks like?</td>
<td>If the caller is familiar with the building?</td>
<td>Why the bomb was placed?</td>
</tr>
</tbody>
</table>

6. Inform caller that the building is occupied, the bomb could cause injuries or death
7. Listen for background noises, caller mannerisms, voice characteristics, accents.
8. After the caller hangs up share your information with your supervisor.
9. Do not use walkie-talkies, beepers or two-way radios during a bomb threat.
10. Depending on the situation an evacuation order may be given. Staff members and Fire Brigade will search facility for suspicious items or changes in the arrangement of equipment, furnishings, or other articles. No one, though, should touch, handle, or move any suspicious object they might find.
Attachment H

Weather Emergencies

Serious inclement weather can impact production and threaten the health and safety of all personnel on-site.

The following actions shall be taken in the event of a weather emergency.

1. **Tornados**
   - The receptionist is instructed to listen to radio reports for the status of Tornado Watches and Warnings. When a warning is in effect the supervisor or guard will alert the plant by paging to take cover immediately.
   - Employees and all site personnel are instructed to go to the restrooms keeping away from the windows, until the warning is lifted.
   - When the immediate weather threat is over the Supervisor needs to evaluate that condition of the plant.

2. **Power Failures**
   - All personnel areas are to go to the plant's main break room.
   - Lift truck operations and material transfers should be shut down.
   - Contact the maintenance team member and verify that maintenance is initiating their Power Restart procedures. If a maintenance person is not present contact the facility engineer.

3. **Major Weather Storms**
   - Regional storms like blizzards, ice storms and hurricanes present unique challenges and their presence may be felt for many days. The Plant Manager or designee will take the lead role in monitoring conditions, communicating with the local community leaders and government to determine the operational status of the Facility.
   - Employees can call the plant directly and press “5” to get an update on the plant status. During severe weather updates are regularly given. No matter what the status of the plant is, YOU as an individual employee knows the conditions in your home area the and YOU must make a decision determining if travel is safe. When road conditions are poor and you do drive to work take the following precautions:
     - Let someone know where you are going.
     - If you have a cellular phone, take it.
     - Drive cautiously.
     - Take extra clothing or jackets if severe freeze is possible.
Attachment I

External Emergencies

*During an external emergency event, the primary concerns are for the safety and health of all personnel on-site.*

The following actions shall be taken:

1) **Gather Information and Develop a Plan**

   LEPC may notify local residents and industries of the situation. The incident commander shall confirm the correct action response by consulting the following information sources:
   - Local news or radio
   - Web sites

   Notify onsite manager or on-call manager of situation and develop a plan.

2) **Notification**

   - Utilize the PA system to call personnel to central location and communicate the situation and expected response (i.e. evacuate, stay indoors etc).

3) **Monitor Situation**

   - Continue to monitor the situation and update response actions accordingly.
   - Provide updates to staff and managers until situation as resolved.
Attachment J

Facility Map – Hazardous Storage Locations
Attachment K

Facility Map – Fire & Emergency System, Utility Isolation Points
## Attachment L

### Emergency Response Team Members
Confined Space Entry Rescue Fire Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
<th>Shift</th>
<th>Spill Team</th>
<th>First Aid Team</th>
</tr>
</thead>
<tbody>
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*Denotes Senior First Aid Team Member

*R Denotes approved respirator use

Spill team (and personal assigned as needed) are able to determine and direct clean-up spills tasks related to intermediate/finished product, wash water, and minor spills of hazardous materials associated with equipment malfunctions. Upon evaluation of the situation, spill team members can recruit other personnel to assist with clean-up operations. Serious or significant spills beyond the capabilities of SENSIBLE SAFETY SOURCE personal can be contracted out through identified services in Attachment A.1

Confined Space Entry Rescue –Fire Department 9-1-1
Attachment M

Emergency Equipment
## Agency Notification Form

| SENSIBLE SAFETY SOURCE SENSIBLE SAFETY SOURCE AGENCY NOTIFICATION FORM |
|---|---|---|---|
| Date of Release | Time of Discovery | Person Completing Form |
| Material Released | Location/Source of Release | |
| Quantity Released (provided basis/calculation on back of form) | Media Affected | |

### Provide the following. Indicate time called.

<table>
<thead>
<tr>
<th></th>
<th>Check when completed (✓)</th>
<th>Information Provided to Agency</th>
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</thead>
<tbody>
<tr>
<td>Facility name, address, contact person, phone number</td>
<td>State: am/pm</td>
<td>LEPC: am/pm</td>
</tr>
<tr>
<td>Location/Source of Discharge</td>
<td>Fire Dept.: am/pm</td>
<td>NRC: am/pm</td>
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<td>Chemical name, identity of released material</td>
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<tr>
<td>Quantity released</td>
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<td>Time, date, duration of release</td>
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<td>Environmental media affected</td>
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<td>Potential health effects</td>
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<tr>
<td>Precaution/response actions</td>
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<tr>
<td>Ask for Spill Number</td>
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