

SECTION 2: CORE PLAN ELEMENTS

1. Discovery

a. Employee Responsibilities

Upon discovering an emergency or potential emergency, employees are instructed to contact Security or Supervision by using one of the following:

- **Telephone**
- **Two-Way Radio**
- **Direct Verbal Communication**

Employees contacting Security will provide their name, their location, the location of the emergency, the nature of the emergency, and the assistance required. Employees on the scene of the emergency will take no actions unless they have been trained.

b. Security Responsibilities

Upon receiving a report of an emergency situation, the facility Security Office will complete applicable sections of the Emergency Call Worksheet located on page 2-3 in order to capture key information about the emergency situation.

If appropriate, Security will immediately call for emergency services, such as the fire department. Security will determine the need for emergency services based on the information provided by the person making the initial report.

If it is unclear whether emergency services are required, based on available information, Security will immediately contact a representative of the Human Resources Department or the Shift Superintendent to make a determination. If such a determination cannot be made immediately, Security will proceed to call for emergency services without delay.

c. Emergency Response Activation

Once facility personnel have been notified, the appropriate response actions, as outlined in the following Core Plans, will be implemented. During an emergency response action, the senior management person who is present on site and immediately available to respond to the scene shall assume responsibility for summoning proper resources and making decisions regarding appropriate actions by facility personnel. This responsibility shall begin with the Security Officer who receives the initial report and progresses to the senior Security Officer and then facility managers of higher authority levels, as they become available.

d. Notification of Facility Personnel

Facility personnel shall be notified of emergency situations, as appropriate for the circumstances:

1. Evacuation alarms consisting of audible horns and flashing strobes will be used to initiate a complete evacuation of the facility.
2. The public address system or hand-held bullhorn loudspeakers will be used to direct employees to a shelter area during situations, such as severe weather, when an evacuation of the building is not appropriate.
3. Security and Supervisory personnel will use verbal notification and visual signs, such as caution tape, to evacuate limited areas of the facility when a complete evacuation is not required. This could include a hazard in a limited area that is completely controlled and is not a danger to employees in other areas of the facility.
4. The communication process behind the Red tab of this Emergency Response Plan outlines the process for making appropriate notifications to PS and L personnel at the Division Safety Office. Specific contact names and phone numbers are maintained in the Emergency Contact List.
5. Division safety, human resources and engineering (environmental) personnel shall be notified in the following circumstances:
 - a) Any event requiring partial or full evacuation of the building or personnel being sent to shelter areas
 - b) Fires and explosions, other than fires that were immediately extinguished by facility personnel using portable extinguishers.
 - c) Injuries and near miss incidents that meet the criteria for a report to OSHA
 - d) Bomb threats and workplace violence incidents.

2. Emergency Call Worksheet

Date:		Security Guard:	
Time: AM/PM			
Caller's Name:			
Calling From (Location)			
Phone No.			
Location of Incident in Plant. <i>Be specific. Note Bay/Column Location</i>			
Nature of Emergency			
Medical	Fire	Hazardous Materials	Security
Details:			
Injuries? Y/N Number of Persons. Injured _____ <i>General Nature of Injuries:</i>			
Emergency Services Requested (Time Called/Time of Arrival)			
___ ERT	Time: /	___ EMS	Time: /
___ Fire Dept.	Time: /	___ Ambulance	Time: /
___ Police Dept.	Time: /		
Facility Personnel Notified:		Name(s)/Time:	
___ Safety/Human Resources			
___ Laboratory Director			
___ Plant Manager			
___ Other			
Notes:			

3. Response Procedures

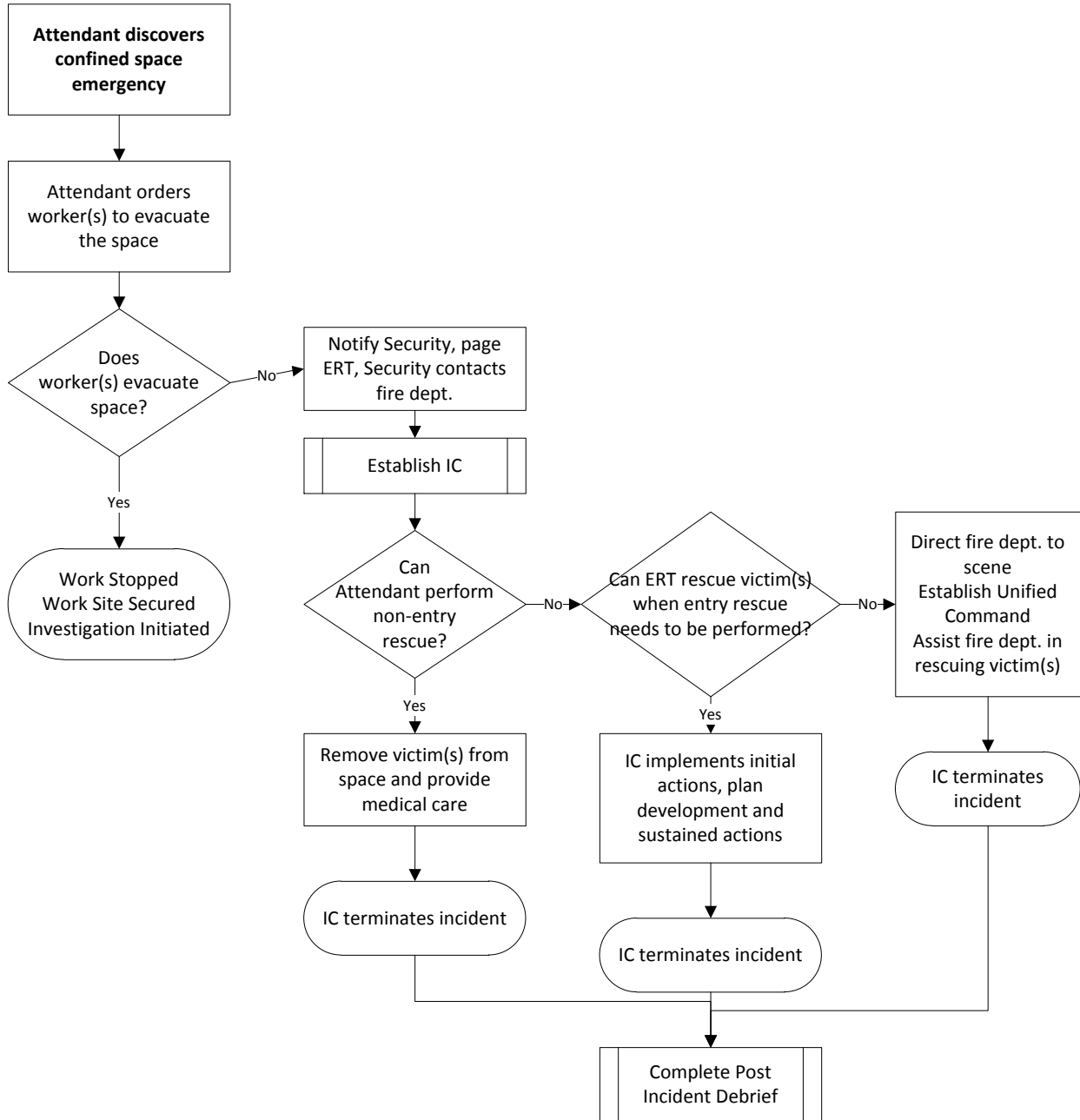
The following pages provide response procedures for emergencies that may occur at the ABC Company. For each type of emergency, this section of the Emergency Response Plan provides the following:

- Flow Chart with Notification Requirements
- 4-Phase Standard Operating Guide

The following types of emergencies/emergency actions are addressed:

- Confined Space Rescue
- Evacuation/Shelter-in-Place
- Fire or Explosion
- Hazardous Material Release

2.3.1 Confined Space Rescue

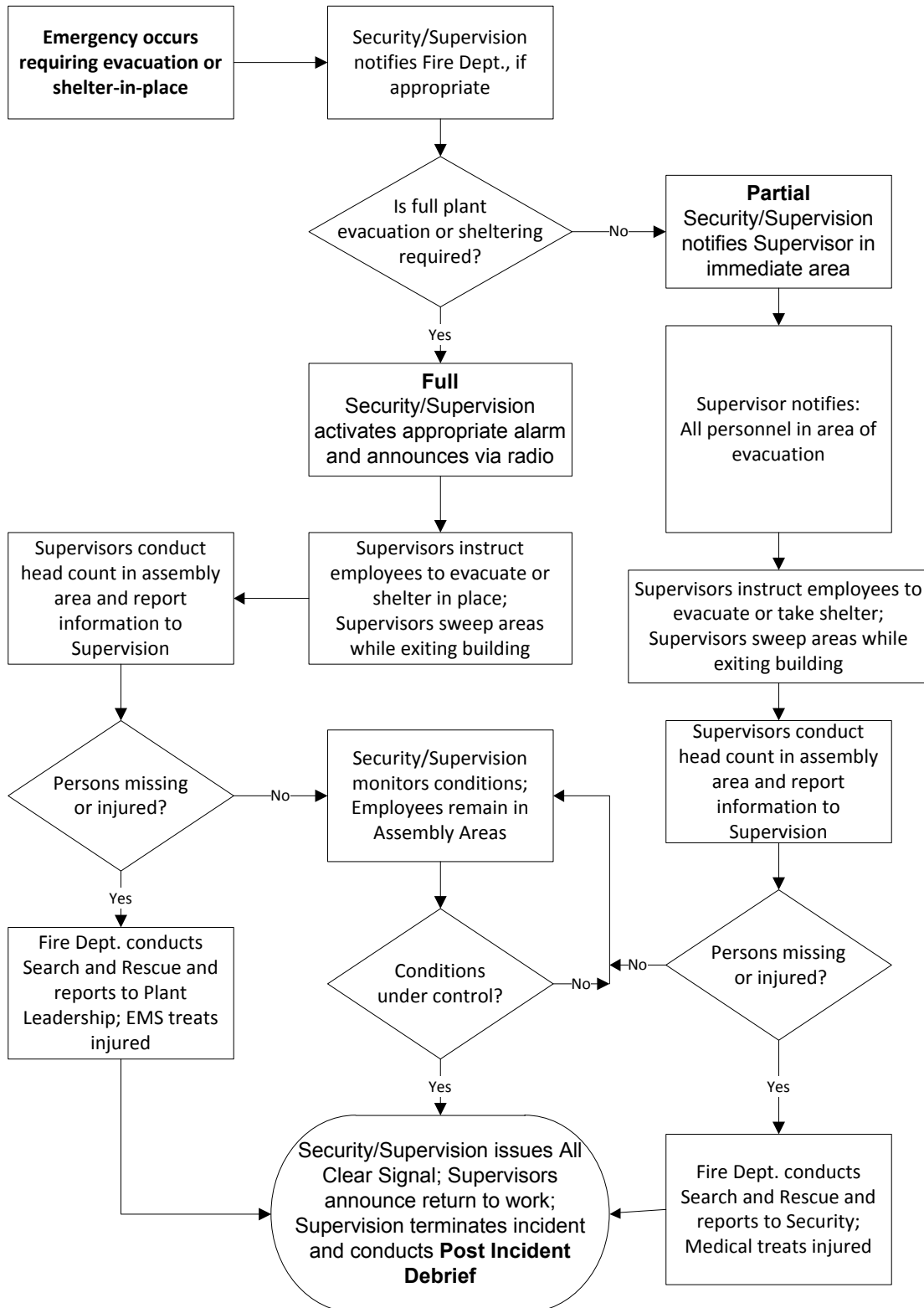


Standard Operating Guide: Confined Space Rescue

Phase I: Initial Actions	<p>Notification</p> <ul style="list-style-type: none"> • Establish command • Provide a brief initial report to Security • Security notifies appropriate personnel based on level of emergency • Determine command location and initial staging area • Make initial action assignments
	<p>Identification</p> <ul style="list-style-type: none"> • Collect information from workers, supervisor, witnesses, attendant, permit, SDS • Conduct reconnaissance
	<p>Isolation</p> <ul style="list-style-type: none"> • Zone the incident area • Limit access to the confined space • Take control of care and treatment of injured surface victims • Provide fresh air and self-rescue assistance to victims, when appropriate • Remove unauthorized personnel
	<p>Protection</p> <ul style="list-style-type: none"> • Block or barricade traffic • Shut down heavy equipment • Ventilate the area, if needed • Barricade or tape off area container downed wires • Lockout and tag out hazardous energy • Remove trip hazards
	<ul style="list-style-type: none"> • Determine operational mode (rescue or recovery) • Determine strategic mode (offensive, defensive or transitional) • Determine incident level: awareness, operations or technician • Determine resource requirements (on-scene, on-duty, mutual aid, state/federal/provincial)
Phase II: Plan Development	
Phase III: Sustained Actions	<ul style="list-style-type: none"> • Incident Commander conducts an entry briefing that includes emergency signals, scene awareness, Hot Zone PPE requirements, team assignments, support readiness, back-up readiness, and equipment needs • ERT initiates assigned tasks, including hazard mitigation, locate patient, access patient, stabilize patient, and transfer patient

Phase IV: Termination	Procedures for Response Personnel
	<ul style="list-style-type: none"> • IC will continue to enforce scene control • All personnel will be accounted for • ERT members will receive rehabilitation • IC will conduct a debriefing
	Follow-Up Procedures
<ul style="list-style-type: none"> • Post Incident Analysis will take place within 24 hours of the incident • Incident Critique involving all participating agencies will occur within 72 hours of the incident • CISD will be available to all personnel who require assistance • All equipment will be accounted for, recovered, re-conditioned, and restocked • Control of the site will be transferred to the authority having jurisdiction • The IC or designated personnel will complete documentation of the incident 	

2.3.2 Evacuation/Shelter-in-Place



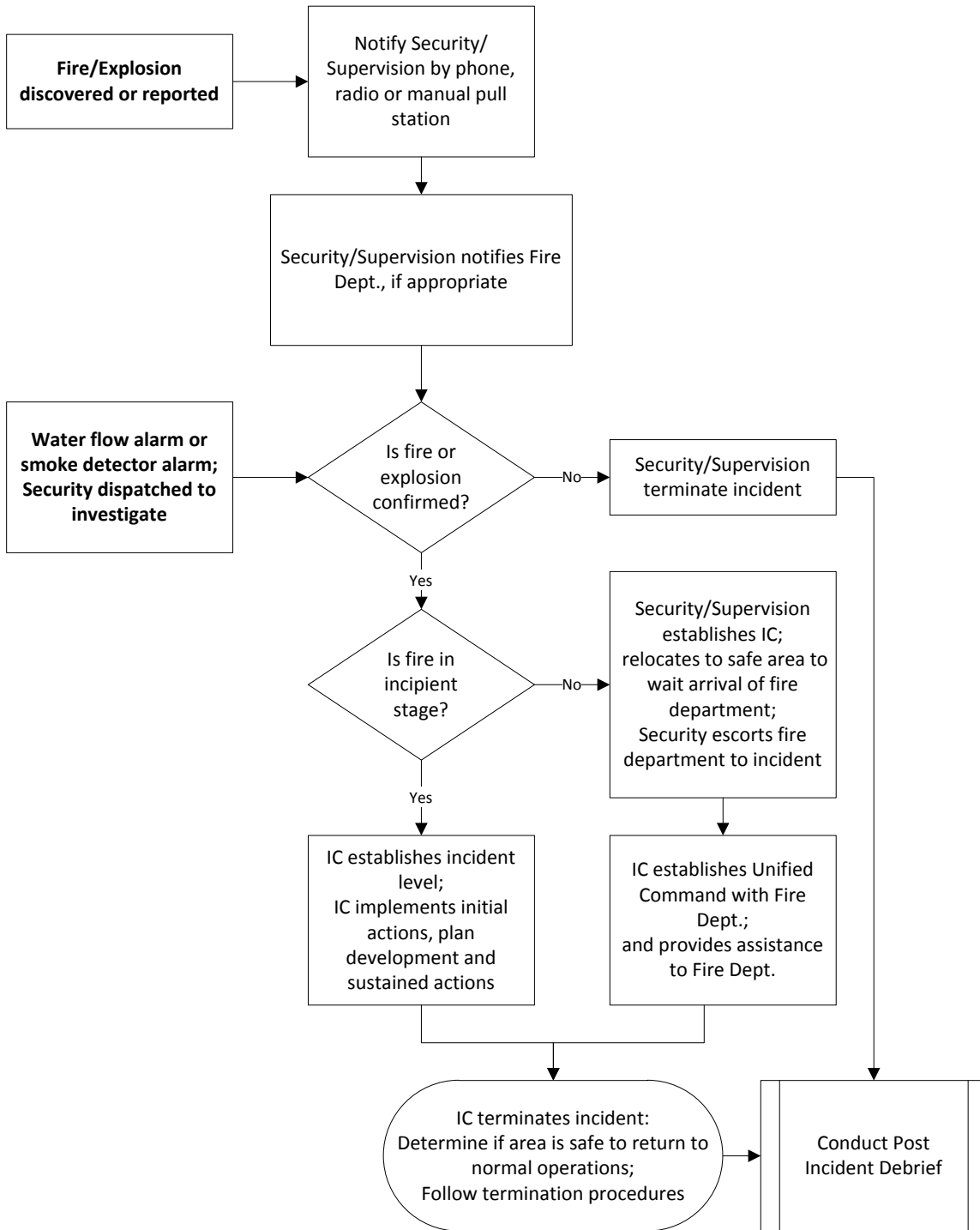
Standard Operating Guide for Evacuations

<p>Phase I: Initial Actions</p>	<ul style="list-style-type: none"> • Security/Supervision orders evacuation <p><u>Plant Evacuation:</u></p> <ul style="list-style-type: none"> • Security/Supervision activates evacuation alarm and notifies affected personnel • Supervisors ensure employees evacuate to outside assembly zones • Supervisors sweep evacuated areas
<p>Phase II: Plan Development</p>	<ul style="list-style-type: none"> • Establish Unified Command with outside agencies, if applicable • Determine resource requirements
<p>Phase III: Sustained Actions</p>	<ul style="list-style-type: none"> • Employees evacuate to outside assembly zones • Supervisors conduct roll call and report status to Security/Supervision • Security/Supervision notifies ERT/Fire Department • If necessary, Fire Department perform search and rescue • Security/Supervision conditions and consults with Plant Manager • Employees remain in outside assembly zones until “All Clear” signal is given • Security/Supervision approves reoccupying building or area • Security/Supervision issue “All Clear” radio announcement • Supervisors announce return to work
<p>Phase IV: Termination</p>	<ul style="list-style-type: none"> • Security/Supervision conducts Post Incident Analysis within 24 hours • Security/Supervision arranges critique of incident with relevant parties within 72 hours of incident • Designated personnel complete incident documentation

Standard Operating Guide for Shelter-in-Place

<p>Phase I: Initial Actions</p>	<ul style="list-style-type: none"> • Security/Supervision orders shelter-in-place <p><u>Shelter-in-Place:</u></p> <ul style="list-style-type: none"> • Security/Supervision notify personnel of need to take shelter via PA system • Supervisors ensure employees move to shelter areas • Supervisors sweep evacuated areas
<p>Phase II: Plan Development</p>	<ul style="list-style-type: none"> • Establish Unified Command with outside agencies, if applicable • Determine resource requirements
<p>Phase III: Sustained Actions</p>	<ul style="list-style-type: none"> • Employees move to shelter areas • Security/Supervision notifies Fire Department • Security/Supervision monitors conditions and consults with Plant Manager or Superintendent • Employees remain in shelter areas until “All Clear” signal is given • Security/Supervision approves reoccupying building or area and announces “All Clear” • Supervisors announce return to work • Supervisors perform head count
<p>Phase IV: Termination</p>	<ul style="list-style-type: none"> • Security/Supervision conducts Post Incident Analysis within 24 hours • Security/Supervision arranges critique of incident with relevant parties within 72 hours of incident • Designated personnel complete incident documentation

2.3.3 Fire or Explosion



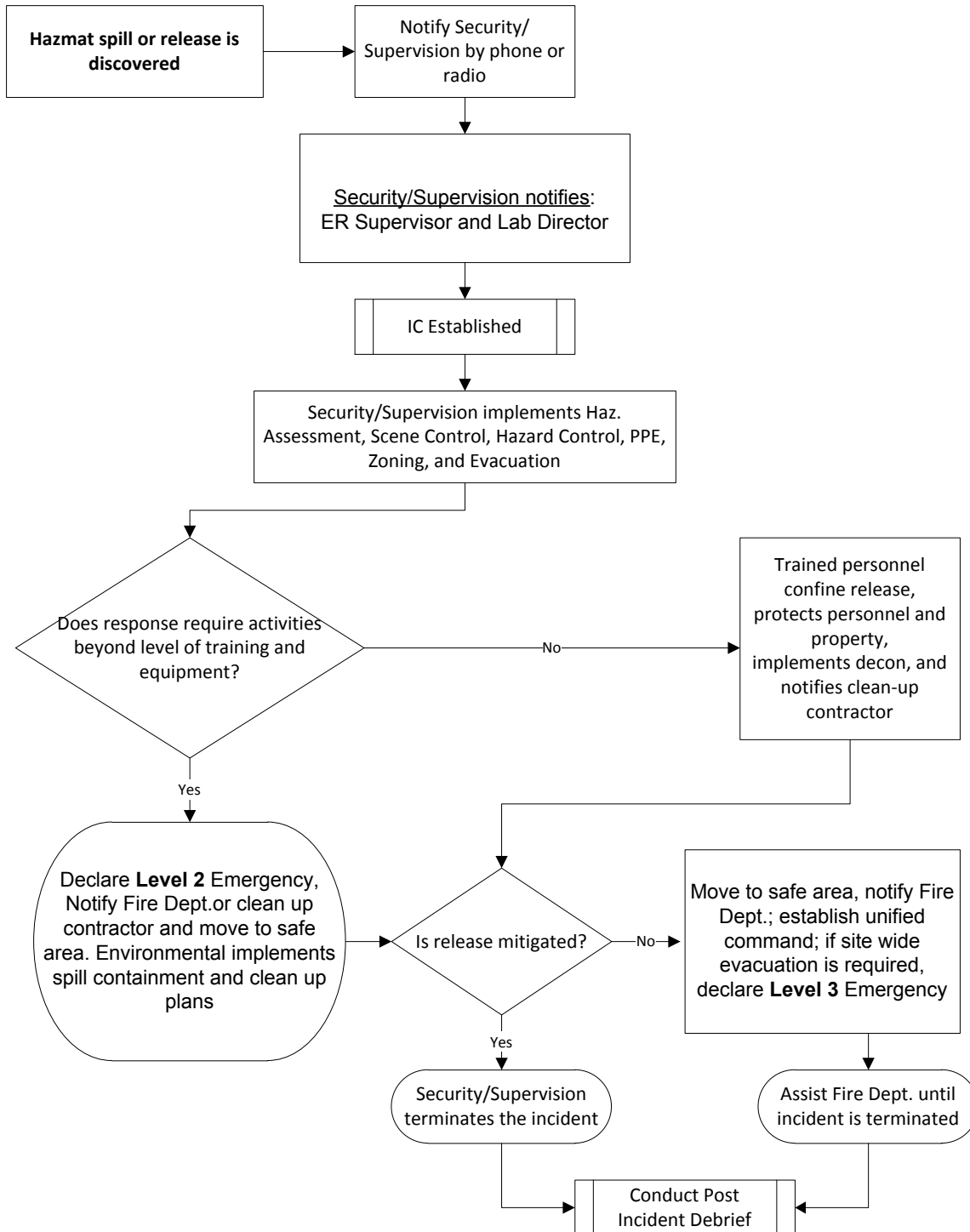
Standard Operating Guide: Fire or Explosion

Phase I: Initial Actions	<p>Notification</p> <ul style="list-style-type: none"> • Call 911 or activate manual pull station • Notify Security/Supervision • Security/Supervision confirms notification to Fire Department
	<p>Identification</p> <ul style="list-style-type: none"> • Security/Supervision determines if fire/explosion has occurred • If no fire has occurred, incident is terminated and Security Officer completes incident report • Security/Supervision establishes command and makes assignments
	<p>Isolation</p> <ul style="list-style-type: none"> • Zone the incident area • Limit access to hot zone • Take control of care and treatment of injured surface victims • Stop all work in affected area and begin equipment shutdown
	<p>Protection</p> <ul style="list-style-type: none"> • Evacuate all personnel not involved in firefighting • Monitor equipment in area for leaks, pressure build-up, gas generation and/or rupture • Monitor control valves for sprinkler systems
	<ul style="list-style-type: none"> • Escort Fire Dept. to incident scene • Establish Unified Command with Fire Dept. • Assist Fire Dept. in developing Strategic Goals and Tactical Operations • Determine resource requirements (on-scene, on-duty, mutual aid, state/federal/provincial)
Phase II: Plan Development	
Phase III: Sustained Actions	<ul style="list-style-type: none"> • Assist Fire Dept. in implementing the Incident Action Plan without engaging in firefighting beyond the incipient level • Assist Fire Dept. with operation of fire protection systems • Assist Fire Dept. in evaluating Incident Action Plan

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Phase IV: Termination	Procedures for Response Personnel
	<ul style="list-style-type: none"> • Security/Supervision continue to enforce scene control • All personnel will be accounted for • Security/Supervision will conduct a debriefing
	Follow-Up Procedures
<ul style="list-style-type: none"> • Post Incident Analysis will take place within 24 hours of the incident • Incident Critique involving all participating agencies will occur within 72 hours of the incident • CISD will be available to all personnel who require assistance • All equipment will be accounted for, recovered, re-conditioned, and restocked • Control of the site will be transferred to the authority having jurisdiction • Designated personnel will complete documentation of the incident (See Annex 4) 	

2.3.4 Hazardous Material Release



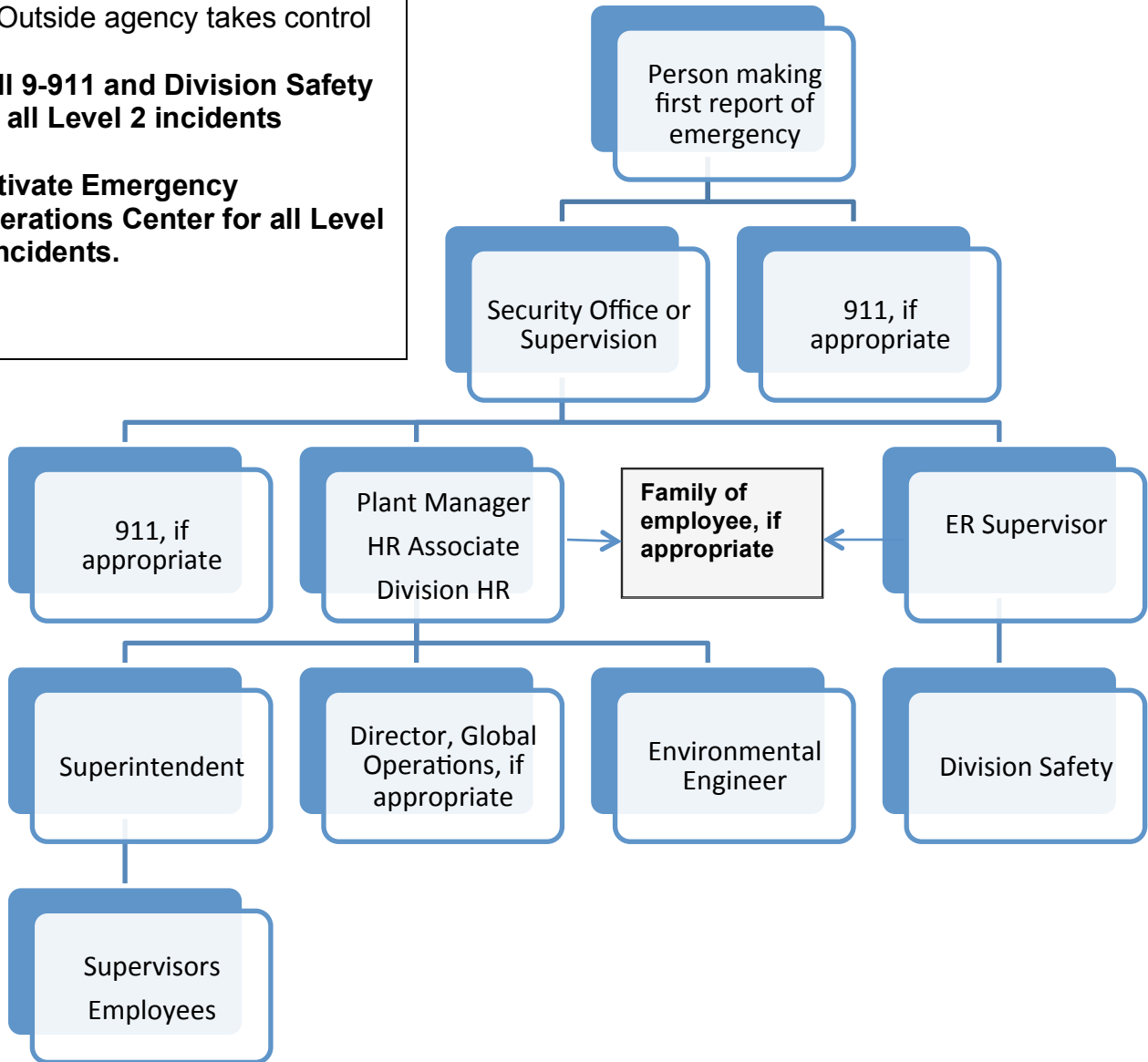
Standard Operating Guide: Hazardous Material Release/Spill

Phase I: Initial Actions	<ul style="list-style-type: none"> • Supervisor or employee notifies Security/Supervision • Supervisor meets Security and provides information • Security establishes Command • If responding to the release requires activities beyond the training level of personnel and equipment available, move to safe area and call outside agency • If release is mitigated, go to Termination • If release is not mitigated, go to Plan Development
Phase II: Plan Development	<ul style="list-style-type: none"> • Establish Unified Command with outside agency • Assist in developing Strategic Goals and Tactical Operations • Determine resource requirements (on-scene, on-duty, mutual aid, state/federal) • Transport necessary response equipment to incident site
Phase III: Sustained Actions	<ul style="list-style-type: none"> • Assist outside agency in implementing the Incident Action Plan without engaging in response beyond the Operations Level • Contact contractor for clean-up
Phase IV: Termination	<ul style="list-style-type: none"> • Conduct accountability check • Provide rehabilitation for Security • Conduct Post Incident Analysis • Provide Critical Incident Stress Debriefing, if appropriate • Complete required incident reports (See Annex 4) • Conduct equipment inventory • Recondition/re-supply equipment • Transfer control of incident site to appropriate manager

2.4 EMERGENCY COMMUNICATIONS PLAN

Level 1: Handle internally
Level 2: Limited outside response
Level 3: Outside agency takes control

- ✓ **Call 9-911 and Division Safety for all Level 2 incidents**
- ✓ **Activate Emergency Operations Center for all Level 3 incidents.**



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2.5 NOTIFICATION

a. Local Emergency Contact List

Position/Title	Name	Work	Pager/Cell	Home
Security Officer				NA
ER Supervisor				NA
Laboratory Director				NA
Plant Manager				NA
Shift Superintendent				NA
Controller				NA
Division Safety				NA
Police and Fire	Emergency: 9-911			

b. Corporate/Division Notification Directory

Title	Name	Work	Cell
Global Health & Safety Manager			
Medical Director			
Security and Fire, Director			
Corporate Fire Manager			

City, Local and County Notification Directory

Service	Phone Number
Electric Company:	
Emergency Medical/Ambulance	
Environmental Spill Clean-Up Contractor: Veolia	
Gas Utility	
Regional Hospital	
Medical Clinic: Concentra	
Public Works Department	

c. State Agencies

Service	Phone Number
State Police	
State OSHA	
State Dept. Environmental Management	
Utility Regulatory Commission	
Homeland Security	
Workers Compensation	
Health Department	

d. Federal Agencies

Service	Phone Number
National HAZMAT Response Center	(800) 424-8802
Manufacturing Chemists Association (CHEMTREC)	(800) 424-9300
National Weather Service	(770) 486-8834 8 AM to 8 PM: (815) 834-0600
EPA Region 5 - Hotline	(800)-621-8431
FEMA Region 5 – General Information	(312) 408-5500
FEMA 24-hour Information Line	(202) 646-4600
Army Corps of Engineers	(888) 694-8313
Federal Emergency Management Agency (FEMA) - Information (answered 24 hrs.)	(Washington, D.C.) (202) 646-4600
Federal Bureau of Investigation	
Federal Bureau of Alcohol Tobacco, and Firearms	
Postal Inspector	(877) 876-2455
U.S. Secret Service	
U.S. Coast Guard - Pollution Emergency Response, Search & Rescue	(800) 424-8802
U.S. Drug Enforcement Agency	
U.S. Marshal	
U.S. Immigration & Naturalization Service	(General Information): (800) 375-5283
U.S. Customs	
Centers for Disease Control	(404) 639-3311