

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## **ANNEX 1: FACILITY INFORMATION**

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### **1.1 FACILITY MAP**

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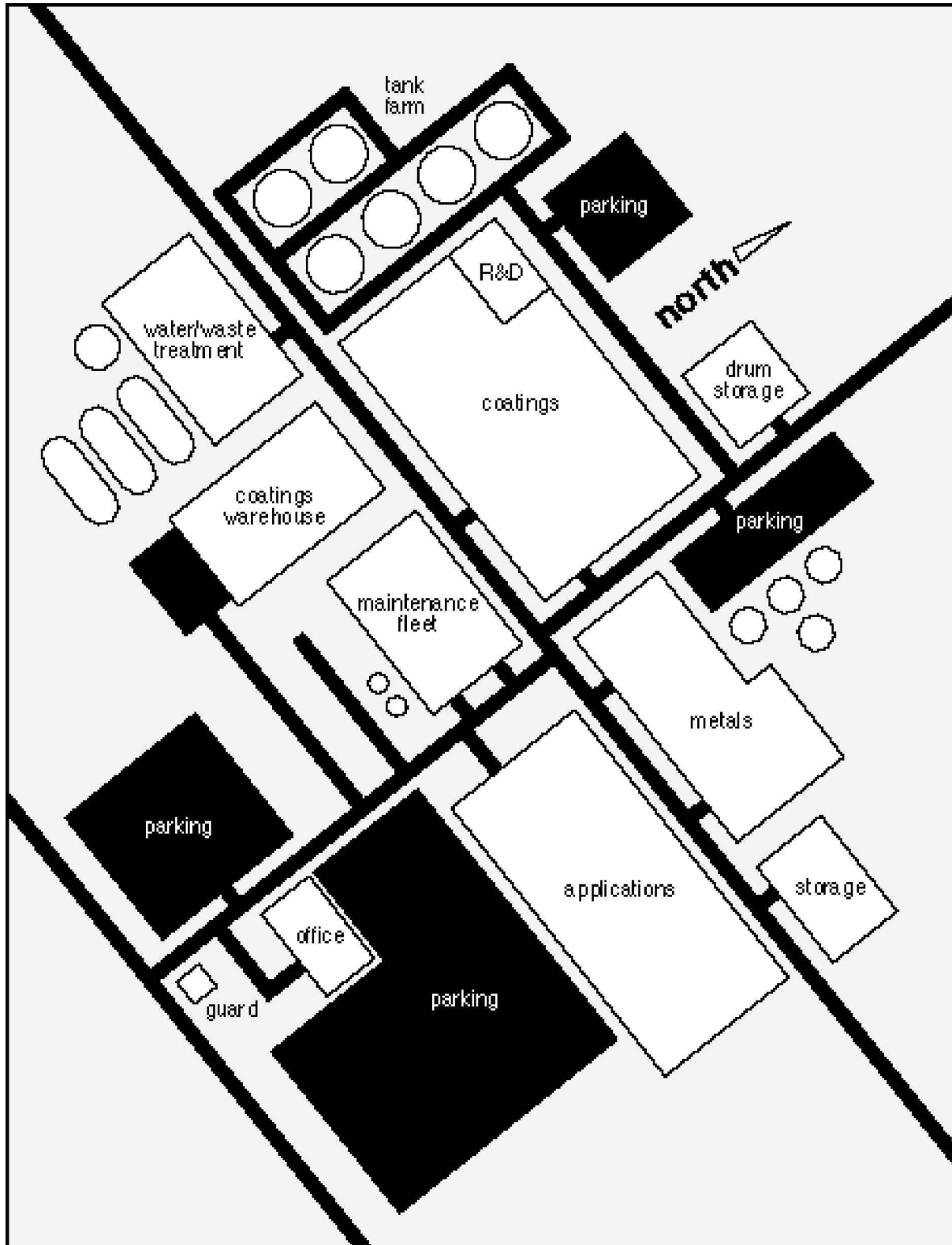
The following map is provided in this section of Annex 1:

- Overall Site Map (see next page)

**Not a complete plan, for training purposes only.**

Issue Date: 01/11

Rev. Date: 12/14



ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 1.2 HAZARDOUS AREAS

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Hazardous areas of the facility are described in the matrix below.

Area/Building	Hazards	Control Procedures
<b>Waste Water Treatment Building</b>		
<b>Tank Farm</b>		
<b>Drum Storage</b>		
<b>Coatings Warehouse</b>		
<b>Coatings Building</b>		
<b>Metals Building</b>		
<b>Applications Building</b>		

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 1.3 INFRASTRUCTURE SYSTEMS

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### A. WATER SUPPLIES

Potable and fire protection water is supplied to this site through the City of \_\_\_\_\_.

### B. FIRE PROTECTION SYSTEMS

The fire protection system consists of multiple risers that are ESFR systems. The systems are designed for 12 heads operating at 75 psi (example demand is 1780.3 gpm at 119.6 psi). One diesel pump and one electric booster fire pump supply the system.

### C. AIR COMPRESSORS

Not applicable

### D. UTILITY SHUT-OFFS

Fire protection and potable water shut-offs are located in the fire pump room. Gas shut-offs are located just outside the fire pump room on the north side of the facility. The first and fourth valves feed the Company-leased portion of the facility. The main electrical shut-off is also located just outside the fire pump room on the north side of the facility.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 1.4 OFF-SITE EMERGENCY EQUIPMENT, FACILITIES AND RESOURCES

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### A. ENVIRONMENTAL RESPONSE

In the event of a spill/hazardous materials incident that cannot be handled internally, the XYZ Hazmat Responders is available to respond 24 hours a day, seven days a week.

1. XYZ has the following capabilities:
  - a. Response time is 120 minutes (if they are not currently engaged in other Emergency Response activities).
  - b. Personnel are capable of responding to emergency spills, hazardous and non-hazardous waste transportation needs, confined space rescue, and disposal needs.
  - c. Personnel are trained in OSHA 40 Hour HAZWOPER, confined space entry, respiratory protection, lockout/tag-out, forklift driving, and several DOT driving courses.
  - d. Emergency equipment available for response includes excavators, backhoes, loaders, storage tanks, vacuum trucks, roll-off trailers, box trailers, skimmers, boilers, generators, air compressors, water blasters, wet/dry vacuums, sweepers, outboard motors, high pressure steam cleaners, SCBAs, hydraulic pumps, and pneumatic pumps.

### B. EMERGENCY RESPONSE

The \_\_\_\_\_ Fire Department provides fire protection, emergency medical, hazardous materials response, technical rescue and fire prevention services to the Southeast corner of the county. The \_\_\_\_\_ Fire Department operates from three fire stations and a fire headquarters. Three engine companies, one ladder/rescue float company, three transporting paramedic units and one command vehicle are staffed twenty-four (24) hours a day. In addition, there is a support truck that pulls the rescue boat and the specially equipped Gator ATV.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

There are six (6) full time administrative positions: Chief, Assistant Chief, Fire Marshal, Captain of EMS, Captain of Fire Training and an Administrative Secretary. All but the Administrative Secretary have emergency operations responsibilities. The Chief, Assistant Chief and the two Captains are sworn firefighters. The emergency operations shift staff includes sixty six (66) sworn firefighters among three shifts. Each shift is led by a Battalion Chief, Captain, and three Lieutenants. All firefighters are EMT's and eighteen (18) are paramedics. They work a standard rotating shift of twenty-four (24) hours on-duty and forty-eight (48) hours off-duty. In addition, some of the shift personnel double as investigators and/or inspectors on their days off.

**C. POLICE RESPONSE**

The \_\_\_\_\_ Police Department provides police services to a Town of approximately 30,000 residents. The \_\_\_\_\_ Police Department employs 48 sworn officers, 8 reserve officers and 14 civilian employees. The mission of the Police Department is to provide community-oriented law enforcement designed to protect life and property, by means of the highest professional standards, while affording dignity and respect to every individual. To serve as the first line of defense concerning Homeland Security, through proactive criminal intelligence and analysis, as well as preparedness to respond to critical incidents.

**D. EMERGENCY COMMUNICATIONS**

The 911 Center, CALEA Accredited in 2009, is the consolidated dispatch center for all Police, Fire, and EMS agencies in the County. The 911 Center provides 24/7/365 assistance to the citizens of the county by dispatching twenty-eight public safety agencies with APCO (Association of Public-Safety Communications) certified dispatchers. Dispatchers are certified in several disciplines including Emergency Medical Dispatch which allows them to provide medical assistance over the phone prior to the arrival of responding units.

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## 1.5 EMERGENCY RESPONSE SUPPLIES

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Security inspects all emergency response equipment while on duty. Any deficiencies are reported through the Security Open Issue Matrix. Any fire system impairments are reported using and tracked by Security. The table below provides the locations where this equipment is stored.

Category	Level of Response	Location
<b>Fire Response</b>	Incipient	Extinguishers are located throughout the building
<b>Confined Space Rescue</b>	Operations Level	Storage Building
<b>Emergency Medical AED</b>	First Aid/CPR	Security Office
<b>Hazardous Materials</b>	Operations Level	Spill kits are located next to the battery charging station

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## 1.6 SAFETY DATA SHEETS

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Safety Data Sheets (SDSs) are readily available through the Safety Department and the Security Office.

Employees can contact their Supervisor if they need assistance.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

## ANNEX 2: EMERGENCY RESPONSE NEEDS ASSESSMENT

<b>2.1 General Description of Emergency Response Capabilities</b>	
Facility personnel will respond only to very minor incidents in which response actions can be safely conducted without extensive training or special equipment. Response actions shall be designed to protect personnel until assistance from outside agencies can be summoned. Response actions shall be of a defensive nature only, and limited to protection of personnel rather than property.	
<b>2.2 Fire</b>	
Internal Response Capability	Extinguish very small incipient fires that can be readily extinguished with portable fire extinguishers.
Circumstances that Exceed Internal Response Capabilities:	Fires that cannot be extinguished with one or two portable fire extinguishers.
	Fires requiring use of fire hoses
	Fires generating substantial heat or smoke
Actions when Response Capabilities Exceeded:	Leave fire area immediately. Evacuate building occupants and call for assistance from fire department.
Internal Training Requirements	Initial and annual refresher training for all employees and other building occupants about proper use of fire extinguishers and their limitations
	Initial and annual safety talk about emergency response procedures for employees and other building occupants.
	Annual evacuation drill.
<b>2.3 Hazardous Materials</b>	
Internal Response Capability	Clean up small spills that are incidental to job performance
	Take defensive action to prevent spreading of larger spills such as posting barrier tape and spreading absorbent
Circumstances that Exceed Internal Response Capabilities:	Offensive actions (clean up), other than incidental spills.
	Cleaning up materials that pose a health hazard due to inhalation of vapor.
Actions when Response Capabilities Exceeded:	Direct employees to leave affected area.
	Evacuate building if necessary due to potential for hazardous concentrations of air contaminants or fire/explosion.
	Contact designated spill response contractor.
Internal Training Requirements	Chemical safety training (CST) for all employees
	Initial 8 hour "Operations" training and annual 4-hour refresher training for security personnel and Aramark building manager.



ABC Company Anywhere, USA	Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14
<b>Not a complete plan, for training purposes only.</b>	

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## **ANNEX 3: RESPONSE MANAGEMENT**

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### **3.1 PERSONNEL**

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The Facility has personnel on-site 24 hours/day, 7 days/week the entire year. The head person in the guard shack will be aware of the primary and alternate emergency coordinators in the emergency plan, as well as all emergency procedures. The primary and alternate emergency coordinators are thoroughly familiar with all aspects of the Facility emergency plan, all operations and activities at the Facility, the location and characteristics of hazardous material, the location of all records within the facility, and the Facility layout. The Emergency Response Team for the Facility consists of:

- ER Coordinator (1), Alternates (2)
- ER Operations level (24)

The Emergency Coordinator and Alternates shall have been trained at the On-Scene Incident Commander level. Responsibilities of the Emergency Coordinator include:

- Identifying the material involved in the emergency.
- Activating the internal facility alarms or communication systems to notify all personnel.
- Notifying, if needed, police/fire departments, and state and national organizations.
- Assuming overall authority for managing the Emergency (unless higher command arrives), performing termination procedures, and conducting critique and follow-up.

The ER Operations level personnel (Operations-Level First Responder) shall perform all duties assigned by the Coordinator consistent with training at the Operations level. These may include:

- Use provided PPE
- Basic control, containment, and/or confinement measures
- Implement basic decontamination procedures
- Participate in the ER procedures, termination process, and basic hazard and risk assessment techniques.

The owner or operator must note in the operating record the time, date, and details of any incident that require implementing the emergency plan. The report must include:

- Name, address, and telephone number of the owner or operator.
- Name, address, and telephone number of the facility.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

- Date, time, and type of incident.
- Name and quantity of material(s) involved.
- Extent of injuries.
- Assessment of actual or potential hazards to human health or the environment.
- Estimated quantity and disposition of recovered material(s).

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## 3.2 COMMUNICATION

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The Emergency Coordinator is in charge of all communication while the incident is under the sole control of plant personnel. When outside help is sought, the Emergency Coordinator assumes a role of direct responsibility to the Incident Commander of the outside group.

### Internal Communication

The specifics of the internal communication systems (radios, who has them, frequency band, consequences of jamming the system) are included in the appended SOP.

Following are the primary and alternate emergency coordinators for this Facility, their names, title, business phone numbers, and home phone numbers:

- Fred Friendly X-313, Supervisor of Emergency Response, (555) 777-3333
- Susan Smith X556, Laboratory Director, (662) 551-3177
- Johnny Spot X753, Quality Control Supervisor, (555) 832-1176

### External Communication

The Emergency Coordinator is in charge of all communication until additional personnel are called. Communication with outside personnel is the sole responsibility of the Coordinator (or his or her designee). The following may be called:

- Police ..... 911
- Fire Department ..... 663-9101
- Hospital ..... 663-5107

When making a call, include the following information:

- Identify yourself.
- State the exact location.
- Describe the emergency.
- Give the names of persons involved.
- Identify the areas potentially affected.

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### 3.3 LINES OF AUTHORITY

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If the incident response is limited to plant personnel, the Emergency Coordinator has overall responsibility for all actions. Personnel should check with the Emergency Coordinator before undertaking any actions not directly ordered by him or her.

If additional personnel are involved, the Emergency Coordinator will defer to the Incident Commander, who gives all instructions.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## ANNEX 4: INCIDENT DOCUMENTATION

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### 4.1 PURPOSE

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1. This annex is intended to support the plant personnel responsible for documenting and reporting incidents, which require emergency response activity under the Core Emergency Response Plans. All incidents will be reported, investigated, and analyzed ABC Company standards, including:
  - a. Reportable Injuries or Illnesses
  - b. Significant Incidents
  - c. High Potential Incidents
  - d. High Potential Near Misses
2. These procedures apply to all ABC Company facilities in North America and have been adopted by this facility.
3. Incidents not requiring an emergency response must also be documented and may have identical or similar requirements. Such incidents are outside the scope of this plan.

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### 4.2 REPORT TYPES

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1. **Emergency Call Worksheet** is a form that is completed by Security when receiving a report of an emergency.
2. **Incident Action Plan** is to be completed for all emergencies by the Incident Commander.
3. **Post Incident Analysis Report** is to be completed by the Incident Commander at the termination of each incident.
4. **Workplace Fatalities** must be investigated and reported according to OSHA requirements.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## **ANNEX 5: TRAINING**

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Individual members of the ER team will receive training as specified in 1910.120 (q). In addition, all plant employees will receive four hours of training annually to update Hazard Communication Training (1910.1200).

Personnel who may be expected to wear SCBAs receive monthly training drills in donning, doffing, and maneuverability as described in the written respirator program required by 1910.134.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## **ANNEX 6: RESPONSE CRITIQUE AND PLAN REVIEW**

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A thorough investigation is required to ensure the adequacy of procedures and identify needed changes in the response plan.

Immediately upon completion of the termination procedures, a debriefing will be conducted with all department personnel and any outside agencies. A meeting will be called by the Emergency Coordinator, who will make a full report to the plant manager.

Sections of the report will include:

- Description and chronology of the emergency.
- Diagram of incident site.
- Personnel responding and roles.
- Material released—identity and quantity.
- Environmental measurements.
- Zones.
- Site security operations.
- Reported health effects.
- Exposures- measured or observed from chemical on site
- Actions or events contributing to the emergency.
- Needed follow-up action.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## **ANNEX 7: PREVENTION AND PREPAREDNESS**

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### **7.1 FIRE**

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Whenever the fire alarm sounds (continuous ringing), all non-supervisory personnel must evacuate the facility immediately. After exiting the building, proceed quickly to the consolidation area (flagpole). Do not re-enter the building until the “all clear” condition has been established and the Emergency Coordinator has verified conditions are suitable for re-entry. Supervisory personnel will shut down the line and immediately evacuate.

In the event that alarms sound on the weekends, at nights, or on holidays, it is important that the gate operator be notified so that the front gate is open when the free equipment arrives. The phone number for contacting the gate operator is x111.

#### **False Alarms**

False alarms do occur, fortunately far more frequently than legitimate occurrences. Very often, they are the result of power failures. However, should the alarm be triggered accidentally, the person responsible should present himself/herself to the Fire Department upon their arrival and explain. No charges will be filed unless the act was malicious or intentional. In fact, the Fire Department will be relieved to learn that no emergency exists.

#### **Fire Prevention**

In order to minimize the potential for fire, the following SOPs have been developed:

- 1.
- 2.
- 3.
- 4.
- 5.

These SOPs are appended. In addition, a no-smoking policy has been adopted in the manufacturing areas.

All employees are trained at employment and yearly in the no-smoking policy and the fire alarm system. Degreaser maintenance and testing are required monthly and the results reported to the Plant Safety Officer.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 7.2 CHEMICAL ACCIDENTS

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In the event of a chemical accident, the following procedures will be implemented as developed from the spill and release potentials that were enumerated previously. Each potential chemical will be evaluated as part of preplanning, and procedures will be determined for remediation. This information is available below.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 7.3 SAFE DISTANCES AND PLACES OF REFUGE

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### Evacuation

If the evacuation horn is sounded, all non-supervisory personnel must report immediately to the flagpole area. Supervisors should secure their area per previous training and then report to the flagpole.

As determined by the potential spills or releases that exist at the facility, the following should be minimal distances for the specified emergency situation. Places of refuge should be located with regard to the above.

### Non-Evacuation

All personnel will follow the direction of the Emergency Coordinator. Unless you have a direct role or are requested to assist, leave the area.

### Site Security and Control

The Emergency Coordinator manages site security and control. The SOP will be followed (appended).

### Evacuation Routes and Procedures

Whenever a need arises to evacuate any area of the Facility, all employees in that area shall proceed to the nearest exit after hearing the free alarm. It shall be each employee's responsibility to be completely aware of the exit plan for those areas in the Facility in which he or she works. The Emergency Coordinator or his/her designee shall then count all employees present once they are assembled at the flagpole. Only when the "all-clear" signal is given and verified by the Emergency Coordinator will employees be allowed to re-enter the Facility. The following alarms are used:

- Fire notice—continuous blast
- "All clear"—short 1-second blasts

An exit plan is posted at each supervisor's station, at each stairwell, and near each time clock. In case of free do not use the freight elevators; use only stairwells or emergency escape ladders located at each window above the second floor.

The consolidation area is the flagpole in front of the Administration Building, southwest of the facility. Upon regrouping, check to see that everyone known to have been in the facility is outside. This "head count" will be reported to the free department, so it is imperative that all personnel go directly to the consolidation area. Stay in the consolidation area until instructed otherwise. Be prepared to move cars if necessary. Also, attempt to determine the reason for the alarm, nature of the free, and identities of missing persons so that this information can be provided to the free department upon its arrival.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## 7.4 DECONTAMINATION

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The following are specified procedures for decontamination of the listed personnel.

Level A

Level B

Level C

All emergency apparatus (brooms, shovels, temporary dikes, etc.) will be rinsed on-site and washed in a tub (20- to 30-gallon) several times with detergent water and/or any of several varieties of commercial decon solutions with brushes and sponges, then placed on a bench or rack for drying. Fire extinguishers will be sent off-site for refilling, and SCBA/air purifying respirators will be sponged with isopropyl alcohol. All personnel gloves (inner and outer), hats, boots, coveralls, and coats will be placed in sealed plastic bags to be sent out for proper disposal.

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

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## **7.5 EMERGENCY MEDICAL TREATMENT AND FIRST AID**

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### **First Aid**

One person on each shift is trained in First Aid. A nurse is on duty during the first shift. The nurse and/or supervisor are authorized to decide whether First Aid is insufficient.

### **Medical Care**

The Facility is located 0.25 miles from Friend-of-the-Plant Hospital. Hospital/ER personnel can respond within three minutes. Annual meetings to review hazards at the plant include hospital and EMS representatives.

### **Emergency Medical Treatment, Rescue, and Decontamination**

The following procedures will be used for rescue, emergency medical treatment, and decontamination:

ABC Company Anywhere, USA		Section 3: Annexes
Issue Date: 01/11	Rev. Date: 12/14	<b>Not a complete plan, for training purposes only.</b>

## 7.6 EMERGENCY ALERTING AND RESPONSE

Emergency situations may arise at any time and in any location within the Facility. In an emergency or disaster, all employees present must handle the situation as calmly and promptly as possible. Emergencies will generally be in the nature of spills, fires, or explosions, which could result in the spread of hazardous material. Since it is not possible to devise a set of rules or procedures to govern all possible emergencies, the following considerations are presented only as a guide to aid the user in establishing more specific emergency procedures applicable to his or her working conditions.

The Supervisor and the Emergency Coordinator should be notified immediately. If neither can be reached or the emergency is of such a nature as to require outside help immediately call one of the following numbers. (See figure for phone locations.)

<u>Emergency</u>	<u>Contact for</u>	<u>Telephone</u>
Injury or severe, sudden illness	Life Squad/Hospital	911
Fire or explosion	Fire Department	911
Accidental release of hazardous waste	Main Office/Guard	x-222
Loss of essential building services or utilities	Police	555-2222

Then:

- **Identify yourself** to the person who answers.
- **State the exact location** of the emergency, either in the Facility itself or on the grounds.
- **Describe** the nature of the emergency briefly and calmly.
- **Give the name(s)** of the person(s) involved.

During an emergency, alertness and prompt action by the employees present at the facility will help prevent further injury or property damage.

ABC Company Anywhere, USA		Annex 1: Facility and Locality Information  <b>Not a complete plan, for training purposes only.</b>
Issue Date: 12/14	Rev. Date:	

---

## **7.7 FIRE ALARM SYSTEM**

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The fire alarm system is an automatic/manual network consisting of automatic sprinkler/hose flow sensors, manual pull boxes, alarm bells, a notification box connected to the Fire Department, and a system control box.

### **Activation**

The alarm system may be triggered in any of the following ways:

- Any flow in the sprinkler/hose system automatically trips the alarm. Hence, free hoses should not be used for anything other than freighting.
- The alarm may be activated manually by use of any pull box.
- Through the notification box, located on the loading dock, the Fire Department is alerted any time the alarm system is activated. They are required to respond and will do so shortly after the alarm sounds.

### **Deactivation**

The alarm may be silenced after the arrival of the Fire Department by use of the "SILENCE" button on the alarm control panel located on the right hand wall just inside the door of the free pump room. Do not silence the alarm prematurely. The notification box must be manually reset by the Fire Department before the alarm system can be used again.

### **Action**

Any time the alarm sounds, all personnel are required to evacuate the facility.