

## **EMERGENCY RESPONSE PLAN**

The procedure outlined below are guidelines for employees, should the need for an emergency response to hazardous spills, critical or fatal injuries to employees, fire or other disasters be required.

All employees should become familiar with this plan. Supervisors will discuss and refresh employees knowledge of the plan by review during scheduled safety meetings or whenever deemed necessary. When emergencies occur, employees should make contact with their immediate supervisor if at all possible, otherwise proceed with the plan.

### **STORAGE YARD HAZARDOUS SPILL**

Hazardous materials or materials that contain hazardous materials are listed in the master MSDS books at locations identified in the Hazard Communication Program.

In the event of a spill of any of the identified materials or leaks in storage tanks:

- 1) Notify your immediate supervisor and/or the 'Decision Maker' identified on the Emergency Response Plan Contact List.'
- 2) In the event that the 'Decision Maker' (call down) list provides no response and the situation poses extreme danger to the facility, neighbors or personnel continue with step 2 and call Disposal Control Service at (800) 201-8015 and proceed with instruction as may be given.
- 3) Evacuate any other personnel or visitors who may be in eminent danger.
- 4) Proceed with containment or clean-up procedures as determined in the MSDS or instructions by the 'Decision Maker.'

### **OFF SITE HAZARDOUS SPILL**

In the event that a hazardous spill occurs at a job site or as a condition of vehicular accident follow these steps:

- 1) If possible, evacuate any other personnel who may be in eminent danger.
- 2) Notify your immediate supervisor and/or the 'Decision Maker' identified in the Emergency Response Plan Contact List.
- 3) In the event that the 'Decision Maker' (call down) list provides no response and the situation poses extreme danger to the facility, neighbors or personnel, continue with step 2 and call Disposal Control Service at (800) 201-8015 and proceed with instructions as may be given.
- 4) Proceed with containment or cleanup procedures outlined in the MSDS or by the 'Decision Maker.'
- 5) If the situation prohibits leaving the site in order to make contacts, best efforts are to be made to have any capable person make the calls. The spill site should not be left unattended by a company representative if at all possible.

- 6) If eminent danger exists and contacts cannot be made by the call down list, use your best judgment concerning the safety of the site, neighbors and personnel and use 911 emergency response line as necessary.
- 7) Continue attempts to contact 'Decision Maker' as provided on the list.

### **CRITICAL OR FATAL INJURIES TO EMPLOYEES**

In the event of any accident, vehicular, hazardous spill/containment or fire where critical or fatal injuries occur to an employee or other persons on a AA jobsite, employees must make all attempts to maintain a calm and rational attitude. Situations of this nature cause emotional responses that may not be in the best interest of the injured party or others, including yourself. When attending incidents of this nature it is your attitude that can make the difference in the outcome.

- 1) Ascertain to the best of your ability the condition of the injured party. Take action to provide whatever may be in the best interest of the injured to prevent further injury or endangerment or injury to others. If you are unskilled in first aid procedures, find someone who is. Do not try something that is not necessary or may cause more problems.
- 2) Always contact your supervisor or enlist the aid of other employees or persons who can make the contact for you. Make use of the call down list as soon as possible.

There are procedures and regulations that must begin on the administrative end as quickly as notification can be made.

- 1) Contact the emergency response provided for the project you are working on. Your supervisor has phone contacts for hospitals, fire, police, ambulance, etc., for the area which you are working.
- 2) If all contact efforts fail, use 911 emergency response and follow instructions given. The 911 emergency response operator can make company contacts for you, as well as aid in proper handling of the emergency.

Remember, you may be the responsible person should there be an emergency at or on you job site. Follow the orders of your supervisor or this plan, if you are the highest ranking person on site. Never volunteer comments, blame others or shift responsibility to others that may be on site – including police, fire or other investigators. Be able to locate and identify the MSDS's if needed, and provide direct answers to non-company officials only as required to provide assistance in handling the situation. Work with your supervisor and other staff to complete the required reports and fact finding investigations. Maintaining a calm, rational attitude during emergencies will not only aid you in accomplishing the necessary tasks, but help others maintain a similar attitude and limit interference that may otherwise occur.