

CONOCO CHEMICALS

ABERDEEN PLANT GENERAL EMERGENCY PROCEDURES

JUNE, 1975

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I. PURPOSE OF THE EMERGENCY PROCEDURES PROGRAM

- A. Insure the safety and welfare of employees and the general public in the event of emergencies.**
- B. Minimize property damage and provide for the resumption of normal operations following an emergency.**
- C. Satisfy the legitimate concern of employees, their families, and the general public by providing prompt, accurate information on the extent of and the effect of emergencies.**

II. DEFINITION OF AN EMERGENCY

An emergency is any unexpected, impending or existing event or condition which requires immediate action to prevent injury to personnel or damage to property. Emergencies include, but are not limited to: fires, explosions, or releases of toxic, flammable, or corrosive materials, which are caused by:

- A. Equipment or Human Failure**
- B. Acts of God**
- C. Sabotage**

Vinyl Chloride releases have special procedures which are covered under the VCM Emergency Plan and the VCM Safety Rules.

III. IMMEDIATE ACTIONS TO BE TAKEN IN EVENT OF AN EMERGENCY

The extent and severity of an emergency will dictate the extent to which the emergency plan is carried. In most cases, the first determination of what actions are to be taken will be made by the Shift Supervisor in charge of the affected area(s). The action taken may range from handling the emergency entirely with personnel present at the time to full alert of the emergency organization. In general, the following actions, as applicable, are required in an emergency:

A. Activate appropriate emergency alarms:

- | | |
|--------------------------------------|--------------|
| 1. Fire Alarm Telephone Number | - 61 (Siren) |
| 2. Material Release Telephone Number | - 62 (Beep) |
| 3. All Clear Telephone Number | - 63 (Tone) |

Any employee who dials either 61 or 62 should then dial 8 and give the nature, location, extent of the emergency and request any help needed; speaking calmly and distinctly. If the emergency does not involve a fire or material release, use the telephone paging system (Dial 8) to announce it.

Always evacuate the affected areas during major releases of:

1. Vinyl Chloride Monomer.
2. Plasticizer Reactor Contents.
3. Phthalic Anhydride Tanker Or Container Contents.

D. Rescue trapped personnel.

E. Account for all personnel.

F. Activate and utilize fire hose crews and support personnel present as required to extinguish or prevent fires.

G. Stop Flows Of:

1. Fuels feeding fires or potential fires.
2. Toxic or corrosive material spills.

H. Shutdown and secure operations as required to prevent further injury or damage. Stop all vehicles and other ignition sources such as hot work and internal combustion engines.

I. Utilize outside assistance as required:

1. Aberdeen Fire Department.....369-9551
2. Ambulance.....369-2455
3. Hospital Emergency Room.....369-2455
4. Dr. F. F. Kennedy.....369-4028/2621

J. Activate the Emergency Organization, as needed.

K. Exclude all personnel from the scene of the emergency, except those necessary to deal with it.

L. Have local police warn adjacent plants and residential areas if they are threatened by explosions or gas releases.

IV. EMERGENCY ORGANIZATION

See attached Emergency Organization Chart. When activated, this organization will be directed by the Management Group, which bears overall responsibility for meeting the objectives of the plan.

V. ACTIVATION OF EMERGENCY ORGANIZATION

A. During emergencies, the Shift Supervisor in the affected area(s) will be in charge of all immediate actions, including activation of the Emergency Organization, if and as required.

B. If the Emergency Organization is needed during normal office working hours, the Shift Supervisor will activate it by over the P.A. System, "ACTIVATE EMERGENCY ORGANIZATION". This should be repeated three (3) times.

- C. If needed after normal office hours, the Shift Supervisor will instruct the Guard to "Call Out" the Organization by calling the people listed in the left hand side of the Disaster Call List, telling each the general nature of the disaster. Persons called are then responsible for contacting the person who is listed immediately to their right on their Call List. During the calling process, if a call is not answered, the caller must then call the next person to the right until someone is contacted.
- D. Once called, people on the Emergency Call List are to immediately come to the Plant and assume their emergency responsibilities.

VI. SPECIFIC DUTIES

A. Management Group

The Management Group will consist of the Plant Manager and the Plant Superintendent. The Plant Superintendent will act as Executive Head of the Emergency Organization in the absence of the Plant Manager.

1. Provide leadership for the disaster group and coordinate all activities connected with control of the situation.
2. Promptly release factual information to the news media, preventing erroneous reports and creating the best possible public image for the company.
3. Notify Corporate Management and keep them up to date on the situation.
4. Notify next of kin in cases of serious or fatal injuries.
5. Determine what information may be given out by the Switchboard Operator.
6. Maintain close communication with the Emergency Officers and provide technical advice when necessary.

B. Emergency Officer

The Operations Superintendent of the affected area will serve as the Emergency Officer. He will report directly to the Management Group and will be in overall charge of emergency control activities. He will be assisted in the duty by the Safety Director and the Chief Process Engineer. The alternate to the Operations Superintendent is the Operations Supervisor. The duties of the Disaster Officer are as follows:

1. Work closely with the Fire Chief in determining the most effective manner in establishing control of the situation.
2. Keep the Management Group informed of the situation and the action being taken to bring it under control.
3. Rely on the advice and help of the Chief Process Engineer and the Safety Director. The Safety Director and the Chief Process Engineer will be used in a technical capacity on the equipment and the area involved.
4. Issue instructions for the "Call Out" of off-duty employees and advise the Security Chief of who is authorized to enter the Plant.

A

C. Assistant Emergency Officer

The Chief Process Engineer will serve as the Assistant Emergency Officer. He will work with the Emergency Officer and assist him in the evaluation of the situation and the planning of action necessary to establish control of the emergency. He will also provide any technical information regarding the equipment or process that might be necessary. He will keep the Disaster Officer informed of his whereabouts at all times. The alternate to the Chief Process Engineer is the Senior Process Engineer.

D. Security Officer

The Security Officer position will be filled by the Safety Supervisor and he will report directly to the Management Group. His specific duties are:

1. Provide protection for all plant property and material. This will involve procuring and assigning guards, if needed.
2. Dispatch personnel to the road blocks so that authorized personnel may be identified and allowed into the area. The unauthorized personnel must be turned back in a firm, tactful manner.
3. Provide food, water and any other emergency supplies that might be needed during the emergency.

E. Safety Director

The Safety Director will assist the Emergency Officer in any way necessary in bringing the situation under control. His primary responsibility is in helping with the fire fighting and rescue efforts. He will work closely with the Fire Chief.

Following an emergency, the Safety Director will work with Department Heads in restoring safe conditions throughout the Plant. He will also see that emergency equipment is serviced and placed in the proper locations. He will make a detailed study, working with the Emergency Organization, of the causes of the emergency, action taken, and any recommendations made to prevent similar emergencies.

The Safety Director will also be responsible for the following areas of emergency readiness:

1. Work with each Department Head in training personnel in the functioning of the Plan and in employee acceptance.
2. Organize and regularly train the hose crews in fire control methods and emergency actions.
3. Organize refresher courses for the First Aid Personnel.
4. Make sure that all plant personnel are exposed to basic fire fighting techniques pertaining to the use of portable extinguishers, emergency alarm system, and evacuation procedures.
5. Insure that sufficient fire fighting and emergency equipment is maintained in operable condition at all times.
6. Conduct semi-annual emergency plan review meetings with members of the Emergency Organization and see that recommended changes are incorporated into the plan as soon as possible.

F. Fire Chief

The Vinyl Reactor Shift Supervisor will fill the position of the Fire Chief during emergencies in all areas of the plant, except Compound, Plasticizer, Laboratory and Warehouse. In those areas, the Shift Supervisor on duty will act as Fire Chief. The Chief will direct the fire brigade and others involved in fire control or other emergency action. He will work closely with the Safety Director in the effective use of manpower and equipment necessary to bring the situation under control.

The Fire Chief will usually be the first individual in authority to recognize the existence of an emergency situation. He must make the immediate decisions regarding the emergency action and continue in this capacity until the Emergency Organization can assemble, if it is required. The Vinyl Shift Supervisor, acting as the Fire Chief, will initiate the necessary action to put this plan into effect.

The specific duties of the Fire Chief in time of emergency are listed under Section III, "IMMEDIATE ACTIONS---".

Once the Emergency Officer arrives, the Fire Chief will report to him.

G. Assistant Fire Chief

The Line III Compound Supervisor will serve as the Assistant Fire Chief during emergencies in all areas of the plant, except Compound, Laboratory and Warehouse. In those areas, the Vinyl Reactor Shift Supervisor will act as Assistant Fire Chief. The Assistant Chief's duties will be as follows:

1. Make sure that all of the Fire Brigade members in his area leave for the scene of the emergency.
2. Report to the Fire Chief for instructions.

H. Mechanical Chief

The Mechanical Superintendent will function as the Mechanical Chief during the time of the emergency. The alternate is the Maintenance Superintendent. In this capacity, the Mechanical Chief will report to the Emergency Officer. He will carry out the following duties:

1. Organize and direct damage control work as directed.
2. He will be in charge of all personnel reporting to the Shop Area.
3. Assist the Emergency Officer in any way necessary to bring the situation under control.
4. Establish relations with outside utility companies and work closely with them, maintaining or restoring service as soon as possible.
5. Notify the Security Chief of the names of those people in the plant under his direction and of any who have been called out.
6. Keep the Emergency Officer informed of his whereabouts at all times.

7. Organize and direct clean-up and repair crews for the purpose of getting the plant back into operation as soon as possible.

I. First Aid Chief and Assistants

The Nurse will serve as the First Aid Chief and will report to the Emergency Officer. The Laboratory Lead Operator and the Resin Technician will act as Assistants. The alternate for the Nurse will be the Quality Control Supervisor. Their duties will be:

1. The Nurse (or in the Nurse's absence, the Lead Technician) will go immediately to the emergency scene whenever the Emergency Organization is activated or there is a call for First Aid help.
2. Give first aid to the injured.
3. Advise the Communications Officer if ambulances are needed.
4. Keep the Management Group and the Security Officer informed of injuries, including the names and estimates of severity.
5. Transport injured personnel to ambulance.

J. Messengers

The messengers will report to the Emergency Organization member to whom they are assigned.

K. Fire Pump Mechanic

The Vinyl Area Shift Mechanic will serve as the Fire Pump Mechanic. When alerted by emergency signals, he will report to the fire pump house. He will keep all four (4) pumps running until the "all-clear" is sounded.

L. Hose Crews

There are two hose crews. The objective of these crews is to insure that, through quick action, we will be able to protect our fellow employees and minimize any damage due to fire. Both are committed to respond to the scene immediately when summoned specifically by the Shift Supervisor or when the Emergency Organization is activated. The crews will consist of the following:

#1 Hose Crew

Fire & Crew Chief - Reactor Supervisor
(Junior) Dryer Operator
Dryer Utility
Dryer Utility
(Junior) Reactor Operator

#2 Hose Crew

Assistant Fire & Crew Chief - Supervisor on Duty
Automatic Bag Operator
Automatic Bag Utility
Dry Blend Utility
Bagger Utility

M. Support Group

The Support Group will consist of all maintenance personnel (Supervisors & Hourly) and all warehouse personnel (Supervisors & Hourly). The above people will report to the Maintenance Shop and be under orders of the Mechanical Chief.

N. Guards

1. Direct ambulance and other emergency vehicles to the emergency scene.
2. Stop all other vehicle traffic into the plant and have them to park without blocking the gate.
3. Phone the Emergency Organization when instructed to do so by a Shift Supervisor.

O. Communications Chief

1. Establish Front Office Switchboard as an emergency and communications headquarters.
2. Handle incoming and outgoing calls.

VII. PLANT EVACUATION

Personnel leaving the plant work site during an emergency are to assemble in a group and remain on the plant property just beyond the Emergency Exit and in no case to go toward an endangered area, unless they are required to help cope with the emergency.

Supervisors should be continuously alert for the need to evacuate their people before an alarm is sounded, or to move to alternate areas if the need arises.

1. Vinyl Department

- a. Primary - East end of the V-11 Dryer Room outside the Control Room.
- b. Secondary - Concrete pad North of the V-10 Reactor Building.
Use of primary location is declared unsafe due to wind direction or extent of VCM release.

2. Vinyl Maintenance

- a. Primary - Vinyl Maintenance Shop.
- b. Secondary - Front Maintenance Shop. Use if primary location is declared unsafe due to wind direction or extent of VCM release.

3. Contractors

- a. Primary - Contractors Shop
- b. Secondary - Front Gate. Use if wind direction or extent of VCM release is declared unsafe.

4. Plasticizer

- a. Training area or Hose Finishing, if required.

5. Compound

- a. Training Area or Hose Finishing, if required.

6. Dry Blend

- a. Training Area or Hose Finishing Area, if required.

7. Maintenance

- a. Front Maintenance Shop.

- A
8. Laboratory
 - a. Transportation Trailer Area.
 9. Warehouse
 - a. Shipping Warehouse, East Warehouse, if required.
 10. Engineering
 1. Main Gate Area, if required.
 11. Yard
 - a. Main Gate Area, if required.
 12. Front Office
 - a. Main Gate Area, if required.
 13. Visitors
 - a. Main Gate Area, if required.
 14. Complete Plant Evacuation

If evacuation of the plant work site is ordered, personnel are to be directed to appropriate Emergency Exit(s). There are three (3) Emergency Exits.

 - a. Maint Gate, North.
 - b. Shipping Yard Gate, East.
 - c. Railroad Gate, South.

VIII. EMERGENCY READINESS

- A. Supervisors will retrain all their personnel on the Plan every six months.
- B. The Safety Department will conduct at least one drill each year.

IX. EMERGENCY TELEPHONE NUMBERS

A. Medical

Ambulance, Monroe County Hospital - 369-2455
Dr. Kennedy, Office - 369-2621
Home - 369-4028
Dr. Oakes Office - 256-8431
Home - 256-2380
Gilmore Memorial Hospital (Amory) - 256-7111

B. Police

Aberdeen Police Department - 369-6454
Sheriff's Office - 369-2468
Mississippi State Police - (Contact Police Department
or Sheriff's Office)

C. Fire Department

Aberdeen Fire Department - 369-9551

D. Aberdeen Light & Water Department - 369-4731
- 369-2159

E. Headquarters Personnel

L. N. Vernon, Office - 201-845-3800
Home - 201-825-4557

V. A. Robertiello
Office - 201-845-3800
Home - 201-445-2978

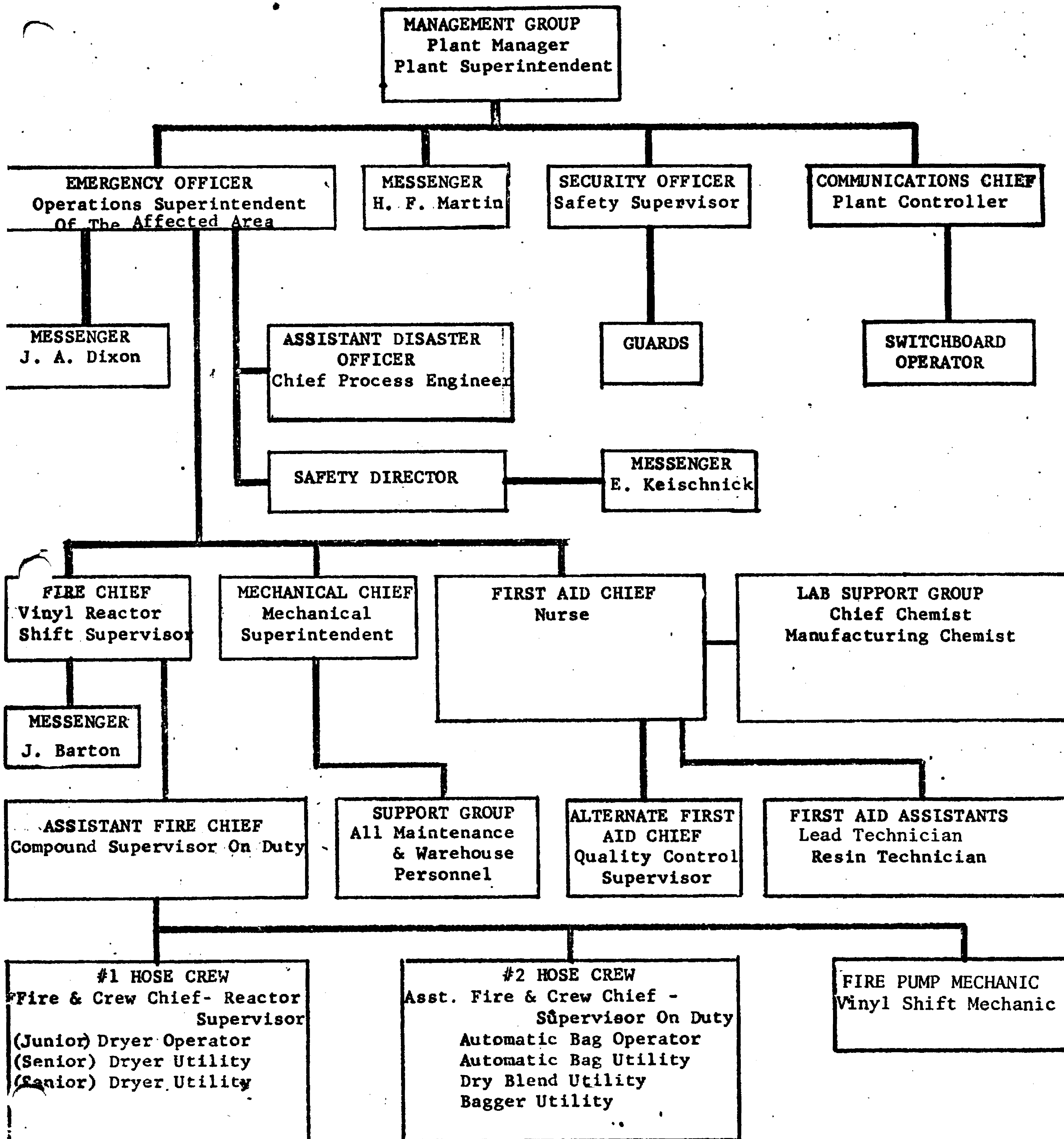
X. STORM WARNING

These procedures are established to give personnel early warning. When atmosphere conditions indicate that a tornado is possible:

- A. The Guard will continuously monitor Radio Station WAMY, Amory, Ms, for weather reports.
- B. If the Weather Bureau announces a tornado watch for the area, the Guard will telephone:
 - 1. Days - Contact all Department Heads.
 - 2. Nights & Weekends - Contact the Vinyl Reactor, Vinyl Dryer & Compound Supervisors.
 - 3. Be on the look-out for an approaching tornado cloud.
- C. If the Guard spots a tornado cloud, he will announce it over the P. A. System.
- D. When an approaching tornado cloud is announced, all personnel will take whatever action & cover that is established by the Department Procedures.

XII EMERGENCY ORGANIZATION GROUP

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