

Ethanolamines/Glycol Ethers Tier 3 Procedure

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1101. Emergency Response and Reporting

1.0 Objective:

1.1 To provide guidelines to operating personnel on reporting of emergencies that have the potential for affecting outlying operating units or surrounding areas and response to emergency situations internal or external to the plant. This procedure includes the Emergency sheltering and evacuation plan for the plant.

2.0 Responsibility:

2.1 It is the responsibility of the operations personnel to ensure that this procedure is understood and reviewed on an annual basis by all operations personnel.

3.0 Special Notation:

3.1 Emergency procedures are written to provide a guide when responding to a emergency situation. They do not take the place of common sense. Do not tackle something that could injure you because you do not have the experience or training to handle it. Emergencies should be handled examining the situation using common sense to make decisions based on the given circumstances.

3.2 Bldg-5502-Maintenance Warehouse will be used as the primary block evacuation point for contract and nonessential personnel during a spill.

3.3 Bldg-5501-Control Room will primarily be used for all Dow and essential personnel during a block evacuation. Bldg-5501 will be the primary evacuation point for ALL personnel in the event of a major release resulting in having to cocoon in-doors.

4.0 Emergency numbers:

4.1 To report all emergencies call 333.

4.2 To update gate one on all emergencies call 1333.

4.3 To update the site emergency manager (SEM) and the emergency operation center (EOC) call 2333.

5.0 Reporting Spills to the Control Room

5.1 Any person discovering an emergency situation will immediately contact the control room and give the following information:

5.2 The location of the emergency

5.3 The type of emergency

5.4 Any other pertinent information

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6.0 Reporting Spills to the Security

- 6.1 The control room operator will immediately report to security by dialing extension 333 and reporting the following.
- 6.2 His or her name
- 6.3 His or her department
- 6.4 The type of emergency (fire, spill-type a, b or c injury)
- 6.5 The chemicals involved, if known
- 6.6 The location in the block
- 6.7 Any specific help needed, if known (fire truck, ambulance, etc.)
- 6.8 If a fire truck is dispatched, the control room operator will direct someone to meet it at the block limits if personnel are available. If personnel are not available the control room operator will inform security where they are to enter the block.

7.0 Responding to Division Spill Alarm

- 7.1 Upon sounding the Division Emergency Horn all operating personnel will immediately come to or contact the control room for instructions. All maintenance and other personnel in the block will follow instructions given by the control room at the end of the emergency alarm.

8.0 Hazardous Chemical Release:

- 8.1 Spills are announced by A,B,& C categories and wind direction. The following steps should be taken in the event of a hazardous chemical release:

8.2 Category "A" Spill - Adjacent Block

At this time a block page should be made notifying all workers of one of the following:

Block 55 is not affected by the _____ spill at this time, all work may continue

- 8.3 The control room operator should monitor the Emergency Radio for updates on the release and also see how it may affect the block.

8.4 Category "B" Spill - Not a Downwind Block

At this time a block page should be made notifying all workers of one of the following:

Block 55 is not affected by the _____ spill at this time, all work may continue.

- 8.5 The control room operator should monitor the Emergency Radio for updates on the release and also see how it may affect the block.

8.6 Category "B" or "C" Spill - Are a Downwind Block

At this time a block page should be made notifying all workers of one of the following:

Block 55 is affected by the _____ spill. Shut down all work and all contract and nonessential personnel report to the maintenance warehouse-Bldg-5502. Dow and essential personnel report to the control room.

- 8.7 If block 55 is affected, all air handling units for the office building must be turned off to prevent the intake of contaminated air from outside.

- 8.8 The office professional will check the visitor log to ensure that all personnel and visitors are accounted for.

- 8.9 The loading coordinator will be responsible for accounting for all material flow personnel, truck drivers and any

other visitors in their area.

8.10 Day support personnel will be responsible to accounting for all contract and maintenance personnel.

8.11 Category "C" Spill - Not a Downwind Block

At this time a block page should be made notifying all workers of one of the following:

Block 55 is not affected by the _____ spill at this time, all work may continue.

8.12 The control room operator should monitor the Emergency Radio for updates on the release and also see how it may affect the block.

9.0 Block Evacuation Assembly Points

9.1 The five pre-designated assembly points for the Dowanol block are listed as follows:

Maintenance shop
Drumming building
Southwest of DS-205, ammonia sphere
Southeast corner of block behind fenced yard.
Control room

9.2 In the event that a chemical is detected at a designated block assembly point all personnel are required to shelter in the control room-bldg-5501

10.0 Designated Entry Doors to Bldg-5501

10.1 Personnel entering building 5501 to shelter will do so through designated double doors which provide an air seal. The list of designated doors are as follows:

Through the instrument shop and into the control room.
Through the MCC and into the control room.
Through the lab and into the control room.
Through the men's room and into the control room.

10.2 No entry should be made into the office building through a single door that may allow spill material into the building. Personnel entering Bldg-5501 will assemble in the conference room or the kitchen. Only essential personnel are allowed to assemble in the Control Room area.

10.3 If appropriate, single access doors should be sealed with duct tape.

11.0 Location Of Critical Block Valves:

11.1 There are emergency shut off valves on the lines coming into our block. These lines are stenciled and the valves are painted fluorescent orange to assist in locating the line quickly. The location of the critical block valves are as follows:

11.2 Butanol line located at North block limits.
Methanol line located at North block limits.
Nitrogen line located at North block limits.
235# steam line located at North block limits.
475# steam line located at North block limits.
EO line located South of Area 2 at D-101
PO line located South of Area 2 at D-101A
Anhydrous Ammonia line located beneath DS-205

12.0 Emergency Evacuation:

12.1 Division security, block management or shift personnel will be responsible for making the decision to evacuate.

12.2 The plant will be shutdown and secured and all personnel will be evacuated as instructed by the control room. There will be a one hour air supply available for five essential personnel to remain and secure the plant the safely. Once the plant is secured the remaining personnel will evacuate to a safe location away from the spill.

12.3 During working hours the Day Support Personnel or his designee will be responsible for evacuation of maintenance and all non-essential personnel.

12.4 The Day Support Personnel or his designee will carry one (1) block radio and (1) emergency radio.

12.5 Evacuees will leave together and remain together if possible. However in some emergencies a pre-designated meeting place is not always the best place to be. In the event of a major hazardous gas release that puts this block downwind of the spill, evacuation should be to the nearest gate, keeping in mind the wind direction.

12.6 No one will return to the Ethanolamines/Glycol Ethers plant until an all clear is announced by Security.

12.7 If an emergency occurs other than on normal working hours, operations or his designee will evacuate personnel as they deem necessary and assign a leader to carry the radio.

12.8 The Operations Personnel or a designated leader will account for evacuated personnel.

13.0 Revisions:

Revision 1	12-13-95	Yearly Review
Revision 2	02-10-98	Changed 2.0, 2.2, 12.1, 12.1.1, 12.1.2, 12.1.6 Major changes to all of section 11.0
Revision 3	03-17-98	Major modifications on entire procedure