

US EPA ARCHIVE DOCUMENT

	Trans Cycle Industries of Ohio, LLC Health & Safety Program		Doc No:	800-300
			Initial Issue Date	11/18/2017
			Revision Date:	NA
Contingency Plan – DRAFT (TO BE COMPLETED AT LEAST 2 WEEKS PRIOR TO PLANT OPENING)			Revision No.	NA
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CONTINGENCY PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE PERSON:

Name: FRANK E. JACKSON Phone: 404-641-6754

EMERGENCY COORDINATOR:

Name: TBD Phone: (_____)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: Name: Phone: (_____)

Area/Floor: Name: Phone: (_____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Phone: (_____)

Name: Phone: (_____)

EVACUATION ROUTES

Evacuation route maps have been posted in each work area, the office, and are attached hereto. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location

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5. Assembly points
6. Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE & EMS DEPARTMENT: 911 OR 740-943-2715

POLICE: 911 OR 740-943-5212

SECURITY (If applicable): _____

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: _____

WATER: _____

GAS (if applicable): _____

TELEPHONE COMPANY: _____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT

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- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) _____


(e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
911 OR 740-943-2715
- Provide the following information:
 - Nature of medical emergency,
 - Location of the emergency (address, building, room number), and
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Phone: _____

Name: Phone: _____

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- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.


FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911 OR 740-943-2715.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice
 - Communication
 - Phone Paging
 - Radio
 - Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.

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- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (when applicable):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:


- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to the facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

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- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets

- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL


The following are the locations of:

Spill Containment and Security Equipment: TBD

Personal Protective Equipment (PPE): TBD

SDS binders are located:

- Area I - _____

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- Area II - _____
- Office Area - _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
 - Name of Spill Cleanup Company: TBD
 - Phone Number: TBD
- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

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STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No. TBD

Structure Type

Location (address, if applicable)

Emergency Response

Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name Phone Number _____

Name Phone Number _____

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.


YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male ____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: ____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

SPEECH

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LANGUAGE


- ☐ Loud
☐ High Pitch
☐ Raspy
☐ Intoxicated
☐ Soft
☐ Deep
☐ Pleasant

Other

- ☐ Fast
☐ Distinct
☐ Stutter
☐ Slurred
☐ Slow
☐ Distorted
☐ Nasal

Other

- ☐ Excellent

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___ Fair

___ Foul

___ Good

___ Poor

Other

ACCENT

MANNER

BACKGROUND NOISES

___ Local

___ Foreign

___ Race

___ Not Local

___ Region

___ Calm


___ Rational

___ Coherent

___ Deliberate

___ Righteous


___ Angry

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- ___ Irrational
- ___ Incoherent
- ___ Emotional
- ___ Laughing
- ___ Factory
- ___ Machines
- ___ Music
- ___ Office
- ___ Machines
- ___ Street
- ___ Traffic
- ___ Trains
- ___ Animals
- ___ Quiet
- ___ Voices
- ___ Airplanes
- ___ Party
- ___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

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When will it go off? Certain Hour ____ time Remaining

Where is it located? Building Area

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? ____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.

Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

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- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
- Close off unneeded rooms or areas.

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- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:


- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

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Assignments:

Work Area:

Name:

Job Title:

Description of Assignment:

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate personnel to initiate backups.

The following offices should be contacted: TBD

Name/Location: _____

Telephone Number: _____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Name & Title:

Frank Jackson – Trans Cycle Industries of Ohio, LLC President

Michelle Botter-Lee – EHS Director