

Devens: Facilities Action Plan

33 Jackson Road, Devens, MA 01434

42.535767, -71.631197

Version 2: 3/6/2023



DEVENS FACILITY ACTION PLAN

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DEVENS FACILITY ACTION PLAN

Everyday Safety: We rely on each other to maintain a safe workplace. Please be observant, every day.

Safety Incident & Near Miss Reporting Form

If you see an incident or near miss (an incident where the outcome could have been worse than that observed) Please report it right away using the Safety Incident and Near Miss Report Form QR code.

Safety Incident and Near Miss Report Form

Go/EHSReports



Hazard Recognition and EHS Requests

Go/EHSRequests



Hazard Recognition and EHS Request Form

At least once a month take a few minutes and look around for items which you think are a “safety best practice” or you see an opportunity to improve. Please report it using the Hazard Recognition and EHS Requests Form QR code.

If you see conditions which require an immediate response, please notify one of the critical contacts listed on the following page.



DEVENS FACILITY ACTION PLAN

Critical Contact List: If an injury, illness, safety event, or near miss occurs, contact a member of EHS.
If the event involves the facility, contact an FAC member as well.

Emergency Coordinators		
If an injury, illness, safety event, or near miss occurs, contact a member of EH2-EHS and EH2-FAC.		
Simon Whooley	Facility Manager	508-440-1314
Ken Jones	EHS Manager	978-790-6200
Gia Coleman	EHS Specialist	508-340-3421
B.W.Kennedy (Early Manufacturing) Adam Dufault	Facilities Technician	781-759-4770
Local Authorities & Emergency Response Service		
If any issue arises regarding these organizations, contact a member of the EHS or FAC teams.		
Emergency Line for Fire and Police: 911		
Fire Department Non-Emergency		978-772-4600
Police Department Non-Emergency		978-772-8800
Veolia Environmental Release Response		1-800-354-2382
Regional Center for poison Control and Prevention		1-800-222-1222
Facilities External Contacts		
If an issue arises with any of the following organizations, contact Senior Facilities Engineer or Facilities Manager.		
Alarm & Fire Protection	Adam Dufault	Early Manufacturing Only
Electric	Adam Dufault	Early Manufacturing Only
Gas Utilities (User Side)	T.B. D	Pending Vendor Selection
Gas Utilities (Utility Side)	Eversource	1-800-592-2000
HVAC	Adam Dufault	Early Manufacturing Only
Pest Control	Devens Animal Control	978-772-1864
Plumbing	Adam Dufault	Early Manufacturing Only
RODI	Simon Whooley	508-440-1314

For incident and event reporting procedures, please review the information on pages 7-10 & 14.

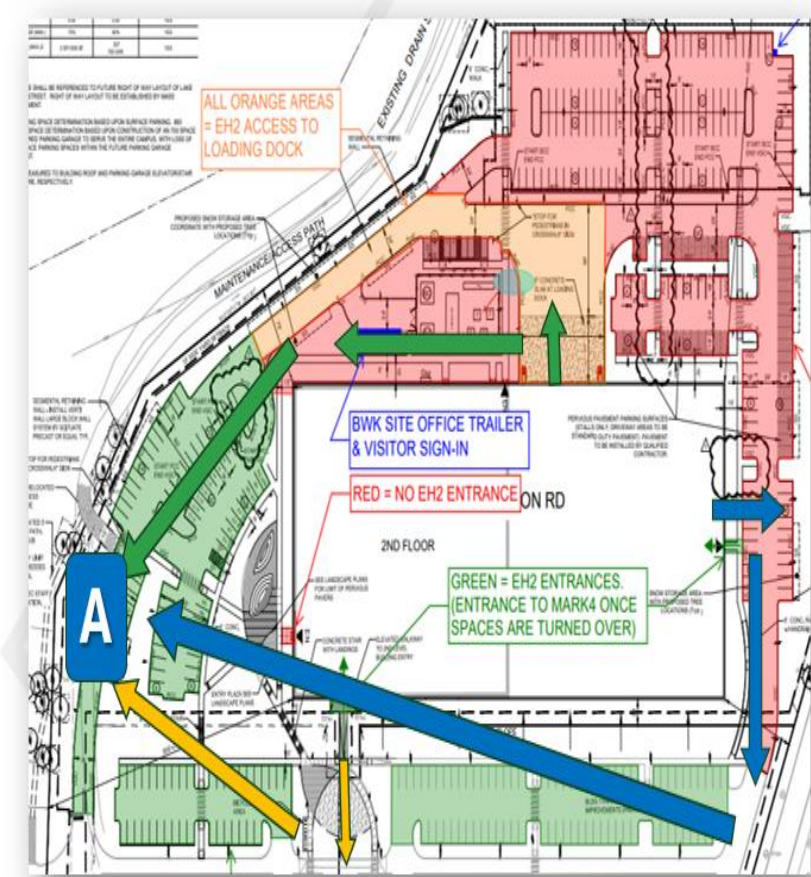
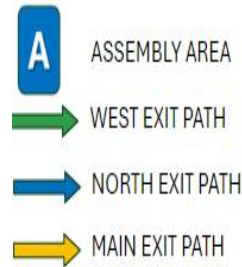


DEVENS FACILITY ACTION PLAN

Evacuation Plan: Always evacuate upon hearing/seeing an emergency alarm. Report to Assembly Area, remaining there until further communication by EH2-EHS.

Evacuation maps are located throughout the facility. In the event of power loss, follow the illuminated exit signs to leave the building.

1. Immediately evacuate the building upon the sounding of the Fire/ Emergency Alarm.
2. DO NOT stop to gather possessions.
3. Once out of the building, all employees and contractors are to gather (by department) at the “Assembly Point” located at the south parking lot.
4. Evacuation roll calls are conducted using the “Alert Media” app. Respond to communication. Results are reported to Emergency Coordinator(s).
5. Until otherwise notified by Devens FD, or the Emergency Coordinator(s), remain at “Assembly Area.”
6. Follow any instructions given by the Emergency Coordinator(s), Security and and/or Devens FD.
7. Re-entry into the buildings will occur by department upon the authorization by the Emergency Coordinator(s).
8. If outside normal business hours, ensure you have contacted an emergency coordinator(s). Their phone numbers are available on the Critical Contact List.
9. If injuries or illnesses occur, members of the EH2 Emergency Response team will provide first aid.



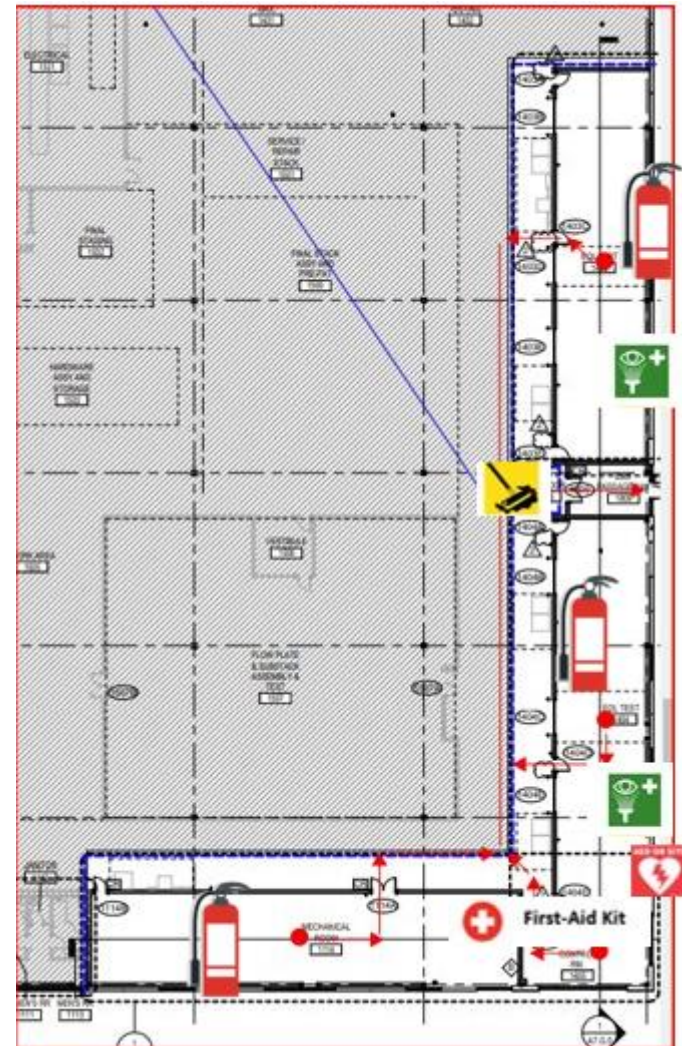


DEVENS FACILITY ACTION PLAN

Emergency Evacuation and Equipment Maps: Maps show the location of emergency equipment such as AED. Fire Extinguishers, First-Aid Kits, Emergency Eyewashes and more, as well as egress routes.

Devens: Emergency Evacuation and Equipment Map Level 1

-  Fire Extinguisher
-  AED
-  First-Aid Kit
-  Emergency Eyewash/
Shower/ Drench Hose
-  Spill Cleanup Materials
-  Fire Alarm Pull Station



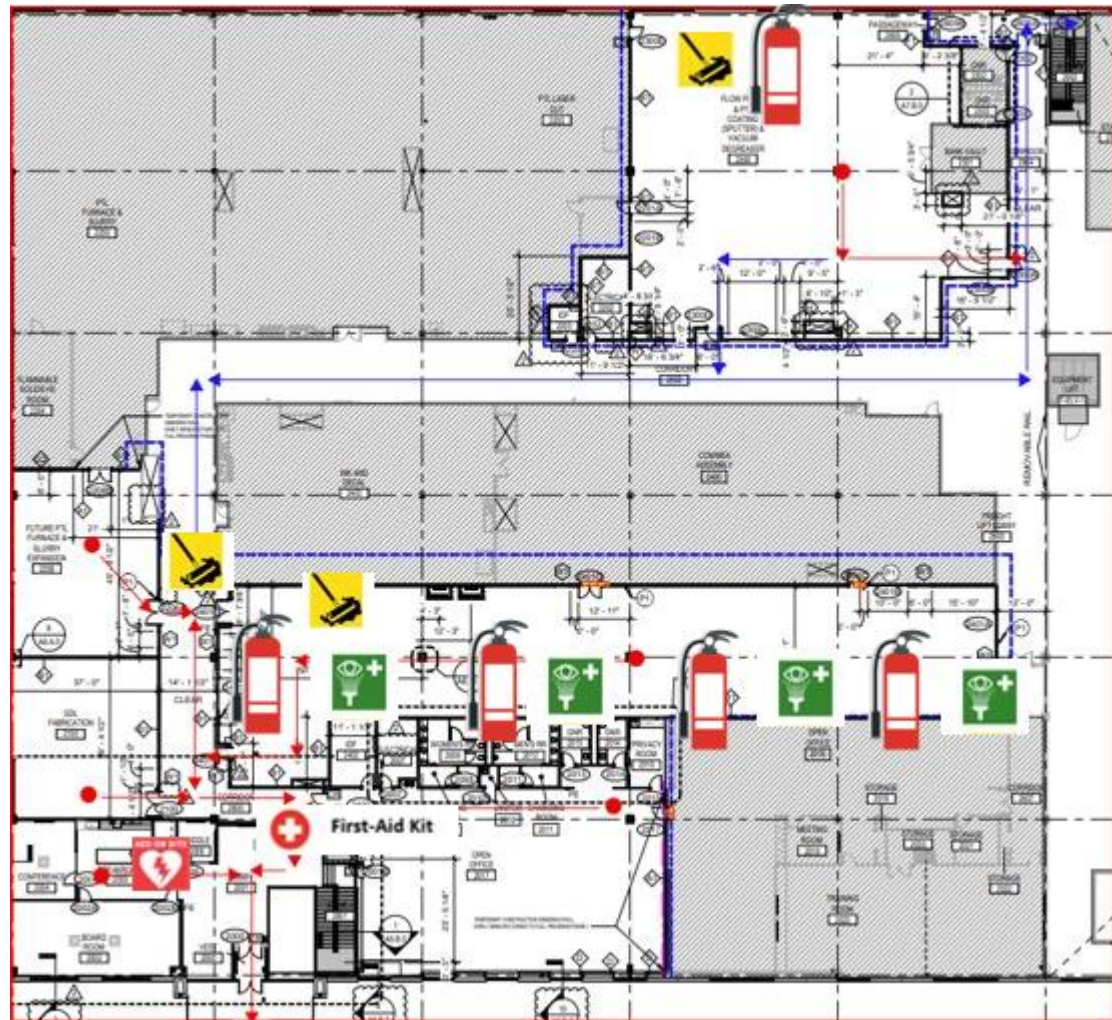


DEVENS FACILITY ACTION PLAN

Emergency Evacuation and Equipment Maps: Maps show the locations of emergency equipment such as AEDs, Fire Extinguishers, First Aid Kits, Emergency Eyewashes and more, as well as egress routes.

Devens: Level 2 Emergency Evacuation and Equipment Map

-  **Fire Extinguisher**
-  **AED**
-  **First-Aid Kit**
-  **Emergency Eyewash/
Shower/ Drench Hose**
-  **Spill Cleanup Materials**
-  **Fire Alarm Pull Station**

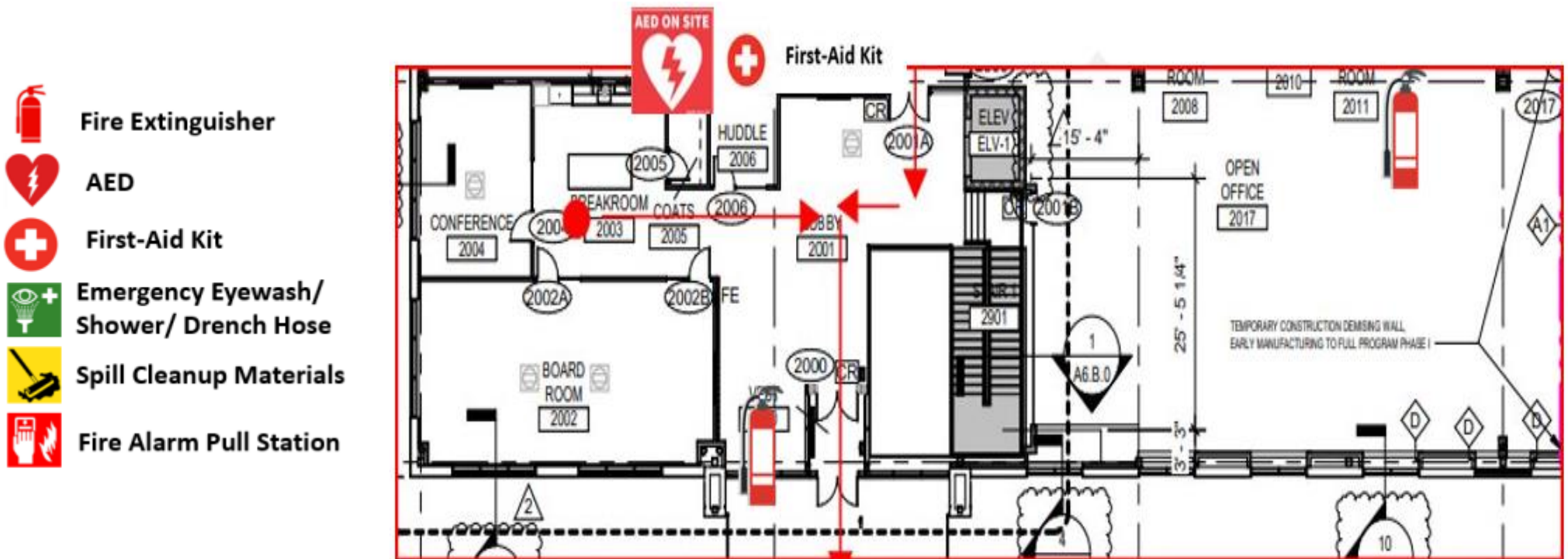




DEVENS FACILITY ACTION PLAN

Emergency Evacuation Map Location: Maps show the locations of emergency equipment such as AEDs, Fire Extinguisher, First Aids Kits, Emergency Eyewashes and more, as well as egress routes.

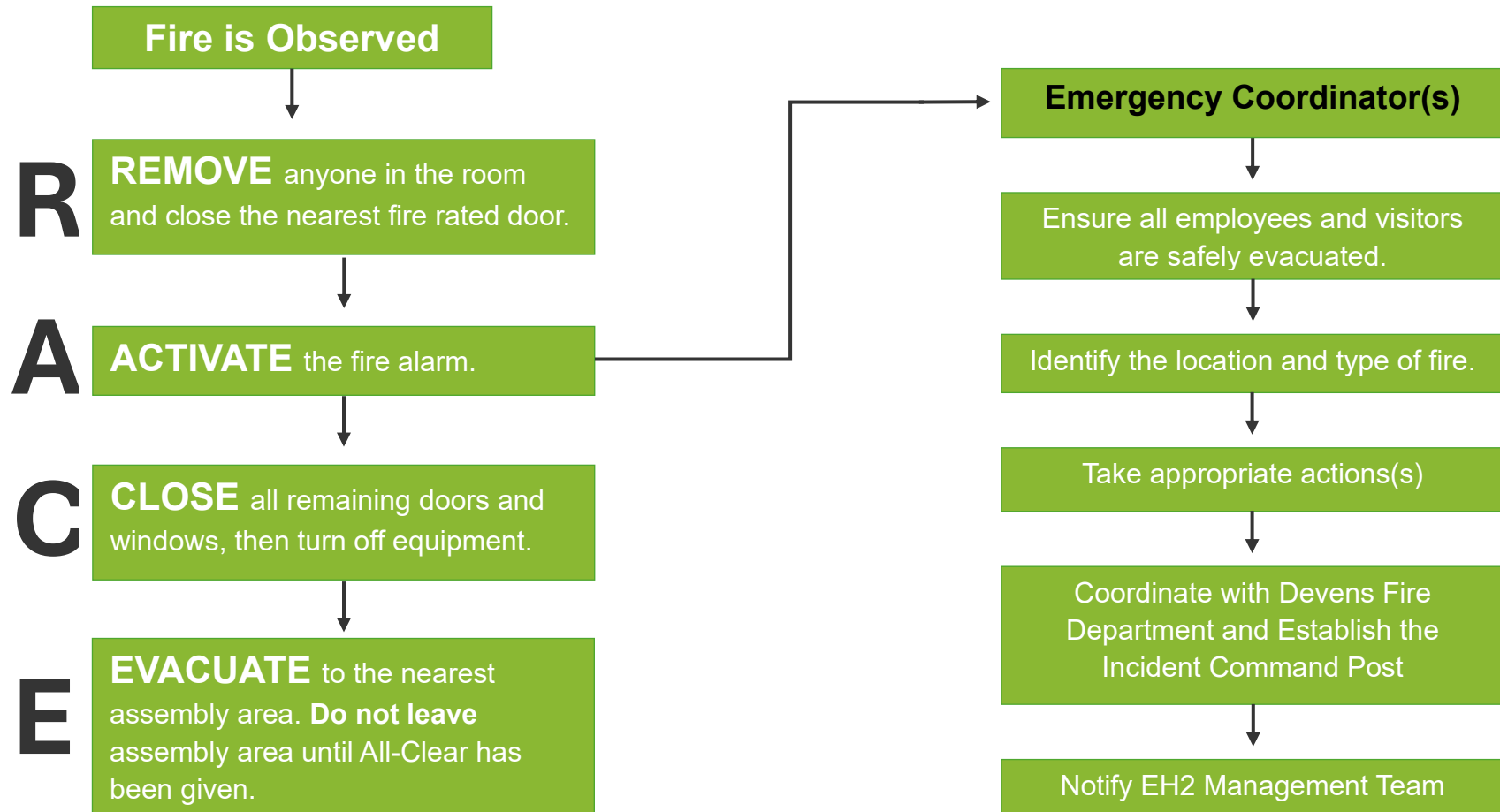
Devens: Office Emergency and Equipment Map





DEVENS FACILITY ACTION PLAN

Fire Plan: Any employee who observes a fire in the building must IMMEDIATELY pull the nearest fire alarm pull station.

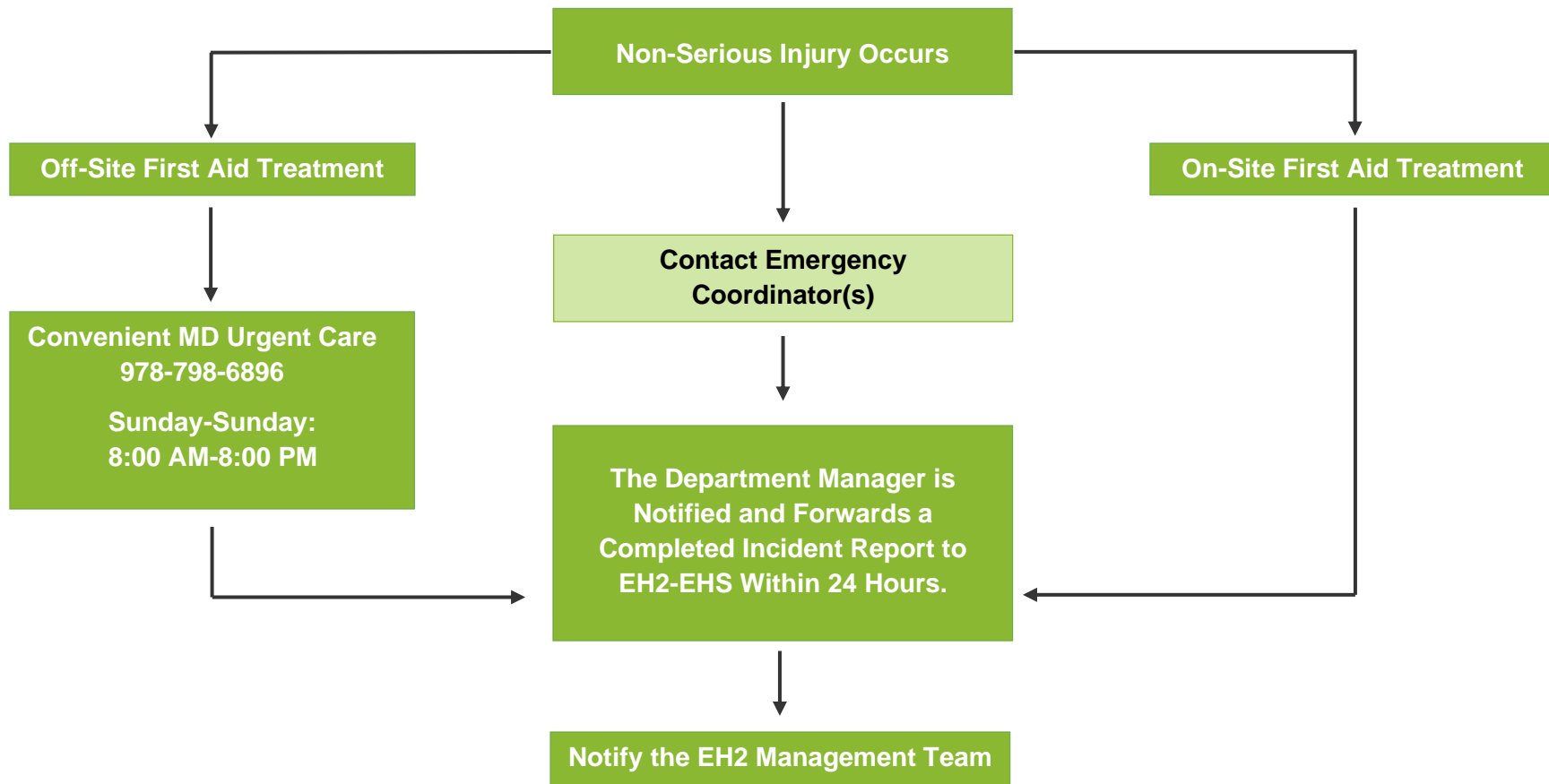


NOTE: Remain at Assembly Area until given additional instructions. Do NOT attempt to extinguish a fire unless you can quickly and safely do so with minimal risk to yourself.



DEVENS FACILITY ACTION PLAN

Safety Event Reporting Process (Non-Serious): Incident reporting helps identify hazards in the workplace. This prevents similar incidents from reoccurring in the future and, helps keep our associates safe.

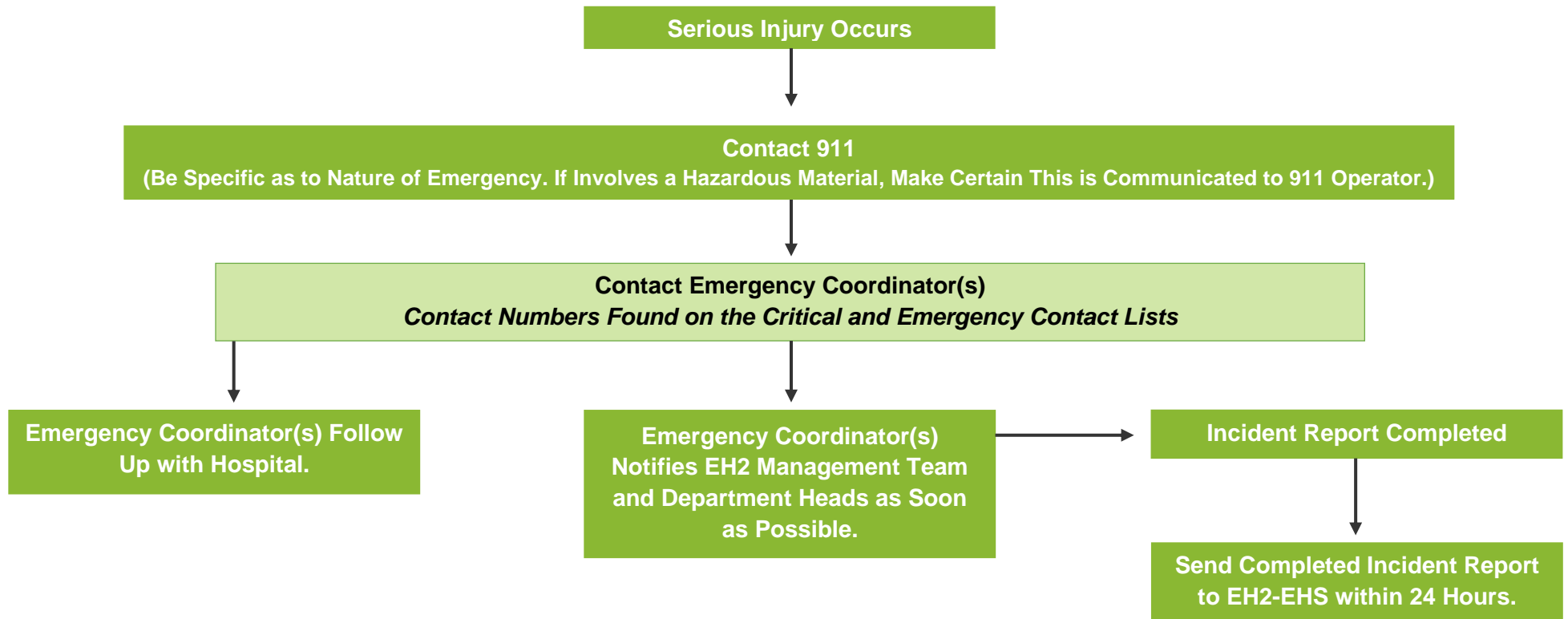


NOTE: Never allow an injured Employee and/or Visitor to travel alone or drive to seek aid in the event of a work-related injury or illness.



DEVENS FACILITY ACTION PLAN

Safety Event Reporting Process (Serious): Incident reporting helps identify hazards in the workplace. This prevents similar incidents from reoccurring in the future and, helps keep our associates safe.



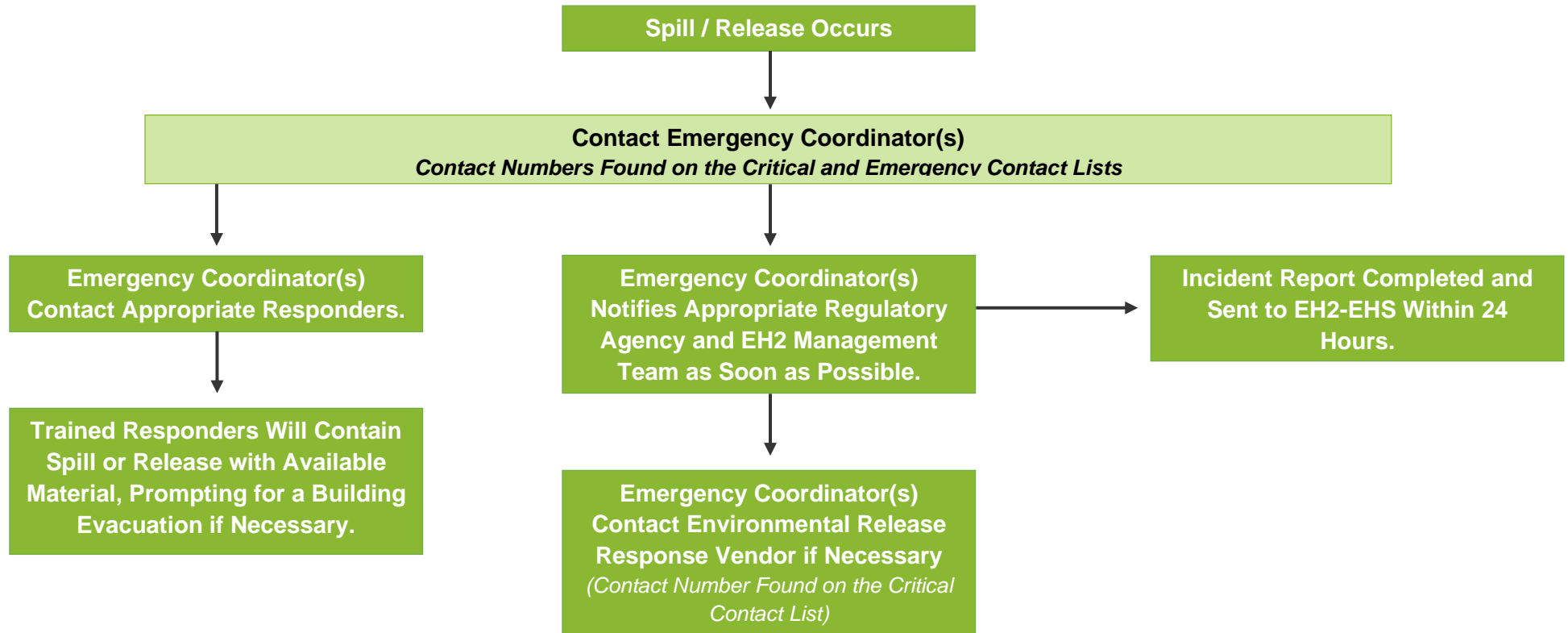
Criteria Requiring Emergency Transportation to a Hospital Include:	
1. Heart concerns	2. Respiratory concerns
3. Head trauma	4. Loss of consciousness
5. Severe medical conditions	6. Severe loss of blood
7. Electrical shock	8. Acute medical distress where law enforcement mediation is required

NOTE: Never allow an injured Employee and/or Visitor to travel alone or drive to seek aid in the event of a work-related injury or illness.



DEVENS FACILITY ACTION PLAN

Hazardous Material Spill/Release Event: Associates should respond to a hazardous material spill/release event. If the Emergency Coordinator determines the Spill/Release poses an immediate danger to life and health, then the Devens Fire Department will be contacted. The site is not required to prepare or implement an SPCC Plan as it does not meet the criteria to do so at this time.



Questions to Identify:

1. Materials hazardous or non-hazardous?	2. Location of the Spill/Release?
3. Number of Individuals exposed to and/or injured during Spill/Release?	4. Is the correct PPE available to respond accordingly?
5. Was the area secured and was the Spill/Release contained?	6. What notification was given to employees and was it sufficient?

**Safety Data Sheets are available in hard copy form outside areas with chemicals and an online repository.
For incident and event reporting procedures, please view the information on pages 7-10 & 14.**



DEVENS FACILITY ACTION PLAN

Powdered Metal Safety: EH2 uses powdered metals which pose various safety hazards. Only trained associates should handle these materials.

1. Maintain all hazardous powdered metals in quantities below the maximum allowable quantity (MAQ).
2. The use of powdered metals in open containers is prohibited. We enforce a strict closed-use policy.
3. Powdered metals shall be stored in designated flame-resistant cabinets to reduce fire hazards.
4. Powdered metals shall be separated from other materials at all times, and segregated when necessary.
5. The information outlined in this action plan and the internal EH2-EHS Powdered Metals Handling Guidance are designed to be scalable and will be adapted to accommodate the growth of EH2's operations.
6. Shipments received containing powdered metals are compliant with DOT regulations.
7. Disposal of powdered metals is in strict accordance with Resource Conservation Recovery Act (RCRA) standards.
8. Only trained employees shall handle powdered metals.

Review the EH2-EHS Powdered Metal Handling Guidance for more information about safe powdered metals handling, spill response, and disposal.



DEVENS FACILITY ACTION PLAN

Hazardous Material Label Requirement: Hazardous chemicals in the workplace must be properly labeled, tagged, or marked with the correct information.

Original Containers

- Name and address of chemical manufacturer
- Identity of chemical
- Hazard warnings
 - Written, GHS Pictogram, or both.

Secondary Containers & Hazardous Waste

- Identity of chemical
- Hazard warnings
 - Written, GHS Pictogram, or both.
- Signal Word
 - Danger or Warning
- If PPE is required

If container is missing a label, then it must be reported to your manager and/or EH2-EHS so the label can be replaced!

PRODUCT IDENTIFIER: Ethyl Acetate

GHS PICTOGRAMS: Health Hazard, Environment, Corrosion, Flammable, Oxidizing, and Hazardous Waste.

NFPA: 3 (Health), 2 (Flammability), 0 (Reactivity), 0 (Special Hazard)

SIGNAL WORD:
 DANGER
 WARNING

HAZARD/PRECAUTIONARY INFO.
- Highly Flammable
- May cause drowsiness or dizziness
- Causes serious eye irritation

HMIS:
HEALTH: 2
FLAMMABILITY: 3
REACTIVITY: 0
PERSONAL PROTECTION:

GHS2264ALV NMC

All new chemical purchases should be approved by EH2-EHS prior to purchase. Visitors are NOT allowed to bring chemicals into the building without prior approval from EH2-EHS.



DEVENS FACILITY ACTION PLAN

Natural Disaster (Weather and Power Loss): In the event of severe weather, natural disaster, or power loss, guidance will be communicated to the site via AlertMedia.

- In the event of a power outage, all employees are to assemble in the Level 1 Kitchen.
- The Natural Disaster (weather) actions should not be initiated without specific instruction by EH2-EHS, EH2-FAC, or EH2 Management.
 - Action items will include, but are not limited to:
 - **Respond accurately and in a timely manner to AlertMedia notification if sent.**
 - Inform Emergency Coordinator(s) or Supervisor(s) of any missing employees.
 - Move away from windows.
 - Store all equipment in safe areas or as directed by the Department Supervisor.
 - Unplug all unnecessary equipment and appliances, including sensitive electrical instruments and computers.
 - Shut down critical instruments and computers.
 - Assemble with workgroup and take shelter in the Level 1 kitchen.
- In the event of a shelter-in-place event, report to nearest shelter-in-place location.
 - **Respond accurately and in a timely manner to AlertMedia Notification!**
- In the event weather or an emergency condition warrants the closing of the Facilities, EH2-EHS will push an alert from AlertMedia alert, an email, and another form of communication to all employees who are based out of that office.

Electric Hydrogen Important Message:
Electric Hydrogen Important
Message: RESPONSE IS REQUIRED!
TORNADO WARNING FOR DEVENS.
REPORT TO SHELTER IN PLACE AREAS
LOCATED IN COMMUNAL
BATHROOMS IN Level 1& Level 2
Reply with:
1 for SAFE - 1 am in a shelter-in-place
location at Devens. 2 for HELP - 1 am
not in a shelter-in-place location at
Devens and need help! 3 for I am
offsite. Reply "STOP" to unsubscribe
Reply "STOP" to unsubscribe

3

Your message has been sent.

All associates are required to respond to AlertMedia notifications when an alert is received. Shelter-in-place locations are shown on the Emergency Equipment and Evacuation Route Maps on Pages 4, 5 and 6.



DEVENS FACILITY ACTION PLAN

Incident Reporting Documentation Process: Associates are required to report work-related incidents to their manager, who will then work with the associate to submit an incident report via Go/EHSReports.

- Managers are required to notify EH2-EHS when an incident occurs within 24 hours or sooner depending on the severity of the event. If you are unsure about the need to report a certain incident, or have any questions related to incident reporting, please contact EH2-EHS.
- If the event could result in an investigation by a local or federal agency (i.e., EPA, OSHA), contact EH2-EHS immediately. Please refrain from responding to any media inquiries and pass any inquiries on to EH2-EHS who will work with media@eh2 to respond.

Who? What? When? Where? Why? How to Prevent?

- **Who:** Associate name and title, how long they have been with EH2.
- **What:** Describe the event in as much relevant detail as possible. Include if the person was performing their typical job role, or if the task was something new. Has this happened before? What happened leading up to the event, during the event, and following the event? Did the person receive medical attention? Who responded (include their job title)? What was the person thinking about before the event occurred?
- **When:** Time event occurred, time it was reported to manager or responder, time associates responded to event, time associates shift started.
- **Where:** Specific location of the event down to the lab bench, work cell, etc.,
- **Why:** Root Cause → Use a “5-Whys” Analysis unless told otherwise by EH2-EHS.
- **How to Prevent?** Corrective Actions to mitigate the hazard that resulted in the incident. Use elimination, substitution, engineering controls, administrative controls, or PPE.

Corrective Actions

- Include corrective actions that were immediately taken after the event (ex: moved associate away from a hazardous release), and that need to take place in the future to prevent the event from repeating.
- Corrective actions should be communicated to all stakeholders and implemented within a reasonable timeframe. If a corrective action takes more than a few days to implement, ensure the timeline is communicated with EH2-EHS.

Root Cause Analysis

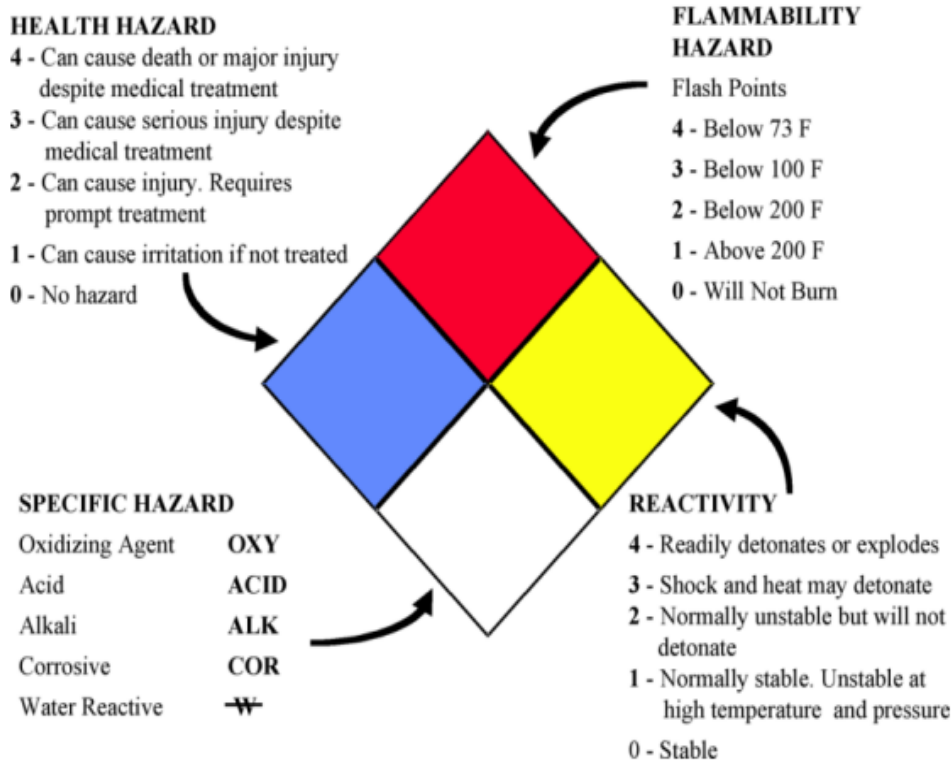
- For most events, a “5-Whys” Analysis should be performed to determine the root cause.
 - 5-Whys → Ask “why did this happen?” 5 times, expanding on the previous ask each time.
 - Look at direct causes & indirect causes.
- For events that are more serious, a more in-depth analysis should be performed to determine the root cause looking at a broader scope of potential factors and causes. There must be agreement within the affected parties on the root cause.

NOTE: Never allow an injured Employee and/or Visitor to travel alone or drive to seek aid in the event of a work-related injury or illness.



DEVENS FACILITY ACTION PLAN

NFPA Hazard Rating System: The National Fire Protection Agency (NFPA) Diamond identifies the hazards associated with the many types of materials. Consult the safety data sheet (SDS) for more detailed hazard information and handling instructions. SDS binders are in all buildings.



All New chemical purchases should be approved by EH2-EHS prior to purchase. Visitor are NOT allowed to bring chemicals into the building without the prior approval from EH2-EHS.