

Emergency Action Plan Site Specific Program

DEVENS



EMERGENCY ACTION PLAN SITE PROGRAM

Purpose

The purpose of this Site Program is to define the safety requirements for areas and operations within DEVENS that may have exposure to anticipated emergencies. The intent of this Site Program is to provide methods for employees to respond to the anticipated emergencies and to comply with the Occupational Safety & Health Administration OSHA in 29 CFR 1910.38 – Emergency Action Plan.

Scope

This Site Program applies to all employees who will have exposure to anticipated emergencies that may occur at the facility.

Responsibilities

Site Management

The Site Management is responsible for implementation of the Emergency Action Plan (EAP). The Site Management will:

- Use the EHS-309H EAP Process Flow Chart to visualize the sequence of activities in the emergency action plan process.
- Identify and evaluate roles within the workplace that may be needed during anticipated emergencies and record this information on EHS-309A Emergency Contact List.
- Confirms that training is provided to all employees.
- Participate in all after action reviews to assess the effectiveness of the EAP..

Environmental, Health and Safety (EHS) (or designate)

EHS (or designate) is responsible for the development, implementation and administration of the site's EAP policies. EHS will:

- Conduct a review of the workplace to determine the appropriate methods to respond to anticipated emergencies.
- Review existing roles and job tasks to determine if employees may be required to assist during emergencies.
- Select and purchase appropriate Personal Protective Equipment (PPE).
- Ensure EAP training is provided for all employees. In accordance with the OSHA standard, the training is offered:
 - Before beginning job tasks that have reasonably anticipated exposure.
 - At least annually for all employees.
- Provide training, guidance and assistance to supervisors and employees on the proper use of approved PPE.
- Lead the post-action review following any activation of the EAP.
- Periodically re-evaluate previously selected PPE with at-risk employee input to determine suitability for job tasks.
- Develop the EHS-309B Emergency Responders Team List.

Supervisors

Supervisors (i.e., leads, etc., and/or other designated persons) are primarily responsible for implementing and enforcing the EAP by:

- Verifying employees follow all the emergency response procedures when the EAP is activated.
- Verifying affected employees wear appropriate PPE where exposure to hazards is possible.
- Providing access to appropriate PPE and making it available to employees.
- Following the procedures listed in this EAP for response to emergencies.
- Participate in all post-action reviews to assess the effectiveness of the EAP.

Employees

Employees will:

- Understand the emergency response procedures.
- Follow all procedures during an emergency.
- Use appropriate PPE during an emergency.
- Activate the emergency response procedures in the event of an emergency situation.
- Notify Supervisor or EHS of suggestions for improvement during the after action review.
- Actively participate in all training.

Emergency Response Team (ERT)

Supervisors, Employees and Maintenance personnel may be assigned or may volunteer to be part of the Emergency Response Team (ERT) to respond to emergencies. These team members will be responsible for:

- Responding to emergencies that the team members are trained.
- Participating in specialized training for individual response types.
- Participating in all post-action reviews to assess the effectiveness of the EAP.
- Maintaining emergency response equipment.

Procedure

- Identify potential emergencies and designate ERT personnel on EHS-309B Emergency Responders Team List.
- Develop procedures for all potential emergencies identified and document in this policy.
- Select and use appropriate PPE.
- Train employees on the procedures for all potential emergencies.
- Evaluate the effectiveness of the emergency procedures by conducting drills and document on EHS-309E Post-Action Review.
- Maintain the EAP through periodically reviewing, updating, and evaluating the effectiveness of the Site Program.

Identify Emergencies

EHS or his/her designee will conduct a review of the facility to identify all potential emergencies. EHS will look at previous incidents and other potential incidents that may require an evacuation or response within the facility.

EHS and Site Manager will determine who will need to be contacted in the event of an emergency and list them on EHS-309A Emergency Contact List.

EHS will identify positions that may be required to be part of the ERT. Volunteers will be used to supplement the ERT with additional responders for the various types of emergencies. The following are the types of responders that make up the ERT and will be located on EHS-309B Emergency Responders Team List:

- ERT Evacuation Member – Responsible for making a search of designated departments and/or shutting down machinery during an evacuation. The following departments and/or positions should be included as part of the ERT Evacuation Members:
 - Member(s) of the Maintenance Department
 - Site Management
 - EHS
 - Others as determined by EHS
- ERT First Aid Responder – Responsible for responding to all injuries or illnesses that may occur during the operation of the facility.
- ERT Spill Responder – Responsible for responding to spills of known contents and completing the cleanup procedures.

Potential Emergency Procedures

The following are examples of emergencies that could occur at DEVENS and the procedures to follow during the emergency incident.

- Fire or Explosion
- Carbon Monoxide
- Bomb Threat
- Earthquake/Tornado
- Severe Storms
- Hazardous Materials Spill
- Security Breach/Violent Person
- Medical

In the event of an emergency, employees must notify a supervisor immediately and follow the procedures listed in this EAP. Employees may encounter emergencies that are not listed and must contact the supervisor and/or EHS.

Alarm System

DEVENS will use an audible siren with flashing lights to warn employees of a potential emergency that requires evacuation.

DEVENS will use the paging system/radios to alert employees of emergency situations that may require special procedures.

DEVENS will use an air horn or other distinguishable siren noise alert employees of the presence of inclement weather and the need to move to the internal assembly areas.

Evacuation Procedures

The following procedure will be used to evacuate from the DEVENS facility during emergencies that require a facility evacuation.

- Activate the evacuation by pulling an alarm pull station or other designated audible notification procedures and notify a supervisor of the location of the incident requiring evacuation.
- Employees must proceed to the nearest exit and then proceed to the external assembly areas (i.e., employee parking lots, grassy areas, etc.) upon hearing the fire alarm or an announcement to evacuate.
 - The supervisor or designee will obtain the daily roster and bring it to the External Assembly Point.
 - An ERT Evacuation Member will be designated to obtain the visitor/contractor log.
 - The most senior ERT Evacuation Member or a member of management will call 911 to have the appropriate resources come to the facility.
 - ERT Evacuation Members will be responsible for verifying that their designated area is evacuated and/or assist those needing assistance to evacuate the building.
- Employees must remain calm when evacuating. Immediately evacuate via the safest exit door that leads to the outside of the building. Proceed to the External Assembly Area.
 - There are emergency action plan evacuations maps posted throughout the facility that will show at least one exit route from the room it is posted.
 - See EHS-309F Emergency Action Plan Maps.
 - EAP evacuation maps should show the location of ERT First Aid Kits, Automated External Defibrillators (AEDs), Spill Kits, Fire Extinguishers, Fire Alarm Pull Stations, Fire Alarm Annunciators, Areas of Refuge/Shelter and Exits.
 - Exit signs are posted at all exit doors and along exit routes showing the direction to the nearest exit.
 - If there is smoke along the exit path chosen, stay low to the floor or find an alternative path.
 - If there is fire along the exit path, choose an alternative path. If there is not an alternative path, then use a fire extinguisher to clear the way to evacuate, but do NOT try to fight the fire. Your safety comes before the building and equipment.
 - As employees exit the building, verify that the doors close as you leave rooms and hallways.
- Employees are to move to the designated external assembly areas as specified on EHS-309C External and Internal Assembly Locations.
- Employees must report to the Supervisor or designee at the External Assembly Area to be accounted.
 - Wait for instructions from Emergency Responders or Management.
 - DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO.
 - Do NOT leave the External Assembly Area until you are told to do so by Supervisor or Member of Management.
- The Supervisor or designee will verify that all employees, visitors and/or contractors for their assembly area are accounted and provide the count to the ERT Evacuation Members.
- The ERT Evacuation Members will designate a member to use EHS-309A Emergency Contact List to contact management personnel and advise them of the incident.
- The ERT Evacuation Members will designate a member to be the liaison between Emergency Response Personnel and THE DEVENS STAFF until a member of management either takes responsibility or arrives to take responsibility.
 - The ERT Evacuation Members will then assist management with all requests.
 - Employees will assist the management with any requests and continue to wait for instructions from management.

- A member of management will be the contact for the Emergency Personnel Incident Commander and may even be part of the Incident Command Structure.
- The liaison with the Emergency Response Personnel must provide the details of the incident so that the Incident Commander may determine the best response for the safety of the responders and the employees.
- Once the all clear is given by Emergency Personnel, management will allow employees, visitors and contractors to re-enter the building. Operations will focus on returning to back to normal business operation.
 - Extended closing of the business may require management to release employees to go home until contacted to return to work.

Fire and Explosion Procedure

Employees will notify the Fire Extinguisher Users (if the site chooses to develop these procedures) of the location of the fire using the paging systems/radios and then follow the Evacuation Procedure. Unless you are trained, do not use a fire extinguisher except to escape the building.

Carbon Monoxide Procedure

Employees will follow the Evacuation Procedure and notify a supervisor of the carbon monoxide exposure.

Once the extent of the Carbon Monoxide exposure is determined by Emergency Personnel, management with the assistance of Emergency Personnel may determine that part of the workforce may return to operation.

Bomb Threat Procedure

If a call is received by an employee and a bomb threat is made, the employee is to keep the person on the phone. Be calm and keep the person calm. Discreetly notify a supervisor or other employee of the situation. The employee should try to keep the person on the phone by calmly asking questions such as why and where the bomb is located.

The supervisor will notify 911. All employees will follow the evacuation procedures and the building checked by authorities.

If a bomb is observed, exit the area, notify a supervisor immediately and follow the evacuation procedures. Call 911 if a supervisor is not immediately available.

Earthquake and Tornado Procedure

Management will alert employees by using air horn or other designated alarm system in the event of an earthquake or tornado.

In the event of an earthquake occurring before warning is given, all employees are to find a wall or nearest stable area, get on the ground face down and cover their head with their hands.

Employees are to move to the designated indoor areas as indicated on EHS-309C External and Internal Assembly Locations.

Employees are to remain in the shelters until the all clear is given by management or it is determined that evacuation of the building is needed.

Severe Storm Procedure

Business will continue to operate unless you are contacted by a member of management to not report to work.

Hazardous Material Spill Procedure

There are emergency response spill kits available in the organization as listed on EHS-309D ERT Spill Kit Locations.

If the spill has an unknown identification, employees must activate the Evacuation Procedure and notify a supervisor immediately of the location and amount of spill involved (i.e., large, medium or small).

If the spill is a known chemical or material, employees are to stay with the spill if possible or send another employee to use the paging system on any phone or radios in the facility to summon ERT Spill Responders to the spill.

When contacting the ERT Spill Responders, employees must:

- Remain calm and speak clearly into the receiver/microphone.
- Pick up the receiver and press "Page spkr." Or depress the radio transmit button to broadcast over the designated channel.
- State "ERT Spill Responder to (Give Location)" twice clearly.
- Employees will then contact a supervisor to let them know about the spill.

Any employee who comes across the spill is responsible for verifying that other employees do not enter the spilled area or become exposed to the spilled material. Employees may use any means necessary such as spill signs, caution tape or barricades to close off the area.

ERT Spill Responder Response Procedure

- All ERT Spill Responders will respond to the nearest Spill Kit location and bring the kit to the location of the spill. If the Spill Kit was already obtained, then proceed to the location of the incident.
- An ERT Spill Responder will make the determination if the spill is greater than the facilities capabilities to clean up the spill. If outside cleanup services are needed, an ERT Spill Responder and the area supervisor will contact the facility's contracted spill clean-up company.
 - Name of Company
 - Phone Number
 - Emergency Contact information

Security Breach/Violent Person Procedure

Notify a supervisor immediately of the incident and/or person(s) involved. Employees may need to exit the area if it becomes too hostile. Call 911 if the violence escalates or if a supervisor is not available. Management may evacuate the building.

In the event an employee suspects the security of the facility has been comprised, he or she should remain calm and inform his or her supervisor of the intruder(s) and call 911.

Medical Procedure

When a medical emergency occurs, the event must be reported to management as soon as possible and the medical first responders summoned. The Medical First Responders are listed on EHS-309B Emergency Responders List.

Employees, visitors and contractors will use the paging system on any phone or radios in the facility to summon ERT Medical First Responders to the emergency.

When contacting the ERT Medical First Responders, employees must:

- Remain calm and speak clearly into the receiver/microphone.
- Pick up the receiver and press "Page spkr." Or depress the radio transmit button to broadcast over the designated channel.

- State "ERT Medical First Responder to (Give Location)" twice clearly.

ERT Medical First Responder Response Procedure

- All ERT Medical First Responders will respond to an ERT First Aid Kit location to bring the kit to the location of the emergency. If the ERT First Aid Kit was already obtained, then proceed to the location of the incident. Refer to HSP-13C First Aid Responders List.
- An ERT Medical First Responder will make the determination if outside Emergency Medical Services (EMS) is needed once they have assessed the patient. If outside EMS is needed, an ERT Medical First Responder will use one of the outside calling phones to dial 911 to contact EMS.
 - Remain calm and speak clearly with the dispatcher.
 - Pick up the receiver and press 9-911 and wait for the dispatcher to answer.
 - State "I am calling from DEVENS to report a medical emergency."
 - Address is # STREET, TOWN, STATE and EMS will need to use (which driveway) and go to door (#). Tell the dispatcher that someone will be waiting to guide EMS to the patient. Give a call back number so that the dispatcher can call back if necessary.
 - Give the age, sex and the conditions of the patient and what First Aid measures are being performed by ERT Medical First Responders.
 - Write down any instructions the dispatcher gives to you.
 - Answer any additional questions for the dispatcher.
 - Do Not Hang Up until given permission by the dispatcher.
- Any member of the ERT may be designated to meet EMS and lead them to the scene of the incident.
- Once EMS has arrived, the lead ERT Medical First Responder will provide EMS with a verbal report of what happened, what was done and any other information that EMS requests. Once the report is given, the ERT Medical First Responders will provide assistance to EMS as requested.

Personal Protective Equipment

Employees deemed to be at risk of exposure to hazards during emergency response are required to wear PPE whenever there is the potential for exposure. PPE includes, but is not limited to:

- Safety Glasses and/or Goggles
- Face shields for certain job tasks
- Impervious Gloves for Spill and First Aid Responses
 - See PPE assessment for glove types based on hazards
- Impervious Aprons for Spill and First Aid Responses
- Slip Resistant Shoes

ERT First Aid Kits

ERT First Aid Kits should follow the minimum requirements of ANSI Z308.1 – 2009 Minimum Requirements for Workplace First Aid Kits.

The Facility should also have at least one AED on location. More may be needed based on the size of the facility.

Spill Kits

Spill Kits should have the following as a minimum:

- Container large enough to place used spill cleanup equipment
- Sorbent Socks
- Absorbent Pads
- Goggles
- Impervious Gloves per PPE Assessment
- Bags for disposal
- Blank Labels

Drills

To determine the effectiveness of the EAP procedures, two practical drills must be conducted annually. All shifts must be included in the drill.

- 1 drill should assess the effectiveness of the evacuation procedures.
- 1 drill should assess a procedure that does not initially involve evacuation.
- Additional drills (both practical and table top) may be needed to assess the ERT response procedures.

Inspect and Review

The Supervisor inspects the work area as part of his/her regular walk-around management and initiates corrective actions when non-conformities are identified. Employees are expected to follow all safe operating procedures and wear designated PPE whenever the employee is exposed to fire hazards.

ERT First Aid Kits are to be inspected at least monthly and after each use by an ERT Medical First Responder for the following criteria:

- Number of equipment meets the required list numbers.
- Expired equipment is replaced.
- Automated external defibrillator (AED) Battery greater than 25% (1/4 of battery).

Spill Kits are to be inspected at least monthly and after each use by an ERT Spill Responder for the number of equipment meeting the required list numbers.

Following every activation of the EAP (including drills) a post-action review will be conducted by the ERT members, supervisor(s) involved, member of management, EHS and any other personnel determined to need to be part of the review. The Post-Action Review will go over the positives and negatives of the EAP activation, will be documented on EHS-309E Post-Action Review and will provide corrective actions to help improve the facility's EAP procedures.

Site Management, with support of EHS, performs a self-assessment of the site to verify implementation of the EAP. This self-assessment is performed annually using EHS-309G EAP Implementation-Evaluation Checklist.

Training

The objectives of the EAP Training are to educate the employees about the potential risks involved when an emergency occurs at the workplace and to describe the best practices, administrative

controls and PPE that is used to decrease the risk of exposure. The training includes, but is not limited to, the following subjects:

- Explanation of the procedures employees are to follow in the event of an emergency is to occur at the location.
- Importance of early activation of the EAP.
- Best practices and administrative controls that are implemented to reduce the risk of exposure.

After the training, the employees will demonstrate that they understand the EAP Site Program or they will be given follow-up training.

ERT Evacuation Members Specific Training

- Training regarding the specific responsibilities during an emergency.
- Consider the following free courses to increase awareness and integration with Emergency Responders:
 - ICS-100: An Introduction to Incident Command System (ICS)
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>
 - IS-700: National Incident Management System (NIMS) An Introduction
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

ERT Medical First Responders Specific Training

- All the training for ERT Evacuation Members
- American Red Cross or equivalent First Aid, CPR and AED Course
 - Recertification should occur every two years regardless of expiration dates.
- HSP-16 Bloodborne Pathogen Program Training

ERT Spill Responders Specific Training

- All the training for ERT Evacuation Members
- Specific chemical handling and cleanup procedures
 - New chemicals should be trained upon before they are put into production use.

Recordkeeping

All records are maintained in accordance with the SUEZ record retention policy.

- Copies of the EHS-309G EAP Implementation-Evaluation Checklist for this process are maintained for the current year.
- Copies of the training rosters are maintained in accordance with the SUEZ records retention policy.
- Post-Action Review Reports are maintained for at least five years.

Regulatory and Other References

- OSHA Standards for General Industry – 29 CFR 1910.38 Emergency Action Plans Standard.
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9726
- Federal Emergency Management Agency (FEMA) Incident Command Training -
<http://training.fema.gov/IS/NIMS.aspx>

Definitions

Emergency Responders – Members of the fire department, police department, emergency medical service or other outside agencies that responds to emergencies to contain and/or limit injuries, loss of property or harm to the environment.

Attachments

- EHS-309A Emergency Contact List
- EHS-309B Emergency Responders Team List
- EHS-309C External and Internal Assembly Locations
- EHS-309D ERT Spill Kit Locations
- EHS-309E Post-Action Review
- EHS-309F Emergency Action Plan Maps
- EHS-309G EAP Implementation-Evaluation Checklist
- EHS-309H EAP Process Flow Chart

Revision History

Revision #	Revision Summary	Revision Date	Approval
1		3-25-2016	

EHS-309A Emergency Contact List

In the event of personnel injury or threat of off-site consequences from any incident, call 911 immediately.

In the event of an emergency the following personnel should be contacted in the order listed below:

Title	Name	Phone Number
Site Manager	SHAWN MEUNIER	978-500-6008
EHS	JOHN CORMIER	978-490-4076
MASS DEVELOPMENT	MARK COHEN	978-784-2911
Fire Department	DEVENS FIRE DEPARTMENT	911
Police Department	SHIRLEY POLICE	911
Agency		
Agency		
Electric Provider		
Natural Gas Provider		
Spill Clean Up Contractor		
CHEMTREC		
Environmental Compliance Agency		
CHEMTREC		
Environmental Compliance Agency		

GENERAL FACILITY INFORMATION

Facility Name: DEVENS

Facility Location: 85 WALKER ROAD SHIRLEY MA. 01464Facility Phone Number: 978-772-4250**EHS-309B Emergency Responders Team List**

Function	Name	Location	Shift
ERT Evacuation Member, ERT Medical First Responder, ERT Spill Responder	John CORMIER	WWTF	1 st Shift
ERT Evacuation Member	SHAWN MEUNIER	Office	1 st Shift

Every shift must have at multiple employees trained as ERT Evacuation Members, ERT First Responders and ERT Spill Responders so that there is always coverage on every shift.

Please see EHS or an ERT member to find out how to become part of the team!

EHS-309C External and Internal Assembly Locations

External Assembly Locations

Department	Location ID	Location Description
OFFICE	SECONDARY MUSTER POINT	LIGHT POLE, MAIN ENTRANCE
ALL OTHER DEPARTMENTS	PRIMARY MUSTER POINT	HOLDING TANK, NEAR STAIRS
COOK STREET	MUSTER POINT	OUT SIDE OF MAIN ENTRANCE FENCE

Internal Assembly Locations

Department	Location ID	Location Description

EHS-309D ERT Spill Kit Locations

ERT Spill Kit Locations

Department	Location ID	Location Description
WWTF ALL DEPARTMENTS	GENERATOR BUILDING	INSIDE GENERATOR BUILDING
MAIN PUMP STATION	GENERATOR BUILDING	INSIDE GENERATOR BUILDING

EHS-309E Post-Action Review

This form is used to record emergency events and response efforts so they are documented and critiqued for lessons learned and continuous improvement. A Root Cause should be included as part of the Post-Action Review of every incident.

1. Check the Type of Event:

<input type="radio"/> Fire	<input type="radio"/> Evacuation	<input type="radio"/> First Aid	<input type="radio"/> Bomb Threat	<input type="radio"/> Explosion
<input type="radio"/> Spill	<input type="radio"/> Weather	<input type="radio"/> Earthquake	<input type="radio"/> Security	<input type="radio"/> Other

List Other Incident Type: _____

2. List Chemicals Involved: _____

3. Event Information:

Date:	Area of Facility:	Time of Incident:
Reported By:	Title:	Department:
Machine:	Duration of the Response Effort:	
ENTER LOCATION HERE ERT Members:		
Other Response Personnel/Agencies:		

4. Describe the Event (in chronological order):
5. Describe any immediate control measures:
6. Describe any damage to property, equipment, personnel or the environment:
7. Critique the Response Effort: (Who, What, When, Where, How and Why)
8. Any Lessons Learned and/or corrective actions identified?

Attach photos to the report and submit to EHS

Submitted by:

Name: _____ Signature: _____ Date: _____

Reviewed by:

Name: _____ Signature: _____ Date: _____

EHS-309F Emergency Action Plan Maps

Evacuation Maps must be developed and included as part of HSP-13F.

Maps should include the following information:

- Accurate floor plans with indicated wall and cubicle locations, elevators, corridors, stairs and exit doors (and which way the door swings)
- Primary and Secondary Exit routes with a "YOU ARE HERE" indicator
- Persons needing assistance refuge areas and procedures for them to follow
- Locations of all fire extinguishers and fire hose stations
- Locations of all fire alarm annunciators (what they sound and look like [i.e. audible and visual warning devices]), fire alarm pull stations and fire alarm control stations
- First aid kit and AED locations
- Spill kit locations
- Assembly areas (both exterior and interior) that are clearly marked on site plan
- Site plan describing the actions to be followed in case of fire/emergency, the fire department emergency phone number (i.e. 911) and the prohibition of elevator use during evacuation
- Major utility shut off locations such as water, gas, electricity, etc.
- A legend describing any symbols used on the map
- Oriented to viewer's location (e.g. north always the same orientation)
- The name of the building (if available) and the address of the building
- The floor level
- A horizontal overview of the building/facility
- Date of plan design, revision date, map number and name of plan designer

Maps at a minimum should be located at the following locations within each facility:

- All doorways leading into corridors
- All major intersections or major decision points
- All stairway doors
- All elevator lobbies
- Immediately inside every public entrance to the building
- Conference rooms, cafeterias or other high use rooms

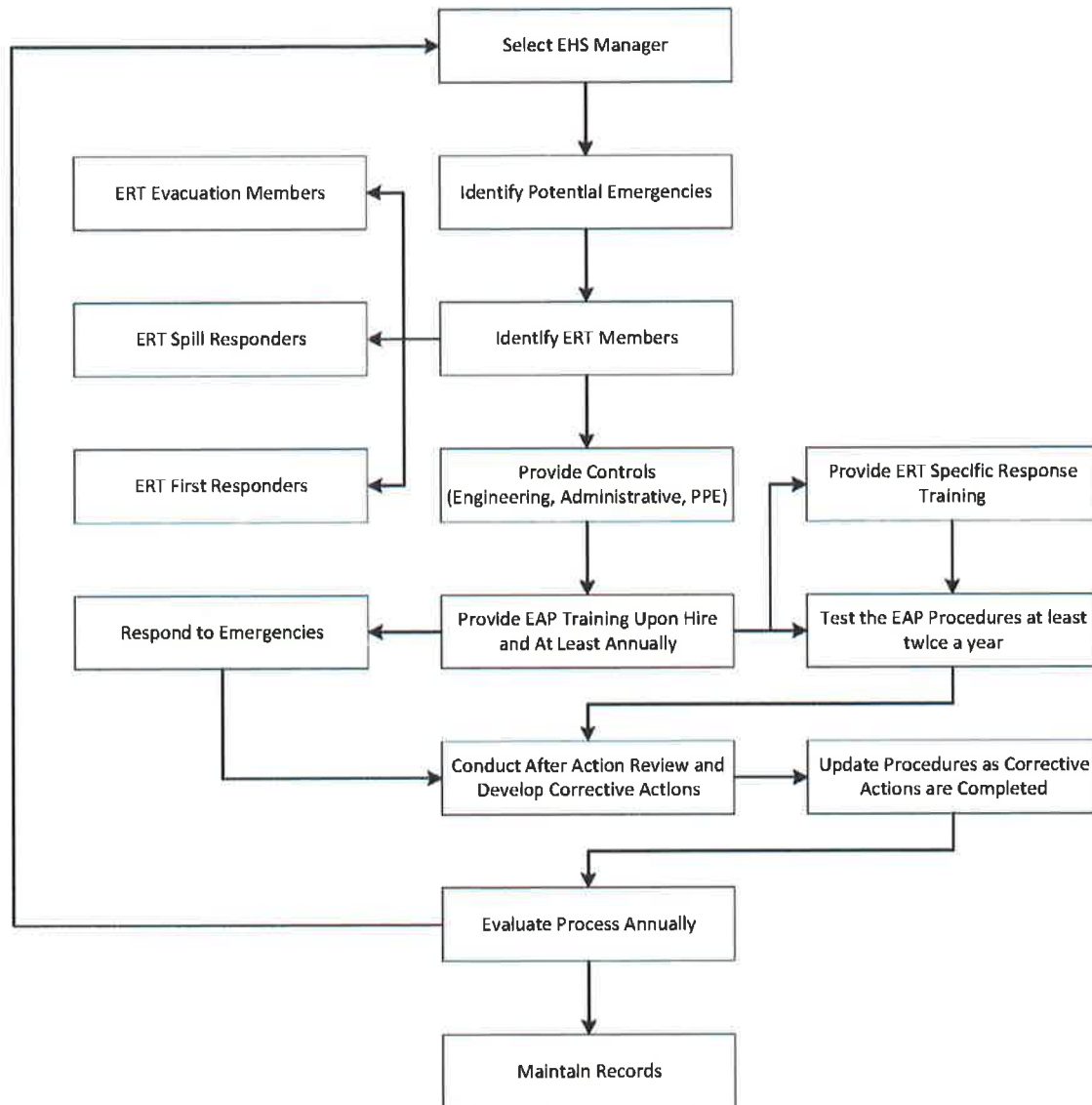
EHS-309G Emergency Action Plan Implementation-Evaluation Checklist

Completed By: _____

Date: _____

	Yes, No or N/A	Comments / Findings / Corrective Actions (Record on Corrective Action List)
1. Is there an adequate inventory of EAP equipment maintained at the site?		
2. Is the emergency contact list, ERT Member list, training records, EAP Maps available for review?		
3. Are the response procedures adequate for all identified fire hazards?		
4. Were there any unidentified emergencies that may have occurred?		
5. Are the ERT Members satisfied that response equipment is readily available? Interview ERT Members to see if they have the response equipment that they need to conduct their jobs safely.		
6. Is the response equipment maintained and cared for, so that they are clean and in good repair?		
7. Have all employees received the annual EAP Training?		
8. Are employees aware of the emergency response procedures? Interview a few employees.		
9. Were there at least two different drills that evaluated the effectiveness of the EAP procedures?		

EHS-309H Emergency Action Plan Process Flow Chart



Within 24 hours, the immediate supervisor needs to complete an Accident Detail Form. This form is a computer file that needs to be emailed to all parties listed in #5.

The employee must forward all doctors' notes to their supervisor as soon as possible. The supervisor needs to be informed immediately of any change in work status. The supervisor then needs to inform management who will notify Human Resources and Payroll as needed.

D. Hazardous Chemical Spills/Releases.

1. **Small Spills-** Spills or releases of hazardous chemicals in quantities that do not present an immediate risk to personnel can be corrected and cleaned up by the employee.
 2. **Large Spill-** If the spill or release presents a hazard to either personnel or the environment, the immediate area shall be evacuated, and the Plant Manager/ Supervisor contacted. Do not attempt to remediate the spill/release unless you have received specific Spill Response Training. The Plant Manager/Supervisor will contact the appropriate HAZMAT response team (the fire department at 978-772-7200) for stopping the leak and performing the clean up. **DEP Notification is required within 2 hours. The emergency after hours notification number is 888-304-1133**
 3. **Spill into Sewer System-** If there is a reported flow of flammable/HAZMAT material to the sewer system. The staff is to open and start ventilation of the all lift stations down stream of the spill. The Plant Manager/Supervisor will contact the appropriate HAZMAT response team (the fire department at 978-772-7200) and shall designate someone to remain at the site entrance to direct emergency responders. Do not reenter building until given the all clear by the Fire Department.
- E. Structural Collapse.** In the event of a collapse of a structure (i.e. excavation, building, tank), all personnel shall muster at the entry gate or road to ensure no one is trapped in the collapsed area. If everyone is not accounted for, contact Devens Dispatch at 911 or 978-772-7200. The Plant Manager/Supervisor shall designate someone to remain at the site entrance to direct emergency responders to the emergency site.
- F. Confined Space Rescue.** If confined space entry is anticipated, provisions shall be made in advance for possible emergency rescue. The Devens Fire Department is to be notified prior to entry. A copy of the permit will be faxed to the Fire Department (978-772-8819). WWTF SOP 015 will be adhered to. Under no circumstances shall the attendant enter the space to rescue unless another trained attendant is present, and the person entering has been specifically trained on emergency rescue, and has the appropriate equipment. Instead, contact the Fire Department, and the Plant Manager / Supervisor.
- G. Communications.** During work activities be aware work sites may be separated by distance and height, noisy equipment may be operating and alarms routinely found at permanent work sites (i.e. plants and office buildings), such as fixed pull alarms, are either not present, or may not be loud enough to be heard over work processes. Therefore, emergency alarm methods that address these issues must be established. When developing the alarm methods, consideration must also be given as to how the employees who hear/see the alarm respond. For example, some sites sound a long, steady whistle to signify a fire, two short alarm burst, followed by a pause, followed by two short bursts can signify that equipment shall be shut down and all personnel shall immediately proceed to the designated storm shelter(s).

In addition, personnel must be able to contact outside emergency units as needed. Therefore, communications must be available at the storm shelters and muster points to allow for contact. Emergency numbers are posted at all phone systems.

All below issues require the indicated notification:

Tornado:	Project Manager, Fire Department, Devens Utilities
Lightning:	Project Manager, Fire Department, Devens Utilities
Flood:	Project Manager, Devens Utilities, Devens Fire Dept.
Medical emergency:	Project Manager, Nashoba Deaconess Hospital
Fire/explosion:	Project Manager, Fire & Police Department, Devens Utilities
Hazardous material spill:	Project Manager, Fire Department, DEP
Structural collapse:	Project Manager, Fire Department, Devens Utilities
Confined space rescue:	Project Manager, Fire Department,

Note: The emergency communications selected for the above situations can be the same for similar expected actions (i.e. tornado and lightning can have the same signal, since all require proceeding to the designated shelter, or seeking low points in the ground). Also, if the emergency is localized, and does not impact the entire work site, verbal warnings are appropriate.

Should access to any facility plans be required, all building and system plans are located at 9 Cook St Devens MA 01434

In addition to the above communications associated with notifying personnel of an emergency, means of communicating during emergencies shall also be developed. For example, if the primary evacuation route cannot be used, a means to notify employees to use secondary routes must be developed. To accomplish this, specific people have been designated to receive additional information on the nature of the emergency, and what evacuation routes can be used. These people will verbally communicate the information as necessary to ensure safe evacuation. The following people are designated:

First Contact: John Cormier

Second Contact: Michael Stelmach

Third Contact: Shawn Meunier

H. Evacuation Plans.

1. Methods of evacuation of work sites in the event of an emergency shall be developed. For buildings, the use of approved emergency exit signs shall be used. Locations where emergency exits are not readily visible shall either have directional signs, or floor plans to direct to the nearest exits.
1. Emergency evacuation routes shall have emergency lighting as needed to allow for safe exiting.
2. Primary and alternate evacuation routes shall be designated in the event the primary route is unavailable for exiting (i.e. involved in a fire).
3. Personnel shall head to pre-designated muster points, and attendance taken to ensure that everyone is out.

I. Responsibilities

1. Plant Manager/Supervisor (s):
 - a. Responsible for directing all actions in emergency situations, until relieved by outside emergency response units (i.e. Fire Department)
 - b. Responsible for ensuring all Earth Tech employees on site are trained in the provisions of this plan, and the required actions.
 - c. Shall designate specific communication procedures to ensure that all personnel are alerted to potential emergency conditions, and what actions are required.
 - d. Shall continually review this plan to ensure that identified hazards and actions are adequate for the work site.
 - e. Shall designate personnel to perform specific duties during emergencies, such as taking muster, and directing emergency responders to the site(s).
 - f. Responsible for ensuring that other contractors on the work site are notified as to the potential emergencies associated with Earth Tech work and that the contractors provide information as to potential emergencies associated with their work processes. Ensure that the contractor's hazards and emergency warning systems are communicated to Earth Tech employees.
 - g. Ensure that all required hazard signs (i.e. exit signs) and floor plans are posted as required. Ensure that emergency exit doors are not blocked, are labeled, and are not locked at any time.
 - h. Establish criteria and scheduling of emergency drills for Earth Tech employees. Critique the drill results, and work with the supervisors to correct any observed deficiencies.
 - i. Ensure that new employees are trained on the provisions of this plan prior to entering the work site. Ensure that visitors are either trained on the provisions of this plan, or are continually escorted by a trained employee.

2. Suez Employees:

- a. Ensure compliance with all provisions of this plan.
- b. Alert the Plant Manager/Supervisor to any observed conditions that can create an emergency situation.
- c. Notify the Plant Manager/Supervisor to any change in work conditions that may impact the identified hazards in this plan.
- d. Do not block emergency exits or accesses.