



HEALTH AND SAFETY PROCEDURE 500A – Accountability / Shelter in Place / Evacuation

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1.0 PURPOSE

In the event of a Plant Emergency, immediate, safe and proper action is vital. In such instances, evacuation to a safe Shelter-in-Place Location should be carried out.

2.0 SCOPE

This procedure applies to all Westlake employees, Contractors, and Visitors located at the Westlake, Plaquemine Facility.

3.0 DEFINITIONS

3.1 Accountability System – Electronic system consisting of computer software and card readers utilized to account for all personnel during plant emergencies.

3.2 Accountability System Reader (ASR's) – Wall mounted device in all shelter in place locations.

3.3 Evacuation Assembly Point – Predetermined area where employees, contractors, visitors, and vendors will assemble during a plant wide



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evacuation. Evacuation Assembly Points are denoted in “orange” on the Appendix B – Shelter-In-Place and Assembly Points Map.

- 3.4 Shelter-in-Place**--Remaining in either a predetermined or impromptu shelter until the incident is mitigated, you are evacuated by rescue personnel or receive instructions to evacuate the plant.
- 3.5 Shelter Location**--Areas within each unit or department where employees will assemble during an emergency. The area should provide protection from the environment with no active ventilation of outside atmospheric air. Each area has an electronic accountability reader. Shelter locations are denoted in “yellow” on the Appendix B – Shelter-In-Place and Assembly Points Map.

4.0 Responsibilities

4.1 Building Monitors

- 4.1.1 Prepare and maintain current personnel rosters in departments or operational areas assigned to and post in a visible location.
- 4.1.2 Account for all personnel on roster, missing persons, and additional personnel sheltered. and email roster to the Main Gate if accountability system malfunctions
- 4.1.3 Email roster to the Main Gate if the accountability system malfunctions to maingate@Westlake.com or by fax 685-2560 if requested.

4.2 Employees

- 4.2.1 Recognize an emergency situation or security breach.
- 4.2.2 Report all emergencies or security breaches using plant phone #333, the red phone system, or a plant radio on the Security channel.
- 4.2.3 Follow evacuation procedures.
- 4.2.4 Proceed to the nearest shelter location during emergency events.



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- 4.2.5 Report to the accountability system reader and scan badge to account for each employee in that area.
- 4.2.6 If the electronic accountability system fails and you are in another department area, report to your Work Group Monitor, if possible.
- 4.2.7 If separated from your group or if you cannot report to a Monitor, report to the Main Gate Guard. (225-685-2500) or ext. 2500

4.3 Contractors

- 4.3.1 Ensure that all personnel are properly orientated before starting work on site.
- 4.3.2 Ensure that all employees follow the proper emergency response procedures in the event of an emergency.
- 4.3.3 Maintain a daily roster of employees working on the Plant Site.
- 4.3.4 Use the electronic accountability system readers during emergencies and drills located in Shelter-in-Place locations or designated assembly point areas to account for each employee.
- 4.3.4 If the electronic system malfunctions, use your daily roster for accountability.

4.4 Essential Operations Personnel

- 4.4.1 Essential operations personnel are required to stay in the area to perform shut down or other required procedures. These personnel shall obtain the necessary personal protective equipment to ensure they can perform these functions safely.
- 4.4.2 Essential employees should report the operating status of their respective unit areas to the Incident Commander.
- 4.4.3 When essential employees have completed their required duties and are no longer needed in the area, they shall evacuate to the shelter location and badge in at the



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electronic accountability reader in that location.

5.0 PRE-EMERGENCY PLANNING

5.1 Pre-Planning

Westlake has implemented various programs, policies, and procedures for emergency prevention and response.

- 5.1.1 Emergency plans have been developed for each department.
- 5.1.2 A site-wide emergency evacuation procedure has been established, including signs on roadways defining routes
- 5.1.3 Shelter locations and procedures to account for present and missing employees have been developed. Plant Wide Evacuation assembly areas have been designated (north, south, and west parking lots) and are marked with signs along with electronic accountability readers.

5.2 Evacuation Procedures

- 5.2.1 Each plant department has developed specific evacuation routes and procedures. The plan is posted in each department and includes:
 - Reporting instructions.
 - Department evacuation procedures.
 - Department maps detailing evacuation routes and assembly points.
 - Plant maps detailing evacuation routes and assembly points.
 - Procedures for special duties (shut down) assignments.
 - Fire, rescue, and response team information.
 - Identification and evacuation procedures for persons requiring assistance.
- 5.2.2 Each department's evacuation plan is reviewed and updated as needed by department supervision.



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6.0 Shelter-In-Place Procedures

The primary response to any Complex Wide Alarm shall be to shelter-in-place. This concept will allow personnel to reach a safe shelter and await further direction regarding the incident.

- 6.1 Immediately upon hearing the Complex Alarm signal, all personnel must begin moving to Shelter Locations. Personnel should determine the general area of the emergency relative to their position. Observe wind direction and move upwind or crosswind to the nearest Shelter in Place location.
- 6.2 Upon reaching the Shelter location, each person shall badge in with their plant issued access control badge at the electronic assembly point reader that is flashing white. Upon a successful read, the reader will flash green and emit an audible sound.
- 6.3 A Blue Sign designates shelter locations with the words "Shelter-In-Place Location."
- 6.4 Personnel should evacuate operating units and move to the nearest shelter location, crosswind from their position.
- 6.5 It is essential to remember that if an employee cannot reach their primary shelter location safely, they should proceed in a safe direction to the first available shelter location.
- 6.6 Windssocks have been placed at high elevations throughout the plant for employees to determine wind direction and relative speed during an emergency event.
- 6.7 When an alarm is activated, all combustible engine equipment must be immediately shut down.
- 6.8 Contractors are responsible for knowing and following the evacuation, sheltering, and reporting procedures.
- 6.9 Visitors and vendors must be accompanied by a Westlake employee while in operating areas. Their contact is responsible for explaining the plant emergency alarm, evacuation routes, shelter locations, and escape mask use. Visitors are required to follow all instructions from their contact during an emergency event. Visitors/Vendors will also use the electronic accountability readers located in the Shelter locations.



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- 6.10 If the Shelter location you are in becomes compromised, all personnel should move up-wind or crosswind to a new Shelter location and report your new location to the Main Security Center.
- 6.11 In the event of a Plant site evacuation, move to one of the 3 designated assembly areas, Main Gate Parking Lot, C Gate Parking Lot or VCM Parking Lot depending on your location and wind direction.
- 6.12 Upon reaching the Evacuation Assembly Point, each person shall badge in with their plant issued access control badge at the electronic assembly point reader that is flashing white. Upon a successful read, the reader will flash green and emit an audible sound.
- 6.13 Remain at the evacuation assembly area until given instructions to return to the plant or advised to leave the property.

6.2 Building Monitors

- 6.2.1 Monitors have been identified for each functional group or building. The monitor is responsible for preparing and maintaining a current roster of personnel within that group or building and post it in a visible location for use if the electronic accountability system malfunctions.
- 6.2.2 Monitors should assign someone to shut off all ventilation systems (Air Conditioning and bathroom ventilation fans)
- 6.2.3 Monitors are to keep personnel in a general area in case an order to evacuate is given and can assist in moving personnel to the appropriate Evacuation Assembly area. When employees reach one of the Evacuation Assembly areas, they must badge in at the reader located at that area.
- 6.2.4 If there is a malfunction with the electronic accountability system, the monitor will report their tally by email, including unaccountable employees, to the Main Gate Security Guard as soon as possible. If the e-mail system is not working, they should report their headcount by phone or radio to the Main Gate Security Center.
- 6.2.5 Forward completed list to Main Gate by e-mail maingate@Westlake.com, by fax 685-2560, or a hard paper copy.



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7.0 EMERGENCY ACTION PLAN CONTACT INFORMATION

For information or questions concerning the Emergency Action Plan contact the:

Plaquemine Emergency Response Coordinator

Office Number: (6:30 am – 4 pm) 225-685-2780

After Hours: Contact Main Security Center - 225-685-2500

Note: Main Security Center can contact E/R Coordinator 24 hours a day.

8.0 REFERENCES

- 8.1 Occupational Health & Safety Administration. "Employee Emergency Plans and Fire Prevention Plans," 29 CFR 1910.38.

9.0 APPENDICES

- 9.1 Appendix A – Design Criteria for Shelter-In-Place Facilities
- 9.2 Appendix B – Shelter-In-Place and Assembly Points Map



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APPENDIX A

Westlake

**Design Criteria for
Shelter-In-Place Facilities
Plaquemine Facility**

The shelter facility must be evaluated using the following criteria:

1. **Sizing** – The size must be adequate to house the maximum expected occupancy during an emergency.
2. **Construction** - The shelter should provide protection from the environment, with no or few windows and ventilation systems that can be shut down in emergencies.
3. **Communications** - Each designated "shelter" building must have an electronic assembly point badge reader, some means of reliable communication such as a telephone or two-way radio.
4. **Monitoring** - Each shelter building must have at least one person assigned to monitor the building personnel during an incident and to report any "shelter" emergencies to the Incident Commander.



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Westlake Plaquemine, LA Shelter In Place Locations (yellow) Evacuation Assembly Points (orange)

