
HEALTH AND SAFETY PROCEDURE 507 – Tornado Procedure

1.0 PURPOSE

The purpose of this procedure is to provide guidelines during and directly prior to a tornado event. Each department should practice good housekeeping at all times in order to be ready for any adverse weather.

2.0 SCOPE

This procedure applies to all Westlake and contract employees at Westlake, Plaquemine Operations (Westlake).

3.0 DEFINITIONS

- 3.1 Tornado – A violently rotating column of air extending from the base of a thunderstorm to the ground. Tornado intensities are classified on the Fujita Scale with ratings between F0 (weakest) to F5 (strongest).
- 3.2 Tornado Watch – An advisory for a specific area where weather conditions are favorable for the development of tornados.
- 3.3 Tornado Warning – An advisory for a specific area where a tornado may be imminent.
- 3.4 Permanent Structure – Any designated shelter-in-place location excluding tents and trailers.

4.0 RESPONSIBILITIES

4.1 Security Contractor:

- 4.1.1 Learn, understand, and follow this procedure.
- 4.1.2 Communicate any Tornado Watch or Warning to the site.
- 4.1.3 Communicate the “All-Clear” once the Tornado Watch and/or Warning has been lifted.

4.2 Employees and Contractors:

- 4.2.1 Learn, understand, and follow this procedure.
- 4.2.2 Take shelter immediately if you see a funnel cloud and report the sighting immediately to the Main Gate (Ext. 333).

HEALTH AND SAFETY PROCEDURE 507 – Tornado Procedure

4.2.3 Once Westlake is under a Tornado Watch, follow the actions identified in Section 5.5.1.

4.2.4 Once Westlake is under a Tornado Warning, follow the actions identified in Section 5.5.2.

4.3 Department Managers:

4.3.1 Learn, understand, and follow this procedure.

4.3.2 Notify employees and review emergency plans if notified of a Tornado Watch or Tornado Warning.

5.0 PROCEDURE

5.1 If you see a tornado or funnel cloud, you should take shelter immediately. Seek shelter that is capable of protecting you from flying debris.

5.2 The Weather Service provides notice by email to a defined site list when the site is under tornado watch or warning.

5.3 If an early forecast (>24 hours prior to the event) indicates a high probability of severe weather, site leadership will consider any actions to be taken in preparation.

5.4 When the geographical area, including Westlake, has been issued a Tornado Watch or Warning by the Weather Service, a communication will be made by the Main Gate as follows:

5.5 Tornado Notification Levels

5.5.1 Tornado Watch

5.5.1.1 When a Tornado Watch has been issued for a geographical area which includes Westlake, an automatic email and a text message notification will be sent out by the Weather Service to the following:

- 5.5.1.1.1 Westlake Maintenance Manager
- 5.5.1.1.2 Westlake Maintenance Superintendents
- 5.5.1.1.3 Turner Site Manager
- 5.5.1.1.4 Turner Supervisors
- 5.5.1.1.5 Turner Safety
- 5.5.1.1.6 Shipping Supervisors

HEALTH AND SAFETY PROCEDURE 507 – Tornado Procedure

5.5.1.2 When we are under a Tornado Watch, an automatic email notification will be sent by the Weather Service to the following:

- 5.5.1.2.1 Production Managers
- 5.5.1.2.2 Production Superintendents

5.5.1.3 Upon notification of a Tornado Watch, the following actions will be taken:

- 5.5.1.3.1 Each Department Manager or designee should notify employees and review emergency plans.
- 5.5.1.3.2 All employees should be preparing to act quickly if a warning is issued or you suspect a tornado is approaching.

5.5.2 Tornado Warning

5.5.2.1 When a Tornado Warning has been issued for a geographical area which includes Westlake by the Weather Service, a notification will be sent out by the Main Gate utilizing the following:

- 5.5.2.1.1 Plant wide alarm system activated
- 5.5.2.1.2 Red Phone
- 5.5.2.1.3 DL Employees Plaquemine and DL Contractors Plaquemine (site email notification)

5.5.2.2 Upon the notification of a Tornado Warning, the following actions will be taken:

- 5.5.2.2.1 All employees engaged in outdoor activities or in vehicles shall move into permanent structures as expeditiously as possible.
- 5.5.2.2.2 All employees working in non-permanent buildings shall move to permanent structures (i.e. shelter-in-place locations).
- 5.5.2.2.3 Employees in permanent structures shall move to the ground floor away from windows and into

HEALTH AND SAFETY PROCEDURE 507 – Tornado Procedure

central hallways and rooms.

5.5.2.2.4 Once safely inside of a permanent structure, all employees are required to scan their Westlake issued badge on the electronic accountability reader system or follow alternate accountability protocol.

5.3.3 All Clear

5.3.3.1 Once the Tornado Warning has been lifted, the Main Gate will give the all-clear by the following:

5.3.3.1.1 Plant Wide Alarm – All Clear Sounded

5.3.3.1.2 Red Phone – All Clear Call

5.3.3.1.3 Site email notification to: DL employees
Plaquemine and DL contractors Plaquemine

6.0 TRAINING

6.1 All Westlake and contract employees will receive initial training on this policy via site-specific orientation.

6.2 All visitors to the Westlake Plaquemine facility will receive training on this policy via the Visitor Orientation video.

6.3 Refresher training for all Westlake employees will be conducted via CBT every 2 years.

7.0 REVIEW FREQUENCY

7.1 This policy will be reviewed every 5 years to ensure policy is in line with current applicable health and safety regulations and site safety management systems.

HEALTH AND SAFETY PROCEDURE 507 – Tornado Procedure

Revision History

Rev	Changes	Approved	Date
2	New Westlake Branding. Added Definitions Section.3.0, Early forecast warnings (Section 5.3), Electronic accountability system (Section 5.5.2.2.4), and CBT training requirement (Section 6.3). Reorganized procedure.	H. Garner	02/17/2023
1	Westlake Branding. Changed how Tornado Warnings are communicated to the site. <i>PLQ0.EHSSPSM.050117.3297</i>	H. Garner	5/1/2017