

EcoLube

RECOVERY

Your Sustainable Advantage

Title: Emergency Action Plan	Policy No: ELR-SP-111
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Originator: Ricci Keller	Approved: Eric Spencer

FACILITY NAME:	ECOLUBE RECOVERY	
FACILITY LOCATION:	PUYALLUP	REVISION DATE:

EMERGENCY ACTION AND CONTINGENCY PLAN

INTRODUCTION

This plan contains procedures for the **ELR Puyallup** personnel to follow in the event of an emergency on-site. *Personnel will be trained by their site manager and if there are questions regarding the procedures in these plans, they should contact their branch manager or EHS.*

EMERGENCY TELEPHONE NUMBERS

Emergency Response Agencies

Ambulance	<u>911</u>
Fire Department	<u>253-538-6400</u>
Police Department	<u>253-841-5415</u>
Hospital	<u>253-697-4000</u>

Hospital: Good Samaritan Hospital
401 15th Ave SE
Puyallup WA 98372
Phone: 253-697-4000

Key ELR Personnel:

Primary Emergency Coordinator – Nate Spencer
Office: 253.300.3474
Mobile: 253.343.4397

Alternate Emergency Coordinator – Berdnt Stradtherr
Office:
Mobile: 253-882-7879
** Located in Oregon

Regional EHS Manager – Ricci Keller
Office: 503.893.1932
Mobile: 503.339.6968

Other Agencies, Utilities and Response Support Providers:

U.S. Coast Guard National Response Center
Water Quality: Department of Ecology
City of Puyallup: Spill Response
Poison Control

800-424-8802
1-800-258-5990
253-770-3336
800-222-1222

EMERGENCY PROCEDURES

Evacuation Procedure

Notify site personnel of the evacuation.

Personnel and visitors should be directed to take the safest route out of the site and reassemble at the “rally point” designated for this site:

Description of Rally Point(s)

If outside emergency support is required, call the emergency number (911) and report the emergency. Inform the operator that there is an emergency and provide:

- Caller’s name and location
- Type of emergency
- Emergency aid required

Stay on the line and answer all questions until told to hang up.

Advise the branch manager or the Emergency Coordinator of the situation and notifications made.

The Emergency Coordinator or supervisor in charge will be responsible for:

- Coordinating evacuation of the site including notification of adjacent property owners/tenants as required.
- Coordinating with incoming emergency response personnel.
- Conducting a head count at the designated assembly area or “rally point”. Be sure to take visitors log during evacuation to be able to account for all persons on site.
- Notifying drivers via phones to avoid the site
- Notifying the EHS Manager and CEO of the emergency.
 - EHS personnel, if appropriate, will determine if a 24-Hour Report is required.
- Determining when the “all clear” signal can be given to return to the site.

Fire Procedure

Activate the site's notification system or orally warn personnel on-site and call the emergency number (911) to report the fire. Inform the 911 operator that there is a fire emergency and provide:

- Caller's name and location.
- Location of fire.
- If known, materials involved.
- Whether medical aid is required.

Stay on the line and answer all questions until told to hang up.

If the fire is small (less than 1 cubic yard), can be approached safely with an escape route, and available personnel are trained in the use of the appropriate fire extinguisher, an attempt can be made to put the fire out.

If unable to extinguish the fire, evacuate the site and proceed to the designated "rally point".

Advise a supervisor or the Emergency Coordinator of the situation and notifications made.

The Emergency Coordinator or manager in charge will be responsible for:

- Coordinating evacuation of the site if required.
- Coordinating with incoming emergency response personnel.
- Conducting a head count at the designated assembly point.
- Notifying drivers to avoid the yard.
- Notifying the EHS Manager and CEO of the emergency.
 - EHS personnel, if appropriate will determine if a 24-Hour Report is required.

Medical Emergency Procedure

Request assistance. If you are qualified, begin first aid (IE: stop bleeding, begin CPR, etc.). Do not move victim unless necessary to prevent further injury.

Call emergency number (911). Inform the 911 operator that there is a medical emergency and provide:

- Caller's name and location.
- Location of victim.
- Nature and extent of injury/illness.

Stay on the line and answer all questions until you are told to hang up.

Advise a supervisor or the Emergency Coordinator of the situation and notifications made.

Continue necessary first aid and keep victim warm and quiet until help arrives.

The Emergency Coordinator or supervisor in charge will be responsible for:

- Coordinating with incoming emergency response personnel.
- Notifying the Branch Manager of the emergency.
- Notifying the EHS Manager and CEO of the emergency.
 - EHS personnel, if appropriate will determine if a 24-Hour Report is required. EHS manager is also responsible for notifying OSHA or another regulatory agency if required.

Spill/Release/Emission Response Procedure

Alert personnel in the immediate area. If required, secure facility and evacuate to upwind site or designated reassembly area.

Isolate affected area from incoming traffic and personnel.

If safe and trained in use of required protective equipment, contain spill or block off any drains downstream of the spill.

If unable to contain or clean-up spill safely, call emergency number (911). Inform 911 operator that there is a spill emergency and provide:

- Caller's name and location.
- Location of spill.
- If known, materials and volumes involved.
- Whether medical aid is required.
- Whether fire hazard exists.

Stay on the line and answer all questions until you are told to hang up.

Advise the branch manager or the Emergency Coordinator of the situation and notifications made.

The Emergency Coordinator or supervisor in charge will be responsible for:

- Coordinating with incoming emergency response personnel.
- Notifying the Branch Manager of the emergency.
- Notifying the EHS Manager and CEO of the emergency.
 - EHS personnel, if appropriate will determine if a 24-Hour Report is required. EHS manager is also responsible for notifying OSHA or another regulatory agency if required.

Transportation Incidents

Transportation incidents may result from loading/unloading operations and/or vehicle accidents. The driver will report any incident immediately to their manager. The Qualified Individual will respond or make arrangements for a response to any release that requires the protection of human health and environment preservation.

Remote Transportation Spills

Should a spill occur in a remote location or require operations beyond ELR capabilities the following will occur:

- Always refer to ELR DOT Spill Response program
- Notify the Branch Manager and EHS who may use outside arrangements to take action.
- Contact ELR-EHS who will contact regulatory officials and appropriate insurance agents as needed
- ELR Management shall be available to advise and manage emergency response.
- ELR spill report and emergency response contractor spill response must be sent to ELR EHS for preparation of submittal to regulatory officials if necessary.

Local Transportation Spills

- Notify the Branch Manager and EHS who will in turn coordinate emergency response team and alert ELR EHS. ELR EHS will notify regulatory officials and appropriate insurance agents as required.
- If necessary, evacuate non-responding personnel to a safe distance. See “Evacuation Procedures”
- If safe to proceed, mobilize internal resources to control and contain the spill.
- If safe to proceed, commence clean up operations.
- Actions used to clean up a discharge that has impacted the environment may include:
 - Analyzing the source
 - Controlling the source of discharge
 - Measuring the spread
 - Placement of physical barriers
 - Control of water from upstream discharge and remediation, as necessary.
- Action use to clean up a discharge into containment may include:
 - Closing valves
 - Absorbing material
 - Pumping of material

- Pressure washing spill area and recovering clean up waters/material
 - Do not pressure wash spilled material into storm drains, local terrain or water bodies
- Resurfacing spill area if necessary.

Spills reports must be filled out completely and signed by involved employee, manager and sent to ELR-EHS. Spill response report may be submitted to regulatory officials, if necessary, EHS will make determination to do so.

Earthquake

During an Earthquake:

- Remain calm.
- If indoors, stay there. Hazards and injuries are generally caused by objects that fall due to the shaking.
- Move quickly away from windows, shelves, cabinets and glass partitions.
- Get under a desk or table or sit in an interior doorway or corner. Do not leave the building unless the building is determined to be unsafe.
- If outdoors, get into an open area away from building structures, power lines and trees.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside vehicle until shaking has stopped. Call dispatch for further instructions.
- If in a crowded public place, do not rush for the doors. Crouch and cover head with hands and arms.

After an Earthquake:

- Unless there is an immediate life-threatening emergency, do not attempt to use the telephone to avoid possible shock hazards
- Check for gas and water leaks, broken electrical wiring or sewage lines. If there is damage, turn the utility off at the source. Immediately report gas leaks to the utility company. Do not re-open gas valve until the utility company has checked the system. Check for downed power lines and warn others to stay away.
- Check buildings for cracks and damage including the roof and foundation.
- Turn on portable radio for instructions and news reports. Cooperate fully with public safety officials and instructions.
- Do not use vehicles unless there is an emergency. Keep the streets clear for emergency vehicles.
- Be prepared for after shocks.
- Remain calm and lend a hand to others.
- If the site is evacuated, leave a message telling others where personnel can be found.

Tornados

Oregon and Washington do not have a major risk of tornados.

If there is a tornado warning in the area, the ERC will appoint someone to monitor the radio and watch the skies for a funnel cloud. If one is spotted, this person should immediately announce it to all present, notify the ERC, and move to shelter. All personnel are to evacuate or seek shelter on the lower level if possible. Cover should be sought under heavy furniture away from windows. Anyone outside should leave their vehicles and seek shelter inside or in a low-lying area or ditch. The tornado plan should be covered with all employees prior to every tornado season.

Floods

Important papers and files should be put as high up as possible to avoid water contact. If time permits, expensive equipment (PC's, computer terminals, and the like) should be moved to higher areas (I.E: second floor, top of cabinets, etc). Electrical equipment that cannot be moved should be disconnected. The main power switch should be shut off at the fuse box.

Workplace Violence

Every employee and visitor on ELR property is responsible for and is expected to report incidents and threats or acts of physical violence to Branch Manager, EHS Manager, or HR Generalist. Employees are required to cooperate with ELR in its investigation of these matters. This policy is a term and condition of continued employment with the company.

Possession of firearms or other weapons, including knives and other devices designed to inflict bodily harm on ELR premises or property is strictly prohibited. No weapon of any kind may be stored or maintained on Company property or in Company vehicles.

Subcontractors

Subcontractors should secure their own equipment and follow the directions of the Emergency Response Coordinator.

Bomb Threat (Instructions for Customer Service Representatives)

Listen while the caller talks and complete the bomb threat checklist located in this document.

Attempt to determine the location and description of the bomb and time of detonation. Obtain as much information as possible including time of call, background noise, etc.

Notify one of the following personnel:

- Branch Manager
- EHS Manager
- HR Generalist
- CEO

Report bomb threat to local police department.

Search the area if time permits. Do not touch any suspicious items. Report any suspicious items to the Branch Manager and the local police department.

Evacuate the area where any suspicious items are located.

Civil Disturbance/Demonstration

Do not become a spectator. Leave the area of the disturbance to avoid injury or arrest.

Lock all doors, gates and windows. Close all drapes and avoid window areas. Do not argue with or agitate the participants.

Remain calm, be courteous and do not do anything to provoke an incident.

Contact the Branch Manager and local police department as soon as possible.

If required to protect employees and company property, customer service may have to be limited and/or access to the building may have to be restricted.

Keep telephone lines open and avoid unnecessary inquiries regarding the incident.

Release of Information to the Public/Media

In the event of an emergency, expect to have to handle media inquiries. The EHS Manager or CEO will coordinate all media relations. In the event the EHS Manager or CEO is not available, and a spokesperson has not been designated, unauthorized personnel should not make any statement to the media. Contact the ELR Controller, advise ELR management of situation and coordinate response to media requests.

Armed Robbery

If confronted by an armed robber, do not argue with the individual.

Give the individual what he wants. Do not block his option to escape.

Remember what you can about the incident including individual's height, weight, length of hair, color of eyes, color of hair, race, distinguishing marks or scars. If a weapon or vehicle is visible, try to remember as much detail about it as possible.

After the incident is over, call the police immediately. If there are other witnesses to the event that have the opportunity to call the police without being noticed, they should do so.

Under no circumstances should anyone try to intercede or stop the individuals involved in the incident.

Anti-Terrorism

In the Office:

- Close business.
- If there are customers or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place*, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems. Change the recording on voice mail to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms

without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Bring everyone into the room(s). Shut and lock the door(s).
- Write down the names of everyone in the room and call EHS and/or HR Generalist to report who is in the room with you, and their affiliation with your business (employee, visitor, customer).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In A Vehicle - If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed, or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of ***a few hours***, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

****What shelter-in-place means:***

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the

same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and take refuge there. It does not mean sealing off your entire home or office building.

Site Map

A site map of ELR Puyallup that details the evacuation routes and re-assembly area or “rally-point” from all points on-site is available to you from your branch manager. Location of emergency equipment and location(s) of emergency shut off(s) is also shown on map.

ADMINISTRATIVE PROCEDURES

Emergency Reporting

Reporting will follow federal, state, local and company requirements.

ELR reporting includes:

- Reporting of emergency incidents to the Branch Manager or EHS as soon as possible.
- Reporting of emergency incidents to Branch Manager or EHS manager
- Reporting of significant events (including bomb threats) to the ELR EHS, CEO and HR Generalist

Hazardous waste regulatory reporting requirements may include:

- If the emergency coordinator determines that the facility has had a release, fire, or explosion involving hazardous waste that could threaten human health, or the environment outside the facility, the emergency coordinator shall report the findings as follows:
 - If evacuation may be advisable, the emergency coordinator shall immediately notify the appropriate local authorities and help these local officials decide whether local areas should be evacuated.
 - The emergency coordinator/EHS shall in every situation, immediately notify the State Office of Emergency Services. This report shall include: name and telephone number of reporter; name and address of facility; time and type of incident; name and quantity of material(s) involved to the extent known; the extent of injuries, if any; and the possible hazards to human health, or the environment, outside the facility.

Training

Training will follow all federal, state, local and company requirements. ELR training requirements include:

- A minimum of annual training of all employees in their responsibilities during an emergency.
- As required, testing of the plan by key staff.
- Annual drills with all employees (see documentation form).
- Location of all emergency shut down and main electrical power switches.
- Fire hazards of the materials and hazards to which employees are exposed.
- Location and operation of fire extinguishers.
- Proper and safe handling of gasoline and other petroleum products including cleanup of minor spills.
- Location of Emergency Action Plan
- Location of evacuation routes and re-assembly points for the site.
- All training and drills will be documented and kept on file.

Plan Update and Distribution

The Emergency Action Plan will be updated as required.

The Emergency Action Plan will also be updated in the event:

- The plan fails in an emergency.
- The list of emergency equipment changes.
- Applicable regulations are revised.
- The emergency coordinator changes.

The Emergency Action Plan will be distributed to the following personnel/locations:

- Branch Manager
- EHS Manager

Emergency Equipment Maintenance and Inspection.

Emergency equipment will be inspected on a monthly basis and deficiencies in supply or operation will be noted and corrected.

Emergency equipment on-site consists of:

- Safety Shower
- Eye Wash Station
- Fire Extinguishers
- Fire Hoses
- Fire Suppression System

- Communications System / Devices
- Shovels/Brooms
- Absorbent material
- ELR Trucks (can be used to suck up spilled materials)

Personal protective equipment including:

- Hard Hats
- High Visibility Vest
- Ear plugs
- Work Boots
- Gloves

Documentation of Annual Drill

Date Performed _____

Facility Name _____

Certified By _____ Title _____

Comments

Bomb Threat Call Checklist (*Print and have copy at Reception*):

Date: _____ Time: _____ A.M. / P.M.

Call Received by:

Exact words of caller:

Questions to Ask:

When will the bomb explode? _____

Where is the bomb located? _____

What does the bomb look like? _____

What kind of bomb is it? _____

Why did you place the bomb? _____

What do you hope to accomplish by this action? _____

What is your name? _____

Where are you calling from? _____

Voice Characteristics:

Male ____ Female ____ Child ____ Loud ____ Soft ____ Nasal ____

Raspy ____ High ____ Low ____ Familiar ____ Pleasant ____

Other _____

Speech Characteristics:

Fast ____ Slow ____ Stutter ____ Slurred ____ Intoxicated ____

Other _____

Accent Characteristics:

Local ____ Region ____ Foreign ____ Other _____

Manner of Caller:

Calm ____ Angry ____ Deliberate ____ Emotional ____

Laughing ____ Incoherent ____ Other _____

Background Noises:

Office Machines ____ Street Traffic ____ Factory Machines ____ Music ____

Airplanes ____ Trains ____ Trucks ____ Animals ____

Other _____

Origin of Call:

Internal ____ External ____ Local ____ Long Distance ____

Did caller appear to be familiar with the facility? _____

Number/extension at which call was received: _____

Contacts Made:

Operations/Area Manager: Date _____ @ _____ am / pm

Police Department: Date _____ @ _____ am / pm

Fire Department: Date _____ @ _____ am / pm

Other: Date _____ @ _____ am / pm

Other: Date _____ @ _____