

EMERGENCY ACTION PLAN

SCOPE

The purpose of the Emergency Action Plan is to be prepared for any emergency that may be reasonably expected to occur at the workplace. Some examples of emergencies that may reasonably be expected to occur are medical emergency, fire, extended power loss, telephone bomb threat, and severe weather and natural disaster.

RESPONSIBILITY

It is the responsibility of the Safety Director and the Human Resources Director to implement an Emergency Action Plan based on reasonably expected occurrences.

EMERGENCY PERSONNEL

Employees may contact personnel below if they need more information on this Emergency Action Plan or information regarding their duties under this Emergency Action Plan.

Amsys Energy LLC Action Plan is in writing, kept in the workplace and available to employees for review. However, if Amsys Energy LLC, has fewer than 10 employees, this Emergency Action Plan is communicated orally.

EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information, at a minimum, is noted on these evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull station locations
- Assembly areas

Site personnel should know at least two evacuation routes from their primary work area. Site maps are posted at the following locations: Office areas and in fabrication shops.

After any evacuation all employees must be accounted for by work area monitors.

Emergency Phone Numbers:

EMS 911

Police 281-261-3950

Fire 281-879-7397

EMERGENCY REPORTING AND EVACUATION PROCEDURES

In the event an evacuation is required, the employees shall be alerted by a distinct and recognizable horn alarm signal any by direct voice of communication.

The types of emergencies most likely to be encountered by employees are:

- Medical
- Fire
- Extended Power Loss
- Telephone Bomb Threat
- Severe Weather and Natural Disaster

MEDICAL EMERGENCIES

In the event of a medical emergency, call for help by shouting. If you are unsure whether the situation is an emergency, call emergency medical services 911 (EMS). The dispatcher/operator will ask questions to determine whether it is an emergency and will assist you in providing appropriate care. Provide the following information to the dispatcher/operator:

- The nature of medical emergency
- The location of the emergency (address, building, room number, etc.)
- Your name
- The phone number from which you are calling

Do not move a victim unless it is absolutely necessary, such as when there is imminent danger from fire, explosion, electrocution, etc. Seek the assistance of personnel trained in CPR, first aid, and AED to provide any needed assistance prior to the arrival of the professional medical help.

Exit

In the event of any emergency requiring evacuation, you will be advised by your supervisor if the evacuation is necessary. If this is the case, you should proceed to the nearest safe exit.

FIRE EMERGENCIES

When fire is discovered:

- Activate the nearest fire alarm and call 911
- Notify the local fire department by calling 281-879-7397
- Notify site personnel about the fire emergency by word of mouth and sounding the emergency horn

Fight the fire only if *all of the following* criteria are met:

- The fire department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition
- You are trained to use the extinguisher

Upon being notified about a fire emergency, all occupants in the facility must:

- Leave the building using the designated escape routes
- All employees will assemble in the parking lot
- Remain outside until the competent authority **Fire Department** announces that it is safe to re-enter

The following tasks must be carried out by the Safety Director:

- Disconnect utilities and equipment unless doing so jeopardizes safety
- Coordinate an order evacuation of personnel
- Perform an accurate headcount of personnel at the designated area
- Determine a method to locate missing personnel
- Provide the fire personnel with the necessary information about the facility and headcount information

Work area monitors must:

- Assure that all employees have evacuated the work area
- Report any problems to the Safety Director at the assembly area

Assistance to the physically challenged should:

- Assist all physically challenged employees during an emergency evacuation

EXTENDED POWER LOSS

In the event of extended power loss to the facilities, certain precautionary measures must be taken depending on the location and environment of the facility.

- The Safety Director will turn off unnecessary electrical equipment and appliances. Power restoration could cause a surge that damages electronics and effects sensitive equipment

- In the facility is likely to experience freezing temperatures during a long-term power loss, the Safety Director will turn off and drain the following:
 - Fire sprinkler system
 - Standpipes
 - Portable water lines
 - Toilets
 - Other

- Safety Director will add non-toxic antifreeze to drains to prevent drain traps from freezing
- Safety Director will move equipment containing fluids that may freeze due to long term exposure to freezing temperatures with heated areas, and either drain the liquid or provide the equipment with an auxillary heat source.

Upon the restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- After the heat has been restored to the facility and water has been turned back on, the Safety Director will check fire and water piping for leaks from freeze damage.

TELEPHONE BOMB THREAT CHECKLIST

In the event of a telephone bomb threat, stay calm and be courteous. Listen and do not interrupt the caller. As you listen, fill out this checklist as fully as possible with observations about the caller. To keep the caller talking, pretend that you are having difficulty hearing them. If the caller seems agreeable to further conversation, ask questions, such as those listed at the bottom of the form.

Your name: _____ Time _____ Date _____

Caller's identity:

Sex: ___ Male ___ Female Approximate Age: _____

Likely origin of call: ___ Local ___ Long distance ___ Cell Phone

VOICE CHARACTERISTICS :	SPEECH:	LANGUAGE CHARACTERISTICS:
<input type="checkbox"/> Loud high pitched <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other <p style="text-align: center;">ACCENT:</p>	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutters <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other <p style="text-align: center;">MANNER:</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other <p style="text-align: center;">BACKGROUND NOISE:</p>
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Not local <input type="checkbox"/> Region:	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Street <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Other

Questions to ask:

When will it go off? Certain hour: _____ Time Remaining: _____

Where is it located? Building: _____ Area: _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

At the end of the call:

- Activate a malicious call trace.
- Hang up the phone and do not answer another line
- Choose “same line” and dial *57. Listen for confirmation announcements, and hang up.

- Call Pat Coveney at 713-501-1092 and provide information about the call.
- Determine whether the caller appeared familiar with the plant or building by their description of the bomb location, if any was given. Communicate this as well
- Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to the checklist
- Notify your supervisor immediately

SEVERE WEATHER AND NATURAL DISASTER

The following items summarize basic steps to take during natural disasters.

Tornadoes:

- When a warning is issued by sirens or other means, seek inside shelter
- When choosing a shelter, the following options are preferable:
 - Small interior rooms without windows on the lowest floor
 - Hallways away from doors and windows on the lowest floor
 - Rooms with no windows constructed with reinforced concrete, brick or block.

- Stay away from outside walls and windows
- Use your arms to protect your head and neck
- Remain sheltered until the tornado threat is announced to be over.

Floods:

- If indoors:
 - Be ready to evacuate, as directed by the National State. County, City, or Civil Authorities
 - Follow the recommended primary or secondary evacuation routes.

- If outdoors
 - Climb to high ground and stay there

- Avoid walking or driving through flood water
- If your car stalls, abandon it immediately, and climb to higher ground

Hurricanes

- The nature of a hurricane provides for more warning than other natural and weather disasters. A *hurricane watch* is issued when a hurricane becomes a threat to a coastal area. A *hurricane warning* is issued when hurricane winds of 74 mph or higher or a combination of dangerously high water and rough seas is expected in the area within 24 hours.
- Once a hurricane watch has been issued:
 - Stay calm and await instructions from National, State, County, City, or Civil Authorities.
 - Monitor local TV and radio stations for instructions
 - Move early out of low-lying areas or from the coast and plan to stay, secure the building, move all loose items indoors and boarding up windows, and openings.
 - Collect drinking water in appropriate containers.
- Once a hurricane warning has been issued:
 - Be ready to evacuate as directed from National, State, County, City, or Civil Authorities
 - Leave areas that might be affected by storm tide or stream flooding.
- During a hurricane:
 - Remain indoors
 - When choosing a shelter, the following options are preferable:
 - A. Small interior rooms without windows on the lowest floor
 - B. Hallways away from doors and windows on the lowest floor
 - C. Rooms with no windows constructed with reinforced concrete, brick, or block