



RAE CORPORATION




# EMERGENCY ACTION PLAN

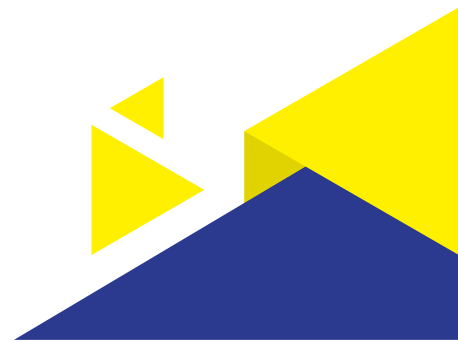
KEEPING OUR  
EMPLOYEES  
SAFE



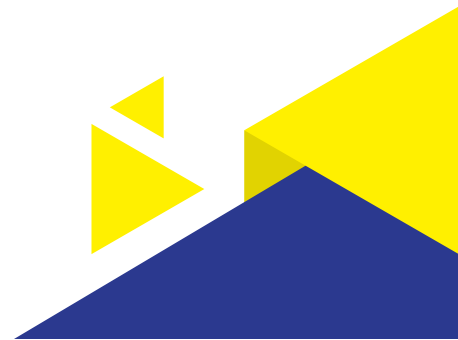
4492 Hunt St  
Pryor, OK 74361  
918-825-7222



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## Facility Information

The RAE Corporation is classified under SIC Code 3585 with operations involving fabricating, assembling, and temporary warehousing of air and water cooled heat exchangers products. RAE Corporation is located in the Mid-America Industrial Park at 4492 Hunt Street in Mayes County.

## General Facility Identification Information

Facility Name:

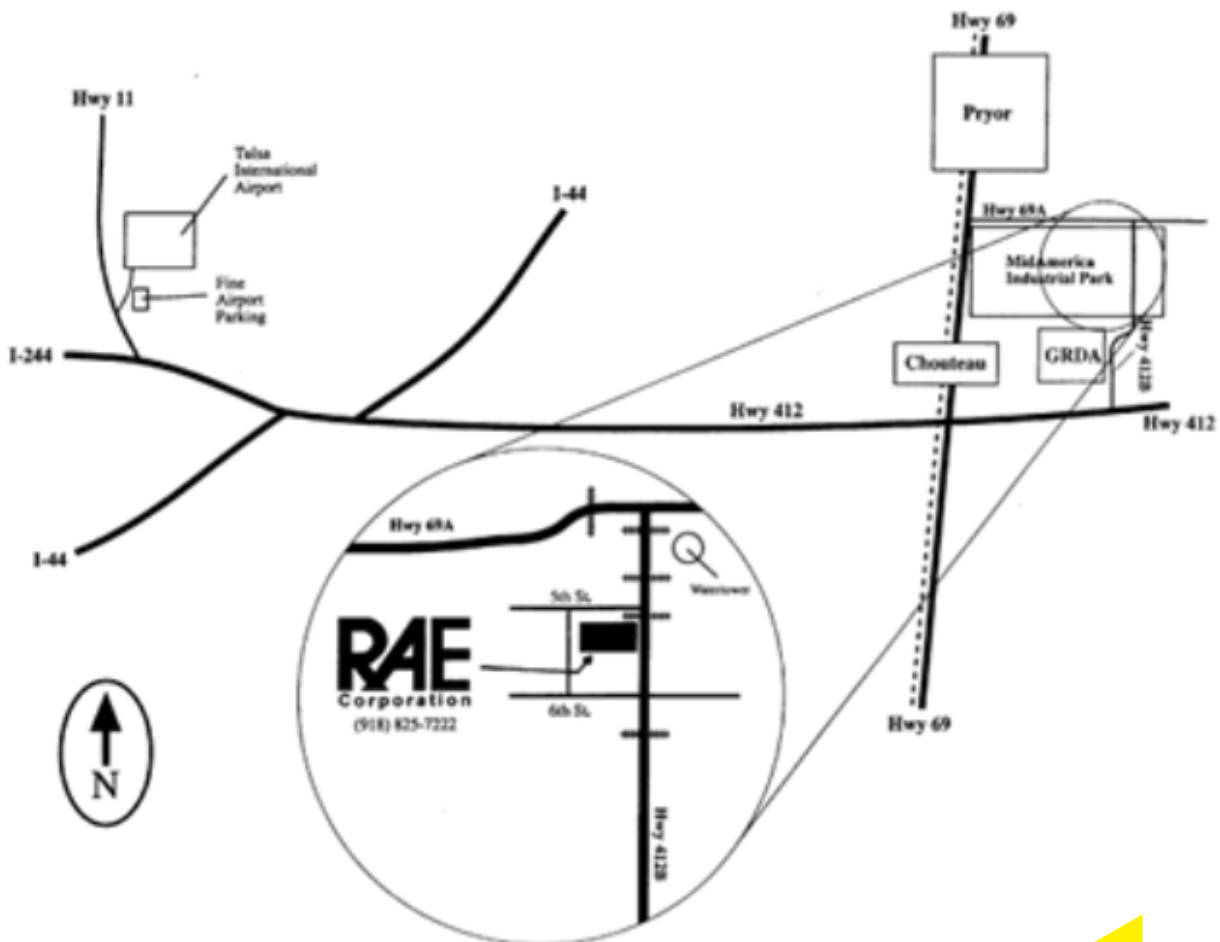
RAE Corporation

Physical Address: 4492 Hunt Street

MAIP

Pryor, OK 74361

918-825-7222



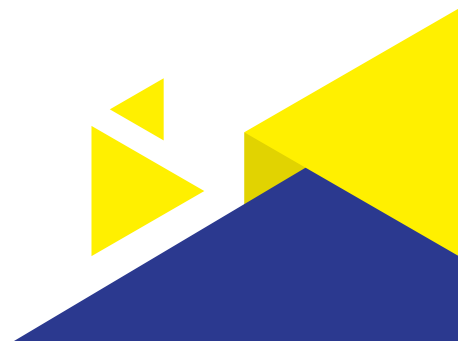
## **Purpose and Scope of Plan Coverage**

**Purpose:** The purpose of this plan is to communicate our efforts to contribute to a safe and healthful working environment through emergency action as is defined in the 1910.38 standard. The emergencies addressed in the plan are fire, medical emergency, natural disaster, chemical release, bomb threat, explosion and violence or crime.

**Application:** This plan applies to all facility personnel, full time and temporary, and any visitors or contractors present in the facility at the time of the emergency.

**Emergency Action Procedures:** In an emergency situation, the following steps will take place:

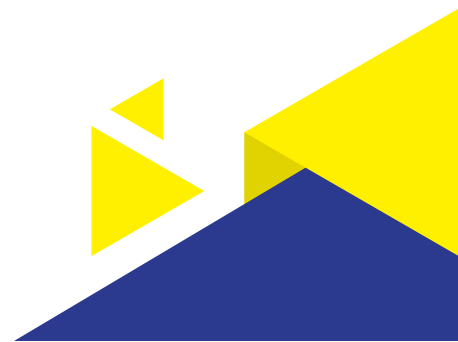
- A public announcement will be made by the Emergency Coordinator or designee. Employees will be notified of the nature of the emergency and what steps they should take to ensure their safety.
- Emergency shutdown and notification - If able, operating equipment will be shut down as required by authorized personnel.
- All vehicle traffic within the plant will cease to allow safe exit of personnel and movement of emergency equipment.
- All employees will be accounted for by their supervisors or managers.
- The supervisor or manager should try to keep his or her group together.
- In the event of evacuation, no person shall remain in or reenter the location unless specifically authorized by the Emergency Coordinator or designee.
- Re-entry into the facility area will be made only after clearance is given by the Emergency Coordinator.



## **Training:**

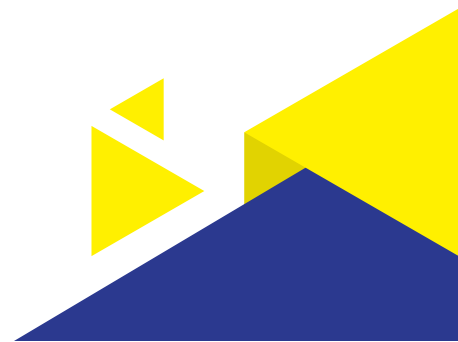
The Emergency Action Plan will be reviewed with each employee at the following times:

- Initially when the plan is developed
- During New Hire Orientation
- Whenever the employee's responsibilities or designated actions under the plan changes
- Whenever the plan is changed



# EMERGENCY COORDINATORS

<b>PRIMARY EMERGENCY COORDIATOR</b>	
Full Name	Damon Swank
Position	Vice President
Contact Number	918-530-1206
<b>SECONDARY EMERGENCY CONTACT</b>	
Full Name	James Surine
Position	Plant Manager
Contact Number	918-557-8259
<b>SAFETY</b>	
Full Name	Caleb Cowan
Position	EHS Specialist
Contact Number	918-855-6935
<b>HUMAN RESOURCES</b>	
Full Name	Sarah Hayes
Position	Human Resources Manager
Contact Number	918-824-9015
<b>IT</b>	
Full Name	Eric Chapin
Position	IT Director
Contact Number	918-864-0742
<b>WEEKEND SHIFT</b>	
Full Name	Jerry Sien
Position	Position
Contact Number	918-373-7257



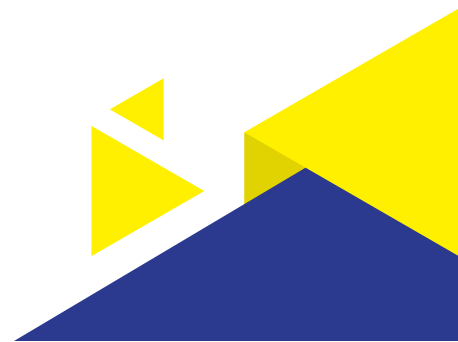
## **DUTIES OF PRIMARY EMERGENCY COORDINATOR:**

The primary coordinator will be the Vice President of Operations of RAE Corporation. The duties of the Primary Emergency Coordinator will be the responsibility to Act in the Case of Emergency according to the procedures laid out within the Emergency Action Plan. The Emergency Coordinator will coordinate communications with Emergency Responders, issue PA notification procedures, and evacuation procedures, and keep in contact with Emergency Responders.

The duties of the EHS Manager will be the modification and updates of the RAE Corporation Emergency Action Plan, the training and implementation of the Emergency Action Plan, and to act in the Case of Emergency according to the procedures laid out within the Emergency Action Plan.

## **DUTIES OF SECONDARY EMERGENCY COORDINATORS:**

The responsibilities of the secondary coordinators are to know the RAE Corporation Emergency Action Plan and to be prepared to act in the Case of Emergency according to the procedures laid out within the Emergency Action Plan in the absence of the Primary Emergency Coordinator.





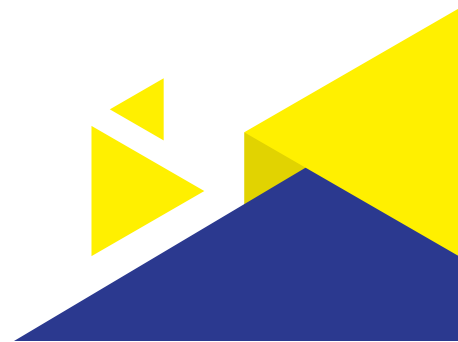
## Emergency Contact List

### Plant Emergency Phone Number – EXTENSION 137

The Plant Emergency Phone Number ext. 137 will ring the Plant Receptionist if dialed from any phone on the plant's phone system during regular working hours, 8 am -5 pm, Monday thru Friday.

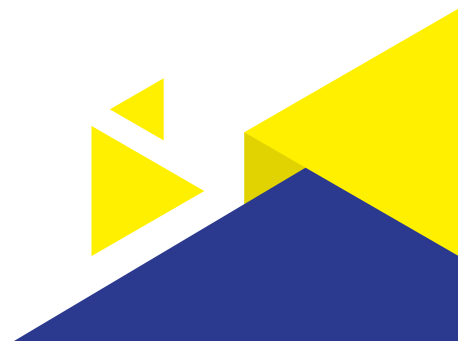
## RAE CORPORATION CONTACTS

Description	Contact Name	Contact Phone
Number One Priority	Damon Swank, VP	918-530-1206
Number Two Priority	Eric Swank, CEO	918-530-0094
Number Three Priority	James Surine, Plant Mgr	918-557-8259
Number Four Priority	Dan Crofford, CFO	918-824-5846
Additional	Eric Chapin, IT	918-864-0742
Additional	Caleb Cowan, EHS	918-855-6935
Additional	Sarah Hayes, HR Mgr	918-824-9015
Additional	Otis Holt, Maintenance	918-373-5559



# EMERGENCY PHONE NUMBERS

Pryor Fire Department	918-825-3131
Mayes County Sheriff's Office	918-825-3535
Mesta	918-825-1155
Oklahoma Highway Patrol	918-256-3388
Emergency Room - Mayes Co Medical Center	918-825-1600
Urgent Care of Green Country	918-825-7555
State Emergency Response Committee	1-800-522-0206
US EPA	1-800-887-6063
Oklahoma Dept of Environmental Quality	1-800-522-0206
National Emergency Response Center	1-800-424-8802
Poison Control	1-800-222-1222
OSHA Region 6 Office	1-800-321-OSHA
OOWA Water Plant	918-825-6240
Oklahoma Natural Gas	1-800-664-5463
GRDA (Electricity)	918-825-0280
Pryor Chemical Plant, LSB Industries	918-825-9000
Parker Security	918-864-0947



# WHAT TO EXPECT WHEN YOU CALL 911

## FIRST THINGS FIRST

Remain calm and give direct answers to the questions being asked  
Speak slowly and clearly

## PROVIDE CRITICAL INFORMATION FOR 911 DISPATCHER

What's the address of the emergency?

4492 Hunt Street, Mid America Industrial Park

## What's the phone number you are calling from?

918 825 7222 extension # \_\_\_\_\_

What is the exact problem?

\_\_\_\_\_

Are you with the patient?

\_\_\_\_\_

What is the approximate age of the patient?

\_\_\_\_\_

Is he/she conscious?

Yes/No

Is he/she breathing?

Yes/No

## HOW TO HELP BEFORE EMERGENCY SERVICES ARRIVE:

Assure the patient that help is on the way

Direct someone to wait out front to help wave the Emergency Responders down

Open gates for Emergency vehicles

Gather and make a list of the patient's current medications

*OF COURSE, THESE ARE NOT APPLICABLE TO ALL EMERGENCIES,  
SUCH AS A NEED FOR LAW ENFORCEMENT. ANSWER ALL  
QUESTIONS ASKED AS THEY ARE ALL PERTINENT INFORMATION.*



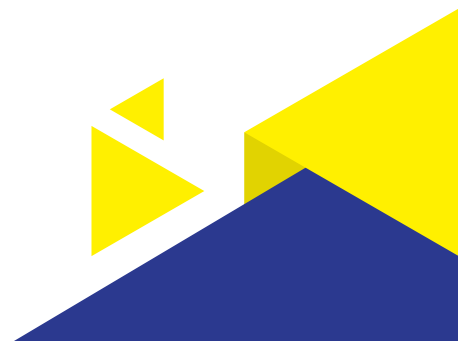
## **Alarm System**

### **Employee Notification**

The warning system to be used by RAE Corporation in case of an emergency is the public address system as specified by CFR 1910.165. An emergency address over the PA system will take precedence over any other messages or pages.

### **All Clear Signal**

The All Clear Notice will be issued only by the Emergency Coordinator. This will be communicated verbally from the Emergency Coordinator to all supervisory personnel and then conveyed to all affected employees. After the All Clear Notice employees can return to routine duties.



## **Evacuations**

In an emergency, the Emergency Coordinator will determine the extent of the emergency. In the event that the Emergency Coordinator determines that a partial or total evacuation of the facility is necessary, the Emergency Coordinator will notify each area of the plant for evacuation and provide any special instructions.

An evacuation may take place for several reasons. Always use your nearest, safest exit for egress unless you are instructed to do otherwise by the Emergency Coordinator.

RAE employees have only one obligation in an emergency evacuation - Get Out Quickly and Safely!

An employee needing medical attention during an emergency will be transported to the nearest healthcare facility for treatment.

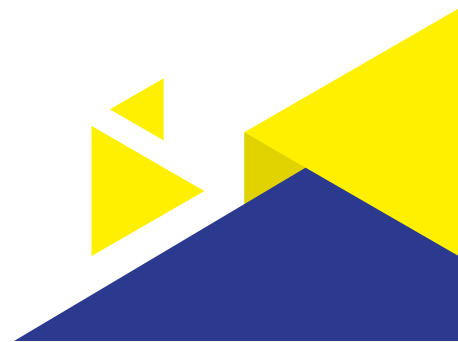
### **Route Assignments:**

Know your primary and secondary exits as drawn out by the Emergency Evacuation route maps in your work area.

### **Rally Point:**

In the event of evacuation, all employees will assemble at the Weld Shop/Accounting/HR Parking lot out of range of harm and clear of parking areas and gates needed for facility access by emergency personnel. No employee may leave the facility during an evacuation. We will assemble at the rally point for roll call, and we will wait until an all clear is given by the Emergency Coordinator. Need to check IT areas during night shift evacuations. They will be here 2-5 times per month around midnight.

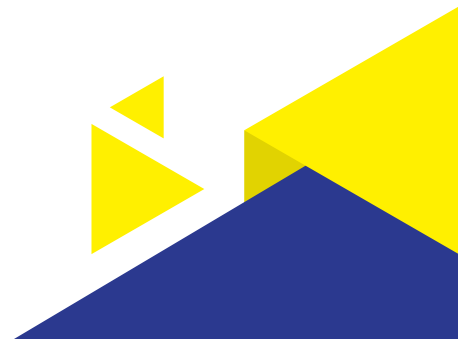
If deemed necessary, an evacuation rally point may be moved further from the site.



## **Accounting for Employees after Evacuation:**

In all questions of accountability, the supervisor will be held responsible for those persons reporting to them.

All supervisors and/or Lead people will retain a current list of all employees both RAE and temporary. These lists will be sent to the Supervisors' phones weekly and a copy of the Emergency Evacuation Plan will be posted in each building. It is the supervisors' responsibility to have these lists with them at the Rally Point. In the event of an emergency, the supervisor will evacuate as directed and know the possible assembly areas in order to "take roll" or account for all employees on his/her list. Also, from the beginning of every shift, the supervisor should know which employees are absent in order to account for the correct number of employees.





# EMERGENCY ACTION MAP

4492 HUNT ST., PRYOR, OK 74361 • 918-825-7222 EXT. 137



  
INDICATES EMERGENCY  
VEHICLE ENTRANCE

  
INDICATES SHELTER  
IN BUILDING

  
INDICATES EVACUATION  
ROUTE

  
INDICATES BUILDING  
NUMBER

  
INDICATES GATE  
NUMBER

Shelter in Place



In an emergency, the Emergency Coordinator will determine the extent of the emergency. Most foreseen emergencies will require a “Shelter in Place” notice to be given. In this event all Plant personnel will proceed to the nearest “Shelter” where they will be given instructions to keep them safe.

## **Shelter Assignment:**

### **Office Area**

- Any interior hall way

### **Final Assembly**

- Men’s Restroom
- Women’s Restroom
- Break Room

### **Stock Room**

- Tool Room

### **Coil Plant**

- Men’s Restroom
- Women’s Restroom
- Break Room

### **Lab**

- Break Room
- Restroom

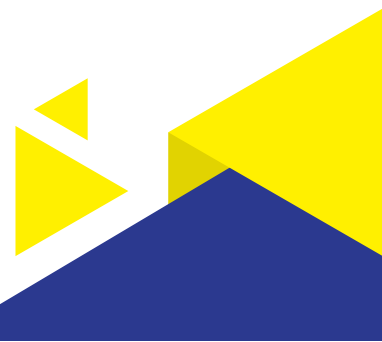
### **HR/Acct**

- Men’s Restroom
- Women’s Restroom
- Breakroom

### **RAE South**

- All Restrooms
- Interior lower level offices with no windows

***If needed, any first floor interior office without windows can be used as a shelter***





## Fire Emergency

### Fire Response Objectives

**THINK FAST AND ACT WITH CAUTION:** When you first discover a fire determine what to do immediately. If the fire is small and you have the proper fire extinguishers, PUT IT OUT.

**SOUND THE ALARM:** Do not underestimate any fire. If the fire is too much for you to handle, call the Emergency Coordinator.

**WARN THE PEOPLE:** Warn all people in the area immediately so they can get to places of safety. Alert employees of the fire and issue an evacuation order over the PA system.

**STAND BY:**

Stay near but at a safe distance from the fire.

The Emergency Coordinator should meet the Fire Department;

The Emergency Coordinator must explain the situation to the Fire Department before they enter the plant;

The Emergency Coordinator must identify all of the chemicals that may be involved in the fire to the Fire Department and provide SDS's if necessary;

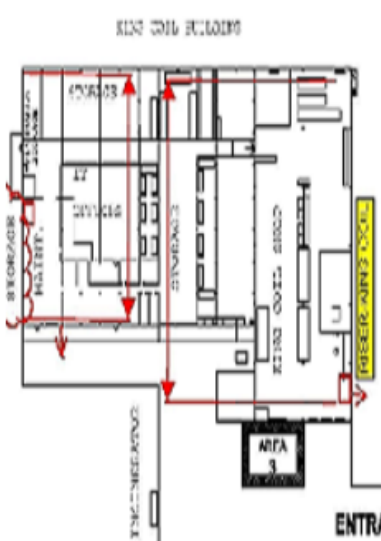
The Emergency Coordinator must explain the plant hazards and methods to isolate those hazards to the Fire Department;

The Emergency Coordinator must safely assist the Fire Department during the emergency;

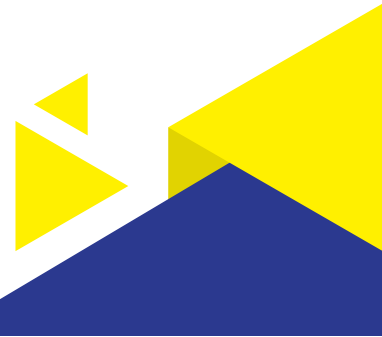
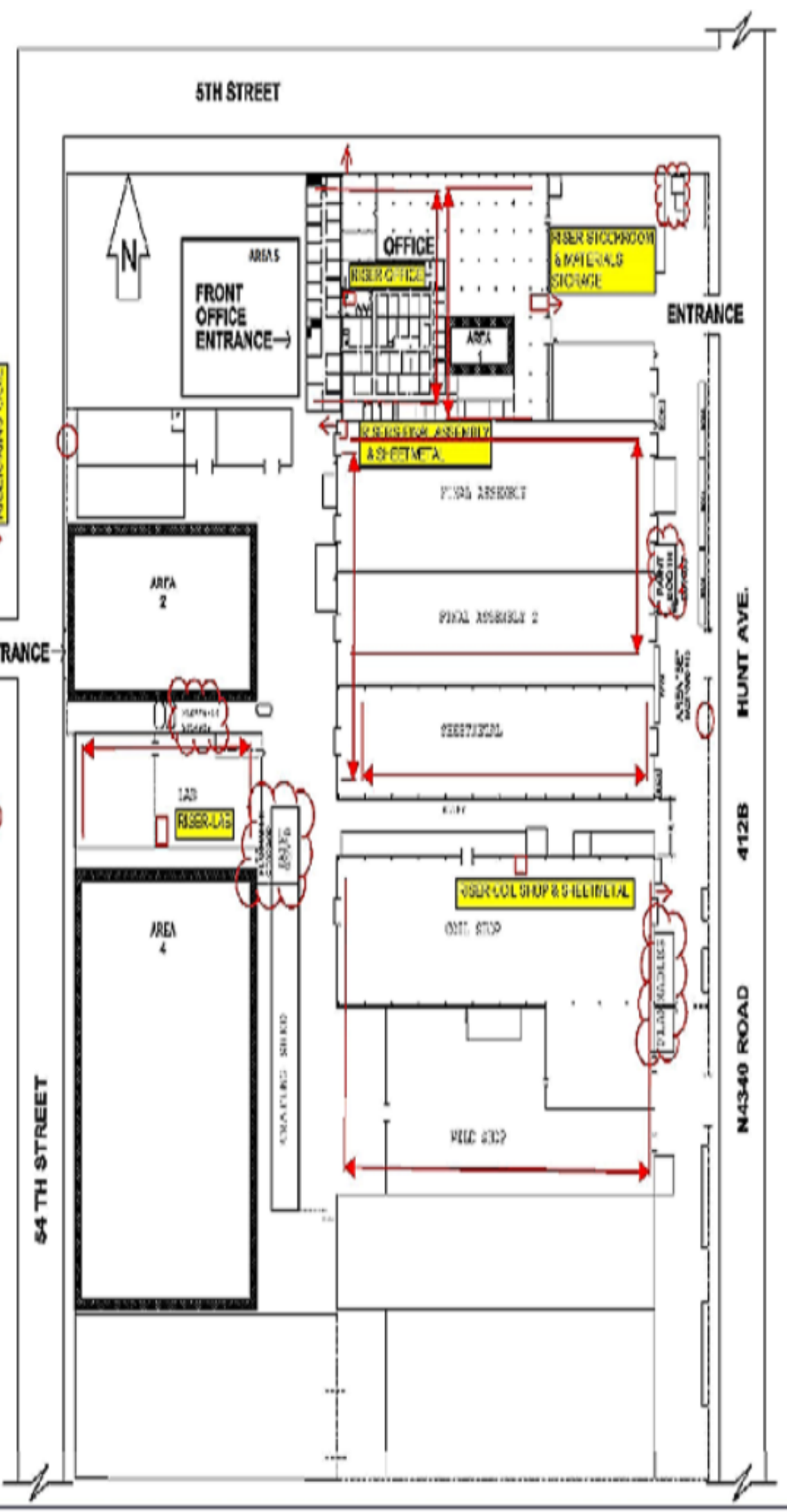
The Emergency Coordinator has the authority to call out additional off-site contractors if needed to assist in the emergency response.

Direct firefighters to the Knox Box located at the front entrance to the office building.





- LEGEND:**
- SMITHSONIAN
  - REAR
  - PLANNING
  - STAIRS
  - STAIRWAY
  - CP ACCESS SYSTEM
  - PLATE GLASS
  - TRC FLOOR CONSTRUCTION
- LABS LOCATIONS:**
- IT OFFICES
  - BY LOCKER KING OLD SHOP
- OFFICE BUILDING:**
- WORK AREA REAR RECEPTION
  - ARCHIVE BOOK BINDING RECEPTION
  - TELEPHONE CLOSED - EAST WALL
- IN FINE CONSTRUCTION**
- EAST SOUTH EAST
  - EAST SOUTH WEST



# FIRE DEPARTMENT LAYOUT

## Potential Fire Hazards

### Combustible Materials on Site:

- Wood
- Cardboard (sheets, boxes)
- Paint
- Mineral Spirits
- J5 Thinner
- Oil
- Oxygen
- Chemtane
- Propane

### Potential ignition sources include the following:

- Welding
- Brazing
- Smoking (cigarettes)
- Electricity
- Heat


## FIRE SUPPRESSION:

### PORTABLE FIRE EXTINGUISHERS:

Fires that are ignited by the above-mentioned sources can be controlled by the Class ABC portable fire extinguishers which are available for use throughout the plant at RAE Corporation. All employees are authorized to use portable fire extinguishers to put out fires in the incipient phase.

### USING FIRE EXTINGUISHERS:

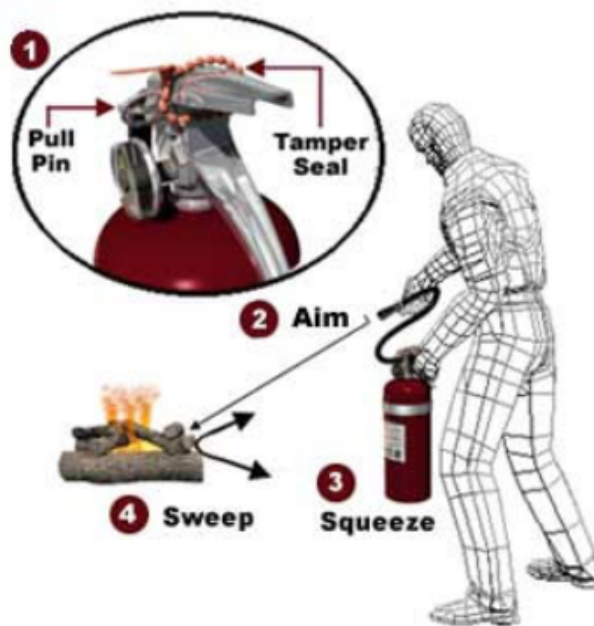
The following steps should be followed when responding to incipient stage fire:

- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
  - Discharge the extinguisher within its effective range using the P.A.S.S. technique (**P**ull, **A**im, **S**queeze, **and S**weep).
  - Back away from an extinguished fire in case it flames up again.
- 

- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the incipient stage.

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



**If you have the slightest doubt about your ability to fight a fire...EVACUATE**

### **AUTOMATIC SPRINKLER SYSTEMS:**

RAE Corporation maintains sprinkler systems throughout the facility that will automatically release water when prompted by high temperatures.

### **FIXED EXTINGUISHING SYSTEMS:**

RAE Corporation also maintains halon fire suppression systems in both paint booths.

RAE Corporation maintains Inergen fire suppression systems in critical areas where water sprinklers are not practical such as the network closets in both office area and Industrial Coil building, telephone closet, archive room, and IT control room.

## Emergency Medical

### Initial Discovery

Medical emergencies can occur at any time. The following describes the procedures that RAE Employees should follow in case of a serious injury, illness, or death. This procedure covers employees, visitors, contractors, and vendors

The person first finding the emergency medical victim must:

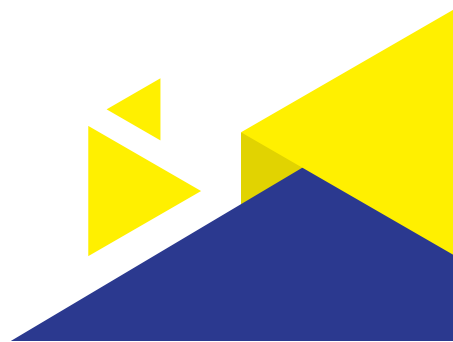
- Press “PAGE” button on any phone
- Page “First Responder to (location)”
- Repeat the page
- First Responders or someone available will call 911
- Call Front Desk (x137) and give them information

The following information is necessary for proper assistance from 911:

- Identify yourself and that you’re from RAE Corporation;
- Give the location of the victim, the victim’s identity if known;
- Describe the victim’s condition;
- Tell whether or not the victim is breathing;
- State whether or not Paramedics/EMT’s are needed and at what gate number should be used upon arrival;
- Stay on the telephone until the operator releases you.

### The Front Desk

- Call the Front Desk and give them the information;
- A RAE employee must meet the ambulance and escort it to the location of the victim

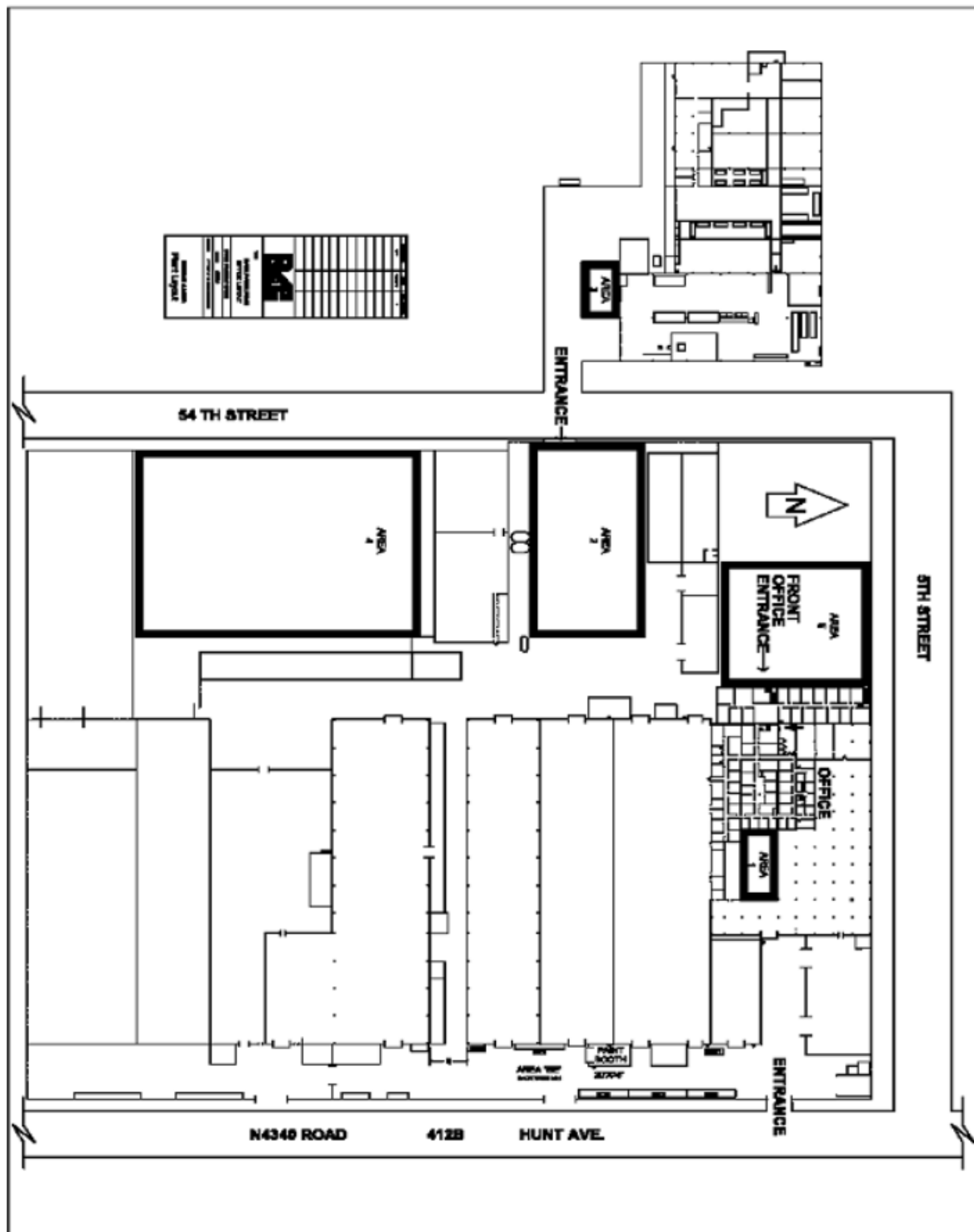


## Ambulance Entrances-Areas 1, 2, 3, 4 & 5 Plant Emergency Medical Resources

A team of First Responders have First Aid and CPR training and are prepared to provide basic first aid and life support.

Automated External Defibrillators are located on High Side next to the Fastenal vending machine, in the Coil Shop break room, and in the hallway outside the accounting offices next to the vending machines.

Ambulance Entrance Layout:



## LIST OF FIRST RESPONDERS

A current list of First Responders is posted at each First Aid Station.

- AED device must be brought to each call out. Designated employee will be established.
- The following steps should be taken in an initial first aid response to a medical emergency:
  - Survey the area around the victim to make sure it is safe to enter;
  - Assess the situation and determine if a 911 call should be made and direct someone to make the call. Call ext. 137 and give details to receptionist. The receptionist will repeat the emergency page after information is taken.
  - Do not attempt to move someone unconscious, has a broken limb, or injured back.
- The 1st First Responder on the scene will be established as Scene Commander. If for some reason the 1st First Responder is unable to carry out the duty, that person will delegate duties to the next Responder. 2nd on on-scene will delegate job duties to the remaining responders
- Obtain all information concerning the victim and the accident or illness if the person is conscious (such as symptoms, allergies, medications taken, past illnesses, last oral intake, events leading to the injury/illness);
- Administer first aid as trained;
- Check for breathing/open airway and administer rescue breathing if needed;
- Administer CPR as needed;
- Take necessary and appropriate measures to control bleeding;
- Treat for shock and make victim comfortable;

First Responders who are not administering First Aid have the following responsibilities:

- Crowd Control- Dispersing non-essential personnel.
- Material Moving- Making sure area is accessible to Ambulance/EMTs.
- Traffic Control- Having someone at each gate area to show and direct ambulance to the appropriate location
- Clean up- Making sure area is secure so that clean up can occur such as bodily fluid etc.

If an ambulance has been dispatched to the plant for a chemical exposure injury, a copy of the SDS for that chemical should be obtained prior to the ambulance arriving. SDS sheets can be located on RAEPPoint. Have a team member, Lead or Supervisor to obtain a copy. Bring back to scene or to the proper personnel.

## Natural Disasters

Plant operations can be disrupted by several natural disasters including thunder storms, tornados, floods, lightning strikes, extreme temperatures, earthquake, etc.... These natural events can result in the release or spill of chemicals, injury to employees, and disruption of normal business. The following are precautions that should be taken if any of these natural threats occur.

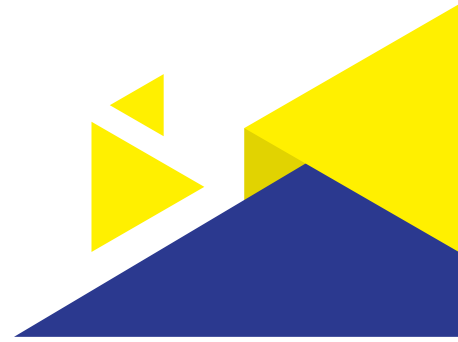
### Extreme Temperatures

Temperatures at 90°F or above with high humidity can be dangerous to anyone working.

**Heat Cramps:** Painful muscle spasms of the legs and abdomen. Use firm pressure on cramping muscles or massage area gently. Let person sip water. If person becomes sick, do not give any more water and implement emergency medical procedures.

**Heat Exhaustion:** A form of shock that occurs when the body loses too much water and too many electrolytes through very heavy sweating after exposure to heat. Symptoms include heavy sweating, lightheadedness, dizziness, weak pulse, and cold clammy skin. Fainting and vomiting may occur. Move the person to a cooler place and treat for shock. Apply a cool, wet cloth. Sips of water are okay. Seek medical attention if vomiting continues – implement emergency medical procedures.

**Heat Stroke:** This results when a person has been in a hot environment for a long period of time, overwhelming the body's sweating mechanism. This is an extremely dangerous and life threatening situation. Body temperature must be lowered quickly if the skin is hot, red, and dry. Pulse may be rapid or strong. Unconsciousness is likely. Arrange for rapid transportation to a medical facility for further treatment. Quickly remove the person from the heat to a cool place. Remove the person's clothing down to their underwear. Soak the person with water but do not give any fluids.





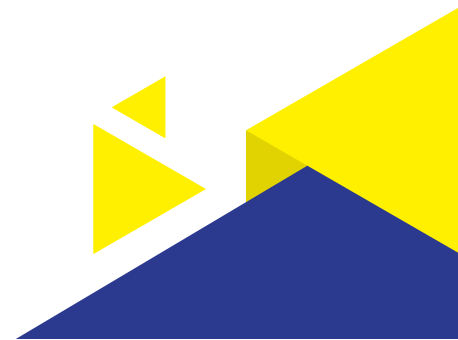
*Extreme cold temperatures can also cause injury and endanger the life of anyone that is exposed to extremely cold or wet conditions for an extended period of time.*

**Hypothermia:** Hypothermia is a life threatening situation when a person's body is losing heat faster than the body can produce heat. Conditions of hypothermia are marked by slurred speech, stumbling, and drowsiness. If the person's temperature drops below 95°F, hypothermia may occur. Seek medical assistance immediately. Gently wrap the person in a warm blanket and cover the head. Implement the emergency medical procedures.

**Frostbite:** Frostbite occurs when the body tissue freezes. Body extremities such as the nose, ears, fingers, and toes are first affected by frostbite. This is usually marked by a loss of feeling, numbness, and red coloration to the skin. Implement emergency medical procedures. Frostbite treatment should be conducted in a medical facility.

**Lightning:** Lightning is generally produced by thunderstorms. The general rule from the National Weather Service is if you can hear thunder, proceed indoors. If you are outside, the following practices can provide some protection from lightning strikes:

- Do not come in contact with large metal objects or other metallic objects that may attract lightning;
- Stay away from tall objects that attract lightning, such as trees or antennas;
- If you are in a hardtop vehicle, stay inside the vehicle;
- Before lightning strikes, hair on the head stands up. Crouch or squat close to the ground, but minimize your ground contact. Keep your feet together.
- If a person is struck by lightning immediately implement emergency medical procedures. Make sure that the Emergency Coordinator is contacted and that the area is safe before providing assistance. Once a safe area is obtained, administer first aid and/or CPR if necessary. The severity of a lightning strike may not always be immediately apparent. The person should always be transported to a medical facility for evaluation or treatment.



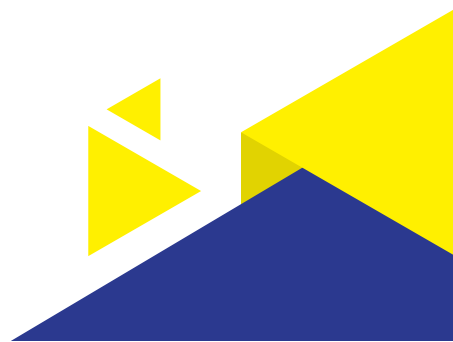
**Floods:** RAE Corporation is situated well above the local floodplain. However, during an extremely heavy downpour some buildings and roads within the plant could experience some local flooding. With this in mind, never drive through a flooded roadway.

*In case of a flood watch in the area:*

- *Emergency Coordinator will monitor flood conditions.*
- *Prepare to take immediate precautionary actions.*

*In case of a flood warning in the area:*

- *Emergency Coordinator will monitor flood conditions.*
- *Notify supervisors and leads of issued flood warnings. Instruct them to prepare to issue an evacuation for affected areas.*
- *(Note: If a flash flood warning is issued, get out of the area immediately.)*
- *Contact emergency personnel (fire department, police department, highway patrol) to find out if any roads are closed and communicate safe routes of evacuation to all personnel.*
- *Assist disabled persons and follow instructions of emergency preparedness personnel.*
- *Secure all loose objects located outside.*
- *Assist with protecting objects.*
- *Disconnect utilities which are not absolutely essential.*
- *If driving, know the depth of the water in a dip or low area before crossing.*
- *If vehicle stalls, abandon it immediately and seek higher ground.*
- *Do not try to cross a stream on foot if water is above your knees.*
- *Flooded work areas will need to be closed.*
- *Do not re-enter the affected area until directed by emergency preparedness personnel.*



## Tornadoes

**Tornado Watch:** A tornado watch means conditions are right for a tornado to form. Emergency Coordinator will be appraised of weather conditions and be ready to issue emergency notice. When the National Weather Service issues a tornado watch, each supervisor will be responsible for notifying all of their departments. The notification will include the following information/instructions:

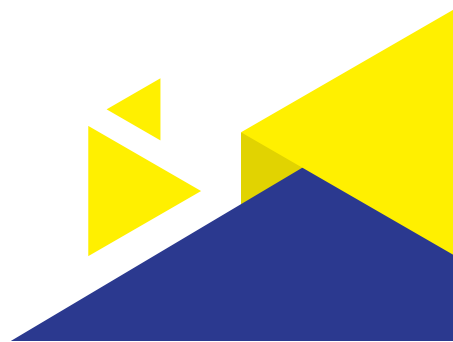
- RAE CORPORATION is under a tornado watch
- Time the watch expires
- Normal work routine will not be interrupted unless a tornado warning is issued.
- If the National Weather Service issues a tornado warning, proceed immediately to the nearest designated tornado shelter in your building.

**Tornado Warning:** A tornado warning means that a funnel cloud or tornado has been spotted in the area. Emergency Coordinator will notify employees to take shelter immediately in case a tornado approaches your location. When the National Weather Service issues a tornado warning, there will be an announcement made over the paging system by the Emergency Coordinator notifying all employees to proceed to the nearest designated tornado shelter in your building. Shelter areas depend on your location at the time of the tornado warning (see shelter area list).

Monitor local radio stations, NOAA, internet and emergency management for information regarding potential tornados. In the event of a tornado, all plant personnel are to go to a safer area within the building they are in. There is no such thing as a completely safe area in the event of a tornado. However, there are locations that are safer than others.

For example:

- Go to a room below ground level if possible;
- Go to an interior room of the building;
- Go to a pre-designated shelter area
- Get under a sturdy table and use your arms to protect your head and neck



The Emergency Coordinator will determine if there is sufficient time to start and complete plant shutdown procedures if a tornado is sighted in the area.

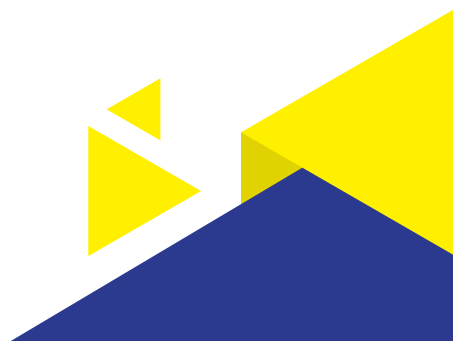
If you are outside, immediately enter the nearest building and proceed to the nearest designated shelter area.

Supervisors/Lead personnel will:

- Direct employees to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
- Instruct employees not to leave the building
- Provide assistance to persons with disabilities.
- Accompany employees to the nearest designated shelter area in the building.

Employees will:

- Proceed to the nearest designated shelter in the building by the quickest route.
- Move quickly but in an orderly manner so that all will arrive safely.
- Take a seat in the shelter area, (if seats are not available, calmly remain standing).
- Not leave the building.



## Earthquake

In the event of an earthquake, The Emergency Coordinator will contact the Safety Department and Maintenance Department to review the facility. All personnel should Drop, Cover and Hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

During an Earthquake:

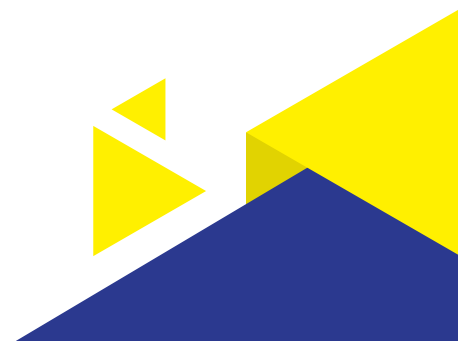
Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls.



### If in a Forklift:

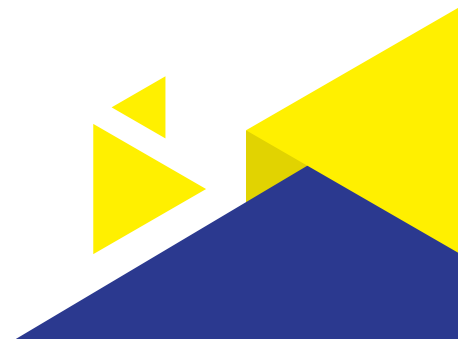
- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, and utility wires.
- Proceed cautiously once the earthquake has stopped.

### If Trapped Under Debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

### After an Earthquake:

- When the shaking stops, look around to make sure it is safe to move. Then exit the building.
- Follow evacuation routes and meet in designated area.
- Emergency Coordinator will follow evacuation procedures.
- Supervisors will take role of employees.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Use the telephone only for emergency calls.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by the Emergency Coordinator.
- After it is determined that it's safe to return, Your Emergency Coordinator will give the notification via whatever means are available i.e. PA, mass text, verbal.



## **In Case of Power Failure**

In the event of facility-wide power failure, contact the Emergency Coordinator to report the outage. The Emergency Coordinator will contact the Maintenance Department and GRDA Energy Control Center 918-266-3751 x 1101.

In the event of a partial electric power failure, verify that a breaker has not tripped or the fuse has not blown. Reset the breaker or install a new fuse. If the circuit breaker trips again or the new fuse blows, this indicates an overloaded circuit or faulty equipment. Contact the Maintenance Department to correct.

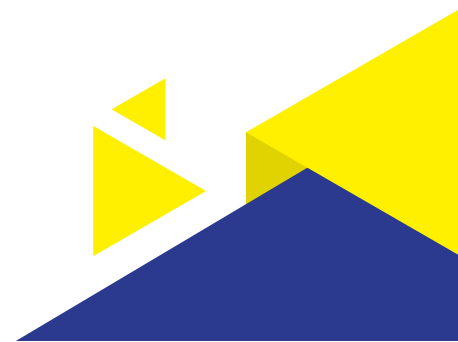
When power goes out, disconnect electronic equipment to prevent possible damage. Make sure electric space heaters, appliances, air conditioners, equipment and power tools are turned off. If several large appliances start up at once when power is restored, they may overload electric circuits, leading to equipment damage or, possibly, a fire.

When restoring power, turn electrical tools and equipment back on one at a time to prevent electrical overload.

Never touch or go near a utility line that has fallen. Downed power lines may appear to be harmless but could be carrying electricity. Assume that any fallen line, even telephone and cable TV lines, can be carrying electricity.

Communications: In the event of facility-wide power failure, handheld radios and cell phones will be used to communicate critical information.

Security-In the event of power failure, magnetic key locks will automatically unlock. If buildings are unoccupied, the Emergency Coordinator will ensure the front doors are chained and locked to prevent unauthorized access and will contact Security Service to monitor the facility.



# Chemical Release

## Discovery

The role of all employees upon initial discovery of a chemical or gas release is to:

- Recognize the problem
- Gather information about the problem
- Notify the Emergency Coordinator.

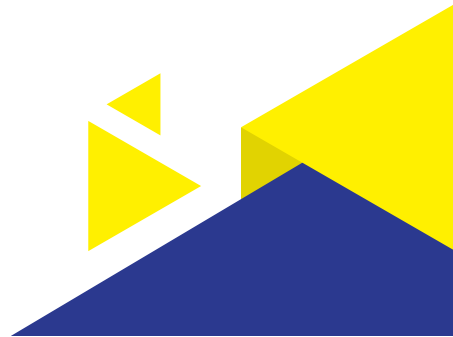
The person that first discovers a chemical or gas release should take the following actions:

- From a safe distance, identify the source and location of the spill or gas release.
- Move to a safe location upwind of the release by observing wind direction.
- Notify the Emergency Coordinator of the problem using the radios or by dialing the appropriate plant phone. Notify the Emergency Coordinator of the type of incident (chemical or gas release), location of the release, magnitude of the release if this can be determined, where the release is coming from if possible and any other available information. Include information on any injuries or whether inbound traffic at the gate should be stopped.
- Be alert for any potential additional instructions from the Emergency Coordinator regarding evacuation or emergency response.

## Notification

After the initial discovery of a chemical or gas release, this information must be passed on to a person with authority to perform the duties of Emergency Coordinator. The following steps should be taken in making the initial notification

- Contact the receptionist ext. 137. (Or directly contact the Emergency Coordinator if they are readily available).
- The receptionist will contact the Emergency Coordinator.
- The Emergency Coordinator will contact the Plant Manager, Safety Manager, Maintenance or any other resources needed. (appropriate contact information is provided in this document).





## **Initial Response**

The Emergency Coordinator will evaluate the chemical or gas release and determine the appropriate response giving consideration to the:

- Protection of human health and welfare
- Protection of the environment
- Minimize property damage

The Emergency Coordinator will determine if the release can be addressed as an Incidental Release (can be handled with the resources within the plant) or as an Emergency Release (that will require assistance from resources outside of the plant).

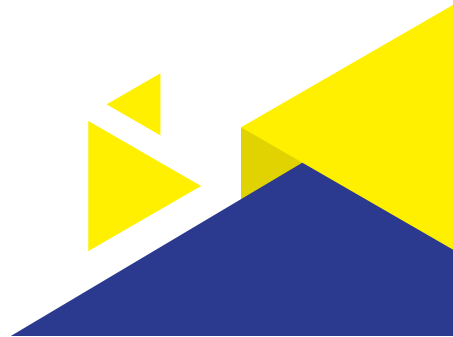
## **Incidental Release**

A chemical or gas release can be considered Incidental if there is:

- No increased threat of fire or explosion or threat to the outside environment.
- The amount of the spill or release into the air or ground is not expected to have off-site consequences.
- The spill or release can be safely managed by RAE staff and controlled on site.

The steps that should be typically taken in responding to an incidental chemical release include:

- Notify the Emergency Coordinator or his designee of the situation and the response plans.
- Emergency Coordinator will notify respective departments i.e. Production, Maintenance, Safety.
- Ensure that all of the proper PPE and respiratory protection equipment is utilized in accordance with the company PPE and Respiratory Protection policies.
- Ensure “Back Up” personnel are available, equipped and in place.
- After the release is stopped, all equipment and materials must be properly decontaminated.
- All spilled chemical, containment material, and residue must be contained, removed or neutralized, and properly managed according to directions from the Safety Department.



## Emergency Release

An Emergency Chemical Release is an event that requires assistance from government agencies or contractors outside the plant site. A chemical release can be considered an emergency if:

- Injuries are involved.
- The release is likely to cause further damages such as fire or explosion.
- The release has a potential to affect the health of the surrounding community.
- The release cannot be controlled or contained with the available resources.

The steps that should be typically taken in responding to an emergency chemical release include:

- Protect the safety of all personnel and members of the community.
- Contact the Emergency Coordinator or his designee and notify him of the situation.
- The On Scene Emergency Coordinator must determine if an evacuation of the plant is necessary.
- Take Shelter in designated shelters. Inside facilities with all bay doors down
- Notify Fire Department
- If warranted, escalate to full evacuation.
- Cooperate fully with outside agencies and contractors. When an outside agency comes in, their lead person may become the Emergency Coordinator and will need assistance and information from RAE employees.
- Safely provide as much assistance as possible to outside agencies (fire department, ambulance, etc...) and contractors in response to the chemical release.

RAE Corporation does not store Ammonia at its facility. However, we recognize the potential threat exists due to the use of Anhydrous Ammonia at a neighboring chemical plant nearby. Our following procedures are developed in the event of an accidental release.

**\*\*Please note that the levels that are depicted below are much lower than the Permissible Limits. At 50ppm, Permissible Exposures Limits (PEL) have been reached. The Immediate Dangerous to Life and Health (NIOSH IDLH) is 300.\*\***



Ammonia alarm procedure is as follows:

Handheld ammonia monitors will be used to monitor the levels of ammonia and to notify management and employees of potential threats.

**Ammonia alarms are set at 25 ppm. Monitors are kept in Sheetmetal Shop (Matt DeSelle), Coil Shop (Caleb Cowan), Stockroom (Gretchen Surine) and Final Assembly on the Weekend Shift (Jerry Sien).**

When the odor of ammonia is detected, monitors will be turned on and a phone call will be made to Pryor Plant Chemical by the Safety and Environmental Specialist and/or designate. Information will be conveyed and Pryor Plant Chemical will conduct an investigation.

**If levels reach 10ppm.** Doors in affected areas will be shut down, fans turned off.


**If levels reach 20ppm,** Employees will move to the designated shelters and management will be notified. Employees will stay in the designated areas until the all clear is sounded from the lead person or supervisor or intercom unless further action needs to be taken i.e. evacuations. Once the PPM has reached 20 and is sustained for 20 minutes, the Emergency Coordinator will then notify the Fire Department and Emergency Management Officials.

**If levels reach 25 ppm,** The ammonia monitor alarms will sound. 25 ppm is the NIOSH Recommended Exposure Limit (REL) for a time weighted eight hour period.

**If levels reach 35 ppm,** The Emergency Coordinator will determine evacuation routes.

**If the alarms reach 45 ppm,** Evacuation measures will begin and routes communicated to employees. These will be issued via intercom system. We will then notify the Fire Department and Emergency Management Officials.

All incidents along with dates and times need to be documented by the Safety and Environmental Specialist along with information gathered from Pryor Plant Chemical as to what, why and corrective action taken. Once the information is gathered, we will send via email a summary of events including: dates, times, exposures, and impact on employees to LEPC, RAE Corporation management, and PPC Management.



## Evacuation in the event of Emergency Release:

In the event that an evacuation order was given, all personnel and visitors would be instructed to evacuate and meet at the designated Rally Point. If deemed necessary, an evacuation rally point may be moved further from the site.

Keep the following in mind during an evacuation:

- Proceed upwind if possible during a chemical release.
- Proceed at a right-angle (90°) based on wind direction away from a chemical release, then upwind to exit the plant.
- Avoid going downwind to evacuate, unless it is a precautionary evacuation and the hazards are not great.
- Employees will need to check in with their leads after they have safely evacuated the premises. This can be by phone call, text, or through other effective means.


<b>PRYOR CHEMICAL PLANT, LSB INDUSTRIES STAFF CONTACT LIST</b>				
<b>PLANT PHONE NO: 918-825-9000</b>				
NAME	POSITION	EXT	DIRECT NO	CELL NO
Bruce Ainsworth	General Manager	13194	918-825-9094	580-366-9096
Harsimran Jakhar	Operations Manager	13103	918-825-9003	918-813-0826
Rene Davila	Maintenance Manager	13173	918-825-9073	918-803-8570
Travis Eaton	Area Manager, Acid/Nitrate	13176	918-825-9076	918-824-0902
Jason Brewer	Area Manager, Ammonia/Urea	13139	918-825-9039	918-271-9508
Lucas Smith	Safety Manager	13115	918-825-9015	817-727-9716
Les Morgan	Environmental Manager	13121	918-825-9021	501-747-6132
Sonja Maddox	HR Manager	13107	918-825-9007	918-728-0701
Dani Adams	Environmental Analyst	13151	918-825-9046	918-824-0901
Security			918-825-9051	

## **Criminal Incident or Workplace Violence**

Criminal acts can be committed in the workplace. These may include events such as; assault, murder, robbery, illegal drugs, etc... In the event that violence or criminal activity is discovered at the plant site the Emergency Coordinator must be contacted immediately. The Emergency Coordinator will contact local law enforcement by calling 911. The Emergency Coordinator will ensure full cooperation with the law enforcement that respond to the emergency call.

If the Emergency Coordinator deems it necessary, access to and from the plant site will be shut down until law enforcement officials arrive on the scene and take control of the situation. The scene of the crime must not be disturbed to preserve evidence. All witnesses will complete a written report regarding their knowledge of events.

### **Workplace Violence**

- Watch for signs. Even veiled threats must be taken seriously.
  - Remove the source. Evacuate the subject of a violent person's anger. Have the source leave the room or send the person home. You can also arrange to protect that person until the crisis is diffused.
  - Mediate. The Emergency Coordinator should intervene.
  - Shift to neutral. If possible, take the hostile person to a neutral location in the office
  - Escort hostile person completely off the premises watching that he/she actually leaves the property entirely.
  - If the person turns violent, get police onsite as soon as possible.
  - Stay vigilant. If the person is an employee, revoke his/her workplace access privileges. Cancel access cards and network accounts. Inform supervisors and front desk; include a picture if possible. Set up guards at entrance gates and also surveillance staff so that they'll be on the lookout.
  - Act in the Event of Threat. If the person returns to the facility, notify police immediately. If the person is reported on the premises, notify supervisors/leads of the imminent threat and initiate LOCK DOWN.
  - LOCK DOWN. In the event of unauthorized access of the facility by a potential threat, all employees will be instructed to remain in their designated work areas with doors locked and/or blocked. There will be no unauthorized movement between buildings until an all clear is issued.
- 

## Explosion

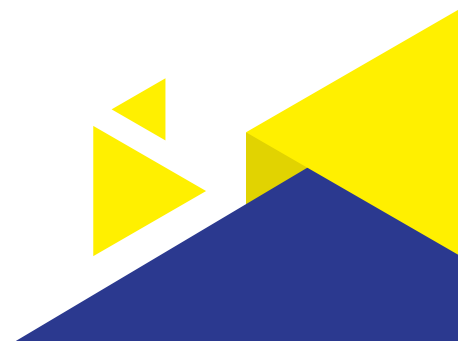
**THINK FAST AND ACT WITH CAUTION:** When you first discover an explosion determine what to do immediately.

**SOUND THE ALARM:** CALL 911!

**WARN THE PEOPLE:** Warn all people in the area immediately so they can get to places of safety. Alert employees of the fire and issue an evacuation order over the PA system.

**STAND BY:**

- Stay near, but at a safe distance from the hazardous area.
- The Emergency Coordinator should meet the Fire Department;
- The Emergency Coordinator must explain the situation to the Fire Department before they enter the plant;
- The Emergency Coordinator must identify all of the chemicals that may be involved in the explosion to the Fire Department and provide MSDS's if necessary;
- The Emergency Coordinator must explain the plant hazards and methods to isolate those hazards to the Fire Department;
- The Emergency Coordinator must assist the Fire Department in a safe manner during the emergency;
- The Emergency Coordinator has authority to call out additional off-site contractors if needed to assist in the emergency response.
- Direct fire fighters to the Knox Box located at the front entrance to the office building.



## **Bomb Threat**

### **Receiving a Bomb Threat**

It is important to record the caller's message exactly as it was given. After receiving a bomb threat, you should immediately contact the Emergency Coordinator and write down all information about the call such as:

- Date and Time of the call – When it started and ended;
- Caller's Identity – Male, Female, Young, Old, etc...
- Origin of the call – Local, Long Distance, etc...
- Vocal characteristics – Loud, Soft, High Pitched, Intoxicated, etc...
- Speech – Fast, Slow, Nasal, etc...
- Language – Excellent, Fair, Poor, etc...
- Accent – Local, Foreign, Disguised, etc...
- Manner – Calm, Angry, Sad, Rational, Incoherent, etc...
- Background Noises – Machinery, Quiet, Animals, People, Children, Music, etc


### **What to Do While Speaking to a Caller**

While talking to someone calling in a bomb threat, you should remain calm and courteous. Listen, do not interrupt the caller. Keep the caller talking; pretend to have difficulty hearing the caller. Pay attention to what the caller is saying; are they familiar with the plant or the area. If the caller stays on the phone long enough, ask questions such as:

- What kind of bomb or device have they planted;
- How many bombs or devices;
- When will the bomb go off;
- How much time remains before the bomb explodes;
- Where is the bomb located? Which building? In which area of the plant?
- If the caller tells you where the bomb is located, inform him/her that the building is occupied and that if the bomb goes off it will cause injury and death.

### **After Receiving a Bomb Threat**

The Emergency Coordinator must be notified immediately after a bomb threat is received. The Emergency Coordinator will contact local law enforcement by calling 911. The Emergency Coordinator will notify area supervisors of the threat and issue an evacuation. The Emergency Coordinator will coordinate with the local law enforcement and ensure full cooperation from RAE employees.

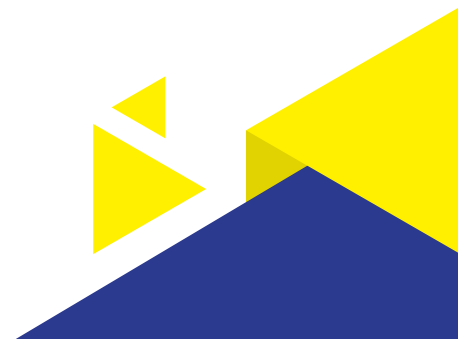


## Suspicious Letters and Packages

Explosive devices can be shipped through the mail or delivered by courier. Anyone handling mail and packages should be on the alert for the following suspicious signs to a potential bomb:

- Foreign mail, air mail, and/or special delivery;
- Restrictive markings such as “confidential” or “personal”
- Excessive postage;
- Incorrect titles;
- Titles but no names;
- Misspelling of common words;
- Oily stains or discolorations
- No return address;
- Excessive weight;
- Rigid envelope;
- Lopsided or uneven envelope;
- Protruding wires or tinfoil;
- Excessive securing material, such as masking tape or string;
- Visual distractions.

Do not handle any package or letter that you feel is suspect. Notify the on-site Emergency Coordinator. The Emergency Coordinator will contact local law enforcement and cooperate with that agency to evaluate the potential threat. If the letter or package is believed to be a real threat, then the plant evacuation procedure will be implemented.





## **Death Notification**

In the event that a person dies on the plant site, the Emergency Coordinator must be notified immediately. The person making the initial discovery must convey the location of the body, name of the deceased if known, and any circumstances related to the death.

The Emergency Coordinator will contact the county coroner and law enforcement by calling 911. Do not allow anything around the body and area to be disturbed until arrival of the coroner and law enforcement. All RAE employees will assist the local officials with their investigation.

The family of the deceased person will be contacted by the coroner, law enforcement, and members of RAE Corporation.

The Occupational Safety and Health Administration (OSHA) must be notified of any death occurring at RAE Corporation within 8 hours of discovery of death. This notification must also be made any time an incident results in 3 or more people being admitted to the hospital.

### **ADDITIONAL:**

A copy of this Emergency Plan Packet will be maintained in the possession of all Emergency Coordinators, by the Plant Manager, and by the Receptionist and at the Safety Office.

Obtaining Information or Explanation of Duties Under This Plan:

For further information on this emergency action plan, contact Caleb Cowan, EHS Specialist, at extension 205 or Sarah Hayes, HR Manager, at extension 127.

