

Marathon Petroleum Company LP			
Removal of Non-Essential Personnel	Document No.: RSW-SAF-039-DT	Approval Date: 06-08-2018	Page 1 of 3
	Revision No.: 6	Next Revision Date: 07-03-22	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

- 1.1 This procedure will outline the removal of non-essential personnel from affected process units during start up, shutdown, malfunction or equipment shutdown. This procedure is not intended to replace the MRD Emergency Response Procedure.

2.0 SCOPE

- 2.1 When conditions warrant the removal of non-essential personnel from an Operations Process Unit, the following procedure will be followed.

3.0 PROCEDURE FOR PROCESS UNIT START UP AND SHUTDOWN PERIODS

- 3.1.1 Operations or Products Department Personnel notify all non essential personnel to leave the area and cancel their work permits (sign off required). The non essential personnel are to leave the area, report to their break area, and notify their Supervisor.
- 3.1.2 Operations or Products Department Personnel will check the visitors log book and the safe work permits to determine that all non essential personnel have left the area.
- 3.1.3 Operations or Products Department Personnel will physically restrict access to the affected process unit. This may be accomplished by: dropping permanently installed traffic control gates, raising chains across roadways, appropriate signage and/or utilizing barricade tape. The size of the restricted area is left to the discretion of the Operations Foreman depending on the size/scope of the shutdown/startup.
- 3.1.4 The Operations Foreman will notify the Security Control Center (SCC) at X 6911 and give specific information regarding the specific process unit start up or shutdown. Upon receiving this information, the SCC will notify the Security force via their radio channel.
- 3.1.5 The affected Complex Central Control Building (CCB) Operator will announce to all CCB Complex Board Operators that they are in start up or shutdown mode and that all non-essential personnel are being removed from the Unit. They will announce on Main CX1 to inform maintenance that this activity has begun.
- 3.1.6 **When normal operations are established,** the Operations Foreman will notify the CCB that the Complex has returned to normal conditions.
- 3.1.7 **When normal operations are established,** The CCB Complex Operator will announce to the other Complex Operators that their complex has returned to normal operations and make the announcement over the Complex radio channel and Main CX1.

4.0 PROCEDURE FOR PROCESS UNIT MALFUNCTION OR EQUIPMENT SHUTDOWN PERIODS

- 4.1.1 Non-essential personnel will be requested to leave the unit immediately. Unless directed by Operations not to drive their vehicles, non-essential personnel may remove their vehicles from the area. If directed by Operations not drive their vehicles, non-essential personnel will walk to their break area. Operations personnel will pull all active permits that cover non essential personnel and notify all non essential personnel of the nature of the malfunction and have them sign off on the work permit.

- 4.1.2 Operations or Products Department Personnel will check the visitors log book and the safe work permits to determine if there are non-essential personnel that need to be removed from the area.
- 4.1.3 Operations or Products Department Personnel will physically restrict access to the affected process unit. This may be accomplished by: dropping permanently installed traffic control gates, raising chains across roadways, or utilizing barricade tape. The size of the restricted area is left to the discretion of the Operations Foreman depending on the size/scope of the shutdown/startup.
- 4.1.4 The affected Complex CCB Operator will announce to all CCB Complex Board Operators that they are in an upset condition and that all non-essential personnel are being removed from the Unit. They will announce on Main CX1 to inform maintenance. If required, they will activate the Incident Command System and follow applicable MRD Emergency Procedures.
- 4.1.5 The Operations Foreman will notify the Security Control Center (SCC) at X 6911 and give specific information regarding the specific process unit malfunction. They should indicate that this is not an emergency situation but a process malfunction or upset condition of one or more units. Upon receiving this information, the SCC will notify the Security force via their radio channel.
- 4.1.6 The affected Complex CCB Operator will announce to all CCB Complex Board Operators that their Complex is in an upset condition and that all non-essential personnel are being removed from the Unit. They will announce on Main CX1 to inform maintenance that this activity has begun.
- 4.1.7 **When normal operational conditions are established,** the Operations Foreman will notify the SCC that the Complex has returned to normal conditions.
- 4.1.8 **When normal operational conditions are established,** The CCB Complex Operator will announce to the other Complex Operators that their complex has returned to normal operations and make the announcement over the Complex radio channel and Main CX1.

5.0 DEFINITIONS

- 5.1 Essential Personnel – Owing Department personnel and their designees, deemed essential to assist with start up and shutdown
- 5.2 Non-Essential Personnel - All others that do not fit the criteria of essential personnel

6.0 REFERENCES

- 6.1 NONE

7.0 ATTACHMENTS

- 7.1 There are no attachments associated with this procedure.

8.0 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Effective date
2	Review, removed DCS reference and replaced with CCB	J. Weeks	L. Mazur	04-21-11
3	Annual review, changed "Channel 6" to "Main CX1"	B. Hunter	J. Rabideau	6-3-14

4	Corrected header per RGD-1051-DT corrected dates in footer	F. Ebbert	J. Rabideau	11-01-15
5	Scheduled review no changes	B. Hunter	J. Rabideau	07-03-17
6	Added steps 3.1.3 and 4.1.3 regarding physical restriction to process units	S. Catalano	J. Rabideau	6-8-18