

Authored By: Mark Garvin	Blanchard Refining Company LLC Galveston Bay Refinery	Doc No.: RSW-000056-GB Rev No: 2
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Approved By: Honor Sheard	EPR-2 Emergency Action Plan	
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1.0 Purpose

Provide instruction concerning the proper response to a unit upset or an emergency.

2.0 Scope

Emergency events, such as unit upsets, fires, spills, releases, or rescues that have the potential to affect personnel within the Galveston Bay Refinery. This plan does not cover off-site property that has their own emergency action plans.

3.0 General Requirements

3.1 Incidental Releases

An incidental release may be safely cleaned up by personnel that are properly trained and familiar with the hazards of the substance with which they are working. Clean up is only allowed if the substance is known, the hazards are identified and mitigated, and appropriate PPE is worn per the HESS PPE policies. Information on the hazards, clean up, and PPE requirements can be found in Comply Plus under the substance MSDS. Environmental must be consulted for disposal and reporting.

3.2 Emergency Reporting

3.2.1 Any person can report an emergency to the Security Operations Center (SOC) by dialing Ext. 1911 on any plant telephone, or by using the "Emergency Button" on the plant radios.

3.2.2 When reporting an emergency, provide as much information as possible, for example the type of incident, location, and any other facts that might assist emergency responders. See Attachment C for information requested by the SOC when reporting an emergency in order to ensure appropriate alarms are sounded and appropriate emergency response personnel are dispatched.

NOTE Do not hang up until the person taking the call has confirmed they have the information.

3.2.3 Operations personnel must react to emergencies with worker safety as their first priority. A hazard evaluation helps determine appropriate response actions to be taken which may include evacuating non-operations personnel or contacting the SOC to request emergency response team assistance and initiate the appropriate level of site notification. (See below)

3.2.3.1 **Level 1 – A unit warbler/evacuation horn (Emergency Exclusion Zone 1) related to a unit upset or minor leak that does not require emergency response assistance. A fire officer will report to the unit as a precaution to assist if it becomes necessary.**

3.2.3.2 **Level 2 – A unit warbler/evacuation horn for a relatively "minor" incident (Emer. EZ-1) such as most vehicle fires, switchgear fires, generator fires, insulation fires, scaffold board fires, or pump/flange fires where no actions are necessary by personnel outside the affected unit/area. The emergency response team will be paged for these incidents.**

3.2.3.3 **Level 3 – A major fire/release and any incident where actions are necessary by personnel outside the affected unit/area including a shelter-in-place incident (Emer. EZ-2). This may require site wide accountability. The full Emergency Notification System will be activated for all Level 3 incidents including emergency response team activation.**

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- 3.2.4 If the unit warbler/evacuation horn is sounded or Operation/Products Control evacuates an OSBL area, the unit supervisor or designated alternate must immediately contact the SOC and then notify the Shift Director. When the situation permits, the board operator or Shift Supervisor should announce the reason for the warbler/evacuation horn on the "Emer Oper" talk group; a special radio will be stationed at the control board. The SOC will announce on the All Talk Group (ATG, "all-call") channel that the affected unit is experiencing an upset, fire, spill, or release. The SOC should also be contacted by unit supervision to announce an all clear on the All Talk Group (ATG, "all-call") channel.

3.3 Emergency Response and Evacuation

- 3.3.1 Refinery units will sound their warbler/evacuation horn to signal an evacuation. Products Control, PWR-2 and ENVF will make a radio announcement to signal the evacuation of an affected OSBL area.

- 3.3.2 When a unit warbler/evacuation horn sounds:

3.3.2.1 Unit operations personnel will follow unit specific instructions.

3.3.2.2 Non-operations personnel in the affected unit or immediate area will evacuate crosswind and upwind and report to a safe Muster Point (Attachment A).

3.3.2.3 Personnel that hear a unit warble horn or PA/radio announcement but are not in the affected unit or immediate area should be aware of the incident and follow Operations and/or their MPC Maintenance Supervisor's guidance.

- 3.3.3 When East/West Butane Sphere Alarms are activated:

3.3.3.1 The butane sphere alarm system may be activated by Products Control or by LEL sensors that automatically activate the warbler/evacuation horns and flash emergency lights at the intersections of the roadways surrounding the butane spheres. Additionally, access gates may be manually closed or remotely activated to stop traffic from entering the area.

3.3.3.2 All traffic must stop and shut off engines around the butane spheres when the alarm system is activated.

3.3.3.3 All non-operations personnel in the area must exit the area on foot cross wind and/or upwind and report to a safe muster point.

3.3.3.4 Vehicles approaching intersections of the spheres will avoid the area by taking roadways traveling upwind or crosswind until the area is reported clear of an emergency. Do not drive through the butane sphere area when the alarms are active.

- 3.3.4 When Emergency Response Team is activated for Level 2:

3.3.4.1 Yield to all emergency response vehicles utilizing emergency lights and sirens, if equipped. Pull to the side of the road and allow emergency vehicles to pass. Make sure vehicles do not obstruct the road and the vehicle is a safe distance from any incident hazards.

3.3.4.2 An Operations representative will meet the fire department on the upwind side of the unit and provide information relating to the incident whenever an emergency response is activated.

3.3.4.3 Unit operations personnel will follow unit specific instructions.

3.3.4.4 Non-operations personnel in the affected unit/area will evacuate the unit crosswind and upwind and report to a safe muster point.

- 3.3.5 When the Site-Wide Emergency Notification System (Level 3) is activated:

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3.3.5.1 **All non-emergency response vehicles pull to the side of the road, stop, and turn off engines.** The Emergency Response Team will quickly update the site and release all areas that are not impacted by the incident. This update will be provided via the All-Call radio and/or the Notification system speakers. Make sure the vehicle does not obstruct the road, and the vehicle is a safe distance from any incident hazards.

3.3.5.1.1 If necessary to leave the vehicle, or instructed by emergency personnel, leave the keys in the ignition; evacuate on foot crosswind and upwind and report to a safe Muster Point.

3.3.5.2 Non-operations personnel site-wide will stop work and:

3.3.5.2.1 If inside the Affected Area, evacuate crosswind and upwind and report to a safe Muster Point.

3.3.5.2.2 If outside the Affected Area, check with Operations personnel for instructions.

NOTE All personnel will remain at their Muster Point, until instructed otherwise by the On-Scene Commander (OSC) or the SOC, so they can be accounted for without placing others responding at risk in a rescue effort.

3.3.5.3 The On-Scene Commander (OSC) will release units and zones affected by the emergency for normal operations. Once released, Operations will verify that conditions are safe and then give authorization to re-start work.

3.3.5.4 **If it becomes necessary for a site-wide evacuation due to a catastrophic incident, all employees shall, by the safest means possible, make their way to a safe location and notify their supervisor of their status.**

3.3.6 Evacuation Alarms & Actions

3.3.6.1 Alarm Testing

3.3.6.1.1 Unit warbler/evacuation horns will be tested using the three blast "Evacuation of Non-operations Personnel" horn on Wednesdays between 11:30 a.m. and 11:45 a.m. The pass/fail results will be recorded in PRIDE or DCS.

3.3.6.1.2 The site Emergency Notification System will be tested on Wednesdays at 11:15 a.m. This includes the site wide alarm tone followed by an announcement, radio all call, emergency phone call/text/pager notifications, and Bay Plant building PA system. The Notification system speakers will also be tested from the Mobile Command Vehicle (Unit 1) on third Wednesday of the month at 11:45am.

3.3.6.1.3 Operating facilities and building occupants should notify the SOC if their alarm system does not function properly so appropriate actions can be taken.

3.3.7 Hazard Evaluation

Operations Supervision must react to emergency situations with worker safety as their first priority. An initial hazard evaluation performed by Operations Supervision will assist in determining if a non-operations personnel or total unit evacuation is warranted for a specific emergency situation. Emergency Response personnel are available to assist

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Operations Supervision as needed.

3.3.8 Evacuation of Non-Operations Personnel in the Immediate Area

Three blasts of the unit emergency warbler/evacuation horn or an announcement on the PA/radio system. Non-operations personnel will evacuate crosswind and upwind and report to a safe Muster Point. This action shall result in an automatic **Emergency Exclusion Zone 1**.

3.3.9 Evacuation of Non-Operations Personnel in the Surrounding Area

The determination to call for an Emergency Exclusion Zone 2 rests with the affected unit's supervision. Operations personnel on the impacted units/areas (listed in the affected unit's EZ-2 criteria) will sound three blasts of the unit emergency warbler/evacuation horn or make an announcement on the PA/radio system. Non-operations personnel from the impacted units will evacuate crosswind and upwind and report to a safe Muster Point. An ATG announcement will be made, a Site Bulletin text message will be sent, followed by an announcement over the Notification system speakers. Exclusion Zone barrels will not be placed initially. Non-operations personnel must be aware of the wind direction to evacuate safely.

3.3.10 Total Unit Evacuation

Continuous blasts of the unit emergency warbler/evacuation horn or an announcement on the PA/radio system announcement. All personnel, including Operations/Products Control personnel, will evacuate crosswind and upwind and report to a safe Muster Point. This action will result in an automatic **Emergency Exclusion Zone 2** and is considered a Level 3 incident that will result in the full Emergency Notification System being activated. Exclusion Zone barrels will not be placed initially. Non-operations personnel must be aware of the wind direction to evacuate safely.

3.3.11 Zone Evacuation

The Emergency Response Organization will perform a hazard evaluation based on materials involved and make the determination for a total or partial Zone evacuation of non-operations personnel. Units within the Zone that require evacuation as determined by the On-Scene Commander will be asked to sound their three-blast warbler/evacuation horn or make a radio system announcement.

3.3.12 Building Evacuation

3.3.12.1 When a building's local fire alarm sounds, occupants must evacuate the building and gather at the designated Building Assembly Area. It is not necessary to badge out of the building when the local building alarm is sounded. The goal is to safely and quickly exit the building.

3.3.12.2 If the building is evacuated due to a site emergency (as opposed to an emergency inside the building), personnel should evacuate to the nearest safe muster point.

3.3.13 Accounting for Personnel

3.3.13.1 Muster Point Badge Readers – All Muster Points have been fitted with muster readers to account for personnel. Employees will swipe their employee badge at one of the muster readers and will need to move away from the reader to allow others to have access. Security is accountable for monitoring the mustering process and reporting any unaccounted-for personnel to the Emergency Response Team who will conduct Search and

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Rescue as required. This process will be utilized for both unit warbler/evacuation horns and site-wide ENS alarms.

- 3.3.13.2 All personnel in the affected area are responsible to badge in at a safe muster point reader for accountability.
- 3.3.13.3 The emergency response team should be notified of any unaccounted-for personnel as soon as possible and they will handle appropriate search activities.
- 3.3.13.4 In the event Muster Point Badge Readers are inoperable, an accountability box is available at each Muster Point location. An MPC representative at the muster point shall gather the names of all people at the muster point and be prepared to provide them to emergency personnel upon request.

3.4 Shelter-In-Place (SIP) – Any incident at either Alky unit for which unit HF release mitigation systems are activated shall result in an automatic Shelter-In-Place condition for ALL downwind buildings that are listed as Safe Havens or Shelter-In-Place facilities. The Emergency Response Team will update the site and release non-impacted buildings as soon as practical.

NOTE: If it is safe to do so, evacuation from an affected area is preferred over sheltering-in-place as this moves personnel further away from potential hazards. Personnel must NEVER shelter-in-place to escape from a flammable or explosive vapor cloud.

3.4.1 Toxic gas releases may require unit operations personnel to shelter-in-place (e.g., IDLH level release of H₂S, HF, aqueous ammonia or other toxic gas). For shelter-in-place locations see Attachment B.

3.4.1.1 Operating Units

- 3.4.1.1.1 Unit operations personnel will return to the control room or Operations Shelter for instructions, if safe to do so.
- 3.4.1.1.2 All personnel located inside the Control Room or Operations Shelter at the time a shelter-in-place is called will remain in the building and badge at the SIP reader located inside the building, if available, to be accounted for.

3.4.1.2 Safe Havens or SIP Buildings

- 3.4.1.2.1 Personnel in the building at the time the Shelter-in-Place alarm is sounded will remain in the building.
- 3.4.1.2.2 Personnel in non-access-controlled office buildings at the time a shelter-in-place is called will badge at the SIP reader inside the building. For a list of buildings with SIP readers refer to Attachment B. Personnel located inside a building that is access controlled (all doors are equipped with a badge reader for access and egress) should remain inside the building and will be considered safe by the accountability computer system.
- 3.4.1.2.3 There are some buildings within the site that will continue to utilize manual accounting for personnel during a Shelter-in-Place incident. The Building Monitor or supervisor in charge of the building should be prepared to provide the names of all people in the building upon request. For a list of these buildings refer to Attachment B.

3.4.2 The Building Monitor or any building occupant will activate the Shelter-in-Place system.

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Once this is activated, personnel will not be allowed to enter or exit the building until the On-Scene Commander releases the building or the “all clear” is sounded.

- 3.4.3 Non-operations personnel who are outside should **NOT** seek shelter but evacuate crosswind and upwind and report to a safe Muster Point.
- 3.4.4 If an operations shelter SIP automatically activates due to the building gas detection system (LEL or H₂S), confirm alarm on the building gas detection system and verify through gas testing utilizing operation personnel outside the shelter or from nearest operation shelter.

3.5 Medical Emergency

To request emergency medical assistance, personnel will use the “Emergency button” on the plant radios or dial Ext. 1911 to contact the SOC. The caller will provide as much information as possible, for example the type of injury or illness, the location, and any other facts that might assist emergency responders.

NOTE Do not hang up until the person taking the call has confirmed they have the information.

3.6 All Clear

SOC Personnel will sound the All-Clear via the Emergency Notification System and/or announce the “all-clear” on the ATG (all-call) channel.

3.7 Emergency and Evacuation Drills

Emergency and/or evacuation drills will be conducted as specified below. The drills will be critiqued and documented. Action items identified from drill critiques will be entered into Intelex for follow up action item assignments.

- 3.7.1 Operations will conduct gun drills in accordance with ROG-REFY-7012 Operations Gun Drill Work Process.
- 3.7.2 The Emergency Response Organization will conduct evacuation drills annually for each office building equipped with a local fire alarm system.
- 3.7.3 The Fire Department will conduct an HF and LPG field exercise every 3 years in conjunction with operations personnel.
- 3.7.4 A shelter-in-place drill will be conducted annually.

3.8 Training

- 3.8.1 All plant employees will be trained in this policy annually through the completion of a training module assigned through the Passport system.
- 3.8.2 Contract employees will be provided with an overview of the emergency action plan via the safety council.
- 3.8.3 Building Monitors and their alternates will also be trained annually to fulfill their specific responsibilities through completion of Passport or classroom training.
- 3.8.4 Personnel needing additional guidance concerning this policy can contact the Fire Chief at (409) 945-1758 or the Emergency Preparedness Supervisor at (409) 943-2285.
- 3.8.5 The Emergency Preparedness and Response Team will conduct an audit annually.

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4.0 Definitions

- 4.1 **All Talk Group (ATG or "All-Call")** – A radio function that allows the SOC to communicate with all radio channels/groups site-wide at the same time, hence the term All Talk Group.
- 4.2 **Building Evacuation** – Total evacuation of a building (see Attachment A – *Muster Points, Zones, and Building Assembly Areas*).
- 4.3 **Building Assembly Area** – An assembly area for building occupants designated by a red and white Building Assembly Area sign. See Attachment A for Building Assembly Areas.
- 4.4 **Building Monitors** – Persons who are responsible for coordinating evacuations and shelter-in-place for a building. Refer to the Emergency Preparedness TeamView Site for Building Monitor responsibilities and other related information.
- 4.5 **Process Area In/Out Badge Readers** – All personnel entering or exiting a process unit are required to badge in and out in accordance with GBR-HESS-ADM-10 Process Unit Sign In and Sign Out. This is to allow for personnel accounting in the event of an incident that requires non-operations personnel to evacuate crosswind and upwind to a safe muster point. NOTE: Once personnel have badged at a muster point, they will be required to again badge into the unit (if returning to the unit) when the "All-Clear" is sounded and deemed safe by operations personnel.
- 4.6 **Delivery Driver** – Any person, typically unescorted by a MPC employee, who drives a vehicle into the site for the purpose of providing products, services, materials, or equipment to a specific location or area, and who will exit the site as soon as their task is completed.
- 4.7 **Emergency** – An occurrence which results, or has the potential to result, in fire or uncontrolled release of a hazardous substance and involves an organized response effort by trained employees from outside of the immediate release area. (Level 2 or 3 Fire Department response.)
- 4.8 **Emergency Exclusion Zone 1** – A Level 1 Exclusion Zone is automatically required any time a unit sounds their warbler/evacuation horn for a unit upset not expected to impact surrounding areas/units. This boundary shall coincide with the process unit battery limits at the East/West Plant or the entire process area at Bay Plant. All non-operations personnel shall evacuate to a safe muster point.
- 4.9 **Emergency Exclusion Zone 2** – A Level 2 Exclusion Zone shall be required when a unit upset has the potential of impacting areas/units beyond their battery limits. This boundary at Bay Plant shall coincide with the roadways surrounding the entire process area. The decision to call for an unplanned EZ-2 rests with unit supervision. In the event of a total unit evacuation the EZ-2 is automatically required.
- 4.10 **Emergency Response Personnel** – Personnel who have assigned responsibilities in the Galveston Bay Refinery Emergency Response Organization.
- 4.11 **Evacuation** – To withdraw from a potentially hazardous environment to a safe muster point or designated assembly area located away from immediate danger. Evacuations may be called for one single or multiple units, buildings, or zones.
- 4.12 **Immediate Area** – The area adjacent to the incident that has the potential to be adversely affected by the incident.
- 4.13 **Incidental Release** - A release of hazardous substance which does not pose a significant safety or health hazard to the employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame.
- 4.14 **Muster Points** – Areas away from the immediate area of concern designated by a green and white Muster Point sign. See Attachment A for Muster Points.
- 4.15 **Muster Point Badge Readers** – Badge readers have been placed at each Muster Point to be utilized to account for personnel during an emergency involving either a warbler/evacuation horn or site-wide alarm. Some muster points have two or more badge readers and are designed so

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employees can badge at either reader. These are true muster readers and not used as in/out readers.

- 4.16 **Non-Operations Personnel** – All personnel not having Emergency Response Organization assignments, personnel not involved in operational activities, visitors, delivery drivers and contractors.
- 4.17 **On-Scene Incident Commander (OSC)** – The Lead Officer on the Emergency Response Team who will direct all site Emergency Responses. This person is located at the scene.
- 4.18 **Partial Evacuation (Three Blast Unit Warbler/Evacuation Horn)** – Refers to having non-operations personnel on a specific operating facility or identified work area move to a safe muster point until an emergency situation can be resolved. Identified operations and/or emergency response personnel may remain in the area to control the situation.
- 4.19 **Security Operations Center (SOC)** – The Security Operations Center is the primary focal point for all security and emergency response related communications. The SOC will send out specific messages concerning emergency situations upon request of Operating Unit Supervision, Shift Directors, the On-Scene Incident Commander and/or EOC Incident Commander. The SOC is located in ESB 219.
- 4.20 **Safe Haven Facility** – Buildings where personnel must perform critical control or operation functions during a release and are not expected to immediately evacuate. These are typically control rooms where a board operator’s presence could be required to ensure the continued safe operation or safe shutdown of process units. Refer to Attachment B for a list of safe haven facilities.
- 4.21 **Shelter-in-Place Facility** – Buildings that have been modified to reduce the risk of personnel exposure during a toxic vapor release. Personnel must NEVER shelter-in-place to escape from a flammable or explosive vapor cloud. Refer to Attachment B for a list of shelter-in-place facilities.
- 4.22 **Shelter-in-Place Badge Readers** – Badge readers have been placed in all non-access-controlled office buildings, including Control Rooms, to be utilized to account for personnel during an emergency requiring shelter-in-place.
- 4.23 **Site Bulletin** – Site Bulletins are informational text messages that contain information pertaining to an incident that may require an action by some or all employees. All site bulletin messages should be read and understood by all employees that receive the message. A radio “All-Call” and/or PA announcement may be used in conjunction with site bulletins. The devices that will receive the site bulletins include identified text devices such as cell phones, and the scrolling signs at key locations.
- 4.24 **Total Unit Evacuation (Continuous Unit Warbler/evacuation Horn)** – Refers to having everyone, including operations personnel, on a specific operating facility or identified work area move to a safe muster point due to an identified hazard. Only properly protected emergency response personnel may be called upon to enter the area to perform identified activities to control the emergency situation.
- 4.25 **Toxic Vapor or Gas** – A vapor or gas that has the potential to cause adverse health effects if inhaled or absorbed into the body in sufficient concentrations. For the Galveston Bay Refinery, this includes ammonia, SO₂, H₂S, MEA, and HF.
- 4.26 **Unit Operations Personnel** – Personnel involved in operational activities who are pre-designated to remain at their facilities during an evacuation.
- 4.27 **Visitors** – Any person who is escorted into the site by an MPC employee and whose safety and conduct are the responsibility of that MPC employee.
- 4.28 **Zone Evacuation** – A partial or total evacuation of all non-operations personnel from an area in the plant. The On-Scene Commander will determine the boundaries that define the area. Refer to Attachment A for zone descriptions.

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5.0 References

- 5.1 GBR ADM-10 Process Unit Entry
- 5.2 ROG-REFY-7012 Operations Gun Drill Work Process

6.0 Attachments

- 6.1 Attachment A: Muster Points, Zones, and Building Assembly Areas
- 6.2 Attachment B: Safe Haven and Shelter-in-Place (SIP) Locations
- 6.3 Attachment C: Emergency Reporting Information

7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original issue. Consolidated site procedures replacing GBR-HESS-EPR-2 under MOC 64988	M. T. Garvin	V. J. Meeks	9/12/2019	1/31/2020
1	Removed Bay Plant Lab Building (OB1064) from EPR-2 Building Assembly Area List under MOC 94846.	M. T. Garvin	H. F. Sheard	6/2/2022	6/3/2022
2	Clarified item 9 of Attachment B to address audit recommendation.	M. T. Garvin	H. F. Sheard	1/15/2025	2/4/2025

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Attachment A: Muster Points, Zones, and Building Assembly Areas

Muster Point Badge Readers – Badge readers have been placed at each Muster Point to be utilized to account for personnel during an emergency involving either a warbler/evacuation horn or site-wide alarm. These readers operate the same as the readers at the entrance/exit gates at the perimeter of the site. There are two readers located at some muster points, and they are designed so employees can badge at either reader. These are true muster readers and not used as in/out readers.

MUSTER POINTS

All Muster Points will be located on the perimeter of the site. Recognized evacuation routes are established roadways. Remember to yield to emergency response traffic.

East Plant

- 1 South of the North Office Building (NOB)
- 2 Gate 42 (West of the contractor tents)
- 3 Gate 38 (Ave. I and East 9th)
- 4 Gate 197 (Ave. N and East 4th)
- 5 Gate 20 (South gate to BP Chemical Plant)
- 9 ESB Parking Lot

West Plant

- 6 29th Street Gate (Ave. B and West 5th)
- 7 Grant Ave. Gate (Ave. F and West 6th)
- 8 Gate 16 (Ave. K and West 6th)
- 5 Gate 20 (South gate to BP Chemical Plant)

Bay Plant

- 10 Gate 17
- 11 Gate 14 (Lab)
- 12 Waste Water Treatment Gate
- 13 Gate 30
- 17 Parking Lot outside West SOC
- 18 South Tank Farm gate 33

Refinery Docks

- 14 Dock 32 Main Entrance (top of the hill)
- 15 Dock 37 (outside Dock 37 on road)
- 16 Docks Office Trailers

NOTE: Temporary Muster Points or Building Assembly Areas for TAR and/or major capital project are permitted by following the MOC process.

EVACUATION ZONES - The Galveston Bay Refinery has been divided into four zones for the purpose of evacuation and/or shelter-in-place during emergency incidents.

- East Plant - All locations within the refinery East of Main Street. At Main Street and Ave. J the line will move to West 1st Street and then south to Ave. N.
- West Plant - All locations within the refinery West of Main Street. At Main Street and Ave. J the line will move to West 1st Street and then south to Ave. N
- Bay Plant
- Refinery Docks

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BUILDING ASSEMBLY AREAS

Badge readers have been installed at some building assembly areas of access-controlled buildings. Personnel should badge into these assembly areas after evacuating the building to facilitate accountability. Other buildings must rely on manual accountability.

Refinery Building	Assembly Area	Assembly Area Accountability Method
OB127 - Bulk Oil Building (BOB)	South of Bulk Oil Building	Manual accountability
OB500 - Central Control Building (CCB)	Southwest of the CCB	Badge Reader
OB024 - Cracking Division Control Center	Parking Lot South of CDCC	Manual accountability
OB025 - Craft Bldg.	Parking lot North of WHSE	Manual accountability
OB016 - ESB	Southwest of the CCB	Badge Reader
OB018 - Garage	Garage Parking Lot	Manual accountability
OB101 - GOB	Southwest of the CCB	Badge Reader
OB001 - LAB	Parking lot NW of LAB	Manual accountability
Mow Town	East Side of Parking Lot	Manual accountability
OB118 - NOB	Southwest of the CCB	Badge Reader
OB011 - SOB	Parking lot Southwest of SOB	Badge Reader
Central Main Shops	Parking lot South of Shops	Manual accountability
OB067 - WHSE/Central Maintenance Building	Parking lot North of WHSE	Manual accountability
Training Buildings	Parking lot – SE corner	Manual accountability
OB1084 – Texas City Office Building (TCOB)	Parking Lot outside West SOC	Manual accountability
OB1065 – Maintenance Office Building (MOB)	Parking Lot outside West SOC	Manual accountability
OB1066 – Bay Plant I&E Shop	Parking Lot outside West SOC	Manual accountability
OB1067 – Bay Plant Machine/ Fab Shop	Parking Lot outside West SOC	Manual accountability
OB1068 – Bay Plant Main Warehouse	Southwest corner of Operations Office Bldg. parking lot	Manual accountability
OB1080 – Bay Plant Operations Office Building (OOB), 33UB-058	Southwest corner of Operations Office Bldg. parking lot	Manual accountability

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Attachment B: Safe Haven and Shelter-in-Place (SIP) Locations

Personnel located inside a building that is access controlled (all doors are equipped with a badge reader for access) should remain inside the building and will be considered safe by the accountability computer system. Badge readers have been installed in some SIP buildings, including Control Rooms, to be utilized to account for personnel during an emergency requiring shelter-in-place.

The following buildings are designated as safe havens and can be utilized to shelter-in-place during refinery emergencies when sheltering-in-place is indicated. The table shows the accountability method:

Refinery Safe Havens	Accountability Method
OB500 – Central Control Building – East/West Plant	Access controlled doors
OB1085 – Central Control Building – Bay Plant	Shelter-In-Place Reader

The following can be used as shelter-in-place locations and shows SIP accountability method:

Refinery Buildings	Shelter-In-Place Accountability Method
OB016 – Employee Service Building	Access controlled doors
OB101 – General Office Building	Access controlled doors
OB118 – North Office Building	Access controlled doors
OB011 – South Office Building	Access controlled doors
OB127 – Bulk Oil Building (BOB)	Shelter-In-Place Reader
OB176 – Gate 26 Guardhouse	Manual accountability
OB175 – Gate 42 Guardhouse	Manual accountability
OB173 – Gate One Guardhouse	Manual accountability
OB001 – Laboratory – North Hall	Shelter-In-Place Reader
OB026 – Fire Station – Office and Bunker Room	Manual accountability
OB1084 – Texas City Office Building (TCOB)	Shelter-In-Place Reader
OB1065 – Maintenance Office Building (MOB)	Shelter-In-Place Reader
OB1066 – Bay Plant I&E Shop	Shelter-In-Place Reader
OB1082 – East Security Building	Manual accountability
OB1081 – West Security Building	Manual accountability

Unit Operations Buildings	Shelter-In-Place Accountability Method
OB024 – Cracking Division Control Center (CDCC)	Shelter-In-Place Reader
OB265 – GP2 Control Room/Copier Room	Shelter-In-Place Reader
OB562 – Power 4 Control Room	Shelter-In-Place Reader
OB038 – WIF (Water Intake Facility)	Shelter-In-Place Reader
OB153 – East/West Plant Oil Movements Control Center (OMCC)	Shelter-In-Place Reader
OB014 - Dock 32 Dock House	Manual accountability
OB012 - Dock 33-34 Dock House	Manual accountability
OB092 - Dock 37-38 Dock House	Manual accountability
OB015 - Dock 40-41 Dock House	Manual accountability
OB164 - Dock 54 Remote Instrument Enclosure	Manual accountability
OB058 - Dock Old Meter Station	Manual accountability
OB090 - Dock Supervisor Office/Meter Station	Manual accountability
OB150 - Environmental Facility	Shelter-In-Place Reader
OB320 – Operator Shelter 1 (DDU/UU#4/UU#3)	Shelter-In-Place Reader
OB323 – Operator Shelter 2 (AU2/NDU/ARU/ ULC)	Shelter-In-Place Reader
OB848 – Operator Shelter 3 (SRU, Alky2, FCCU3)	Shelter-In-Place Reader
OB850 – Operator Shelter 4 (RHU, CFHU)	Shelter-In-Place Reader
OB852 – Operator Shelter 5 (Power 2)	Shelter-In-Place Reader
OB854 – Operator Shelter 6 (Coker, RDU, PS3AB)	Shelter-In-Place Reader
OB856 – Operator Shelter 7 (Alky 3)	Shelter-In-Place Reader
OB1070 – Bay Plant OMCC Building	Shelter-In-Place Reader

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Safe Haven and Shelter-in-place facilities will meet the following requirements:

1. Ventilation/air conditioning systems or other systems that would force or induce outside air into the building must shut down. This will include the closing of dampers in outside air intakes. Some buildings re-circulate indoor air, while others have air-handling systems which shut down entirely. Building Services is responsible and accountable for testing and maintaining the functionality of the shelter-in-place facility systems on at least a monthly basis. Operations is accountable for the activation and deployment of their shelter-in-place facilities and Building Services is accountable for all other shelter-in-place facilities.
2. Doors and windows must close and be able to maintain an adequate seal to minimize leakage. Monthly, Building Services inspects door seals with records kept in PRIDE.
3. An appropriately labeled switch must be available to occupants, which activates the shelter-in-place facility (outside air isolation) systems. In addition to the local switches, the General Office Building and North Operations Building have remote switches that can be activated by the Refinery Gate One.
4. Building Monitors will be identified for each shelter-in-place facility. Supervisors or designated persons of the area will serve as Building Monitors for the operating and maintenance buildings. The office buildings will have designated persons. The monitors should be familiar with the emergency response, evacuation, and shelter-in-place procedures.
5. Each shelter-in-place facility must have the ability to receive emergency messages. Office Buildings, Control Rooms, and the Lab have Building Informers (ENS alerting PA system) or a PA system. Other operations, maintenance, and security buildings capable of sheltering in place rely on the assigned radios carried by field personnel. The radio should be monitored immediately after any emergency alarm is sounded, as it will be used to communicate information regarding the incident. Building Informers are tested weekly.
6. Each shelter-in-place facility must have a building-specific, shelter-in-place and evacuation procedure posted within the building at entry doors. The posted procedure should include a sketch of the building showing location of the shelter-in-place activation button(s) as well as all exits from the building in the event an evacuation is initiated. For buildings where only a portion of the building is considered shelter-in-place, the shelter-in-place portion of the building should be clearly identified on the sketch. Building Services will be responsible for maintaining and posting up-to-date building emergency action plans.
7. In addition to the requirements above, unit control rooms must have emergency response equipment (e.g., chemical suits (where applicable), 30-min. SCBA's, 5-min. escape packs, supplied-air respirators, etc.).
8. Temporary shelter-in-place facilities not listed above must conform to the requirements of this policy.
9. Plastic sheeting will be applied in safe havens and shelter in place facilities at the following locations:
 - Exterior ventilations louvers, window AC units, floor drains without p-traps, air intakes if no dampers or scrubber, exhaust fans to exterior of building w/o dampers, windows capable of being opened by building occupants (louvers, etc.), doors w/o seals or not included in monthly PM inspections.

Where plastic is to be utilized, adequate supplies will be maintained in the building with specific instructions and a monthly inspection of the supplies. **GBR does not currently have any locations requiring this equipment, therefore, no inspection of supplies is needed.**
10. Safe Haven and SIP facilities located within 330 feet of a process unit will have escape respirators available in the building for normal occupancy plus 10% per RSP 1314 PSM/RMP Building and Tent Siting. These respirators shall only be used for escape during emergencies.

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Attachment C: Emergency Reporting Information

Personnel reporting an emergency via radio or phone should provide the following information, if available. This information will be used by the SOC to initiate the appropriate alarm and dispatch appropriate emergency response personnel.

- 1) What is your name?
- 2) What is the location of the emergency?
- 3) What is your emergency?
 - a) Medical Emergency/Injury
 - i) Is the patient conscious?
 - ii) Is the patient on the ground? _____ Elevated? _____ Confined Space? _____
 - iii) Do we need a rescue response?
 - iv) Do you know the cause of the injury?
 - v) Are there any hazards the responders need to be aware of?
 - vi) What is the patient's name?
 - b) Fire?
 - i) What material is burning?
 - ii) How big is the fire?
 - iii) Is the fire at ground level?
 - iv) Are any monitors or deluge systems putting water on the fire?
 - v) Is anyone injured?
 - c) Leak or Vapor Cloud?
 - i) What material is leaking?
 - ii) Is the leak at ground level or elevated?
 - iii) Are any monitors or deluge systems putting water on the leak?
 - iv) Is anyone injured?
 - d) Spill?
 - i) What material has spilled?
 - ii) How much material has spilled?
 - iii) Is the material at ground level or elevated?
 - iv) Are any monitors or deluge systems putting water on the leak?
 - v) Is anyone injured?
 - e) Security?
 - i) How many suspects?
 - ii) Description of the suspects?
 - iii) Were they on foot or in a vehicle?
 - iv) Description of vehicle? _____ Color? _____
 - v) License Plate _____ Make _____ Model _____
 - vi) Where were they last seen?
 - vii) Direction of travel?
 - viii) Do they have a weapon?
 - ix) Is anyone injured?