

Doc Custodian: Safety Professional	Marathon Petroleum Company LP Refining	Doc No: RSW-0166-GV Rev No: 8
Approved By: Safety Supervisor		Garyville Refining Safe Practice
Revision Approval Date: 10/16/2023		Next Review Date: 10/16/2026

INDEX

	<u>PAGE</u>
1.0 <u>PURPOSE</u>	2
2.0 <u>APPLICATION</u>	2
3.0 <u>IMPLEMENTATION</u>	2
4.0 <u>DEFINITIONS</u>	2
5.0 <u>ROLES AND RESPONSIBILITIES</u>	3
6.0 <u>TRAINING</u>	4
7.0 <u>REFERENCES</u>	4
8.0 <u>APPENDICES</u>	5
9.0 <u>REVISION HISTORY</u>	5

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
LRD Emergency Mustering	Doc Number: RSW-0166-GV	Rev No: 8

1.0 PURPOSE

- 1.1 The purpose of this standard practice is to define procedures for accounting for all personnel within the refinery during an emergency.

2.0 APPLICATION

- 2.1 The scope of this document applies to the achievement of Marathon's business goals and to ensure compliance with OSHA regulation 29 CFR 1910.38(c)(4).
- 2.2 This document:
- 2.2.1 Identifies each employee's role and responsibility toward successful completion of the mustering process;
 - 2.2.2 Identifies the importance and criticality of an efficient muster process. Failure to comply with this Standard Practice may result in disciplinary action up to and including termination.

3.0 IMPLEMENTATION

- 3.1 The Mustering Standard Practice is designed to ensure that personnel are accounted for in a timely and efficient manner, and;
- 3.2 Identify and locate any unaccounted for personnel that may require assistance.

4.0 DEFINITIONS

- 4.1 Mustering – The process of assembling and identifying employees within the refinery at specific, pre-defined locations.
- 4.2 Muster Reader – A LENEL access control system device, when presented and scanned with a refinery badge, electronically records an employee's name and location.
- 4.3 Muster / Safe Locations – Pre-defined buildings or locations where a muster reader is located (See Appendices 8.1).
- 4.4 Muster Roster/Logs – A paper form that includes date, area, company and employee name used in instances when muster readers cannot be used, such as during a power failure.
- 4.5 Muster Report – A report generated using the refinery's LENEL access control system that identifies personnel that have not successfully scanned their refinery I.D. at one of the muster locations.
- 4.6 Off Site Assembly Points – Predetermined locations, identified within the refinery's Emergency Response Plan, where employees and contractors shall assemble when an evacuation to leave the refinery property is required.

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
LRD Emergency Mustering	Doc Number: RSW-0166-GV	Rev No: 8

- 4.7 Muster Reader Captains – Designated MPC employees, either by name or job title, who report to a pre-determined muster reader and ensure that employees muster properly by correctly scanning their refinery badge. In addition, shall have paper forms available (see Appendices 8.2) as a back-up to the electronic LENEL muster system, to use in the event of a power failure.

5.0 ROLES/RESPONSIBILITIES

- 5.1 Every employee shall share responsibility for reporting a specific injury or personnel in need of immediate rescue or medical needs resulting from an incident. Reporting may be accomplished in the same manner as reporting any emergency, i.e. pushing the orange button on a refinery radio, dialing ext. 2500 or reporting directly to any Marathon employee. Dispatch of the medical or rescue response personnel shall be accomplished through the EOC and coordinated with the Emergency Response Branch Officer (ERBO).
- 5.2 Security – Security Command Center officers will place the LENEL system in Muster Mode upon notification of a level 2 emergency. This is accomplished by pushing the Red muster button located on the security officer's work console. The time and date of the incident are automatically populated within LENEL when the button is pushed. This exact time and date will be utilized throughout the emergency when creating the muster reports and serves as a snap shot of all employees that must be accounted for.
- 5.3 Finance Chief and Delegates – Upon notification, shall respond to the EOC and are responsible to produce the muster report. By use of the Muster report shall identify any personnel that have not been accounted for. In addition, shall collect any rosters from the fax machine and shall filter the report to remove personnel that have been manually accounted for. This process shall be accomplished within a reasonable period of time after staffing the EOC.
- 5.4 Refinery Shift Supervisor (001) – Shall establish the level of the emergency and determine if the evacuation alarm should be sounded, both of which trigger the muster process. In addition, is responsible to provide the Finance Chief EOC group with rosters of on-shift operations personnel that have been accounted for and to assist by identifying operations personnel that are unaccounted for.
- 5.5 Mustering Liaison – EOC responders that are familiar with the refinery's contractor and LRD employee infrastructure, who are assigned responsibility to initiate efforts to locate unaccounted for personnel. Shall incorporate use of telephones, refinery radios and personnel within the field to help locate individuals outside of the hot zone. Upon establishing that reasonable efforts were made and that either the MPC or contractor employee cannot be located, shall advise the incident commander so that a search of the areas directly affected by the emergency may be conducted by ERT members.
- 5.6 Contractor Companies – Responsible to ensure that all employees understand and have received training of the refinery's alarm systems and where, when and how to report to one of the muster safe locations.
- 5.7 Contractor Employees – Responsible to know their primary and secondary muster locations based on the nature and location of the emergency.
- 5.8 MPC Operations – All MPC Operations personnel shall report to the nearest safe mustering location and be accounted for using the LENEL system prior to returning to their unit. Unit operators also maintain awareness of maintenance activity or other visitors present within their unit. If any contractor employees or visitors are in the immediate area affected by the

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
LRD Emergency Mustering	Doc Number: RSW-0166-GV	Rev No: 8

emergency, the unit operator will make an effort to ensure they are safely evacuated from the area and that they muster at an appropriate location.

- 5.9 MPC Product Control – All Product Control personnel are accounted for by use of the LENEL system. Blend Building occupants muster at the muster reader located in the building. The RBS operator and any contractor rack employees muster at the reader located at the RBS building. The outside tank farm operators muster at the nearest muster location (i.e. - Blend Building, Old Pump house, Zone Shop, Dock Entrance).

- 5.10 Dock Operations – During emergencies all personnel located on the docks shall report to the nearest safe mustering location and be accounted for using the LENEL system prior to returning to their dock.

Vessels moored at the LRD docks shall be responsible for their own emergency procedures. Issues such as product transfers, evacuating vessel crew members and launching vessels from the docks if needed shall be coordinated by the Product Control department in accordance with the dock safety procedures.

- 5.11 Maintenance – All MPC Maintenance personnel working within the refinery shall report to the nearest safe mustering location.

- 5.12 All Other Marathon Employees – All other Marathon personnel shall report to the nearest safe muster location and shall be accounted for by use of the LENEL system.

- 5.13 Plant-wide Full Evacuation – In the event of a full refinery evacuation, off site assembly points east and west of the refinery have been identified within the refinery's Emergency Response Plan. Under nominal conditions, the evacuation will be conducted in an orderly and controlled manner. All employees will scan out of the refinery as they exit and therefore will be accounted for within the LENEL system. If this is not possible, either due to the nature of the emergency, a power failure, etc., mustering and accounting for personnel may be accomplished by a combination of measures including providing portable muster readers to the assembly points, sign in rosters, collecting employee refinery I.D.'s, and utilizing the assistance of contractor and Marathon contacts to account for their personnel.

6.0 TRAINING

- 6.1 Annual Exercise – The LRD shall conduct an annual mustering exercise. This exercise requires participation of all personnel within the refinery and will test all elements of this standard practice. The goal of the exercise shall be to provide full accountability of all personnel within a reasonable period of time.
- 6.2 Mustering procedures shall be included in the Monthly HESS Packets and reviewed at each department's monthly safety meeting once annually.

7.0 REFERENCES

- 7.1 OSHA 1910.38
- 7.2 DOC. LIB. NO.: 311.66

Marathon Petroleum Company LP	Garyville Refining Safe Practice	
LRD Emergency Mustering	Doc Number: RSW-0166-GV	Rev No: 8

8.0 APPENDICES

8.1 Muster Roster

8.2 Domain 1- Personnel Head Count for Emergencies and Drills -
http://gvlrs05/red/copyout.aspx?lib_no=307&doc_no=1942

9.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Approval	ES&S Dept.	Refining Management	12/01/2011	01/01/2012
1	Deleted quarterly exercise, 6.1	ES&S Dept.	Refining Management	11/09/2012	11/09/2012
2	Edits to 5.8, 5.10	ES&S Dept.	Refining Management	12/5/2012	12/5/2012
3	Edited section 5.9 to remove provision for faxing personnel rosters to EOC.	ES&S Dept.	Refining Management	03/06/2014	03/07/2014
4	Three year revision-No changes	Todd Clement	Safety	12/3/2014	12/3/2014
5	Removed 8.1	Rebecca Bedell	Safety	09/09/2015	09/09/2015
6	Three year revision-No changes	Keith Accomando	Safety	12/13/2017	12/13/2017
7	Routine Triennial Review, Removed personnel headcount from 5.9	Tom Walker	Safety	10/20/2020	10/20/2020
8	Routine Triennial Review	Adam Rudolph	Safety	10/16/2023	10/16/2026

MUSTER LOG

(This log shall be utilized by the muster reader captains in the event that employees reporting to safe areas cannot successfully scan their refinery I.D.'s or in the event of a power failure in which employees will both scan their badge and be manually logged.)

Completed forms shall be faxed to 985-535-7568 as soon as possible.

Muster Point Location: _____

Date: _____

Completed by: _____

PRINT NAME

PRINT EMPLOYER

Revised 10/20/2023