

Doc Custodian: Safety Professional	Marathon Petroleum Company LP Refining  Severe Weather	Doc No: RSW-0170-GV Rev No: 3
Approved By: Safety Supervisor		Garyville Refining Safe Practice
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## 1.0 PURPOSE

- 1.1 The Severe Weather Standard Practice is set forth to provide the necessary actions to manage personnel exposure to hazards of severe weather. The document will also provide guidelines of response actions and necessary procedures to manage the Louisiana Refinery Division (LRD) of Marathon Petroleum Company during emergency situations of severe weather.

## 2.0 SCOPE

- 2.1 The Severe Weather Standard Practice is intended to provide guidance in the event that Severe Weather Impacts the refinery, including tornados.
- 2.2 Actions to be taken in the event of lightning are found in the Lightning Protection Standard Practice RSW-0147-GV.
- 2.3 Actions to be taken in the event of a hurricane are found in the Hurricane Emergency Standard Practice RSW-0141-GV.
- 2.4 Action to be taken in the event of wind speeds of 20 miles per hour or greater is found in the Rigging and Lifting Standard Practice RSW-0110-GV.

## 3.0 RESPONSIBILITIES

- 3.1 Shift Supervisor (001)/Security Command Center (001)
  - 3.1.1 Monitor weather through Impact Weather Guardian and receive weather updates when severe weather is expected in the area.
  - 3.1.2 Make the applicable announcements to plant personnel in the event of severe weather for the refinery.

## 4.0 DEFINITIONS

- 4.1 Severe Weather – Severe weather is any unusual weather conditions that have the potential to affect refinery operations, injure people or cause property damage, e.g. tornados, high winds, severe thunderstorms, etc.
- 4.2 Tornado Watch – conditions are favorable for tornados to develop.
- 4.3 Tornado Warning – a tornado has been sighted in the area or is indicated by radar.
- 4.4 Non-essential work – Work that is not critical to the safe operation of a unit.
- 4.5 Elevated Structure – Any structure that is above the top level of a pipe rack or fin fan deck.
- 4.6 Protective Shelter – Locations that have been deemed safe for occupancy during severe weather events. Examples of Protective Shelters are below:
  - 4.6.1 Office Buildings
    - 4.6.1.1 Interior rooms/bathrooms away from windows on the lowest floor.
    - 4.6.1.2 Hallways on the lowest floor away from windows and doors.
  - 4.6.2 Maintenance Zone Shops
    - 4.6.2.1 Lunch rooms/bathrooms/locker rooms away from windows and doors.

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- 4.6.3 Warehouse
  - 4.6.3.1 Lunch rooms/bathrooms/locker rooms away from windows and doors.
- 4.6.4 Operations Comfort Stations
  - 4.6.4.1 Lunch rooms/bathrooms/locker rooms away from windows and doors.
- 4.6.5 Main Control Room
  - 4.6.5.1 Interior oval away from doors and windows.

**Note: Trailers and vehicles are not considered a safe location to shelter during a Severe Weather Warning.**

## 5.0 PROCEDURES

- 5.1 When severe weather is expected in the area, the Impact Weather Guardian program shall be continually monitored by the Shift Supervisor or the Security Command Center to track the storm's progress.
  - 5.1.1 Impact Weather will provide weather alert updates by phone, e-mail, and fax to the Security Command Center when a severe weather event may impact the refinery.
  - 5.1.2 The Shift Supervisor shall review the Severe Weather Warning data on Impact Weather to determine the potential impact to the refinery.
  - 5.1.3 Impact Weather maintains a meteorologist onsite 24/7. A meteorologist can be contacted at (877) 792-3225 to assist in determining refinery impact.
- 5.2 Most refinery activities are expected to proceed as scheduled with the possible exception of work on elevated structures, work that could be difficult to abruptly stop, or any work that must continue for an extended period of time once started.

## 6.0 TORNADO WATCH

- 6.1 In the event that a Tornado Watch has been declared for the area, the following shall occur:
  - 6.1.1 The Shift Supervisor shall notify all personnel via radio and the plant wide notification system that there is a tornado watch issued for the area.
  - 6.1.2 The following Tornado Watch Announcement shall be communicated
 

**Attention All Personnel**

**Attention All Personnel**

**A Tornado Watch has been issued for the area**

**Please be advised, All work may proceed, All work may proceed**
  - 6.1.3 Maintenance Coordinators / TAR Coordinators shall:
    - 6.1.3.1 Notify all maintenance and contractor personnel of the tornado watch status
    - 6.1.3.2 Prepare to discontinue or not start work on elevated structures

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## 7.0 TORNADO WARNING

7.1 In the event that a Tornado Warning has been declared for the area, all non-essential work shall cease until the threat has passed.

7.1.1 The Shift Supervisor shall notify all personnel via radio and the plant wide notification system that a tornado has been detected in the area.

7.1.1.1 The following Tornado Warning Announcement shall be communicated:

**Attention All Personnel**  
**Attention All Personnel**  
**A tornado has been detected in the area!**  
**All work shall cease until further notice!**  
**Please report to the nearest Protective Shelter immediately!**

7.2 Personnel shall report to the nearest shelter and consider the following:

7.2.1 Seek a small interior room or hallway on the lowest floor, for example bathrooms, locker rooms, and lunchrooms

7.2.2 Stay away from doors, windows, and outside walls

7.2.3 Stay in the center of the room, and avoid corners because they attract debris

7.2.4 Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead

7.2.5 Do NOT seek shelter in trailers, tents or other temporary structures. See common scenarios below:

7.2.5.1 If employees are in the TAR Trailers (NW of Pitt Building), exit trailers and seek shelter in the Pitt Building

7.2.5.2 If employees are in Contractor Village (West of Sulphur Racks) and time permits, seek shelter in the Zone 2/3 shop or Zone 7 shop. If it is not possible to reach shelter, follow section 7.4 below.

7.2.5.3 If employees are in the North 40 area (North of Unit 56), seek shelter in the Carpenter shop. If it is not possible to reach shelter, follow section 7.4 below.

7.2.5.4 If employees are in the Red Roof Inn (South side of tank farm), seek shelter in the Zone 6 shop or Blend Building. If it is not possible to reach shelter, follow section 7.4 below.

7.2.5.5 Fire training grounds.

7.3 In the event that a tornado has been detected and employees have reached a safe location, employees should use arms to protect head and neck in a "drop and tuck" position if possible.

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7.4 In the event that a tornado has been detected and there is no shelter within walking distance , personnel should take the following actions.

7.4.1 Attempt to drive an enclosed cab vehicle to the nearest shelter. If flying debris is encountered you may,

7.4.1.1 Stay in the vehicle with your head below the windows and cover with your hands or blanket.

7.4.2 Lie in a ditch or low-lying area

7.4.2.1 Be aware of the potential for flooding.

7.4.2.2 Use arms to protect head and neck in a “drop and tuck” position.

7.4.2.3 Wear any PPE for further protection if available

7.4.2.4 Use coats, blankets, or any similar items, if available, to protect face and eyes.

7.5 The Shift Supervisor will instruct personnel to return to work after receiving notification from Impact weather that the Severe Weather Warning is longer in effect.

7.5.1 The following Tornado Warning All Clear Announcement shall be communicated:

**Attention All Personnel**  
**Attention All Personnel**  
**The Tornado Warning has been lifted!**  
**All personnel may resume normal work activities!**

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## 8.0 REVISION HISTORY

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
<b>0</b>	<b>New Document</b>	<b>Safety</b>	<b>LRD Staff</b>	<b>12/8/2014</b>	<b>12/8/2014</b>
<b>1</b>	<b>3 Year review no changes</b>	<b>Safety</b>	<b>Safety</b>	<b>12/15/2017</b>	<b>12/15/2017</b>
<b>2</b>	<b>Expanded Tornado Guidance and 3 year review</b>	<b>Safety</b>	<b>RLT</b>	<b>10/15/2020</b>	<b>10/15/2020</b>
<b>3</b>	<b>3 year review no changes</b>	<b>Safety</b>	<b>Safety</b>	<b>10/10/2023</b>	<b>10/10/2023</b>

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**Appendix A - Tornado Shelter Map**

