Section G

CONTINGENCY PLAN

Revision 8: December 2014, page G-3 only

Revision 9: December 2017, page G-3 only

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Revision 12: November 2021, Added-Attachment G-5: QRG
Contingency Plan

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SECTION G

CONTINGENCY PLAN

As required by 40 CFR 264.51, 270.14(b)(7), and O.A.C. 252:205-3-2(f), Systech Environmental Corporation (Systech) has developed a Contingency Plan designed to minimize hazards to human health and the environment from fires, explosions, and any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water. The Contingency Plan meets the requirements of 40 CFR 264 Subpart D and serves as a mechanism to ensure that the response management teams at Systech are adequately prepared to address a worst-case situation. As such, the Systech Contingency Plan details procedures for mobilizing personnel and mitigation assets. The resulting response is designed to minimize life threatening situations and damage to natural resources.

This Contingency Plan will be implemented in conjunction with the co-located cement kiln operations on which the Systech facility is located. As such, activities identified in the Plan may be implemented by either Systech or cement plant personnel.

This chapter outlines the initial response actions necessary to protect the safety of Systech personnel, the environment, and facilities during a hazardous waste discharge or other situation. The objective of the Contingency Plan is to provide field operators and responders with procedures for initial response to hazardous waste spills and other emergencies, to make initial notification of key personnel, and to activate the facility’s Contingency Plan.

This Contingency Plan is divided into sections that correspond to each stage of the initial response process for emergencies. Each section identifies the key personnel responsible for executing specific tasks. Figure G-1 summarizes the response process and serves as a map for this Contingency Plan.

The Systech facility receives prequalified waste materials from regulated hazardous waste generators or marketers. Non-hazardous wastes may also be received. The materials are temporarily stored until they can be blended, processed, or used directly in the cement manufacturing process. All waste materials are blended, processed, and controlled to the extent
that their physical and chemical characteristics have been made compatible with the material and process requirements of cement manufacturing.

The facility was designed and is operated to prevent spills, fires, or explosions. Personnel are thoroughly trained to act immediately should it ever become necessary to implement the Contingency Plan. The Contingency Plan is designed to minimize hazards to human health and the environment from fires, explosions, or release of hazardous wastes or hazardous waste constituents to the air, soil, or surface water. This plan would be implemented if any of these occurs.

Attachment G-3 is a Plot Plan of the cement plant and Systech facility.

**Figure G-1: Response Process**

```
Discovery                                      Initial Actions (G.2)

Coordinator Actions                           Activate Internal Facility Alarm (G.3.1)
                                                  Activate Contingency Plan (G.3.1)

Response Management Systems                   Notification (G.3.2)
                                                  Identification (G.3.3)
                                                  Assessment (G.3.4)
                                                  Control & Containment (G.4.1)
                                                  Remediation (G.4.2)

Communications                               Coordinator Write-up (G.4.3)
                                                  Required Reports
```
<table>
<thead>
<tr>
<th>Table G-1</th>
<th>Emergency Coordinator (EC) Notification List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Site EC</strong></td>
<td></td>
</tr>
<tr>
<td>Position/Title, Work Phone</td>
<td>Cement Plant Shift Supervisor/Leadman 918-437-3902 or ext. 250 918-388-1150 (direct dial)</td>
</tr>
<tr>
<td>Address</td>
<td>One Shift Foreman will be on-site at all times. The Shift Foremen who are not on-site have no EC responsibilities.</td>
</tr>
<tr>
<td><strong>24 Hour Emergency Phone</strong></td>
<td>918-388-1150</td>
</tr>
<tr>
<td><strong>Primary EC</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Erik Dice</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Fredonia, Maintenance &amp; Project Manager</td>
</tr>
<tr>
<td>Address</td>
<td>601 N. Main Buffalo, KS 66717</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>(620) 305-8719</td>
</tr>
<tr>
<td><strong>Alternate EC</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Wilma Davis</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Fredonia, Plant Manager</td>
</tr>
<tr>
<td>Address</td>
<td>100 N 1st Street Independence, KS 67301</td>
</tr>
<tr>
<td>Cell Number</td>
<td>(620) 288-9438</td>
</tr>
</tbody>
</table>
G.1 RESPONSE LEVEL

The appropriate level of response for a particular incident largely depends on both the professional judgment of the primary or alternate EC and the regulatory reporting requirements. The factors that affect the level of response necessary for a specific incident include:

- Type of waste handling system and the necessity of suspending operations or diverting waste fuels during an emergency;
- Potential for fires, explosions, or releases to spread to other areas of the plant;
- Immediate health and safety effect of the incident on plant personnel; and
- Potential hazards to the outside environment and public health.

More detailed information on specific components and functions of the response management system is provided in Attachment G-1.

**Figure G-2 Typical Spill Response**

[Diagram showing the steps of a typical spill response process, including:
- Activate Contingency Plan
- Contain/Stop Flow
- Notify Appropriate Personnel and Agencies
- Assess Spill Size and Threat
- Land Impact
  - Containment and Recovery
- Water Impact
  - Containment Strategies
- Cleanup and Disposal
- Evaluation and Review
- Estimate Equipment and Personnel Needs
- Is Assistance Needed?]

Rev. 8, December 2014
Rev.9, December 2017
Rev.10, March 2019
G.2 INITIAL ACTIONS

G.2.1 Spill

Upon discovery of a discharge, or imminent discharge, of hazardous waste, the discoverer shall immediately follow the steps outlined below.

1. DO NOT enter a hazardous area without proper personal protective equipment: respirator, gloves, rubber boots, goggles, and monitoring equipment as appropriate.
2. Stop flow by closing valves or shutting off pumps.
3. If spill is FQW, stop all transfer activity to the kiln area.
4. Shut off all ignition sources in the area, including, but not limited to, electrical equipment, automobiles, cigarettes, and welding equipment.
5. Contact the EC that is on-site...

G.2.2 Fire

Upon discovery of a fire, the discoverer shall immediately follow the steps outlined below.

1. Contact the EC that is on-site (in the order listed on Table G-1). If the primary EC is not on site, contact the alternate EC.
2. Activate local emergency response.
3. DO NOT enter any area that would jeopardize your safety.
4. Contain fire with hand-held extinguisher if the fire is manageable and does not present a threat to safety.

G.2.3 Tornado

Upon issuance of a tornado warning for the plant location, the discoverer shall immediately follow the steps outlined below.
1. Contact your immediate supervisor promptly so that he/she may contact all other employees using established communications systems.
2. The Control Room Operator will activate the emergency siren.
3. Go directly to a shelter which is the nearest identified tornado shelter and away from windows or open areas. If at all possible, do not shelter alone.
4. Upon notification that the danger has passed, proceed to the primary rally point for a headcount.

G.2.4 Medical Emergency

Upon discovery of a medical emergency, the discoverer shall immediately follow the steps outlined below.

1. Assess the situation. If the accident scene is safe to enter, provide first aid to the best of your ability. If the accident scene is not safe, proceed to step 2.
2. Contact the designated first responder (9-1-1). Inform him of the nature of the emergency and location and state of the victim.
3. Contact the on-site EC. If the on-site EC is not available, contact the primary or alternate EC. Inform them of the nature of the emergency, and if emergency services are required.
4. If the accident scene is safe, stay with the victim. Make them as comfortable as possible until help arrives.
G.3 NOTIFICATION

G.3.1 Internal

At the time a fire or release, which is not readily containable, or if a tornado warning is issued, the internal facility alarm is activated as instructed by an onsite, primary or alternate EC. The responding EC will implement the Contingency Plan and notify appropriate emergency response agencies, as needed. A list of emergency contacts is listed in Table G.3.

The Emergency Coordinator is responsible for implementing the Contingency Plan. The Emergency Coordinator or designated alternates are available to facility personnel at all times. They will be on the facility premises or on call and therefore available to respond to an emergency by reaching the facility within a short period of time. The Emergency Coordinator, who is responsible for coordinating all emergency response measures, is familiar with:

- All aspects of the facility's Contingency Plan.
- All operations and activities at the facility.
- The location and characteristics of waste handled.
- The location of all records within the facility.
- The facility layout.

The emphasis on immediate response to emergency conditions requires that the Emergency Coordinator be free to use his or her judgment in an emergency situation. Therefore, the Primary Emergency Coordinator and alternates have the authority to commit the resources needed to carry out the Contingency Plan.

G.3.2 External

All reportable spills >1 gallon are recorded in the Operating Record. Copies of these records are maintained by the Operations Supervisor. The EC or alternate is responsible for determining if a spill must be reported to federal, state, or local agencies. Any spill to
surface waters is reportable. The EC or alternate is also responsible for notifying the appropriate agencies if needed. Information to be included in the notification is addressed in Section G.3.3.

G.3.2.1 Notification of National Response Center (NRC)

Spills of hazardous substances, which exceed the Reportable Quantity (RQ) for that substance, must be immediately reported to the NRC. Any quantity of oil or fuel that reaches surface waters must be reported to the NRC. The information to be provided to the NRC by telephone is included in Section G.3.3.

G.3.2.2 Written Notification to ODEQ Director

The Site Manager is responsible for preparing spill reports for the regulatory agencies. All releases reported to the NRC will also be reported to the Oklahoma Department of Environmental Quality (ODEQ) by telephone. In addition, any spill of oil or fuel that exceeds 25 gallons should also be immediately reported to ODEQ.

<table>
<thead>
<tr>
<th>Table G-2</th>
<th>Spill Quantity and Appropriate Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td><strong>Response</strong></td>
</tr>
<tr>
<td>&gt; 1 pound to environment (offsite)</td>
<td>Cleanup and Report (if not immediately contained and cleaned up)</td>
</tr>
<tr>
<td>&lt;25 gal in containment</td>
<td>Cleanup</td>
</tr>
<tr>
<td>&gt;25 gal in containment</td>
<td>Cleanup</td>
</tr>
<tr>
<td>Anything to surface water</td>
<td>Contain and Cleanup</td>
</tr>
<tr>
<td>&gt;1000 gal to surface water</td>
<td>Contain</td>
</tr>
<tr>
<td>&gt;RQ on-site, outside of containment</td>
<td>Cleanup</td>
</tr>
<tr>
<td>&gt;RQ leaving site</td>
<td>Cleanup</td>
</tr>
<tr>
<td>Branch</td>
<td>Agency</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>FIRE</td>
<td>Catoosa Fire Department</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Tulsa Fire Department</td>
</tr>
<tr>
<td>POLICE</td>
<td>Catoosa Police Department</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td>Hillcrest Health Care System</td>
</tr>
<tr>
<td></td>
<td>Bailey Medical Center</td>
</tr>
<tr>
<td>AMBULANCE</td>
<td>Pafford Ambulance</td>
</tr>
<tr>
<td>LEPC</td>
<td>Rogers County Emergency Management Agency</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tulsa Area Emergency Management Agency</td>
</tr>
<tr>
<td>STATE/ FEDERAL</td>
<td>Oklahoma Dept. of Env. Quality (ODEQ)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Response Center</td>
</tr>
</tbody>
</table>
G.3.2.3 Notification of the Local Emergency Planning Committee

The Local Emergency Planning Committee (LEPC) contact for the area is the Rogers County and Tulsa County Emergency Management Agency. The LEPC will be notified when any other agency is notified of a spill that leaves the site.

G.3.3 Identification

The responding EC will identify the following characteristics of any released material:

- Identification;
- Exact Source;
- Amount; and
- Impacted area.

This may be accomplished by visual observation of materials, review of facility records or manifests, or, if necessary, by chemical analysis.

G.3.4 Assessment

During an emergency, the responding EC will assess the following possible hazards to human health or the environment:

- Direct and indirect effects of any materials released;
- Effects of gases generated;
- Effects of hazardous surface runoff from fire control materials;
- Effects of chemicals used to control the emergency; and
- Potential for surface water contamination.
- Will this emergency threaten human health or the environment outside the facility?

If the responding EC determines that a significant quantity of hazardous waste has been released, or that an emergency will threaten human health or the environment, the
responding EC, or his designee, will immediately activate the plant evacuation alarm and notify local authorities by calling the emergency 911 number.

By calling 911, the Fire Department and the Police Department will be aware of the situation. If necessary, the responding EC, or the police or fire department, will notify the Hospital and Ambulance Service.

If a reportable quantity of waste has been released, the primary EC will also notify the National Response Center as well as other appropriate agencies and authorities.

The EC will include the following information in the notification:

- Name, address, and telephone number of the plant owner or operator;
- Name, address, and telephone number of the plant;
- Date, time, and type of incident (e.g., fire, explosion);
- Name and quantity of material(s) involved;
- Location of the spill;
- Surface on which the oil spilled;
- Amount of time before the spill will flow into a storm sewer inlet or other drainage pathway;
- Cause of the spill;
- Extent of damages and injuries, if any;
- Assessment of actual or potential hazards to human health or the environment, if applicable;
- Actions taken to mitigate the spill;
- If an evacuation will be required, and;
- Estimated quantity and disposition of any recovered materials.
G.4 FOLLOW-UP

G.4.1 Control and Containment

During an emergency, the responding EC must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other areas at the plant. These measures may include, where applicable, shutting off the flow of liquids, shutting down the flow of fuel into the kilns, and shutdown of the kilns. The EC will also monitor for leaks, pressure buildup, or other potential problems when the fuel flows and kilns are shut down.

G.4.2 Remediation

The following specific procedures will be initiated following an emergency:

- Immediately after an emergency, the primary EC will make arrangements for treatment, storage, or disposal of recovered wastes, contaminated soil, contaminated groundwater, contaminated surface water, or any other contaminated materials. Materials that result from a release, fire, or explosion will be analyzed and if the materials meet fuel requirements will be reintroduced into the tank system. Materials determined to be hazardous waste, and not meeting fuel requirements, will be sent to an appropriate off-site treatment or disposal facility. If the system is damaged, the waste will be containerized and either stored at Systech until repairs are made or sent to an appropriate off-site treatment or disposal facility. The Emergency Coordinator will ensure that no waste that may be incompatible with the released material is treated, stored, or disposed of until clean-up procedures are completed. Storage operations will be suspended in the affected area.

- The primary EC will ensure that cleanup procedures are completed and that emergency equipment is clean and fit for use before resuming operations in an affected area. Contaminated equipment will be rinsed
with clean solvent or pressure water where necessary. Any resulting contaminated solvent will be retained in a catch bucket or container and transferred into the fuel storage tanks. Small quantities of water used to clean contaminated equipment will be managed similarly.

- The primary EC will investigate the cause of the emergency and will take steps to prevent the recurrence of such incidents.

**G.4.3 Termination and Follow-Up Actions**

If a release to the environment occurs in an amount greater than 1 pound, the primary EC will notify ODEQ, in compliance with 40 CFR 264.196(d), within 24 hours of detection. The primary EC will also ensure that any waste that may be incompatible with the released materials is not treated, stored, or disposed of until cleanup procedures are completed; and that all emergency equipment listed in the Contingency Plan is decontaminated and fit for its intended use before operations can resume in affected areas of the plant.

The EC will note in the plant’s operating record the time, date, and details of any incident that requires the implementation of the Contingency Plan. Within 15 days of the incident, the Primary EC will submit a report to ODEQ, and the Local Emergency Planning Committee (LEPC). The report will contain the following information:

- Name, address, and telephone number of the plant owner or operator;
- Name, address, and telephone number of the plant;
- Date, time, and type of incident (e.g., fire, explosion);
- Name and quantity of material involved;
- Extent of injuries, if any;
- Assessment of actual or potential hazards to human health or the environment, if applicable; and
- Estimated quantity and disposition of any recovered materials.
The Contingency Plan will be reviewed and amended, if necessary, whenever:

- The facility permit is revised.
- The plan fails in an emergency.
- Changes occur in the facility's design, construction, operation, maintenance, or other circumstances which materially increase the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes occur in the response necessary in any emergency.
- The list of Emergency Coordinators changes.
- The list of emergency equipment changes significantly.
Attachment G-1  EMERGENCY RESPONSE OPERATIONS

Spill Response

<table>
<thead>
<tr>
<th>INITIAL RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO NOT enter a hazardous area without proper personal protective equipment: respirator, gloves, rubber boots, goggles, and monitoring equipment as appropriate.</td>
</tr>
<tr>
<td>Stop waste flow by closing valves or shutting off pumps.</td>
</tr>
<tr>
<td>Stop all transfer activity.</td>
</tr>
<tr>
<td>Shut off all ignition sources in the area including, but not limited to: electrical equipment, automobiles, cigarettes, and welding equipment.</td>
</tr>
<tr>
<td>Contact the EC that is on site, who will contact the primary or secondary EC. If an RQ is exceeded or the spill threatens to spread outside the plant, immediately notify the NRC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUTIES OF RESPONDING EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt to determine the source of spill without risking personal safety.</td>
</tr>
<tr>
<td>Identify the material spilled and determine the hazards involved in terms of the potential for fire, hazardous gas release, corrosion, explosion, or water pollution. If it is a reportable spill, notify appropriate agencies.</td>
</tr>
<tr>
<td>Evacuate all endangered or unnecessary personnel. In case of the release of toxic or flammable gases, determine if off-site evacuation is advisable. Remove nearby wastes that may be incompatible with the spilled material.</td>
</tr>
<tr>
<td>Investigate the spill and check analytical records and inventory data. Evaluate the hazard potential and assign trained personnel to clean up the spill.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPILL RESPONSE PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contain the spill as much as possible while attempting to stop the spill.</td>
</tr>
<tr>
<td>If flammable material, rope off the spill area a minimum of 50 feet away from spill.</td>
</tr>
<tr>
<td>To contain the spill:</td>
</tr>
<tr>
<td>With absorbent booms or CKD:</td>
</tr>
<tr>
<td>1) Use booms in tandem (one placed a few inches behind the other) or CKD dikes to help control the flow of material.</td>
</tr>
<tr>
<td>2) Oil sorbent booms should be used on any water that could possibly be contaminated; they will serve as backups for materials that might get by the tandem sorbent booms</td>
</tr>
<tr>
<td>With absorbent:</td>
</tr>
<tr>
<td>1) Pour absorbent from bags or barrels to form a dike.</td>
</tr>
<tr>
<td>2) Barrels can be turned on their sides and rolled to create a dike.</td>
</tr>
<tr>
<td>3) Use front-end loader buckets of absorbent or CKD for major spills.</td>
</tr>
<tr>
<td>After the spill is contained, recover as much FQW liquid as possible and return to the FQW tanks; treat the remaining spill with neutralizing agents to decrease the risk of fire, corrosion, explosion, or other hazards. Apply non-reactive sorbent materials.</td>
</tr>
<tr>
<td>If contamination of the area occurs, depending on instructions from the regulatory agencies, excavate the area and isolate removed materials from rainfall and runoff in a container or containment area.</td>
</tr>
<tr>
<td>After the material has been characterized, develop a disposal plan. A plan may include, but not be limited to: blending with other materials and using as a fuel in the hot end of the kiln, or off-site disposal.</td>
</tr>
<tr>
<td>Use on-site monitoring to determine safety of the area.</td>
</tr>
<tr>
<td>Make any temporary repairs.</td>
</tr>
<tr>
<td>Complete a written description of the event.</td>
</tr>
<tr>
<td>The Primary EC will report the spill, if necessary.</td>
</tr>
</tbody>
</table>
Fire or Explosion Response

<table>
<thead>
<tr>
<th>INITIAL RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact the EC that is on site, who will contact the primary or secondary EC.</td>
</tr>
<tr>
<td>EC will notify Fire Department and send an employee to the front gate for escort.</td>
</tr>
<tr>
<td>DO NOT enter any area that would jeopardize your safety.</td>
</tr>
<tr>
<td>Contain fire with hand-held extinguisher if the fire is manageable and does not present a threat to safety.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUTIES OF RESPONDING EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine what material is on fire by location, inventory, or log.</td>
</tr>
<tr>
<td>Determine if the staff is endangered by the fire or if the fire could spread to other wastes.</td>
</tr>
<tr>
<td>Define the limits of the fire, estimate the potential dangers with respect to other materials in the immediate vicinity, and call the local Fire Department if needed.</td>
</tr>
<tr>
<td>Evacuate all endangered personnel to the designated rally points. In case of a release of toxic gases or a potential for explosion, determine if off-site evacuation is necessary.</td>
</tr>
<tr>
<td>Determine the best and safest approach to handling the fire, taking into consideration not only the type of fire, but also the direction of the flame, spread, wind direction, potential dangers and any physical limitations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE RESPONSE PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The EC will help Fire Department personnel decide if the fire should be left to burn or should be extinguished.</td>
</tr>
<tr>
<td>Use only as much water as necessary, to minimize the amount of water that may become contaminated.</td>
</tr>
<tr>
<td>Allow only emergency vehicles into the plant during the emergency.</td>
</tr>
<tr>
<td>Contain any spilled material or contaminated water by using absorbent or absorbent booms</td>
</tr>
<tr>
<td>Collect all contaminated absorbent for disposal</td>
</tr>
<tr>
<td>Make any temporary repairs.</td>
</tr>
<tr>
<td>Complete a written description of events.</td>
</tr>
<tr>
<td>Begin equipment and area decontamination and replacement</td>
</tr>
<tr>
<td>The Primary EC will report the fire, if necessary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE RECURRENCE AND SPREAD PREVENTION PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To reduce the possibility of sparking or heat generation that may result in a fire or explosion, shut down all mechanical equipment. Turn off all equipment not required for emergency response and close all pipelines feeding the kilns, if it can be done without hazard to personnel.</td>
</tr>
<tr>
<td>After system shutdown is accomplished, monitor gauges and indicators for evidence of system changes. If changes develop, take steps to immediately identify and remedy the condition.</td>
</tr>
<tr>
<td>Periodically inspect the affected areas for leaks, including, but not limited to, drops, sprays, pooling of liquids, or wet areas. Examine piping for evidence of failure, including cracks, ruptures, or abnormal distortion.</td>
</tr>
<tr>
<td>The Primary EC will ensure that no material that may be incompatible with the released material is treated, stored, or disposed until cleanup procedures are complete.</td>
</tr>
</tbody>
</table>
## Emergency Evacuation Procedures

<table>
<thead>
<tr>
<th>DUTIES OF RESPONDING EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>The responding EC is responsible for implementing the evacuation and will notify personnel if an evacuation is necessary.</td>
</tr>
<tr>
<td>Employees and visitors will be directed to the proper exit and to the assigned safe areas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVACUATION PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The EC will assess the conditions and order an evacuation or any other action that is required.</td>
</tr>
<tr>
<td>The EC will notify personnel if an evacuation is necessary by sounding the emergency alarm (a continuous blast on a siren or by providing instructions to evacuate using the radio/telephone system).</td>
</tr>
<tr>
<td>When an evacuation is announced, work will be stopped. Personnel should go to the nearest exit.</td>
</tr>
<tr>
<td>All employees should leave the plant and report to the designated rally points. Employees should not run or linger in entranceways or driveways and should congregate in the designated rally points.</td>
</tr>
<tr>
<td>The Site Manager will bring the guest log to the rally point and account for all plant guests.</td>
</tr>
<tr>
<td>All employees will be accounted for by their immediate supervisors.</td>
</tr>
<tr>
<td>The Primary EC will notify personnel when it is safe to re-enter the facility. Re-entry will not be permitted until the Primary EC declares that it is safe to do so and issues an all-clear signal.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>RALLY POINTS and Routes</th>
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</thead>
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</tr>
<tr>
<td>Scale House – Alternate, evacuation should be by most direct route that does not put employee at risk of exposure, (e.g. directly West then Southwest across gravel lot.)</td>
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<tr>
<th>EMERGENCY EVACUATION PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep calm, think and avoid panic and confusion. WALK to the nearest exit.</td>
</tr>
<tr>
<td>Know all exit locations; be sure that you know the quickest way out of the building.</td>
</tr>
<tr>
<td>Do not lock office doors when evacuating the building.</td>
</tr>
<tr>
<td>Do not delay evacuation for any reason.</td>
</tr>
<tr>
<td>Do not assist in fire control unless you are properly trained and qualified.</td>
</tr>
<tr>
<td>Stay clear of the plant and DO NOT interfere with emergency operations.</td>
</tr>
</tbody>
</table>
# Tornado Procedures

## DUTIES OF RESPONDING EC

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>The responding EC is responsible for sounding the tornado alarm and will notify personnel if shelter is necessary.</td>
</tr>
<tr>
<td>Employees and visitors will be directed to the proper shelter and to the assigned safe areas.</td>
</tr>
</tbody>
</table>

## SHELTER PROCEDURES

<table>
<thead>
<tr>
<th>SHELTER PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The EC will assess the conditions and order personnel to seek shelter or any other action that is required.</td>
</tr>
<tr>
<td>The EC will notify personnel if shelter is necessary by sounding the emergency alarm (a continuous blast on a siren or by providing instructions to seek shelter using the radio/telephone system).</td>
</tr>
<tr>
<td>When an alarm is sounded, work will be stopped. Personnel should go to the nearest shelter.</td>
</tr>
<tr>
<td>All employees should report to a designated tornado shelter. Employees should not run or linger in entranceways or driveways and should congregate in the designated shelters. Do not shelter alone if possible.</td>
</tr>
<tr>
<td>The Primary EC will notify personnel when it is safe to leave shelter and proceed to the rally point. Departure from shelter will not be permitted until the Primary EC declares that it is safe to do so.</td>
</tr>
<tr>
<td>Once the Primary EC announces an “all-clear” over the radio/telephone system, personnel should proceed to the designated rally point.</td>
</tr>
<tr>
<td>The Site Manager will consult the guest log and account for all plant guests. All employees will be accounted for by their immediate supervisors.</td>
</tr>
</tbody>
</table>

## RALLY POINTS and Routes

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</tr>
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## SHELTER PRECAUTIONS

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</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Know all shelter locations; be sure that you know the quickest way to shelter.</td>
</tr>
<tr>
<td>Do not lock office doors when seeking shelter.</td>
</tr>
<tr>
<td>Do not delay taking shelter for any reason.</td>
</tr>
<tr>
<td>Go below ground if possible.</td>
</tr>
<tr>
<td>Stay away from any opening.</td>
</tr>
<tr>
<td>After the all-clear is given, stay clear of the plant and DO NOT interfere with emergency operations.</td>
</tr>
</tbody>
</table>

## SEVERE WEATHER SHELTERS

<table>
<thead>
<tr>
<th>SEVERE WEATHER SHELTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office – North hallway by break room</td>
</tr>
<tr>
<td>Console – console basement</td>
</tr>
<tr>
<td>Cooler Building – Tunnel to console</td>
</tr>
<tr>
<td>Quarry – Basement of gyratory</td>
</tr>
<tr>
<td>Blending – Interstice at man lift elevator</td>
</tr>
<tr>
<td>Garage – Parts room</td>
</tr>
<tr>
<td>Packhouse – Silo interstices</td>
</tr>
<tr>
<td>Mill Building – Basement of load center</td>
</tr>
<tr>
<td>Coal – Drag and hopper tunnel</td>
</tr>
</tbody>
</table>
Procedures for Recovery of Personnel

### DUTIES OF RESPONDING EC

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The responding EC is responsible for polling supervisors and</td>
<td>determining which, if any, personnel are not accounted for.</td>
</tr>
<tr>
<td>If EMS is requested, EC will send an employee to the front gate</td>
<td>for escort.</td>
</tr>
<tr>
<td>EC will ensure plant is safe for personnel to conduct search</td>
<td>and rescue operations.</td>
</tr>
<tr>
<td>EC will arrange needed personnel in groups of four to conduct</td>
<td>search and rescue.</td>
</tr>
</tbody>
</table>

### SEARCH AND RESCUE PROCEDURES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups of four will comb assigned areas for personnel (with</td>
<td>Lafarge personnel).</td>
</tr>
<tr>
<td>Found employees should be reported over the radio.</td>
<td></td>
</tr>
<tr>
<td>Search groups should not move injured employees except in case</td>
<td>of immediate danger.</td>
</tr>
<tr>
<td>Search groups will stay with injured employees until emergency</td>
<td>personnel have arrived on-scene.</td>
</tr>
</tbody>
</table>
## EMERGENCY RESPONSE RESOURCES

<table>
<thead>
<tr>
<th>Emergency Equipment</th>
<th>Location</th>
<th>Outline of Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Communication Systems</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable radios</td>
<td>Facility-wide office, personnel, kiln area</td>
<td>Internal communication</td>
</tr>
<tr>
<td>FQW emergency shutdown switch</td>
<td>Kiln control room</td>
<td>Shut off primary feed pumps to kiln</td>
</tr>
<tr>
<td>Telephone (intercom)</td>
<td>Lab, office, facility-wide</td>
<td>Internal communication, plant-wide public address, emergency alarm</td>
</tr>
<tr>
<td>Emergency alarm</td>
<td>Plant-wide, kiln area</td>
<td>Plant-wide, audible fire alarm</td>
</tr>
<tr>
<td><strong>External Communications Systems</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td>Office, lab, kiln area, EC</td>
<td>Call outside for emergency assistance</td>
</tr>
<tr>
<td><strong>Fire Extinguishing System</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extinguishers: 20-lb ABC</td>
<td>Tank Farm, Truck Offloading Area, Fuels Laboratory</td>
<td>For use on Type A, B, or C fires</td>
</tr>
<tr>
<td>AFFF Fire Protection System</td>
<td>Tank Farm</td>
<td>Automated response to control fire</td>
</tr>
<tr>
<td><strong>Spill Control Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absorbent</td>
<td>Truck Offloading Area</td>
<td>Contain, absorb, and clean up spills from off-loading pads, container building</td>
</tr>
<tr>
<td>Solvent Absorbent Booms</td>
<td>Truck Offloading Area</td>
<td>Absorb spills</td>
</tr>
<tr>
<td>Organic vapor monitor</td>
<td>Fuels laboratory</td>
<td>Exposure monitoring</td>
</tr>
<tr>
<td>Empty containers</td>
<td>Truck Offloading Area</td>
<td>Receptacle for leaking or damaged containers and for spilled materials</td>
</tr>
<tr>
<td><strong>Other Emergency Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid supplies: bandages, gauze bandages, tape, butterfly bandages, antibacterial ointments, splints, aspirin, eyewash, local/topical anesthetics</td>
<td>Lab</td>
<td>Immediate first aid for minor injuries</td>
</tr>
<tr>
<td>Emergency eyewash, fountain and drench showerhead</td>
<td>Lab, Truck Offloading Area</td>
<td>Immediate treatment for personnel in case of contact with waste materials</td>
</tr>
<tr>
<td>Emergency Equipment</td>
<td>Location</td>
<td>Outline of Capabilities</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
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</tr>
<tr>
<td>Protective clothing and equipment: hard hats, protective eyewear, rubber and neoprene boots, impervious gloves, face shields, protective eyeglasses, half-face dust/chemical cartridge respirators, chemical cartridges</td>
<td>Office</td>
<td>Protect personnel from possible hazards</td>
</tr>
<tr>
<td>Clean solvent</td>
<td>Truck Offloading Area</td>
<td>Rinse contaminated equipment</td>
</tr>
</tbody>
</table>
Attachment G-3

PLOT PLAN
Attachment G-4

EXAMPLE OF AGREEMENT FOR EMERGENCY ASSISTANCE
AGREEMENT FOR EMERGENCY ASSISTANCE
BY AND BETWEEN SYSTECH TULSA FACILITY
AND _______________________

This agreement has been prepared to make arrangements for emergency services to be provided by the ______________________ in the event of emergencies that may result from fires, explosions, or a major release at:

Systech Environmental Corporation
2701 N. 145th East Avenue
Tulsa, Oklahoma 74116
918-437-3902

Any request for emergency assistance will be issued by telephone by the primary emergency coordinator, the on-site coordinators, or their designee. Systech will have someone at the plant entrance to give specific directions to the incident. One of the emergency coordinators will be at the scene to brief you on the assistance required.

The materials primarily being handled at the Tulsa facility are organic compounds which have been used as industrial solvents, coats, etc., that have been blended into Fuel Quality Waste (FQW). Heavy metals will be present within the FQW. A Material Safety Data Sheet for typical waste fuel is enclosed for your use. If an emergency arises, the specific compounds involved will be immediately identified by consulting material inventory and analytical records at the Systech facility which is located within the Systech Tulsa facility. A copy of the Systech Contingency Plan, which describes emergency response procedures, identifies the type and location of emergency equipment and sets forth emergency assistance requirements, is enclosed with this agreement.

The __________________ agrees to provide emergency assistance to the Systech Tulsa facility, at their request, if an incident occurs which requires facilities, equipment or expertise not available at the facility.

Systech Tulsa: ______________________
By: ______________________________ By: ______________________________
Date: ______________________________ Date: ______________________________
Attachment G-5

Quick Reference Guide
Contingency Plan
Quick Reference Guide

Systech Environmental Corporation
2701 N. 145th East Avenue
Tulsa, OK 74116
(918) 398-2265

Quick Reference Guide Requirements – 40 CFR 262.262

(1) The types/names of hazardous wastes in layman's terms and the associated hazard associated with each hazardous waste present at any one time (e.g., toxic paint wastes, spent ignitable solvent, corrosive acid);

The Systech Tulsa facility stores a mixture of hazardous waste that may include, flammable solvents (xylene, toluene), chlorinated solvents, and miscellaneous petroleum products.

(2) The estimated maximum amount of each hazardous waste that may be present at any one time;

The Systech Tulsa facility has a maximum storage capacity of 370,000 gallons of the material listed under item (1). This material is stored in 2 – 185,000 storage tanks. In addition, the facility can store up to 20-55gallon drums of on-site generated waste (e.g. carbon, debris). This storage area is in the truck unloading bay against the tank farm berm wall.

(3) The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff;

The chemicals that are typically stored for use are solvent like in nature and would require decontamination to avoid prolonged exposure to skin. Vapors from a fire can include break-down products that may cause respiratory distress. Ingested chemicals can also cause mucous membrane damage.

(4) A map of the facility showing where hazardous wastes are generated, accumulated and treated and routes for accessing these wastes;

See the attached facility map. – Contingency Plot Plan, Attachment G-3
(5) A street map of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers;

See the attached map copied from Google Maps showing surrounding area.

(6) The locations of water supply (e.g., fire hydrant and its flow rate);

The facility has an automated fire system on the East side of the facility and a fire hydrant. See drawing QRG-1.

(7) The identification of on-site notification systems (e.g., a fire alarm that rings off site, smoke alarms); and

The facility has automated as well as manual fire alarm and sprinkler systems which are accessible on the North end of the truck unloading bay as well as in the Cement Plant Control Room –See drawing QRG-1.
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<tr>
<td>drench showerhead</td>
<td></td>
<td></td>
</tr>
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Emergency Equipment | Location | Outline of Capabilities
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Protective clothing and equipment: hard hats, protective eyewear, rubber and neoprene boots, impervious gloves, face shields, protective eyeglasses, half-face dust/chemical cartridge respirators, chemical cartridges | Office | Protect personnel from possible hazards
Clean solvent | Truck Offloading Area | Rinse contaminated equipment

(8) The name of the emergency coordinator(s) and 7/24-hour emergency telephone number(s) or, in the case of a facility where an emergency coordinator is continuously on duty, the emergency telephone number for the emergency coordinator.

<table>
<thead>
<tr>
<th>Emergency Coordinator (EC) Notification List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Site EC</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>24 Hour Emergency Phone</strong></td>
</tr>
<tr>
<td><strong>Primary EC</strong></td>
</tr>
<tr>
<td><strong>Position/Title</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
</tr>
<tr>
<td><strong>Alternate EC</strong></td>
</tr>
<tr>
<td><strong>Position/Title</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Cell Number</strong></td>
</tr>
</tbody>
</table>
Map of Local Area 40 CFR 262.262 (b)(5)—

Triangle represents Systech general location within the Central Plains Cement Plant boundary.
Drawing QRG-1
This drawing shows the locations of Fire Hydrant, extinguishers, and Eye Wash.

FE = Fire Extinguisher
EW = Eyewash
FH = Fire Hydrant
FIRE/EXPLOSION RESPONSE AND PROCEDURES

INITIAL RESPONSE:
1. Notify Emergency Coordinator and personnel of emergency; sound a general alarm.
2. DO NOT enter any area that would jeopardize your safety.
3. Assess the extent and magnitude of the event.

FIRE FIGHTING PROCEDURE:
Do not attempt to control a fire that cannot be controlled with fire extinguishers. Leave the area and report it to the Emergency Coordinator.
For fires that are contained:
2. Stop flow of material, if possible.
3. Second person on scene: goes for additional portable extinguisher, preferably a 150 lb. extinguisher.
4. Prepare to activate foam system.

SUSTAINED RESPONSE
1. Employ proper personal protective protection equipment.
2. Use monitoring equipment to assess safety of area.

FIRE DEPARTMENT GUIDANCE
1. Emergency Coordinator and Systech shift lead will help fire department personnel to decide if the fire should be put out or allowed to burn under control.
2. Use only as much water as absolutely necessary, due to the potential for additional contamination.
3. Allow only emergency vehicles into the facility during the emergency.

CONTAINMENT AND CLEANUP
1. Contain any spilled material or contaminated water by using absorbent or absorbent booms.
2. Pump free liquids into fuel tank or vehicle for transport/disposal.
3. Collect all contaminated absorbent for disposal.

EMERGENCY TERMINATED
1. Begin equipment and area decontamination.
2. Complete written description of event while details are still fresh.
SPILL RESPONSE AND PROCEDURES

INITIAL RESPONSE
1. Use on-site monitoring equipment to determine safety of area.
2. **DO NOT** enter a hazardous area without proper personal protective equipment: respirator, gloves, rubber boots, goggles, monitoring badges.
3. Stop waste flow by closing valves or shutting off pumps if this can be done safely.
4. Stop all unloading or transfer activity to isolate affected area.

NOTIFICATION AND PROCEDURE
1. Notify Emergency Coordinator and other facility personnel.
2. Continue procedures to stop spill.
3. Contain spill as much as possible while attempting to stop spill.
4. To contain spill
   a. Use absorbent booms:
      1) Use these in tandem (one placed a few inches behind the other) to help control the flow of material.
      2) Oil sorbent booms should be used on any water that may be contaminated.
   b. Use absorbent:
      1) Use a drum truck to move barrels of absorbent.
      2) Barrels can be turned upside down and rolled on edge to create a dike.
   c. Use mechanical means:
      1) Ditch with shovels.
      2) Ditch with a front-end loader.

SUSTAINED RESPONSE
1. If there is a need for outside emergency help, the Emergency Coordinator will contact the appropriate outside agency.
2. Pump free liquids into fuel tank, container, or vehicle for transport/disposal.
3. Collect all contaminated absorbent for disposal.

EMERGENCY TERMINATED
1. Begin equipment and area decontamination.
2. Complete written description of event while details are still fresh.
<table>
<thead>
<tr>
<th>Branch</th>
<th>Agency</th>
<th>Address (if written notification is required)</th>
<th>Phone #</th>
<th>Type of Report</th>
<th>Reporting Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE</td>
<td>Catoosa Fire Department</td>
<td></td>
<td>911</td>
<td>Telephone</td>
<td>As Needed</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Tulsa Fire Department</td>
<td></td>
<td>911</td>
<td>Telephone</td>
<td>As needed</td>
</tr>
<tr>
<td>POLICE</td>
<td>Catoosa Police Department</td>
<td></td>
<td>911</td>
<td>Telephone</td>
<td>As Needed</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td>Hillcrest Health Care System</td>
<td>1120 S. Utica Tulsa, OK 74104</td>
<td>918-579-1000</td>
<td>Telephone</td>
<td>As Needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>106th &amp; Garnett Owasso, OK 74055</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMBULANCE</td>
<td>Pafford Ambulance</td>
<td></td>
<td>911</td>
<td>Telephone</td>
<td>As Needed</td>
</tr>
<tr>
<td>LEPC</td>
<td>Rogers County Emergency Management Agency</td>
<td>219 S. Missouri, Rm. B113, Claremore, OK 74017</td>
<td>918-341-2060</td>
<td>Telephone</td>
<td>Immediately</td>
</tr>
<tr>
<td></td>
<td></td>
<td>411 S. Frankfort Ave., Tulsa OK, 74103</td>
<td>918-596-7361</td>
<td>Telephone</td>
<td>Immediately</td>
</tr>
<tr>
<td>STATE/</td>
<td>Oklahoma Dept. of Env. Quality (ODEQ)</td>
<td>707 N Robinson Oklahoma City, OK 73102</td>
<td>800-522-0206</td>
<td>Telephone</td>
<td>Immediately</td>
</tr>
<tr>
<td>FEDERAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written 15 days</td>
</tr>
<tr>
<td></td>
<td>National Response Center</td>
<td></td>
<td>800-424-8802</td>
<td>Telephone</td>
<td>Immediately</td>
</tr>
</tbody>
</table>
EMERGENCY EVACUATION PROCEDURES

RESPONSIBILITIES:
1. The Emergency Coordinator is responsible for implementing the evacuation procedure.
2. Employees and visitors will be directed to the proper exit and to the assigned safe areas.

PROCEDURE:
1. The Emergency Coordinator or designee will assess the conditions and order an evacuation or any other action that is required.
2. The Emergency Coordinator will notify personnel if an evacuation is necessary by sounding the emergency alarm (a continuous blast on a siren or by providing instructions to evacuate using the radio/telephone system).
3. When an evacuation is announced, work will be stopped. Personnel should go to the nearest exit.
4. All employees should leave the plant and report to the designated rally points. Employees should not run or linger in entranceways or driveways and should congregate in the designated rally points.
5. The Site Manager will bring the guest log to the rally point and account for all plant guests.
6. All employees will be accounted for by their immediate supervisors.
7. The Primary EC will notify personnel when it is safe to re-enter the facility. Re-entry will not be permitted until the Primary EC declares that it is safe to do so and issues an all-clear signal.

EVACUATION ROUTES:
1. Employee Parking Lot – Primary, evacuation should be by most direct route that does not put employee at risk of exposure, (e.g. directly South past cement plant office building.)
2. Scale House – Alternate, evacuation should be by most direct route that does not put employee at risk of exposure, (e.g. directly West then Southwest across gravel lot.)

EMERGENCY PRECAUTIONS:
1. Keep calm, think, and avoid panic.
2. Know all exit locations be sure you know the safest and quickest way out of all buildings.
3. Do not lock office doors when vacating the facility. The Emergency Coordinator and emergency support personnel must have access to all areas to ensure that the facility is clear of personnel.
4. Do not delay evacuation of the facility for any reason.
5. Do not assist in fire control unless properly trained and qualified.
6. When evacuating the facility, WALK to the nearest safe exit. Report to the safe area away from the buildings and wait for instructions.
7. Keep out of the way, stay clear of the facility, and DO NOT interfere with emergency operations.
8. Do not reenter the facility until instructed to do so.
RESPONSIBILITIES OF THE EMERGENCY COORDINATOR
Whenever there is an imminent or actual emergency situation, the Emergency Coordinator is responsible for the following actions.

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>Activate internal facility alarms or communication systems to notify personnel.</td>
</tr>
<tr>
<td>Notify appropriate coordinated emergency response agencies, as needed. Go to Emergency Services List</td>
</tr>
<tr>
<td>Identify the following characteristics of any released material; this may be accomplished by observation or by review of facility records or manifests, or, if necessary, by chemical analysis:</td>
</tr>
<tr>
<td>The character</td>
</tr>
<tr>
<td>Exact source</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Area extent</td>
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<tr>
<td>Assess possible hazards to human health or the environment. Consider direct and indirect effects.</td>
</tr>
<tr>
<td>Effects of gasses generated</td>
</tr>
<tr>
<td>Effects of contaminated surface water run-off from fire control?</td>
</tr>
<tr>
<td>Effects of chemicals used to control emergency?</td>
</tr>
<tr>
<td>Groundwater contamination?</td>
</tr>
<tr>
<td>Will this emergency threaten health or the environment outside the facility? If so,</td>
</tr>
<tr>
<td>a. Notify appropriate local authorities that an evacuation may be necessary. Go to list of local authorities. Be available to help decide on evacuation.</td>
</tr>
<tr>
<td>b. Notify ODEQ, 800-522-0206, and the National Response Center, 1-800-424-8802, when necessary.</td>
</tr>
<tr>
<td>Include the following in any such report:</td>
</tr>
<tr>
<td>1. Name and telephone number of reporter(s);</td>
</tr>
<tr>
<td>2. Name and address of facility</td>
</tr>
<tr>
<td>3. Time and type of incident (for example, fire);</td>
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<tr>
<td>4. Name and quantity of material(s) involved, to the extent known;</td>
</tr>
<tr>
<td>5. Extent of injuries, if any;</td>
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<tr>
<td>6. Possible hazards to human health or the environment outside the facility.</td>
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<tr>
<td>Take all reasonable measures necessary to ensure that the emergency does not spread to other hazardous materials at the facility. When necessary:</td>
</tr>
<tr>
<td>a. Halt operations.</td>
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<tr>
<td>b. Collect and contain released waste.</td>
</tr>
<tr>
<td>c. Remove or isolate containers</td>
</tr>
<tr>
<td>If facility operations must be stopped, monitor equipment for leaks, pressure buildup, gas generation, or ruptures.</td>
</tr>
<tr>
<td>Following an emergency:</td>
</tr>
<tr>
<td>Provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from the emergency.</td>
</tr>
<tr>
<td>Ensure that:</td>
</tr>
<tr>
<td>a. No waste that may be incompatible with the released material is treated, stored, or disposed until clean-up procedures are completed;</td>
</tr>
</tbody>
</table>
b. All emergency equipment is cleaned and fit for its intended use before operations are resumed.

<table>
<thead>
<tr>
<th>Notify ODEQ that the facility is in compliance with the two items above before resuming operations in the affected area(s) of the facility.</th>
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</thead>
<tbody>
<tr>
<td>Note in the operating record the time, date, and details of any incident that requires implementing the Contingency Plan.</td>
</tr>
<tr>
<td>Within 15 days submit a written report to ODEQ, including;</td>
</tr>
<tr>
<td>a. Name, address, and telephone number of the owner or operator;</td>
</tr>
<tr>
<td>b. Name, address, and telephone number of the facility;</td>
</tr>
<tr>
<td>c. Date, Time, and type of incident (e.g. fire)</td>
</tr>
<tr>
<td>d. Name and quantity of material(s) involved;</td>
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<tr>
<td>e. The extent of injuries, if any;</td>
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<tr>
<td>f. An assessment of actual or potential hazards to human health or the environment, where applicable;</td>
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<tr>
<td>g. Estimated quantity and disposition of recovered material that resulted from the incident.</td>
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</tbody>
</table>