



**Spill Prevention Control & Countermeasurement Plan**

**and**

**Contingency Plan and Emergency Procedures**

**Port Everglades Facility**

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WEST PALM BEACH

# **CLIFF BERRY, INC.**

## **Spill Prevention Control & Countermeasure Plan**

**and**

## **Contingency Plan and Emergency Procedures**

### **PORT EVERGLADES FACILITY**

**3400 S.E. 9<sup>th</sup> Avenue  
Dania Beach, FL 33316**

**Location:**

Latitude: 26° 05' 00" North

Longitude: 80° 07' 57.6" West

**Telephone Numbers:**

**Fort Lauderdale Office** (954) 763-3390

**24 Hr Emergency Response** (800) 899-7745

**Miami Terminal Facility** (305) 638-2030

**Mailing Address:**

Post Office Box 13079

Port Everglades Station

Fort Lauderdale, FL 33316

**Responsible Person:**

Cliff Berry, II

President and QI

*Revised: January, 2002*

*Plan No.*

**PORT EVERGLADES FACILITY  
SPCC AND CONTINGENCY PLAN  
DISTRIBUTION LIST**

PLAN NO.	ENTITY
1	Florida Department of Environmental Protection (FDEP)
2	Broward County Department of Planning and Environmental Protection
3	Broward County Sheriffs Department
4	Broward County Fire Department
5	Broward General Medical Center
6	Port Everglades Facility Copy
7	Larry Doyle (CBI)
8	Bill Parkes (CBI)

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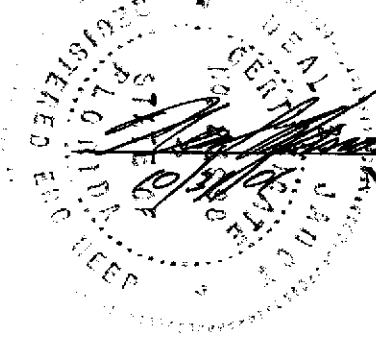
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## CERTIFICATION OF SPCC PLAN

### CERTIFICATION

I hereby certify and attest that I am familiar with this facility and the information contained in this plan; that to the best of my knowledge and belief such information is true, complete and accurate. Also, the plan submitted has been prepared in accordance with good engineering practices.



Neal B. Janov #2199B  
Name, Signature & Seal of Professional Engineer

### Approval

The Spill Prevention Control and Countermeasure Plan (SPCCP) is hereby approved for implementation.

Clifford Berry, II

Name of Responsible Officer

President

Title of Responsible Officer

Clifford Berry, II  
Signature of Responsible Officer

## INTRODUCTION

The Port Everglades Facility is owned and operated by Cliff Berry, Inc. (CBI). It is located at: 26° 05' 00" North Latitude and 80° 07' 57.6", West Longitude. The facility has a local address of 3400 S.E. 9<sup>th</sup> Avenue, Dania Beach, FL 33316.

The person in charge of the facility is Cliff Berry, II. He can be reached 24 hours a day at 1-800-899-7745. The facility may be operated twenty-four (24) hours a day seven (7) seven days a week as needed.

The facility does not accept Haz Waste and has not had a spill in the past twelve (12) months.

The site of this facility, which covers approximately eight (8) acres, is shown in Figure No. 1 (one line sketch). The terrain is relatively flat throughout.

The Port Everglades Facility has incorporated secondary containment in all areas where during normal operations there is a reasonable potential for an oily wastewater spill.

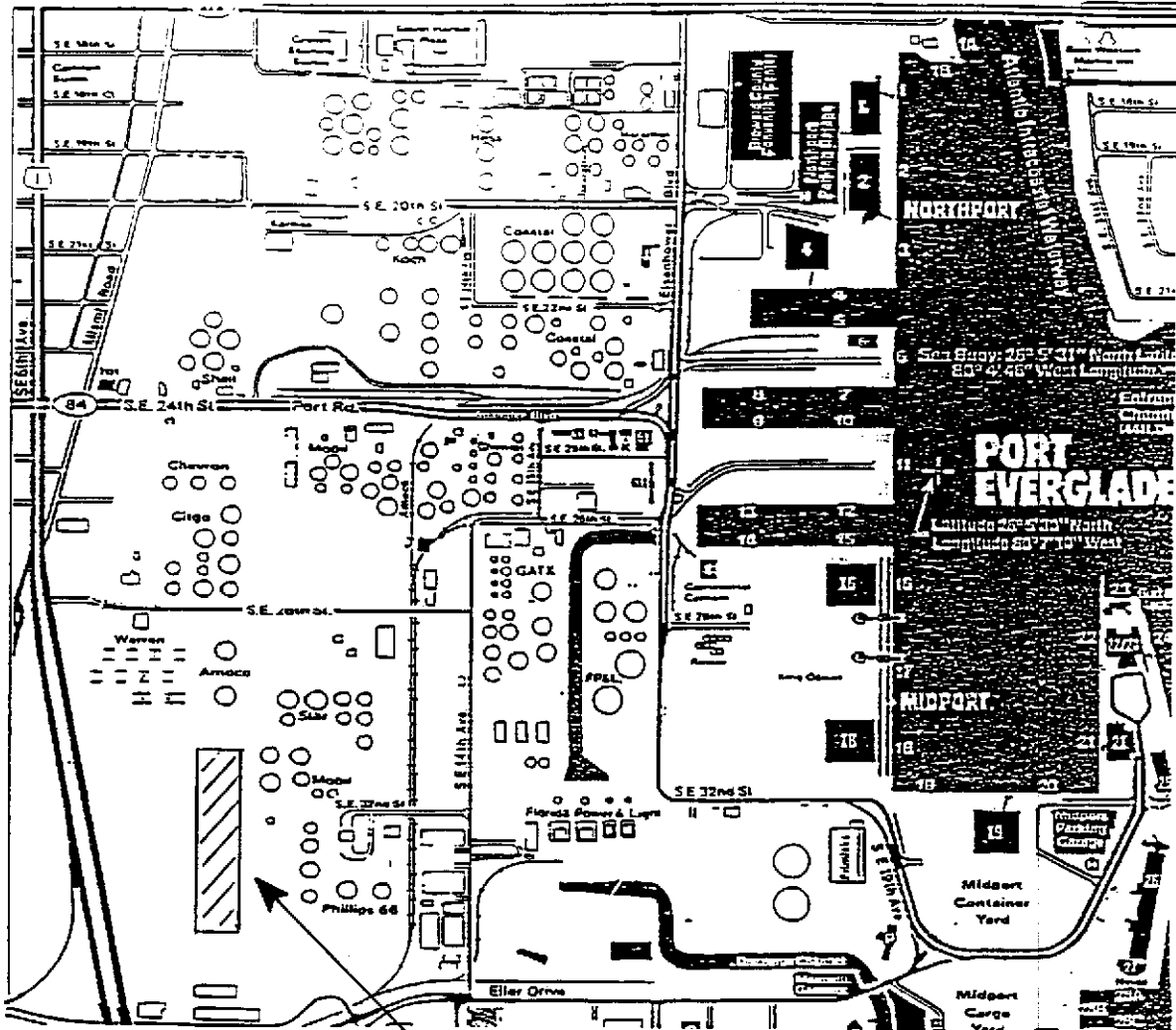
Details of tank size and contents are shown in Table 1.

During normal operations, all products are received from trucks.



Cliff Berry, Incorporated  
Environmental Services

33CFR 154.310 (a) (1) - Geographic Location of the Port Everglades Facility



SITE

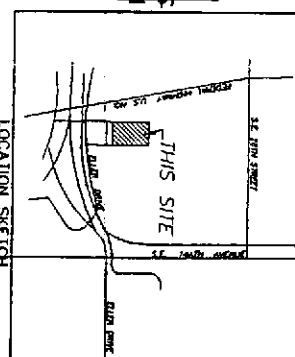
CBI - PORT EVERGLADES FACILITY

3400 S.E. 91st AVE DANIA BEACH, FL.

33316



FIGURE 1



**LEGAL DESCRIPTION**  
Parcel N<sup>o</sup>. 1, C&P 1981 No. 2, according to the plat thereof as received in Plot Book 182, Page 12, of the Public Records of Bennett County, Idaho, being further described as follows:  
The East one-half (E 1/2) of the East one-half (E 1/2) of the Northwest one-quarter (NW 1/4) of the Southwest one-quarter (SW 1/4), T43S, R30E, the South 262.00 feet thereof, of Section 23, Township 43 South, Range 30 East.

[illegible]

PARCEL "A", C.B.I. PLAT NO.2

SITE PLAN (OVERALL)

REVISIONS	DATE	BY:	CHK.
REVISED NOTES AND SUMMARY	11-1-80	J.E.	
AND FINANCIAL RECORD BOOK	6-12-81	M.K.	
REVISED PER FIELD COMMENTS	6-16-81	M.K.	

**DIVERSIFIED CONSTRUCTION**  
**DCES**  
**& ENGINEERING SERVICES**  
 2647 N. ANDREWS AVENUE FORT LAUDERDALE, FL 33311  
 954 564-9774 CB/6459 FAX 954 564-9758

**Table #1**  
**Vertical Tanks**

Tank #	Date Installed	Size (Gallons)	Material of Construction	Products
1	6-02	16,043	Steel	Used Oil/Water
2	6-02	17,771	Steel	Used Oil/Water
3	6-02	13,682	Steel	Used Oil/Water
4	6-02	13,682	Steel	Used Oil/Water
5	6-02	18,611	Steel	Used Oil/Water
6	6-02	18,611	Steel	Used Oil/Water
7	6-02	16,191	Steel	Used Oil/Water
8	6-02	10,576	Steel	Used Oil/Water
9	6-02	9,987	Steel	Used Oil/Water
10	6-02	635,415	Steel	Used Oil/Water

**2A. Spill Events:**

This facility will be constructed in 2002 and previous spill events are as follows:

No spill events have taken place at the facility.

**2B. Predication of Spill Behavior:**

- (a) A spill from any of the bulk storage tanks would be contained the diked area.
- (b) Any spill from drums stored on the concrete containment area, would be contained in the diked area and pumped out for reclaim and/or disposal in an approved site.

**2C. Bulk Storage Tanks:**

The materials and design of the bulk storage tanks are compatible with the product they hold. A tank integrity inspection will be made of each tank daily and records will be kept of results of inspections in logbooks. All aboveground tanks, their foundations and supports will be visually inspected daily during routine operations. Each aboveground storage tank's contents are measured manually, checked for overfill protection each time the tank is filled. Records of contents are maintained on site. Also, gaskets, pumps, lines, etc. are inspected daily by personnel. Any leakages are reported and recorded.

**2D. Inspection Records:**

Inspection, their frequency and records are maintained as follows:

Inspection/Test	Frequency	Record
Tank integrity (visual)	Daily	Yes
Tank supports & foundations (visual)	Daily	Yes
Liquid sensing device's	Daily	Yes
Above ground valves, pipe & fittings (visual)	Daily	Yes
Corrective Actions	As Required	Yes

## **ON SHORE STORAGE TANK FARM & TRUCK LOADING FACILITY**

Cliff Berry, Inc.'s waste oil storage tank farm and truck loading facility is located at 3400 S.E. 9<sup>th</sup> Avenue, Dania Beach, Florida 33316. Cliff Berry, Inc.'s mailing address is P.O. Box 13079, Port Everglades Station, Fort Lauderdale, FL 33316.

All storage tanks have been individually inspected and repaired where applicable and evaluated for their suitability to store the oily waste water collected from a materials and construction point of view. In addition, containment for the tank facilities have been designed to contain the holdings in the largest tank plus ten (10%). There are no known below ground storage tanks at the New Fort Lauderdale Facility and there are no bypass valves used in any system that would allow an inadvertent spill outside the storage tank containment facilities.

### **3A. Dikes, Berms or Retaining Walls Sufficiently Impervious to Contain Spilled Oil:**

Cliff Berry, Inc.'s used oil vertical tank facility is contained by a concrete wall approximately 8 feet high by 8 inches in thickness; secondary containment is provided by 8 inches thick impervious concrete slab located within the concrete containment wall. Ten storage tanks used for used oil storage and oily water are anchored to the concrete pad within the retaining wall.

### **3B. Curbing:**

A concrete slab is also located outside the tank farm, in the truck unloading area. The slab is sloped inward toward the retaining wall and also has a slight curb to it, in order to prevent run off of spilled materials. (Minimal spills).

### **3C. Culverting, Gutters or Other Drainage Systems; Sumps:**

The tank farm has three (3) concrete impervious sumps. Two (2) are located inside the retaining wall and one is located within the sloped concrete pad at the truck unloading area. Should a spill occur, these sumps would be used to catch spilled materials.

### **3D. Spill Diversion Ponds:**

Cliff Berry, Inc. has no spill diversion ponds at this facility.

### **3E. Retention Ponds:**

Cliff Berry, Inc. has no spill retention ponds at this facility.

### **3F. Sorbent Materials:**

Note: see equipment and sorbent list.

**3G. Spill and Rainwater Disposal:**

Cliff Berry, Inc. maintains a fleet of vacuum and pump trucks as well as mobile fractanks and also tanker trailers. Should a spill occur at our facility this equipment would be used for recovery, storage and transportation of spilled material to an approved disposal site.

Rainwater in the tank farm containment areas is visually checked for any sheen or contamination. If clean, the water is pumped out of the containment areas through an oil water separator to the drainage pond located just north of the tank farm, as per our Stormwater/Drainage Permit.

**3H. Visual Inspection:**

All storage tanks, foundations and structural supports will be visually inspected by operating personnel as a part of everyday operations. Upon the first indication of any degradation the necessary and appropriate action will be taken to correct the problem. Records of visual inspections will be maintained both at the facility and communicated to line management for review and incorporation in the operating files.

**3I. Fail Safe Operation:**

Consideration has been given to "Fail Safe" operation where applicable. The receiving tanks (atmospheric storage) are gauged and recorded daily to prevent inadvertent overfilling during discharges from tanker trucks. During transfer operations personnel will physically monitor levels in applicable tanks and be equipped with radios to communicate level status to plant operators. Level sensors and communication equipment will be tested periodically and repaired as required. Spare parts in sufficient quantity will be maintained as recommended by the manufactures.

**3J. Safe Vehicle Operation:**

Operators of vehicles entering the facility will have been trained in safe vehicle operation and have several years experiences at other similar operating tank farm facilities. Warning signs will be posted where appropriate. There is minimum probability of damage to aboveground piping. Operations will be trained in loading/unloading procedures to preclude spills and containment has been provided in this area.

**3K. Operation on Call Status**

The facility is fully fenced and gates are locked. During off hours, operations personnel are maintained in an On-Call status in the event they are needed to respond to any condition requiring their response.

**3L. Storage Tanks and Piping Inspection:**

All storage tanks, piping, joints valve glands and bodies, pipeline supports, metal surfaces and other aboveground equipment and facilities for holding oil and water will be visually checked by each employee as they pursue their daily work. Any and all discrepancies will be reported immediately to the supervisor. Additionally, an entry will be made in the record of any discrepancy and the corrective action taken.

A DETAILED AND SPECIFIC VISUAL CHECK OF THE ENTIRE FACILITY WILL BE MADE ON THE FIRST WORKING DAY OF EACH MONTH. RECORDS OF THESE INSPECTIONS WILL BE MAINTAINED ON-SITE.

## **SECURITY AT FACILITY**

The Cliff Berry, Inc. facility is fully fenced and the entrance gates are locked when the plant is not in use or unattended. The Broward County Sheriff's Department patrols the facility twenty four (24) hours a day, seven days a week.

Facility lighting has been installed to enhance visibility during hours of darkness for discovery of spills and to prevent spills by acts of vandalism.

## **SPILL RESPONSE**

Should a spill happen at Cliff Berry, Inc.'s facility the qualified individual (Primary Emergency Coordinator) or alternate qualified individual (Back up Emergency Coordinator) will initiate the following: (see page 9.3 for contact information).

### **5A. Emergency Spill Response Procedure**

Immediate steps for drivers and facility technicians:

- ◆ Stay with the vehicle until help arrives
- ◆ Use emergency numbers in spill plan to contact line management
- ◆ Keep the public away
- ◆ Dike off or boom liquids from entering sewers, storm sewers or water ways, follow emergency plans for further containment

### **5B. Emergency Response Plan**

This practical emergency response plan is designed to provide a guide to appropriate actions in the event of a spill. The most important is to remain calm and try to get the situation under control as soon as possible.

- ◆ Do not panic, remain calm. If you or anyone else is hurt or incapacitated, call for medical assistance
- ◆ Evaluate the degree of contamination to the facility and estimate the number of gallons spilled
- ◆ Pump liquid back into one of the standby storage tanks
- ◆ Do your best to dike ahead of the spill to prevent oil from entering sewers and water ways.

### **5C: Spill Containment Procedures:**

Spills on pavement:

Call for booms and pads in amounts' appropriate for the spill. Use booms to contain spill by wiping them in a circular motion. Use vac to skim to remove oil. If spill is too large for booms;

- ◆ Call for sorbents and sand, and contain spreading oil by using sand or Oil Dri to circle the spill
- ◆ Call for vac truck, visqueen and backhoe. Remove oil-soaked sand and place on plastic visqueen and cover sand with additional visqueen to prevent rain from spreading oil. Stream or power flush pavement or concrete to remove residue.



### Spills on Soil:

Call for earth moving equipment (loader, backhoe, dump truck) and sand. Determine direction of oil flow and excavate an area for the oil to flow into. Around the spill contain oil with sand berm. Pump liquid oils to truck. Prepare a plastic tarp and sand berm on an area of clean ground. Remove oil soaked soil to visqueen while making sure that soil is contained by visqueen and berm. Have backhoe remove one foot below the surface of spill, or until visually clean. Call for further assistance to remove soil for treatment. Also, use OVA meter and analysis to determine further removal.

### Remove Oil Soaked Sorbent Material:

Place oil used sorbent material in double, heavy gauge plastic bags. Management will have these picked up and legally disposed of at an appropriate facility. Do not make bags heavier than approximately 40 pounds each.

## SECURITY ON SPILLS

During a large oil spill when thousands of dollars of clean up equipment is in use or stored at various locations throughout the clean up area, one must establish security over this equipment during the very early stages of the spill. Some of the steps that can be taken to reduce theft and vandalism are shown in the checklist below:

### Checklist

- ◆ Contact a security company to provide guards where equipment is being stored or maintained. Make sure these guards can communicate with the Command Center at all times.
- ◆ Contact a fence company to provide fenced security areas for equipment.
- ◆ Local police departments can help in providing security, with off duty officers.
- ◆ Establish equipment and clothing distribution areas so personnel and equipment can be checked in and out.
- ◆ To ensure secure operations provide guards, toilet, and waste disposal facilities in decontamination and food serving areas.
- ◆ Establish First Aid kits or First Aid facilities throughout the clean up area. Consider hiring off duty nurses to attend to general first aid treatment cases. They would also be qualified to determine when and if a person required additional or more intense medical treatment.
- ◆ Provide lighting for security, decontamination, and equipment storage areas. Make sure that cleanup contractors and other involved personnel are provided adequate lighting at night.
- ◆ Issue temporary identification badges to all personnel involved in the cleanup operation. Insure custody control procedures are established for I.D. badges, so they will not fall into the wrong hands.
- ◆ As soon as possible, establish a claims office to handle the daily complaints for shoreline damage, boat damages, and many other claims which are made during the spill. This claims office should be near the spill site, but NOT near the Command Center.
- ◆ Establish a "Right Away" person who can make arrangements to access private property to support the clean up.
- ◆ Establish sign out and return procedures for tools and consumables.
- ◆ Assign a key person to monitor all contractor activities regarding people, equipment in use, and hourly accounting.

- ◆ Assign security personnel to report safety infractions in the work place directly to the OSC at the Command Center.

Note: It is very important that adequate communications equipment is readily available for security and related operations.

## MATERIALS

SPC OIL SORBENT	SIZE		QUANTITY
SPC 100 Pads	17" x 19" x 3/8"	100 Pads/Bale	40
SPC 200 Pads	17" x 19" x 3/16"	200 Pads/Bale	120
SPC 50 Pads	34" x 38" x 3/8"	50 Pads/Bale	40
SPC 810 Boom	10' x 8"	4 Boom/Bale	70
SPC 510 Boom	10' x 5'	4 Boom/Bale	50
SPC 5110 Boom	10' x 5" (DBL Boom)	4 Boom/Bale	5
SPC 10 Pillow	14" x 25"	10 Pillows/Bale	15
SPC 1900 Sweep	17" x 100'	1 Sweep/Bale	80
SPC 150 Blanket	38" x 144' x 3/8"	1 Blanket/Bale	20
SPC 152 Blanket	19" x 144' x 3/8"	2 Blankets/Bale	10
SPC 27 Particulate		1 Bag/Bale	5

SORBENT INDUSTRIAL RUG & SUPER SIR			
Sir 36 Rug	36" x 300'	1 Rug/Bale	10
Sir 18 Rug	18" x 300'	2 Rugs/Bale	15
Sir 001 Pads	18" x 18"	100 Pads/Bale	10

COBRA COIL			
CC 400 Coils	3" x 48" Long	12 Coils/ Box	15

SPC UNIVERSAL PLUS			
Description			Quantity
UN 915 pillows 9" x 15"	16 pillows/bag	1 bag/case	10
Oil Snare			25 boxes
Plastic sheeting 20' x 100'			5 rolls
Plastic bags			2000 bags

<b>Description</b>	<b>Quantity</b>	
Steel overpack drums	10	drums
Poly overpack drums	5	drums
55 gallon Open Head Drums (DOT approved)	50	drums
Coveralls - Tyvek	100	suits
Coveralls - Saranyx	50	suits
Respirator cartridges	100	sets
Rubber boots (heavy duty)	50	pairs
Rubber gloves (heavy duty)	200	pairs
Water soluble industrial cleaning fluid	55	gallon
Industrial solvent	55	gallon
Industrial scrub brushes	15	
Industrial squeegees	10	
Dip nets (spill equipment)	30	
Tyvek hoods	100	
Clear PVC booties	25	pairs

# CLIFF BERRY, INC.

## EQUIPMENT LIST

Page 1

DESCRIPTION

QUANTITY

### BOATS & BARGES

ALUM. UTILITY BOAT W/MOTOR 14'	2
ALUM. WORK BOATS W/MOTOR 30,40 & 15HP	4
FIBERGLASS WORK BOAT W/MOTOR 20'	1
LANDING CRAFT - 36'	1
PONTOON BOAT W/MOTOR 85 HP	1

### HEAVY EQUIPMENT

BACKHOE/FRONTEND LOADER (COMBO)	1
BOBCAT LOADER	1
BULLDOZER	1
DRUM GRABBER	1
FRONTEND LOADER	2
TRACKHOE	1

### LIGHT EQUIPMENT

AIR COMPRESSOR	3
AIR COMPRESSOR W/TRAILER	1
AIR FILLING STATION	1
ATV'S	3
BLOWERS, PORTABLE GAS POWERED	2
BOOM ANCHORS	20
BUOYS, LIGHTED	25
CHAIN SAW	4
COMBUSTIBLE OXYGEN, TOXILOGOLY METER	1
CONTAINMENT BOOM (24", 18" & 12")	10,000'
CUTTING SAW, GAS POWERED	1

## DESCRIPTION

## QUANTITY

## LIGHT EQUIPMENT

DBL DIAPHRAM PUMP 1"	2
DBL DIAPHRAM PUMP 2"	1
DBL DIAPHRAM TRANSFER PUMP 3"	3
FASTANK - 250 GAL	1
FRAC TANK - 20,000 GAL	2
GENERATOR 15KW	1
GENERATOR 3,000 WATT	1
GENERATOR 4,000 WATT	2
GENERATOR 400 WATT	1
GENERATOR 5,000 WATT	1
HOSE 2"	200'
HOSE 3"	200'
HOT WATER PRESSURE CLEANER	3
HYDRAULIC POWER PACKS	2
JACK HAMMER & BIT	1
LIGHT TOWER UNIT	8
OIL MOP SKIMMER	1
OVA METER	1
PORTABLE CUTTING TORCH	1
PORTABLE WELDER	1
PRESSURE CLEANER	2
PUMPS, SUBMERSIBLE 6"	2
RADIO, PORTABLE TWO WAY VHF	10
RED DEVIL BLOWER & HOSE	1
ROLLOFF CONTAINER (20 YDS)	4
ROLLOFF CONTAINER (40 YD)	1
ROPE	1,000'
SCOTT AIR PACK	3
SCOTT AIRLINE CASCADE SYS W/KA PAK	8
SHOVELS, ROUND POINT	20
SHOVELS, SQUARE POINT	20
SHOVELS, POLY	5

## DESCRIPTION

## QUANTITY

## LIGHT EQUIPMENT

SKID TANK	5
SKIMMER (MADUSO) 2,000 GAL	1
SKIMMER (WEIR) 1,000 GAL	1
SLOAN PUMP 4"	1
STAGING TENT (20'X20')	1
TOOL SET, NON SPARKING	1
WELDER 4 CYCLE (MILLER)	2
WHEELBARROWS	10
YARD RAKES	10

## VEHICLES

BOX TRUCKS	2
BUCKET TRUCK (50')	1
CRANE TRUCKS (2 TON)	2
DUMP TRUCK	1
EMERGENCY RESPONSE TRAILER (18'-20')	2
EMERGENCY RESPONSE TRAILER (40' MOBILE)	3
EMERGENCY RESPONSE VAN	2
FLATBED TRAILERS	3
INDUSTRIAL VACUUM UNIT W/ CYCLONE DRUM LOADER	1
MOBILE COMMAND UNIT	2
PUMP TRUCKS	2
ROLLOFF TRUCK	1
SMALL VEHICLES (CARS, 2W DR TRUCKS ETC.)	6
TANK TRAILERS	3
TRACTORS FOR TRAILERS	5
VACUUM TRUCKS (2,500 - 3,600 GAL)	5



## **PERSONNEL TRAINING AND DRILLS**

Operating personnel will be instructed in the proper operation and maintenance of equipment to prevent the discharge of oil and applicable pollution control rules and regulations.

Operating personnel will receive spill prevention briefings at intervals' frequent enough to assure adequate understanding of this SPCC Plan.

The training of all appropriate personnel in the prompt and effective response to an oil spill incident is an important aspect of Cliff Berry Inc.'s oil spill preparedness. Training is intended to assure that all personnel clearly understand the contents of this plan and their respective roles. Personnel also receive periodic familiarization training on the plan and training commensurate with their responsibilities to prepare them in carrying out their job responsibilities in a prompt and efficient fashion.

Since Cliff Berry, Inc. also offers a contract service of twenty four (24) hour oil spill response, all personnel receive invaluable on the job training responding to real spill events. This practical application of oil spill mitigation techniques supplements the OSHA mandated Haz Woper training.

In addition to the above training, CBI has elected to implement the National Preparedness' for Response Exercise Program (PREP) to satisfy exercise requirements under the Oil Pollution Act of 1990 (OPA-90). The PREP is a unified, federal effort which incorporates the exercise requirements of the U.S. Coast Guard (USCG), the Environmental Protection Agency (EPA) and the Research and Special Programs Administration (RSPA) Office of Pipeline Safety under the Department of Transportation.

The following two pages outline the training and drill plans for Cliff Berry, Inc.

## CBI PERSONNEL TRAINING REQUIREMENTS

ON AND OFF SITE EMERGENCY EVENT (by 29 CFR 1910.120)	POST-EMERGENCY CLEANUP (OFF-SITE)
<p style="text-align: center;"><b>TRAINING IS DEPENDENT UPON RESPONSIBILITIES AND THE LEVEL OF RESPONSE</b></p> <p style="text-align: center;">1. First Responder Operations Level 29 CFR 1920.120 (q) (6) (ii)</p> <p>Personnel who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures.</p> <p>These personnel receive at least eight hours of training or have had sufficient experience to objectively demonstrate competencies as outlined in 29 CFR 1910.20(q) (6) (iii) (A)-(F).</p> <p style="text-align: center;">2. Hazardous Materials Technician 29 CFR 1920.120 (q)(6)(ii)</p> <p>Personnel who respond to releases or potential releases for the purpose of stopping the release assume a more aggressive role than a first responder at the operations level in that they approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance.</p> <p>Personnel responding to an emergency off site receive at least 24 hours of training equal to the first responder operations level and have additional competencies as outlined 29 CFR 1910.20(q) (6) (iii) (A)-(I)</p> <p style="text-align: center;">3. Hazardous Material Specialist 29 CFR 1920.120(q)(6)(iv)</p> <p>Personnel who respond with and provide support to hazardous material technicians have a more specific knowledge of the various substances they may be called upon to contain. They receive at least 24 hours of training equal to the technician level and have additional competencies as outlined in 29 CFR 1920.120 (q)(6)(iv)(A)-(I)</p> <p style="text-align: center;">4. On Scene Incident Commander 29 CFR 1910.120 (q)(6)(V)</p> <p>Personnel receive at least 24 hours of training equal to the first responder operations level and have additional competencies as outlined in 29 CFR 1920.120(q)(6)(v)(A)-(F).</p> <p style="text-align: center;">5. Refresher Training 229 CFR 1910.120(q)(8)(I)</p> <p>Personnel who are trained in accordance with paragraph (q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.</p>	<p style="text-align: center;">Personnel Osha Instruction CPL-2-2.5(11/05/99)</p> <p>Minimum of 4 hours for job duties with low magnitude of risk.</p> <p style="text-align: center;">29 CFR 1910.120(c)(3)</p> <p>For a high magnitude of risk job, 40 hours of initial training and three days of supervised field experience under the direct supervision of a trained, experienced supervisor. Annual 8 hour refresher training.</p> <p>For a limited task or fully characterized area worker, 24 hours of initial instruction and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor. Annual 8 hours of refresher training.</p> <p style="text-align: center;">2. Management and Supervisor 29 CFR 1910.120(e)(4)</p> <p>40 hours of initial training, three days of supervised field experience and at least eight additional hours of specialized training at the time of job assignment on such topics as, but not limited to the employer's safety and health program and the associated employee training program.</p> <p style="text-align: center;">3. Refresher Training</p> <p>Personnel specified in (c)(1) and (c)(4) above shall receive 8 hours of refresher training annually and any critiques of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.</p> <p style="text-align: center;">4. Equivalent Training (29) CFR 1910.120(e)(9)</p> <p>Employers who can show by documentation or certification that an employee's work experience and/or training has resulted in training equivalent to the training required in 1 &amp; 2 above, shall not be required to provide the initial training requirements. Employer shall provide a copy of the certification or documentation the employee upon request.</p>
	<p style="text-align: center;"><b>POST-EMERGENCY ON SITE</b></p> <p style="text-align: center;">1. Site Employees, Management and Supervision 29 CFR 1910.120 (q)-(11)-(iii)</p> <p>Employees are trained according to the requirements of 29 CFR 1910.38(a) emergency action plan; 1910.134 respiratory protection; 1910.1200 hazard communication and other appropriate safety and health training made necessary by the tasks that they are expected to perform</p> <p style="text-align: center;">2. Refresher Training 29 CFR 1910.38 (a)(5)(iii)(A)-(C)</p> <p>Emergency plan training is required initially when the plan is developed, whenever the employee's responsibilities or designated actions under the plan change, or whenever the plan is changed.</p> <p style="text-align: center;">29 CFR 1910.1200(h)</p> <p>Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of initial assignment, and whenever a new hazard is introduced into their work area.</p>

**OPA 90  
PREP TRIENNIAL DRILL SCHEDULE**

Triennial Drills must include the following exercises:

**Terminal and Pipeline Drills**

DRILL TYPE	FREQUENCY	DRILLS/3 YR. PERIOD	AGENCY	INITIATING AUTHORITY
Q1 Notification	Quarterly	12	USEPA, USCG RSPA	Facility Response Team/OSRO (6)
Response Team Notification	Quarterly	12 (5)	RSPA	Facility Response Team/OSRO
Equipment Deployment	Semi-Annual	6 (1)	USEPA, USCG	Facility Response Team/OSRO
Exercise Entire Response Plan	All Components Every 3 years	1	USEPA, USCG RSPA	Facility Response Team/OSRO

**CORPORATE RESPONSE TEAM DRILLS**

Table Top Exercise	Annual	1	USEPA, USCG	Corporate Team/OSRO
Unannounced Equipment Deployment	When Announced	None	USEPA, USCG	Facility/Team OSRO
Area Exercise	When Announced	20 (2)	USEPA, USCG	Facility and/or Corporate Team/OSRO

1. Three Drill must be announced.
2. 20 exercises total nationwide per year.
3. One drill must include a worst case discharge scenario.
4. Must have six months minimum lapse between exercises
5. Notification of response team applies to Facility Response Team or Prearranged Response Contractors.
6. OSRO = Oil Spill Removal Organization  
USEPA = Environmental Protection Agency  
USCG = United States Coast Guard  
RSPA = Research and Special Programs Administration

## **FACILITY EMERGENCY**

Name of Facility: Port Everglades Facility  
Type of Facility: Oily Wastewater Transfer Facility  
Location of Facility: 3400 S.E. 9<sup>th</sup> Avenue  
Dania Beach, FL 33316

### **Name and Address of Owner or Operator:**


Name: Cliff Berry, Inc.  
Address: P.O. Box 13079  
Fort Lauderdale, FL 33316

Person accountable for spill prevention, emergency procedures, reporting and employee training:

Cliff Berry, II  
President

### **MANAGEMENT APPROVAL**

The individuals designated as Emergency Coordinators in the absence of the emergency coordinator are authorized to commit the resources needed to carry out this plan.

  
Signature

Name: Cliff Berry, II  
Title: President

## Review and Update

This contingency plan will be reviewed, and immediately amended, if necessary, whenever:

1. Applicable regulations are revised;
2. The plan fails in an emergency;
3. The facility changes - in its design, construction, operation, maintenance, or other circumstance - in a way that materially increases the potential for fires, explosions, or releases of used oil, or changes the necessary in an emergency;
4. The list of emergency coordinators changes;
5. The list of emergency equipment changes.

## Emergency Response Arrangements

1. Fire Department: Broward County Fire Department  
Copy of contingency plans: (see next page)  
Emergency Response Arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Police Department: Broward County Sheriffs Office  
Copy of a contingency plan: (see next page)  
Emergency Response Arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Hospital: Broward General Medical Center  
Copy of a contingency plan: (see next page)  
Emergency Response Arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Emergency Response Contractor: Cliff Berry, Inc.

## **Emergency Coordinators**

### **1. Primary Emergency Coordinator**

**Name:** Cliff Berry, II  
**Title:** President  
**Address:** 738 N.E. 16<sup>th</sup> Ave.  
Fort Lauderdale, FL 33304  
**Phone:** Office (954) 763-3390 or (954) 763-5455  
Home: (954) 525-3810  
Beeper (954) 307-4881  
Mobile (954) 325-7392

### **2. Back Up Emergency Coordinator**

**Name:** Jeff C. Smith  
**Title:** Director of Environmental Services  
**Address:** 1060 N.W. 124<sup>th</sup> Terrace  
Sunrise, FL 33323  
**Phone:** Office: (954) 763-3390 or (954) 763-5455  
Home: (954) 846-7483  
Beeper: (954) 469-0596  
Mobile: (954) 325-7415

### **3. Back Up Emergency Coordinator**

**Name:** Brandon Dow  
**Title:** Project Manager  
**Address:** 3243-4 N.W. 44<sup>th</sup> Street  
Fort Lauderdale, FL 33309  
**Phone:** Office: (954) 763-3390 or (954) 763-5455  
Home: (954) 739-1151  
Beeper: (954) 244-3765  
Mobile: (954) 444-5827

**Fort Lauderdale Fax Number:** (954) 764-0415

## **Emergency Procedures - Responsibilities of the Emergency Coordinator or Designee**

1. Activate the Port Everglades Facility alarm/communication system to notify all facility personnel by:
  - a. Announce the emergency situation using the Nextell radio system.
  - b. Also, notify facility personnel by word of mouth.
2. Notify appropriate State or Local Agencies with designated response roles if their help is needed. In the case of fire or explosion:
  - a. Call 911 to notify fire department.
3. Identify the character, exact-source, amount and extent of any released materials. This may be done by observation, review of facility records and/or chemical analysis.
4. Assess possible hazards to human health of the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire or explosion. If assessment indicates that evacuation of local areas may be advisable, immediately notify appropriate local authorities. Be available to help local authorities decide whether local areas should be evacuated.
5. Notify immediately the government official designated as the on scene coordinator of the National Response Center using their twenty-four (24) hour toll free number (800) 424-8802. The report must include:
  - a. Name and telephone number of person reporting;
  - b. Name and address of facility;
  - c. Time and type of incident (release, fire, etc.);
  - d. Name and quantity of material(s) involved;
  - e. The extent of injuries, if any;
  - f. The possible hazards to human health, or the environment, outside the facility.
6. Take all reasonable actions necessary to ensure that releases, fires and explosions do not occur, recur, or spread to other used oil or waste at the facility.
7. After the emergency is over, provide for the recycling, storing or disposal of recovered material or material that result from a release, fire or explosion. In the affected area(s) of the facility make sure that no waste or used oil that may be incompatible with the released material is recycled, treated, stored or disposed of until cleanup procedures are completed. All emergency equipment listed in the contingency plan need to be cleaned and fit for its intended use before operations are resumed.

8. Notify the Regional Administrator and appropriate State and Local Authorities that the facility is in compliance with 40CFR part 279.52 before resuming operations in the affected area(s) of the facility.
9. Note in the operating record the time, date and detail of any incident that requires implementing the contingency plan.
10. Submit a written report within fifteen (15) days after the incident to the Regional Administrator. The report must include:
  - a. Name, address, and telephone number of the owner or operator;
  - b. Name, address and telephone number of the facility;
  - c. Date, time, and type of incident (release fire, etc.);
  - d. Name and quantity of materials involved;
  - e. The extent of injuries, if any;
  - f. An assessment of actual or potential hazards to human health or the environment, where applicable;
  - g. Estimated quantity and disposition of recovered material that resulted from the incident.

#### **Requirements for Notification**

1. Name and telephone number of person making notification.
2. Name and address of the facility.
3. Type and time of incident.
4. Name and quantity of material involved.
5. The extent of injuries if any.
6. The possible hazards to human health, or the environment, outside the facility.
7. The name and telephone number of the person or persons or persons to be contacted for more information. List on page 9.3.
8. Wait for the other party to hang up, do not hang up first.



## **Emergency Contact Phone Numbers**

1. Fire (Broward County Fire Department) ..... 911
2. Police (Broward County Sheriff's Office) ..... 911
3. Ambulance of Emergency ..... 911
4. Nearest Emergency Medical Facility  
Medworks Occupational Healthcare Centers  
407 S.E. 24<sup>th</sup> St., Fort Lauderdale, FL 33316 ..... (954) 467-2140
5. Nearest Hospital  
Broward General Medical Center  
1600 South Andrews Avenue, Fort Lauderdale, FL  
Emergency Care Center ..... (954) 355-4400
6. National Response Center ..... (800) 424-8802
7. Federal - U.S. EPA, Region IV ..... (404) 562-8357
8. State - Florida DEP ..... (561) 681-6673  
Emergency Response ..... (800) 320-0519
9. Local -DPEP ..... (954) 519-1400
10. Chemtrec ..... (800) 424-9300
11. U.S. Coast Guard ..... (305) 535-8705

## GENERAL RESPONSIBILITIES

### Personnel Assignments

A. Coordination (Emergency Coordinator)

1. Cliff Berry, II (Leader)
2. Jeff Smith (Back Up)
3. Brandon Dow (Back Up)

B. Communication

1. Jeff Smith (Leader)
2. Cliff Berry, II (Back Up)
3. Brandon Dow (Back Up)

C. Evacuation

1. Brandon Dow (Leader)
2. Jeff Smith (Back Up)

D. Emergency Situation

1. Emergency Assessment  
Cliff Berry, II (Leader)  
Jeff Smith (Back Up)  
Brandon Dow (Back Up)
2. Spill Containment  
Cliff Berry, II (Leader)  
Jeff Smith (Back Up)  
Brandon Dow (Back Up)

E. Emergency Team

1. Fire Fighting ..... Jeff Smith and Brandon Dow
2. Spill Containment ..... Jeff Smith and Brandon Dow

F. First Aid

1. Jeff Smith
2. Brandon Dow

## **Description of Personnel Assignments**

- A. **Emergency Coordinator:** Assess all possible hazards for severity. Responds to, coordinates and aids in Remediation of all hazards. Coordinates all evacuation and return to normal operation. In the event that the communication leader is out of the office the coordinator's first backup becomes the communication leader.
- B. **Communication Leader:** Responsible for informing the office and plant personnel of hazards. Informs the evacuation leaders of need to evacuate. Informs the main office of the situation. Handles media communication. In the event that the coordinator is out of the office, then the communication leader becomes the coordinator.
- C. **Evacuation:** Responsible for guiding personnel to staging area. Makes sure that all personnel are out of the office in an evacuation. Assist's coordinator in his tasks. Conducts head count at the staging area.
- D. **First Aid:** Responsible for cardio pulmonary resuscitation and first aid to the other employees in case of accidents.

## **FIRE RESPONSE**

### **Fire Control Systems and Equipment**

1. All plant operational personnel have Nextel radios so that they are in constant communication with each other at all times.
2. Fire control equipment consists of:

Numerous fire extinguishers are located around the plant. They are inspected and certified (tagged) on an annual basis.

LOCATION OF FIRE EXTINGUISHERS

1-2

ACFE AG E

ELLER DRIVE

2 3 4 5 6 7

**CONJUGATION OF THE VERB TO BE**

63,000 GALLONS + 1.00 GAL/GAL = 63,000.00 G.G.	
WOLFE INCREASED BY VERTICAL BEAMS - 4,500 C.F.	
WOLFE DECREASED BY INCL. REDUCTION = 11,000 C.F.	
WOLFE DECREASED BY 2' WALL = 118 C.F.	

145 1977 100-0000

## GENERAL NOTES

NO POWER REL. IN ASSOCIATED WITH THIS UNIT

**ACREAGE**

## LEGAL DESCRIPTION

The East over-bank (E/O) of the East one-quarter (E1/4) of the North-half and over-bank (O/O) of the South-half one-quarter (S1/4) of the E1/4 of the East one-quarter (E1/4) of the North-half of Section 21 Township 60 South, Range 42 East.

**SALE PRICE**

PERIOD	SALES	EXPENSES	NET PROFIT
1960	100.00	20.00	80.00
1961	120.00	24.00	96.00
1962	150.00	30.00	120.00
1963	180.00	36.00	144.00
1964	200.00	40.00	160.00
1965	220.00	44.00	176.00
1966	250.00	50.00	200.00
1967	280.00	56.00	224.00
1968	300.00	60.00	240.00
1969	320.00	64.00	256.00
1970	350.00	70.00	280.00
1971	380.00	76.00	304.00
1972	400.00	80.00	320.00
1973	420.00	84.00	336.00
1974	450.00	90.00	360.00
1975	480.00	96.00	384.00
1976	500.00	100.00	400.00
1977	520.00	104.00	416.00
1978	550.00	110.00	440.00
1979	580.00	116.00	464.00
1980	600.00	120.00	480.00
1981	620.00	124.00	496.00
1982	650.00	130.00	520.00
1983	680.00	136.00	544.00
1984	700.00	140.00	560.00
1985	720.00	144.00	576.00
1986	750.00	150.00	600.00
1987	780.00	156.00	624.00
1988	800.00	160.00	640.00
1989	820.00	164.00	656.00
1990	850.00	170.00	680.00
1991	880.00	176.00	704.00
1992	900.00	180.00	720.00
1993	920.00	184.00	736.00
1994	950.00	190.00	760.00
1995	980.00	196.00	784.00
1996	1000.00	200.00	800.00
1997	1020.00	204.00	816.00
1998	1050.00	210.00	840.00
1999	1080.00	216.00	864.00
2000	1100.00	220.00	880.00
2001	1120.00	224.00	896.00
2002	1150.00	230.00	920.00
2003	1180.00	236.00	944.00
2004	1200.00	240.00	960.00
2005	1220.00	244.00	976.00
2006	1250.00	250.00	1000.00
2007	1280.00	256.00	1024.00
2008	1300.00	260.00	1040.00
2009	1320.00	264.00	1056.00
2010	1350.00	270.00	1080.00
2011	1380.00	276.00	1104.00
2012	1400.00	280.00	1120.00
2013	1420.00	284.00	1136.00
2014	1450.00	290.00	1160.00
2015	1480.00	296.00	1184.00
2016	1500.00	300.00	1200.00
2017	1520.00	304.00	1216.00
2018	1550.00	310.00	1240.00
2019	1580.00	316.00	1264.00
2020	1600.00	320.00	1280.00
2021	1620.00	324.00	1296.00
2022	1650.00	330.00	1320.00
2023	1680.00	336.00	1344.00
2024	1700.00	340.00	1360.00
2025	1720.00	344.00	1376.00
2026	1750.00	350.00	1400.00
2027	1780.00	356.00	1424.00
2028	1800.00	360.00	1440.00
2029	1820.00	364.00	1456.00
2030	1850.00	370.00	1480.00
2031	1880.00	376.00	1504.00
2032	1900.00	380.00	1520.00
2033	1920.00	384.00	1536.00
2034	1950.00	390.00	1560.00
2035			

ACREAGE =

PARCEL "A", C.B.I. PLAT NO.2

SITE PLAN (OVERALL)

[illegible]

## DIVERSIFIED CONSTRUCTION

**DCES**  
ENGINEERING SERVICES

2647 N. ANDREWS AVENUE FORT LAUDERDALE, FL 33311  
954 564-9774 EB/6459 FAX 954 564-9759

365-95B

Sheet 1 of 1

## **Emergency Procedures**

### **Fire**

1. Upon initial sighting, notify all personnel via Nextel radios and notify Fire Department immediately by calling 911. If fire is in its incipient stage, respond with extinguishers.
2. Immediately alert emergency coordinator by word of mouth.
3. Emergency coordinator will assess danger and will initiate response to fire, shutdown procedure, and/or evacuation.
4. All nonessential personnel should evacuate as soon as the alarm sounds.
5. Emergency personnel will be given the following information:  
(See notification Page 9.4 & 9.5)
6. If trapped by a fire in area:
  - a. Close all doors between you and the fire.
  - b. Seal all door cracks and vents the best you can.
  - c. Use the telephone to call the fire department and give your situation.
  - d. Sit on the floor calmly as far away as possible from the fire.

## **Emergency Evacuation**

- Upon encountering a fire or smoke, immediately alert the coordinator, sound the alarm and commence evacuating the plant and office areas.
- Depending on the location of the emergency, personnel should evacuate via the front or rear of the building and proceed to the southeast corner of the main parking lot for the head count. Do not stay near any of the buildings.
- CBI management, under direct orders from the fire chief, will permit re-entry into the building after resetting the fire alarm. At that time the emergency coordinator will instruct CBI personnel and all tenants to return to their offices.

## **Shutdown of Operation**

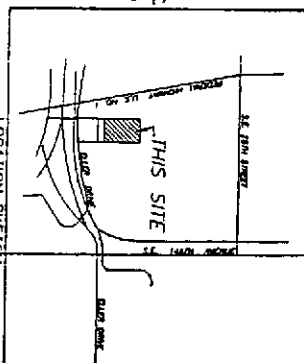
- Shut down all pumps.
- Close man ways, and access ports to tanks and railcars.
- Close all valves.
- Remove vehicles from site if it can be done safely.
- Shut down power to product movement areas.
- Close warehouse doors after confirming employees have evacuated.
- Open perimeter access gate for emergency crew.
- Move fire extinguishers to the location for the emergency crews.
- All nonessential personnel are to evacuate the premises immediately. Personnel should report to the southeast corner of the front parking lot so they can be accounted for.
- Plant personnel will provide security for site until emergency crews arrive.
- **UNDER NO CIRCUMSTANCE IS ANY ON TO ENDANGER THEMSELVES IN ORDER TO PROTECT EQUIPMENT AND/OR PRODUCT. IF YOU ARE IN DOUBT SACRIFICE THE EQUIPMENT AND/OR PRODUCT.**

## **Fire and Explosion**

- Do not attempt to fight a fire unless you have been trained to do so.
- If a fire is too large or the first attempt to extinguish it is unsuccessful, do not attempt a second try - EVACUATE.
- Attempts at fire fighting should only be made during the fires incipient stage.
  1. Only hand held portable extinguishers will be used by company employees when responding to fires. No hose lines will be used by company employees.
  2. Company employees will not attempt to extinguish any large fires or small fires with the potential to change rapidly.
    - a. Pump seal fires on a pressurized system
    - b. Ground fire in excess of 100 square feet in a congested process area.



LOCATION SKETCH  
N.T.S.



ELLER DRIVE

4 5 6 7 8 9

### COMPARIMENT AREA CALCULATIONS

	\$9,680 DOLLARS + 7.14% C.E.T.S. = \$10,440 C.F.
VOLUME DELIVERED BY VERTICAL MOUNTS -	2,532 C.F.
VOLUME OBTAINED BY FLOW MEASUREMENT -	11,400 C.F.
VOLUME OBSERVED AT 2' DIA. -	118 C.F.
<u>TOTAL</u>	<u>14,050 C.F.</u>

MADE TO ORDER  
 100% COTTON  
 100% COTTON  
 100% COTTON

GENERAL NOTES

Access  
point)

ACREAGE

## LETAL DESCRIPTION

[illegible]

**SIDE DATA:**

[illegible]

ACBFA63

PARCEL "A", C.B.I. PLAT NO.2  
SITE PLAN (OVERALL)

[illegible]

**DIVERSIFIED CONSTRUCTION**  
**DCES**  
**& ENGINEERING SERVICES**  
2647 N. ANDREWS AVENUE FORT LAUDERDALE, FL 333  
954 564-9774 EB/6459 FAX 954 564-9758

## **EXPLOSION RESPONSE**

### **Bomb Threat Procedure**

- I. Purpose  
To provide for the orderly gathering of information during a potentially stressful situation.
- II. Responsibility  
Anyone receiving a bomb treat has the responsibility to gather as much information as possible and report the facts to plant management. Use the attached checklist.
- III. Safety  
Remain calm. This will allow the maximum amount of information to be exchanged.  
Do not antagonize the other party
- IV. Procedure

#### Handling the Call

- a. Try to keep the caller on the line and make notes.
- b. Get specific information on what is going to happen.
  1. When will it go off?
  2. Where is it placed?
  3. What does it look like? Describe it.
  4. When was it put there?
  5. How do you know about this?
  6. Ask caller to repeat information.
- c.
  1. Ask for their name.
  2. Age.
  3. Sex.
  4. Mental condition - joking, angry, etc.
  5. General condition - drunk, on drugs, etc.
  6. Voice characteristics - accent, speech defects.
  7. Ethnic origin.
- d. What background noises are present? - trucks, music, etc.
- e. Immediately notify the emergency coordinator.
  1. If the threat is considered genuine, the emergency coordinator will notify the local police. Dial 911

2. Shut down and evacuate the plant. Refer to the evacuation procedure on page 11.2.
3. If there is time, organize a search with a minimum of employees. Stop the search and evacuate thirty (30) minutes prior to scheduled detonation.

#### Search - Overt Type

Potential bombs have no standard appearance. Be alert for any boxed (cardboard, metal or wood), suitcases, cans sections of pipe or other objects which appear out of place.

- a. Begin the search around the outside of each building and work in. The employees most familiar with a building should search that building.
- b. Inside buildings begin along the outside walls and work to the center. Ground floors first and upper levels following.
- c. Start with easily accessible places.
- d. Look for recently disturbed items or items out of place.
- e. Any suspicious objects should be reported to the person in charge. **DO NOT HANDLE OR DISTURB ANY SUSPECTED BOMB.** Write on a piece of paper any information that would identify the suspicious object, i.e., size and type of container, and exact location. Also, note the route of egress from the object.
- f. If one suspected bomb is located, continue the search, if it appears reasonably safe, until completed. More than one may have been set.
- g. Open all doors and windows in the building and evacuate to a minimum of 300 feet.
- h. The employee in charge and the person receiving the call should meet the police when they arrive. Tell the police the exact location of any suspicious objects and the egress routes from the object.
- i. In the event of detonation, activate the emergency response plan.
- j. Do not return to the building or location until the all clear is received.

#### Publicity

- a. All persons involved in the incident should be encouraged to keep the incident confidential.

- b. All inquiries from the public news media should be handled by the communication leader. If communication leader is not available, take a number and state that a return call will be made.

### Bomb Threat Call Checklist

#### Questions To Ask

#### Exact Wording of Threat

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

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Sex of caller \_\_\_\_\_

Age \_\_\_\_\_

Race \_\_\_\_\_

Length of call \_\_\_\_\_

#### **Caller's Voice:**

- |                                  |                                   |   |  |
|----------------------------------|-----------------------------------|---|--|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Loud           | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy          | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep           | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged         | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Stutter         |

If voice is familiar, who did it sound like? \_\_\_\_\_

#### **Background Sounds:**

- |  |  |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Office machinery  |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static            |
| <input type="checkbox"/> House noises  | <input type="checkbox"/> Local             |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Other             |

**Threat Language:**

- ☐ Well Spoken (educated)
- ☐ Message read by treat maker
- ☐ Foul

- ☐ Irrational
- ☐ Incoherent
- ☐ Tapered

Remarks: \_\_\_\_\_

Report call immediately to \_\_\_\_\_ Dial 911.

Fill out completely, immediately after bomb threat: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person receiving call \_\_\_\_\_ Position: \_\_\_\_\_

Phone number call received on: \_\_\_\_\_

Phone call taped: ☐ Yes ☐ No

## **ALL CLEAR**

### **All Clear Procedure**

- The only people allowed to issue the all clear are:  
The emergency coordinator  
The communicator
- Before an "All Clear" can be issued the following conditions must be met:

No readily apparent dangers to life or health can be present.

If outside emergency response personnel (i.e., fire department, police, etc.) have been involved, they must also give the all clear.

This information will be communicated verbally to the employees.

Once the "all clear" has been given by the local fire chief and police, only then will CBI personnel return to the plant. Entry to the facility will be led by the coordinator with at least one other person in attendance. Minimum safety equipment required is as follows:

Hard Hats  
Safety Glasses  
Safety Shoes

The following additional equipment may be required depending on what type of emergency transpired.

Cartridge respirators

Vapor detector and/or meter

No access will be permitted to CBI employees if any life support apparatus is required.

It is the responsibility of the coordinator to ensure that all local emergency response personnel have received all the information they require and are adequately prepared to respond again if necessary. It is also the responsibility of the coordinator to insure that the surrounding community is assisted in any deficiencies for which CBI is culpable.

## **MEDICAL EMERGENCY**

### **Medical Emergency Procedure**

- Initial report is to be made to the Plant Manager and/or the Operations Manager.
- As assessment will be made as the severity of the incident determining if medical assistance is to be called. In general if the employee is unable to walk on his won, he/she is to be kept at the scene while an ambulance is called.
- If the incident does not require an ambulance, the employee is to be transported to the applicable medical facility by supervisory personnel. Details of the incident along with other information, i.e., MSDS are to be provided to medical personnel. The supervisor will remain at said facility until a report on the employee's condition can be obtained.
- All office and plant personnel are to be trained in first aid and CPR. This training is to be used until relieved by Fire Rescue personnel.

Fire Rescue ..... 911

Medwork Occupational Healthcare Center ..... (954) 467-2140  
407 S.E. 24 Street (SR 84)  
Fort Lauderdale, FL 33316

Broward General Medical Center ..... (954) 355-4400  
1600 South Andrews Avenue  
Fort Lauderdale, FL 33316

### **Rescue**

Rescue operations are to be performed by outside emergency personnel whenever possible. CBI personnel will respond to rescue situations only when no outside assistance is available and there is no immediate danger to life and/or health.

All rescues will be directed by the coordinator.

#### **Rescue Criteria**

- Rescue is to be attempted when location of the employee is know.
- Rescue will not be attempted when the structure involved is on fire.
- Rescue activities involved with product releases will fall within the parameters of the SPCC Plan.

- No rescue efforts are to be made with less than three employees. One employee is to remain outside the hazard area at all times. If rescue is clearly a medical emergency and no hazardous environment exists, rescue may be attempted by less than three people.
- Communication must be maintained at all times. This is to be accomplished through the use of Nextel radios.



## **INCLEMENT WEATHER**

### **Inclement Weather and Natural Disaster**

1. In the event of inclement weather (hurricane, electrical storm, tornado), the emergency coordinator will make the assessment of the danger.
2. If the assessment is severe, the emergency coordinator will notify the communication leader to cancel the work day. If the assessment is not severe, operations may simply be suspended until the storm passes. The emergency coordinator will give a verbal "all clear" to employees once the inclement weather has passed. This covers incidents such as thunder storms and sporadic heavy rains which interfere with safe operations. During these times, shelter will be sought in the plant and main offices.
3. If the work day has not started, the communication leader will call the office personnel and inform them. He will call the main office and inform them.
4. If the workday is already underway, the communication leader will inform the office to shut down. The receptionist will inform the main office.

### **Natural Disaster**

1. As soon as a dangerous situation is assessed, the emergency coordinator will be notified.
2. The emergency coordinator will decide from the severity of the danger whether to remain in the office or to evacuation
3. If evacuation is necessary, then the emergency coordinator will announce this to the communication leader and/or to the evacuation leaders.
4. The office will evacuate through the evacuation routes. Evacuation will be done in an orderly manner to the southeast corner of the warehouse and everyone will remain in the southeast corner of the warehouse until the danger has passed.
5. If the imminent danger does not permit for evacuation, try to inform the emergency coordinator, search for an inside corner of a wall away from glass windows and product storage and remain there in a sitting position until the danger has passed.

## **Preparations for Hurricanes**

When a hurricane warning is announced for the South Florida area, the following preparations will be made by CBI personnel.

- a. All items which are not securely anchored will be moved into the warehouse. These include empty and full containers, all hoses and fittings, wall mounted extinguisher units, fork lifts, pallets and all other loose objects around the plant.
- b. All empty trailers are to be moved as far away from the building as possible. This includes all bulk trailers, box trailers and drums trailers.
- c. If there is ample time, secure plywood sheets and lag into the walls effectively covering the windows.
- d. Move as much equipment as possible above ground floor level. An ideal height for water sensitive items is five (5) feet.
- e. All mats, antennas, or other high flying apparatus should be dismantled and lowered to ground level. Any removable parts should be placed inside the main building warehouse.
- f. All vertical storage tanks should be filled with at least one (1) foot of product or water to keep the tank from blowing over in hurricane force winds. This procedure only needs to be done if hurricane winds will be in excess of 100 M.P.H.