

Emergency & Evacuation Procedures
Heritage - Crystal Clean, LLC
11643 103rd St.
Jacksonville, FL 32210

Emergency Telephone Numbers	
CHEMTREC	800-424-9300 "1"
Medical Emergencies Shands Jacksonville Hospital	911 (local) 904-244-0411
Police Emergencies City of Jacksonville Police	911 (local) 904-630-0500
Fire Emergencies City of Jacksonville, Fire and Rescue Dept.	911 (local) 904-630-3473
Duval County Emergency Response	904-255-3110
FLDEP NE District Emergency Response	904-256-1700
SWS/NRC Contractor	904-384-5319
Emergency Coordinator	<i>Kevin Falls</i> 904-625-1690 1520 Beecher Ln Orange Park, FL 32073 904-908-4711
Assistant Emergency Coordinator	<i>Dalton Register</i> 904-625-3289 4903 Alligator Blvd Middleburg, FL 32068 904-908-4711
EHS Dept	(847) 836-5670

It is the responsibility of each employee to know the location of each exit. Identify your primary exit along with secondary exits in the event your primary exit is unavailable.

Emergency Types

CHEMTREC Notifications

1. Immediately notify CHEMTREC at 800-424-9300 "1".
 - Give branch name, your name, contact number, nature of emergency (spill, auto loss, property damage, liability, injury), location
 - Stay on the phone to answer all questions.
 - You will be immediately contacted by the HCC EHS Department for further instructions.

Fire Emergency

1. Immediately sound the fire alarm by activating the air horn, 1 continuous blast. Notify the other building tenants contact person.
2. If possible, attempt to extinguish the fire. When attempting to extinguish a fire, always keep yourself between the fire and the path of escape.
3. If unable to extinguish the fire, close the door and leave the building.
4. Meet at emergency meeting point, if not accessible, meet at alternate spot.

Spill/Release Emergency

1. Immediately call Chemtrec to report at (800) 424-9300 "1". This will engage the HCC EHS Department for further assistance and direction.
2. If it is determined by the EHS Department that the release can be contained and/or cleaned up without the assistance of emergency personnel (e.g. Crystal Clean parts cleaning solvent), absorbent can be used from the spill kit to absorb and contain the material.
3. If emergency response is necessary, call 911. When emergency assistance arrives on the scene, provide them with specific details of the materials and hazards.
4. Notify the other building tenants contact person if necessary.
5. Any additional notifications will be handled through the EHS Department. This includes local, state and federal agencies as well as the National Response Center and a third party contractor.

Explosion Emergency

1. Immediately take cover under tables, desks and other objects, which will give protection against falling/flying glass or debris.
2. If possible, immediately sound fire alarm by activating the air horn, 1 continuous blast.
3. Call 911. When emergency assistance arrives on the scene provide them with specific details of the materials and hazards.
4. Call Chemtrec to report at (800) 424-9300 "1". This will engage the HCC EHS Department for further assistance and direction.
5. Meet at emergency meeting point, if not accessible, meet at alternate spot.

Weather Emergency

1. Immediately sound the alarm by activating the air horn, a series of blasts.
2. Direct all employees to designated storm shelter area, staying away from windows and report to the emergency coordinator. Notify the other building tenants contact person.
3. Remain calm until the danger has passed. Information is available from local TV and radio stations.

Bomb Threat

1. Notify your immediate supervisor.
2. Immediately after above notification, write down as much information as you can about the caller, noises in the background, particular phrases, etc.
3. Notify CHEMTREC that you have received a threatening phone call and have already notified your supervisor and then call the police. Notify the other building tenants contact person.
4. After calling the police, remain at your location until they arrive. They will interview you regarding the call.
5. Meet at emergency meeting point, if not accessible, meet at alternate spot.

Medical Emergency Requiring EMS Assistance

1. Immediately notify 911, (CHEMTREC first unless emergency warrants first call to EMS).
 - Give information as to the nature of the emergency and the exact location (Address, Building and Room Number).
 - Stay on the phone with the 911 operator until all the necessary information is obtained and the 911 operator hangs up.
2. Follow-up by notifying CHEMTREC and giving them the same information that was given to 911. State that 911 has been notified. Notify other building tenants contact person.
3. If there is a person who has been certified with First Aid/CPR training nearby, he/she should be immediately contacted to give assistance.
4. Send someone to the front entrance gate to escort the rescue units to the scene of the emergency.
5. Stay with the ill/injured person and do what you can until medical assistance arrives.

First-Aid Measures for Employees:

1. **Inhalation** Remove person to fresh air and keep at rest in a position comfortable for breathing. Oxygen or artificial respiration if needed. Call a POISON CENTER or doctor/physician if you feel unwell.
2. **Skin contact** Immediately remove all contaminated clothing. Rinse skin with water/shower. If skin irritation occurs: Get medical advice/attention. Wash contaminated clothing before reuse.
3. **Thermal Burns** Flush with water, remove clothes which do not adhere to affected area. Call ambulance.
4. **Eye contact** Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention if irritation develops and persists.
 - a. Symptoms may include stinging, tearing, redness, swelling, and blurred vision.
5. **Ingestion** Rinse mouth. If ingestion of a large amount does occur, call a poison control center immediately.
 - a. May cause drowsiness and dizziness.
 - b. Headache. Nausea, vomiting. Severe eye irritation.
 - c. May cause respiratory irritation.
6. Provide safety data sheet to the Emergency Response personnel and/or hospital personnel in attendance.

FOR EMERGENCY RESPONSE PERSONNEL and HOSPITALS/PARAMEDICS:

Waste and hazardous materials that personnel at this site may come into contact with are stored in the trailers indicated on the facility site map and may contain ignitables/flammables, corrosives and toxic materials. Other waste materials stored in the trailers that personnel may come into contact with include used oil, solvents, antifreeze and other non-hazardous materials.

Fire-Fighting Measures

1. **Suitable extinguishing media** Water fog. Foam. Dry chemical powder. Carbon dioxide
2. **Unsuitable extinguishing** Do not use water jet as an extinguisher, as this will spread the fire.
3. **Hazard** Vapors may form explosive mixtures with air. Vapors may travel considerable distance to a source
4. of ignition and flash back. During fire, gases hazardous to health may be formed. Move containers from fire area if you can do so without risk.
5. **Protective equipment** Self-contained breathing apparatus and full protective clothing must be worn in case of fire. In case of fire and/or explosion do not breathe fumes.
6. **Firefighting equipment** Use standard firefighting procedures.
7. **General fire hazards** Flammable liquid and vapor.

Accidental Release Measures

1. Keep people away from and upwind of spill/leak.
2. Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area).
3. Wear appropriate protective equipment and clothing during clean-up.
4. Stop the flow of material. Dike the spilled material, where this is possible.
5. Use a non-combustible absorbent material like vermiculite, sand or earth to soak up the product and place into a container for later disposal.
6. Prevent product from entering drains. Following product recovery, flush area with water.
7. Clean surface thoroughly to remove residual contamination.

Emergency Equipment List and Locations

A variety of emergency response equipment to aid in dealing with emergency situations is provided at this facility. This section is intended to comply with the requirements listed in 40 CFR 265.52. The maintenance of this equipment is overseen by the Emergency Coordinator and Assistant Emergency Coordinator to ensure the materials are stocked and available for use in the event of an emergency.

The following equipment is available on-site in the event of an emergency:

- Fire extinguishers located in warehouse, office building and in route trucks
 - Ansul Sentry 436500 ABC 10 lb Fire Extinguisher
- Eyewash station in warehouse and one in each route truck
- > 150 feet of absorbent booms, >50 oil pads, >50 pounds of dry absorbent media located in warehouse
- Overpack and/or salvage drums in warehouse
- Spill kits located in warehouse, by parking lot and two behind loading/unloading dock containing:
 - Oil drum
 - Broom
 - Gloves
 - Apron
 - Flat shovel
 - Overpack drum
 - Mop with disposable heads
 - Absorbent booms and pads

Evacuation Procedures

Evacuation personnel should never be placed in imminent danger.

Mandatory Facility Specific Training on Emergency and Evacuation Procedures are completed on an annual basis with documented sign off by each employee.

The following procedures are to be followed during emergencies requiring evacuation of the building. See the posted evacuation routes posted within the building. Drawings indicating exit doors, evacuation routes and fire extinguisher locations are also posted at locations throughout the warehouse. Exit signs are located at the ceiling level directing you to the nearest exit.

Employee Responsibilities During Fire Drills

- Evacuate the building in an orderly manner.
- Close all doors when you exit, if everyone is out of the area.
- Proceed to the designated Assembly Area.
- Let the Emergency Coordinators know if there is a missing employee.
- Employees may not reenter the building until "All Clear" signal has been given by proper authorities.

Assembly Areas

- All personnel should proceed to the designated assembly area on corner of easement road and 103rd Street in grassy area.

Alternate Assembly Area

- If original area is not accessible, all personnel should proceed to back of the building, past the gate by Easement Road.

ALARMS

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of:

- Fire
- Gas leaks
- Natural Disasters
- Hazardous Materials Incidents
- Threats of Violence Etc.

In the event of an alarm/fire employees should practice the procedures associated with the acronym "RACE".

R Remain calm, do not panic. Rescue persons in immediate danger.

A Alarm... Activate air horn and notify fire department by dialing 911 ("I want to report a fire at..."); Inform other occupants.

C Contain fire at point of origin by closing all doors and windows if all personnel are out.

E Evacuate the facility using established procedures. Extinguish fire by using a portable fire extinguisher. (Unless you have been properly trained, do not attempt to use a fire extinguisher) Report fire first; extinguish after. Never attempt to extinguish a fire unless you can do so safely.

EVACUATION GUIDELINES

Employees- upon hearing the air horn

1. Evacuate the building by way of the nearest emergency exit. Walk; do not run.
2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth, wet if possible, over your mouth to serve as a filter.
 - d. Signal for help from a window. Use a towel, clothing, sign etc.
5. Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to the assembly area as defined by this Evacuation Plan.
6. The cessation of an alarm/departure of the fire department is *not* an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until the emergency official or coordinator has advised you to re-enter the building area.
7. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.

Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

Duties

Emergency Coordinator- Facility Manager

1. Makes decision to call for an evacuation of the building (or inside assembly) by activating the air horn when an emergency occurs and no other alarm is sounded. Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation. Contacts the other building tenants and tells them what is going on. Reports all incidents to CHEMTREC.
2. Coordinates annual training program for all employees.
3. Orients temporary staff to evacuation procedures.
4. Ensures employees have a fire and emergency evacuation plan accessible to them and/or a plan are posted in an established and readily accessible area.
5. Establishes and notifies all employees of assembly areas to be used during evacuations.
6. Maintains a current listing of the names and contact numbers for all Emergency Coordinators and Assistant Emergency Coordinators, etc.
7. Maintains updated copies of the evacuation plan. Contacts the safety department if there are any needed changes to the evacuation plan: building modifications, staff, etc.
8. Assists management with yearly review of evacuation plan and safety inspections.
9. Ensures the evacuation plan is easily accessible to all employees, reviewed annually with all employees, reviewed annually and amended as needed, and the plan provides for evacuation of handicapped occupants.
10. Collects information or verbal reports for occupants as to the cause of the emergency. Proceeds to the predetermined assembly area to meet the fire department.
11. Meets the Fire Department personnel. Informs fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.
12. Informs Assistant Emergency Coordinator if further measures are needed and/or other pertinent facts.

Assistant Emergency Coordinator

1. Notifies others of evacuation.
2. Ensures the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
3. Knocks on any closed doors in your area after checking for warmth or smoke; and then open the door to ensure proper evacuation of all personnel. Check bathrooms, lunch, mail, and copy rooms last, and advise occupant in these areas to leave immediately.
4. Notes any individuals who do not evacuate and report them to the Emergency Coordinator. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out until a representative from the Fire Department or HCC management has given the all clear to reenter the building. Individuals assigned to monitor the exit areas should remain at a safe distance from the facility.

Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Emergency coordinators and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Activate the air horn immediately.
2. Move to a phone away from any fire, smoke or emergency.
3. Call 911 -advise the operator that there is a fire/emergency (of approximate) size and location; building, floor, room #, etc.
4. Contact the other building tenants personnel.
5. Exercise the appropriate evacuation plan.

If the fire is trash can size or smaller, contained (not spreading) and you have been properly trained in the use of a fire extinguisher:

1. Call to the nearest employee to retrieve the nearest charged fire extinguisher. Do not leave the fire unattended.
If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.
2. Upon receiving the fire extinguisher, use the procedures associated with the acronym "PASS".
 - PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire
 - AIM the nozzle at the base of the fire
 - SQUEEZE the trigger
 - SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (extinguisher lasts approx. 8 seconds)

If the fire fails to extinguish:

- a. Exercise the appropriate evacuation plan

If the fire is extinguished:

- a. Notify the emergency coordinator to request Fire Department and the Safety department to investigate the cause/extent of the situation. Remember you must report all fires!

FIRE HAZARDS

Fire hazards arise from unsafe conditions and practices. Every employee has a responsibility and vested interest in making a concerted effort to correct and improve their work conditions and practices. Fire hazards include, but are not limited to:

SMOKING: This activity is permitted only in specifically designated areas.

STAIRWAYS: Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, drums, equipment, etc.) which might present a fire hazard and impede escape routes.

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

LOADING DOCKS: Exits are located near loading dock areas. These areas must be kept clear of all obstructions (e.g., pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

SUMMARY

In the event of an emergency situation:

1. Remain calm. Rescue persons in immediate danger.
2. Alarm: Activate the air horn and call 911 ("I want to report a fire/emergency at ...")
3. Close all doors and windows.
4. Evacuate the building (continuous horn blast) or proceed to the first floor of the office area (series of blasts). Report to your supervisor at the meeting area for a head count.

Assembly Area in the Event of an evacuation:

- Corner of 103rd Street and Easement Road on grassy area

Alternate Assembly Area if original is block

- Behind building outside of gate by Easement Road

Assembly Area in the Event of a weather emergency:

- During inclement weather please assemble in the locker room area.

FOR ALL EMERGENCIES CONTACT CHEMTREC AT 800-424-9300 "1"

Heritage-Crystal Clean, LLC

11643 103rd Street

Jacksonville, FL 32210



