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Poly Packaging, LLC

Health & Safety Policy Manual

Emergency Response Plan

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Prepared by: Blakeman and Associates, Inc.

Replaces any previously published Emergency Response Plan

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PURPOSE

The purpose of the Emergency Response Plan is to be prepared for any emergency that may be reasonably expected to occur at the workplace. Some examples of emergencies that may reasonably be expected to occur are fire, hurricanes, tornadoes, floods, and electrical power failures. This plan addresses these emergencies and other emergencies as much as reasonably possible, realizing that not every emergency can be prepared for in advance.

This plan acts as the centerpiece of the **Poly Packaging, LLC** Emergency Preparedness Program. The plan identifies the basic elements and prescribes the requirements to maintain readiness.

RESPONSIBILITY

The company's Emergency Management Coordinator is the **Operations Manager**. This person along with the **Corporate Safety Director** is responsible for establishing this Emergency Response Plan. In addition, the company's Emergency Management Coordinator is responsible to assure emergency response training is completed at least once each calendar year. Training will address all expected emergencies, including emergency medical needs. These procedures are needed to help ensure understanding by affected employees. Any questions regarding these procedures should be addressed to the company's Emergency Management Coordinator.

PRE-EMERGENCY PLANNING

Potential for an emergency exists at **Poly Packaging, LLC** due to its operational activities and the types of materials used, as well as natural events ("Acts of God"). With this being known, **Poly Packaging, LLC** has prepared this plan. These emergency procedures are practiced at least annually to help ensure capability during a true emergency.

PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING, AND COMMUNICATION

The **Operations Manager** or their alternate is the Emergency Coordinator. The alternate is the **Corporate Safety Director**. In the event it is necessary that one of these acts as the Emergency Coordinator, they will select an Emergency Coordinator among them. If the Emergency Coordinator determines that the incident is beyond the capabilities of **Poly Packaging, LLC**, they will transfer authority to the agency with proper jurisdiction over the incident. In the event of a fire, upon arrival the fire department will assume responsibility.

The Emergency Response Plan will be activated automatically by an emergency. The department/project supervisor will act as the Emergency Coordinator until relieved by the above indicated Emergency Coordinator or alternate. Minor injuries and accidents do not constitute an emergency.

If called for, the Personnel Coordinator will coordinate with the supervisors a head count of the employees and visitors to ensure that all employees are accounted for and report this information to the Emergency Coordinator. If needed, the Personnel Coordinator will also coordinate the movement and regrouping of all people evacuating.

The Emergency Coordinator is responsible for assuring periodic review and updating of the Emergency Response Plan. The plan will be reviewed at least annually. The **Operations Manager** is responsible for specific training needs and will ensure needed records are maintained.

The Emergency Coordinator has the following responsibilities:

1. Identify, to the extent possible, all hazardous substances or conditions present, address appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and the use of any new technologies.
2. Based on the hazardous substances and/or conditions present, implement appropriate emergency operations, and assure that the PPE worn is appropriate for the hazards that may be encountered.
3. Limit the number of emergency response personnel at the emergency site to those who are actively performing emergency operations.
4. Designate a site **Safety Coordinator** with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand. In most cases, the Emergency Coordinator will assume the responsibility as designated **Safety Coordinator** during emergencies.
5. Responsible for ensuring that back up personnel are standing by with equipment ready to provide assistance or rescue and that qualified basic life support personnel are standing by with medical equipment and transportation capability.
6. After emergency operations have terminated, implement appropriate decontamination procedures.
7. Coordinate activities with outside parties that respond to an incident.

EMERGENCY RECOGNITION AND PREVENTION

All employees potentially involved in an emergency will be trained in emergency recognition and prevention appropriate to their operation level. All employees will receive employment orientation before they begin work at the facility. This training includes classroom training and specialized on-the-job training within the department/project where they will be working.

This training gives each employee a good understanding of the hazards associated with their work and other hazards that may be present. Refresher training as related to emergency preparedness will be conducted annually. This not only includes a review of the Emergency Response Plan but also includes Hazard Communication, Personal Protective Equipment, and Basic Fire Fighting. Selected employees also receive training on Respiratory Protection, and Hearing Conservation.

All employees are instructed to report anything that may cause accidents to their immediate supervisor. The above training and work experience help employees to recognize an emergency and help to prevent it.

SAFE DISTANCES AND PLACES OF REFUGE

In the event of an emergency that calls for an evacuation, please refer to the Section on Emergency Evacuation. During inclement weather such as tornado warnings or very high winds all employees need to follow the indicated procedures. Employees will not return to work until there is no danger from the storm. This decision will be made by the Emergency Coordinator or designee.

For on-site emergencies that do not require an evacuation, safe distances will be set up by the Emergency Coordinator.

MEDICAL EMERGENCY TREATMENT AND PROCEDURES

Poly Packaging, LLC will always call for emergency medical service - 911 - should there be any indication professional service may be needed.

We will have basic first aid equipment, as required by federal regulations, located at each first aid station. First aid stations will be marked by appropriate signs. All employees will be instructed to the location of these stations. These stations are provided in the event an employee wishes to act as a "Good Samaritan" or care for themselves.

EMERGENCY ALERTING AND RESPONSE PROCEDURES

All employees are instructed to immediately report any identified problems to their supervisor and, if deemed appropriate, call 911 for emergency medical or law enforcement service.

CRITIQUE OF RESPONSE AND FOLLOW-UP

Any incident that involves injury or damage will be investigated by the **Accident Investigation Team** and reviewed by the **Operations Manager**. As may be needed, the **Corporate Safety Director** will conduct their own investigation of the incident. The results of all incident reviews will be monitored to assure that needed corrective action is being communicated to the employees. The incident reviews will not be limited to the specific cause of the accident and what can be done to prevent a re-occurrence but will also consider the emergency response and what can be done to improve the emergency response effort.

All aspects of the Emergency Response Plan will be evaluated to assure that it is capable of handling other emergency responses. A written report of the critique will be developed and reviewed. Any deficiencies discovered will be incorporated into the next revision of the Emergency Response Plan.

PPE AND EMERGENCY EQUIPMENT

Personal protective equipment (PPE) will be selected and used which will protect employees from the hazards and potential hazards they are likely to encounter during hazardous material mitigation. All emergency response personnel will be trained on the use and proper care of the PPE they may be required to use.

SOLAR GENERATION SYSTEM EMERGENCY OPERATIONS PLAN

The solar generation facility is grid connected and can only function in conjunction with grid power. The facility is primarily a captive one with some export of surplus power under peak sun and also during weekends when the facility does not run. The generation is supported by several major interlock mechanisms, which will help to shut down the unit and constitute the emergency operation plan.

1. DC Arc Fault Detection: The PVI 50/60TL Solectria inverter utilized in the project includes DC arc *fault detection compliant with UL 1699B. The inverter detects electrical noise that typically* accompanies a DC series arc. The inverter will shut down should the arc fault sensor detect a series arc. This protection is included to prevent an arc from producing a fire.
2. The wirebox, built inside the PVI 50/60TL Solectria inverter, is customized to work with Tigo Rapid shutdown devices. As soon as there is loss of AC power (grid failure or someone manually turns the PV main disconnect off), the inverters will stop sending the PLC signal and the modules will power down.
3. The inverters installed also have built-in Anti-Islanding features. The inverters include active Anti-Islanding detection as required by UL 1741/IEEE 1547. The inverter will automatically make small variations in reactive power output in order to detect a possible islanding condition. If the grid is stable, these small variations will have negligible effects on system voltage and frequency.

However, in an islanded condition, the small amount of reactive power changes will force the system voltage or frequency to change significantly, which will trigger the inverter to shut down.

4. Besides, Center Point has looked at our system and ours being a very large system has necessitated install of a Transfer Switch at their nearest substation. The need for Transfer Trip as explained by Center Point, is to prevent the "power islanding". It occurs when CenterPoint has a long feeder that trips and there are many customers on that feeder that trips. If any one of the customers produces electrical power (read the facility with Solar project), it will continue to feed power to CenterPoint's customers, while CenterPoint has no power supply. When CenterPoint reconnects with resumption of power supply and it is slightly out of phase with the customer producing power, there will be a significant fault at that instant. In order to prevent this, anytime CenterPoint loses their feeder for our facility, Center Point needs solar power generation to trip from their grid through "Transfer Trip". If CenterPoint creates a trip to create this transfer of power, the system sends a signal to trip the breaker associated with the solar power generation. In order to implement this, we have installed a shunt trip (very economical to avoid installing more equipment) that makes the breaker trips in the event it receives the signal from Transfer Trip mechanism. The Transfer Trip is also needed for safety of our electrical system which can avoid any larger downtime in case of such an incident.

INCLEMENT WEATHER

Due to the potential for strong weather systems and severe conditions at our work site, it is the expectation that all employees are aware of the potential hazards of working in the following conditions and when work is suspended because of conditions.

- High Winds/Hurricanes
- Electrical Storms
- Extreme Heat/Cold

If specific or general tasks cannot be executed without placing employees in jeopardy due to weather conditions, then specific tasks or all tasks in general are suspended.

A. High Wind Conditions

When wind conditions become sufficient to pose hazards to employees such as flying debris or difficulty carrying out normal duties, special precautions are implemented to mitigate those hazards. Some mitigation factors could include but are not limited to:

- Increased eye protection such as face shields or goggles.
- Wind breaks if feasible, i.e., a protective wall or shield to block the wind.
- Restrict or suspend elevated work.

B. Electrical Storms

The Site Safety Coordinator will monitor conditions utilizing available weather systems to keep site management informed when dangerous conditions are imminent and to allow proper planning of time-consuming work activities. All employees are expected to be aware of and exercise diligence concerning all weather conditions that could possibly present a safety hazard to them or their fellow workers.

Internal notification will be sent out to supervision when a lightning strike is detected within 15 miles of the site to allow an evaluation of what elevated work, confined space, and crane activities are taking place. When a lighting to ground strike is detected 10 miles from the site, all crane, elevated work, and confined space entries will be halted. If a lightning strike is detected within 6 miles of the site, all work activities will be stopped, and employees will seek shelter.

C. Cold Weather Extremes

During Cold Weather Extremes (Air Temperature below 20°F (-6°C)), personnel will be requested to adhere to the following requirements:

- Employees are encouraged at a minimum to wear at least three layers of clothing. This should consist of an outer layer to break the wind and allow some ventilation (like Gore-Tex® or nylon). A middle layer of wool or synthetic fabric to absorb sweat and retain insulation in a damp environment. An inner layer of cotton or synthetic weave to allow ventilation.
- Employees are encouraged to wear insulated footgear to protect against cold and dampness.
- Employees are encouraged to keep a change of clothing available in case work garments become wet.

Engineering Controls will be implemented to ensure adequate protection from cold weather extremes. The following controls are recommended:

- Use a source of heat, such as air jets or radiant heaters at the work area when permitted.
- Shield work areas from drafty or windy conditions.
- Provide a heated shelter for employees who experience prolonged exposure to equivalent wind-chill temperatures of 20°F (-6°C) or less.
- Use thermal insulating material on equipment handles when temperatures drop below 30°F (-1°C).

Safe Work Practices, such as changes in work schedules and practices, are necessary to combat the effects of exceedingly cold weather. The following practices will be utilized at a minimum:

- Allow a period of adjustment to the cold before embarking on a full work schedule.
- Allow employees to set their own pace and take extra work breaks when needed.
- Reduce, as much as possible, the number of activities performed outdoors. If scope of work permits welds/fits to occur indoors instead of in the field, utilize buildings with heat to reduce personnel exposure to the cold.
- Ensure that employees remain hydrated.
- Establish a buddy system for working outdoors. Employees must work in pairs at a minimum.

Training of employees to the symptoms of cold-related stresses (heavy shivering, uncomfortable coldness, severe fatigue, drowsiness, or euphoria) must occur prior to conducting work in extreme cold temperatures.

D. Hot Weather Extremes

During hot weather extremes, personnel will be closely monitored for heat related illness symptoms. Conditions will be posted throughout the jobsite information to educate employees on proper hydration and other ways to mitigate the hazards of heat extreme temperatures.

During hot weather extremes, personnel will be monitored for the following:

- Limit the layers of clothing worn. It is suggested that cotton be the preferred material due to its ability to breathe freely. A single layer of clothing is suggested not including personal under garments.
- If coveralls are worn, it is suggested that no more than short pants and no more than a short sleeve cotton shirt are worn underneath the coveralls.
- Clothing should fit loosely and not cling or fit tight to the body. This allows for more air flow.

Engineering Controls will be implemented to ensure adequate protection from hot weather extremes. The following controls at a minimum may be implemented:

- Use a source for cool air, such as portable ac units, water misting fans, or shaded areas with good air circulation, at the work area when permitted.
- Provide cool down stations to allow workers a shaded area with cool air circulation.
- Set up work areas so that air flows through freely. Limit wind blocks when possible.
- Use thermal insulating material on equipment handles when temperatures create a thermal burn hazard due to contact with atmospherically heated objects.

Safe Work Practices, such as changes in work schedules and practices, are necessary to combat the effects of exceedingly hot weather. The following practices may be utilized:

- Monitor new employees who are not acclimated to the heat.
- Allow employees to take work breaks when needed.
- Reduce, as much as possible, the amount of activity being performed in direct sunlight. If scope of work permits that work can be performed in the shade or indoors, plan the work so that shade is maximized as much as possible to limit exposure to the direct sunlight.
- Ensure that employees remain hydrated and that water is readily available.
- Make available electrolyte replacement fluids.
- Establish a buddy system that allows employees to work in pairs.

Training of employees to the symptoms of heat related illnesses must occur prior to conducting work in extreme heat temperatures.

PROCEDURES FOR HANDLING EMERGENCY INCIDENTS

A. Fire Emergency Procedures

In case of a fire, it is the policy of **Poly Packaging, LLC** to call "911" and evacuate the building immediately. Only qualified personnel will handle the fire emergency. It is not a condition of employment or expectation of an employee's job function to fight fires. When an evacuation of the building is called for, all employees will calmly, in an orderly manner, leave the building through the nearest exit.

All employees will assemble at the front gate. The Department/Project Supervisors are responsible for taking roll and accounting for all employees in their assigned areas. They will then advise a member of management of the status of their assigned employees.

B. Emergency Procedures for Floods

1. Due to the advance warnings of heavy rain in the area, the company will close for business as advised by National, State, County, City, or Civil Authorities and all employees will be dismissed.
2. All employees will help prepare the company for shutdown, as needed.
3. As soon as practical after the emergency is over, all employees will contact the company and advise supervision of their personal status. Management will advise the employee when to return to work.

C. Emergency Procedures for Hurricanes

1. Due to the advance warnings of a hurricane, the company will close for business as advised by National, State, County, City, or Civil Authorities and all employees will be dismissed.
2. All employees will help prepare the company for shutdown, as needed.
3. As soon as practical after the emergency is over, employees will contact the company and advise their supervisor of their personal status. Management will advise the employee when to return to work.
4. The hurricane preparedness procedure identifies the steps that should be taken at the facility prior to a hurricane landfall. The procedure priority is to:
    - Protect human health,
    - Protect the environment, and
    - Minimize property damage.

The following specific information is provided on hurricanes:

Hurricane Season: Period from June to November. The period of greatest activity is from August to October.

Hurricane Watch: Issued by the National Weather Service within twenty-four to thirty-six (24 – 36) hours of landfall. It covers a definite area but does not mean that landfall is assured.

Hurricane Warning: An action notice issued by the National Weather Service. A warning is issued twenty-four (24) hours before hurricane conditions are expected.

When the hurricane path changes quickly, the warning may be issued ten (10) to eighteen (18) hours, or less, before the center of the storm makes landfall. Hurricane warnings identify where sustained winds of at least seventy-four (74) mph are expected.

The National Weather Service categorizes hurricanes by the intensity on a scale of one (1) to five (5) which include:

CATEGORY	WIND (MPH)	SURGE (FT)
1	74-95	4-5
2	96-110	6-8
3	111-130	9-12
4	131-155	13-18
5	156+	19+

Storm preparation should begin when the storm enters the Gulf of Mexico, and on issuance of a hurricane watch by the National Weather Service.

If an evacuation is required, the primary evacuation route is the **TxDOT evacuation route**. The employee should be familiar with the designated evacuation routes as identified by the Texas Department of Transportation.

D. Emergency Procedures for Tornadoes

1. When inclement weather approaches the area, management will listen for and adhere to any weather warnings that may be issued by Federal, State, County, City, or Civil Authorities.
2. In the event of a tornado approaching the area, all employees will be advised to prepare for a tornado.
3. The supervisor(s) on duty may call for the evacuation of your work area, if it is deemed necessary. If an evacuation is ordered, employees will be notified by **the intercom and via cell phone**.
4. If an evacuation is necessary and shelter is required, **all employees will calmly, in an orderly manner, walk to the nearest shelter located in the employee restrooms, and get down in a low spot.**
5. The department/project supervisor will check to ensure all employees have left the work area and have gone to the safety area. As soon as practical, each supervisor will account for the employees from their area and report to management with the status of their assigned employees.
6. When management declares the emergency over, employees will resume work as directed by their supervisor.

E. Emergency Procedures for Power Failures

1. When an electrical power failure occurs, all employees will stop what they are doing and shut down any machine(s) they are using so they will not start up again upon the re-energizing of the electricity.
2. All employees will stand still momentarily to allow their eyes to adjust to the lower level of lighting provided by the emergency lights before walking to a safe area.
3. Supervisors are to check their assigned areas to ensure that all employees are safe and there are no unsafe situations left behind.
4. Area supervisors will advise management of the status of their assigned area.
5. All employees will report to their supervisor for their work assignments.
6. When power is restored, all employees will return to their assigned workstation and will check their work area to make sure the area is safe before resuming work.

F. Emergency Procedures of Bomb Threats

1. Assume threat is valid until proven false.
2. While caller is on the phone, try to give another individual a message to call the **Operations Manager**.
3. Obtain detailed information about the bomb threat and write down all relevant information.
4. Record all incidents.
5. Handling the received threat.
    a. Keep caller on the line as long as possible.
    b. Record the conversation, if possible.
    c. Write down all relevant information.

d. Try to get the location of the bomb.
e. Try to get the time of detonation.
f. Tell caller building is occupied and detonation could seriously hurt innocent people.
g. Listen to background noises; try to pick out particular sounds (i.e., car engine, train, airplane, music, etc.).
h. Listen and try to distinguish the voice male/female.
i. Try to tell if caller is calm, upset, excited, accent, or speech impediments.
j. Notify the **Operations Manager** immediately and give them all information.
k. The **Operations Manager** will notify local police and fire department.

6. Written Threats
   a. Save all materials, including envelopes or containers.
   b. Once the message is recognized as a threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, paper, handwriting, etc.
   c. Report the threat immediately to the **Operations Manager.**
   d. The **Operations Manager** will notify the proper authorities.
7. Fire emergency evacuation procedures are to be followed. Selected and trained employees during the evacuation should look for:
   - Threatening labeling such as "Danger," "Explosive".
   - An item that fits threat description.
   - An item that appears to be "out of place" or unrecognized.
   - An object making strange noises.
8. Areas to carefully check should include:
   - Near entrances (inside and outside doors).
   - Near exits.
   - Around and in waste receptacles.
   - In restrooms, public areas, storerooms, closets, stairwells, hallways, and nearby vehicles.
9. **Above all, do not touch suspected items. These items should be immediately reported to the Operations Manager and Police.**

G. Emergency Procedures for Armed Intruder

1. **Evacuate**

   If there is an accessible escape path, attempt to evacuate the premises.
   a. Have an escape route and plan in mind.
   b. Evacuate regardless of whether others agree to follow.
   c. Leave your belongings behind.
   d. Help others escape, if possible.
   e. Prevent individuals from entering an area where the armed intruder may be.
   f. Keep your hands visible.
   g. Follow the instructions of any police officers.
   h. Do not attempt to move wounded people.
   i. Call 911 when you are safe.

2. **Hide Out**

   If evacuation is not possible, find a place to hide where the armed intruder is less likely to find you.

Your hiding place should:

a. Be out of the armed intruder's view.
b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
c. Not trap you or restrict your options for movement.

To prevent an armed intruder from entering your hiding place:

a. Lock the door.
b. Blockade the door with heavy furniture.

If the armed intruder is nearby:

a. Lock the door.
b. Silence your cell phone and/or pager.
c. Turn off any source of noise (i.e., radios, televisions).
d. Hide behind large items (i.e., cabinets, desks).
e. Remain quiet.

If evacuation and hiding out are not possible:

a. Remain calm.
b. Dial 911, if possible, to alert police to the armed intruder's location.
c. If you cannot speak, leave the line open and allow the dispatcher to listen.

3. **Take Action Against the Armed Intruder**
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the armed intruder by:

   a. Acting as aggressively as possible against them.
   b. Throwing items and improvising weapons.
   c. Yelling.
   d. Committing to your actions.

Employees and visitors are likely to follow the lead of Managers during an emergency situation. During an emergency, Managers should be familiar with their EAP, and be prepared to:

- Take immediate action.
- Remain calm.
- Lock and barricade doors.
- Evacuate staff and customers via a preplanned evacuation route to a safe area.
- Ensure that EAPs, evacuation instructions and any other relevant information addresses individuals with special needs and/or disabilities.
- Your building should be handicap-accessible, in compliance with ADA requirements.

After the armed intruder has been incapacitated and is no longer a threat, Human Resources and/or Management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.

- Determining a method for notifying families of individuals affected by the armed intruder, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the armed intruder.

Additional ways to Prepare for and Prevent an Armed Intruder Situation:

1. Preparedness
   - Ensure that your facility has at least two (2) evacuation routes.
   - Post evacuation routes in conspicuous locations throughout your facility.
   - Include local law enforcement and first responders during training exercises.

2. Facility Manager Responsibilities
   - Institute access controls (i.e., keys, security system pass codes).
   - Distribute critical items to appropriate managers / employees, including:
     - Floor plans.
     - Keys.
     - Facility personnel lists and telephone numbers.
   - Coordinate with the facility's security department to ensure the physical security of the location.
   - Assemble crisis kits containing:
     - Radios.
     - Floor plans.
     - Staff roster, and staff emergency contact numbers.
     - First-aid kits.
     - Flashlights.
   - Place removable floor plans near entrances and exits for emergency responders.
   - Activate the emergency notification system when an emergency situation occurs.

H. Emergency Procedures for Medical Emergency

In the event of an emergency, the 911 emergency systems will be activated. The anticipated ambulance response time is less than five (5) minutes. First-aid supplies are maintained and available should they be needed. For non-emergency incidents requiring medical treatment, employees will be taken to the company's physician for evaluation and treatment.

Before an employee can return to work after being off for a work-related injury or illness, they must receive a return-to-work slip from the company's doctor. Any employee injured or becoming sick on-site will, if needed, be transported by the ambulance. The response time to arrive on site for the ambulance service should be less than five (5) minutes.

All medical examinations and procedures will be performed by a licensed physician and will be provided without cost to the employee. Because of the very limited employee exposure potential, employee medical evaluations are not routinely provided. As soon as possible, upon notification by an employee that the employee has developed signs or symptoms indicating possible over exposure to hazardous substances or health hazards, or that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation, medical evaluations will be provided.

The content of medical examinations or consultations made available to employees will be determined by the attending physician.

For employees that might be called upon to respond in an emergency situation with potential exposure to hazardous materials, a written medical opinion will be obtained as to whether the employee has any detected medical conditions, which would place the employee at increased risk of material impairment of the employees' health from work in hazardous waste operations or emergency response, or from respirator use. The physician's opinion must also include recommended limitations upon the employee's assigned work and a statement that the employee has been informed by the physician of the results of the medical examination and any medical conditions which require further examination or treatment. The written opinion obtained by the company will not reveal specific findings or diagnoses unrelated to occupational exposure.

EMERGENCY EVACUATION ROUTES AND PROCEDURES

When making the decision to sound the evacuation alarm, the Emergency Coordinator has determined that any on-going activities must be stopped, and the people immediately evacuated no matter what the economic consequences of the immediate stoppage might be.

Continuing reassessment of the situation will be necessary because there may be a change in circumstances, such as a change in wind direction. Good judgment must be used in evacuation procedures to avoid placing personnel in a more dangerous situation than is necessary.

A. Exit

In the event of any other emergency requiring evacuation, you will be advised by **the intercom or via cell phone** if evacuation is necessary. If this is the case, you should proceed to the nearest safe exit.

Good communication in an emergency is very important. It is of critical importance that all employees know of the emergency and the need to evacuate. If possible, to safely accomplish, each employee is to communicate the need for evacuation as may be needed to help assure that no one is left in the building.

B. Search and Rescue

In the unlikely event anyone is not accounted for, no one is to re-enter the building to search for the missing person. The company does not maintain the needed equipment and employees are not trained in appropriate rescue procedures. Immediately upon arrival of the fire department or other rescue team, notify them of the missing person and as possible the likely location of this person.

C. Assembly

Proceed to the Assembly Area which is **the front gate**.

D. Roster Check

Report to your immediate supervisor at once. Each supervisor will make a complete roster check.

E. Decontamination Procedures Which Are Not Covered by the Site Safety and Health Plan

Contamination, whether from an emergency situation or routine work, must be limited. However, when contamination does occur, one must be decontaminated. In most instances this can be done simply by removing the contaminated clothing and taking a shower with soap and water.

Decontamination procedures should be initiated upon the determination that a contamination incident exists. The Emergency Coordinator must then implement decontamination procedures including the determination of the best decontamination method, and the specific procedures for decontamination.

Physical contact with the hazardous material needs to be minimized. Dilution of contamination by the use of water or absorption on an appropriate material will normally be the cleanup procedure.

Generally, contamination control is zoned. There is a Cold Zone, Warm Zone, and Hot Zone. Because of the probable type of contamination, the need for zoning is not anticipated. The following information is provided on zoning:

I. Cold Zone
   1. The cold zone is set up in an area where no contamination is present.
   2. No site specific personal protective equipment is necessary in this area.
   3. Frequent air monitoring is performed in this area to assure that the contamination is not spreading or to redefine the boundaries of the zones, as necessary.
   4. This area will typically house field administration offices and clean equipment.
   5. Emergency equipment is stored at the interface of this area and the warm zone.

II. Warm Zone
   1. The warm zone is set up in an area where no contamination is present.
   2. The warm zone requires a moderate level of personal protection as established by the **Operations Manager**.
   3. The warm zone is located between the cold zone and hot zone.
   4. The warm zone is where decontamination is set up which allows for a cleanup of equipment, worker decontamination and removal of personal protective equipment.
   5. Contaminants must not be allowed to pass through the warm zone into the clean zone.

III. Hot Zone
   1. The hot zone is set up to enclose the area where the contamination is present.
   2. The hot zone requires the highest level of personal protection of all the zones as established by the **Operations Manager**.
   3. Anyone going into this area will wear personal protective equipment.
   4. All who leave the hot zone must do so through the warm zone where they will be decontaminated.

PROCEDURES FOR REPORTING INCIDENTS TO LOCAL, STATE, AND FEDERAL GOVERNMENTAL AGENCIES

The procedures for reporting incidents to local, state, and federal governmental agencies includes:

1. This company will **report** under 29 CFR 1904.8 **all work-related fatalities within eight (8) hours**.
2. All work-related inpatient hospitalizations, amputations, and losses of an eye within twenty-four (24) hours.
3. Until the electronic form is available, companies can report to OSHA by:
   - Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
   - Calling or visiting the nearest area office during normal business hours.

4. This company will maintain a log of occupational injuries and illnesses under 29 CFR 1904 as required by the standard.

SITE TOPOGRAPHY, LAYOUT, AND PREVAILING WEATHER CONDITIONS

The facility is well laid out with emergency exits identified. A diagram is provided on the next page showing the facility layout, the location of fire extinguishers, exit routes, and exits.

SITE TOPOGRAPHY

THIS PAGE IS RESERVED FOR THE COMPANY'S SITE TOPOGRAPHY

Site Topography is defined as a facility layout showing identified emergency exits, fire extinguisher locations, and exit routes.

APPENDIX A: EMPLOYEE EMERGENCY EVACUATION/RELOCATION PROCEDURES

Employee Emergency Evacuation/Relocation Procedures

NOTE: This form is to be completed and posted in all primary work centers. The information will be verified on a quarterly basis.

1. EMERGENCY NOTIFICATION INFORMATION

FIRE/EMERGENCY NOTIFICATION: Phone: 911

Name of Facility: Poly Packaging, LLC Facility Phone: 281-781-0031

Address/Location: 7601 Sutton Rd., Baytown, Texas 77523

2. EVACUATION RELOCATION POINT

THE *RELOCATION POINT* TO BE USED DURING EMERGENCY EVACUATION IS:

(front gate)

FULLY DESCRIBE LOCATION:

3. EVACUATION RELOCATION PROCEDURES

PROCEDURES: In the event the warning system is activated or if you are advised to evacuate the facility or department, follow the instructions listed below. Above all use your common sense.

1. **PANIC KILLS; IF YOU'RE CALM, IT WILL HELP OTHERS.**
2. **MOVE QUICKLY IN THE OPPOSITE DIRECTION OF KNOWN HAZARDS TOWARDS THE NEAREST UNOBSTRUCTED EXIT.**
3. **DON'T FORGET HANDICAPPED EMPLOYEES, AND FACILITY VISITORS.**
4. **NOTIFY CO-WORKERS ALONG THE WAY, TALK LATER.**
5. **ONCE OUTSIDE PROCEED TO THE EVACUATION RELOCATION POINT.**
6. **REPORT TO THE SENIOR EMPLOYEE PRESENT.**
7. **SENIOR EMPLOYEES WILL BEGIN ROLL CALL IMMEDIATELY.**
8. **NOTIFY SENIOR MANAGEMENT OF MISSING, INJURED, DECEASED PERSONS.**
9. **REFER MEDIA REPRESENTATIVES TO THE SENIOR EMPLOYEE PRESENT.**

NOTE: The designation of emergency relocation points for evacuation of this facility has been pre-determined and identified. Relocation points may include parking lots, open fields, or streets which are located away from the site of the emergency and which provide sufficient space to accommodate the employees. Employees are instructed to move away from the exit discharge doors of the building, and to avoid congregating close to the building where emergency operations may be hampered.

EMERGENCY RESPONSE PLAN

EMPLOYEE ACKNOWLEDGMENT
RECONOCIMIENTO DEL EMPLEADO

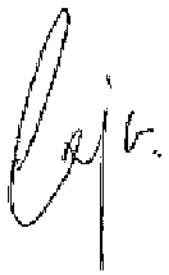
Poly Packaging, LLC

By my signature below, I acknowledge it is my responsibility to follow all policies, rules, and regulations in this **Emergency Response Plan**. After reading the **Emergency Response Plan**, I understand it is my responsibility to direct any questions or concerns I have to the immediate Supervisor. I understand the evacuation procedures, the action I am to take should such evacuation be necessary, and I will follow this plan. Further, I acknowledge that this **Emergency Response Plan** is available in the main office for review and replaces any previously published version.

Con mi firma a continuación, reconozco que es mi responsabilidad seguir todas las políticas, reglas y regulaciones en este **Emergency Response Plan**. *Después de leer el* **Emergency Response Plan**, *entiendo que es mi responsabilidad dirigir cualquier pregunta o inquietud que tenga al Supervisor inmediato. Yo entiendo los procedimientos de evacuación, la acción que tomaré si tal evacuación fuera necesaria, y seguiré este plan. Además, reconozco que este* **Emergency Response Plan** *está disponible en la oficina principal para su revisión y reemplaza cualquier versión publicada anteriormente.*

09/22/2023

Date — *Fecha*



Employee Signature — *Firma del Empleado*

Sajan Dhanuka

Print Name — *Nombre en Letra de Molde*