MOBILIZATION OF RESOURCES

The procedures for Mobilization of Resources are as follows:

MEDICAL RESPONSE

Upon notification of a medical emergency, the plant ambulance (Medic 1) will be dispatched to the appropriate location.

If additional resources are needed, the Operations Section Chief will contact the Incident Commander or the Staging Area Manager and request the necessary resources.

The Incident Commander or the Staging Area Manager will contact the necessary resources, and provide instructions as to where the resources are needed.

ALL OTHER RESPONSES

Upon notification of an incident (other than Medical) the Incident Commander or Operations Section Chief will determine what resources are needed.

If an apparatus is needed, Initial Response Team members from the ERT or Security will be notified as to which apparatus to respond with.

If personnel are needed, Security will be notified to use the Everbridge system to request the necessary personnel. All field responders will report to Staging before responding to the incident scene.

If additional resources are needed, the appropriate member of the Operations Section will contact the Staging Area Manager or Director and request the necessary resources.

If the requested resource(s) is in the Staging Area, the Staging Area Manager or Director will have the resource(s) transported to the needed location.

In the event that the resources are not in the Staging Area, the Staging Area Manager will route the request to the Logistics Section.

The Logistics Section will coordinate the delivery of the resources to the designated Staging Area.

All resources will be checked in by the Staging Area Manager or Director and directed to the requested location. All resources will be tracked by the Resource Unit.

SUSTAINED ACTIONS

The response to an incident begins with the Initial Discovery and notification. As more information is collected, the Incident Commander will categorize the incident as a Medical Emergency, a Level 3 Incident, a Level 2 Incident, or a Level 1 Incident. The category may change as the incident develops or the complexity evolves.

The initial response will include the Shift Superintendents (601 and 602). Depending on the type of incident the initial response may also include: Emergency Response Specialist (605); Shift Brigade Captain(s); Operations personnel; Lab Technicians; and/ or ERT members.

As the resources are identified which are needed to address the incident, these resources will be activated when available.

The incident will be managed by an Incident Command System (ICS). This ICS will be modular to meet the needs of the incident.

For additional assistance mutual aid and/ or corporate organizations may be contacted:

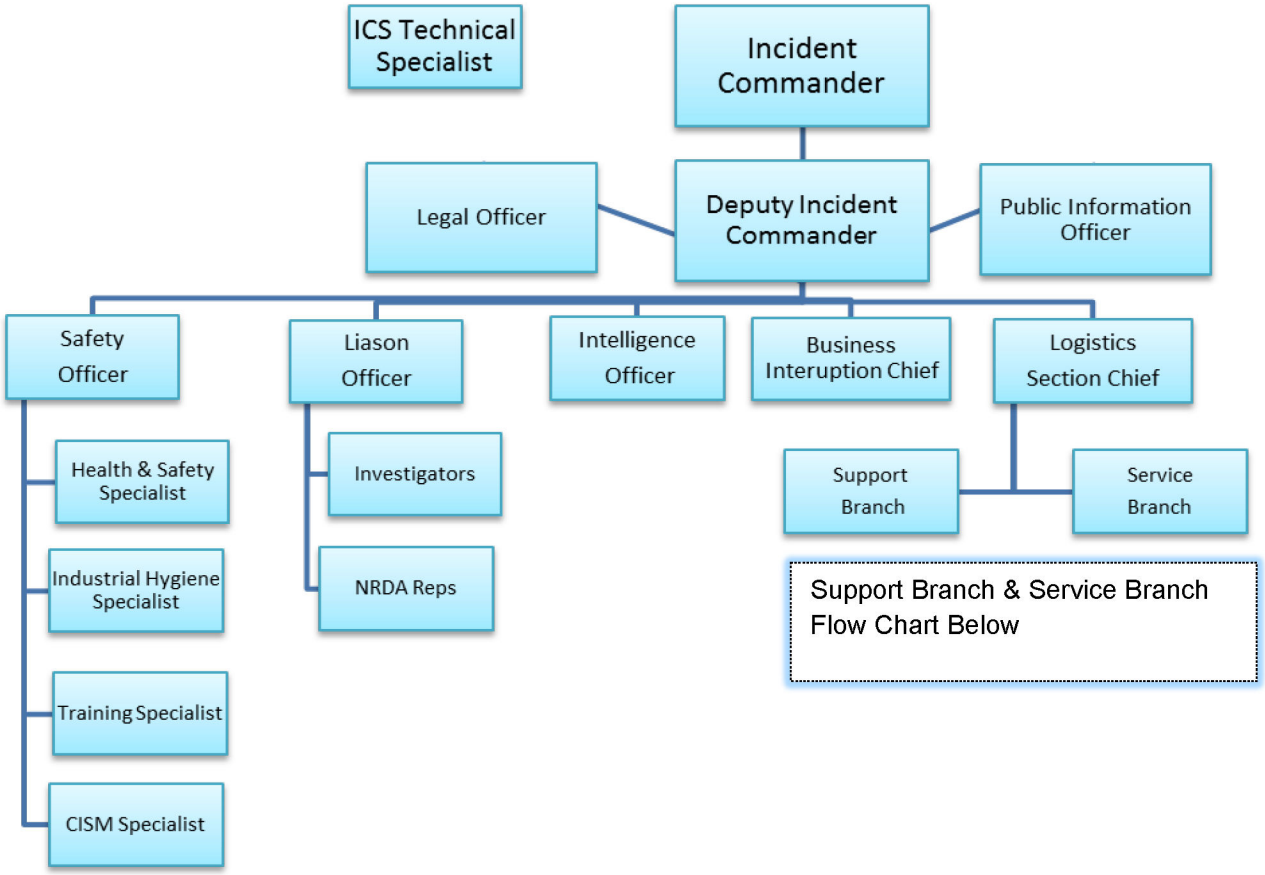
SETMAG, South East Texas Mutual Aid Group (See ANNEX II – SETMAG)
CAER, Community Awareness and Emergency Response
CM&ER, Crisis Management & Emergency Response (IMAT)
Corporate Chevron Phillips Incident Management Team (IMT)

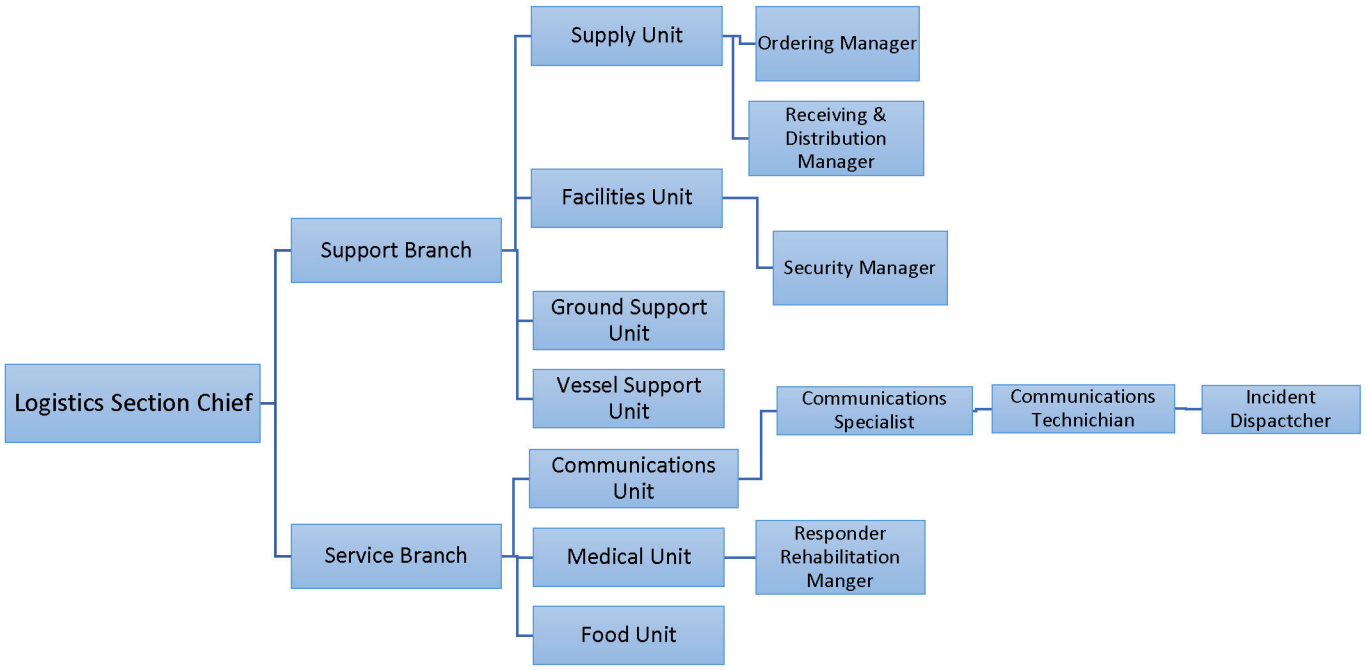
Unit Logs should be completed by each section or group activated to assist in the handling of the incident. A copy of the Unit Log sheet is located in the Sweeny Complex ICP, Annex I, ICS 214 Unit Log

TERMINATION OF INCIDENT

The decision to terminate an incident/ response will be made by the Incident Commander with input from the appropriate staff and, when applicable, Unified Command personnel. Generally, the decision to terminate the incident will follow the completion of all cleanup activities.

Upon the decision to terminate the response, the “Debriefing and Critique Guidelines” located in Sweeny Complex ICP will be followed. Post-accident investigation and reporting guidelines are located in the Phillips 66 Sweeny Refinery Safety Standard A.2 and the Chevron Phillips Chemicals Company Sweeny Complex Safety Standard A.2. Demobilization of equipment and personnel in a response will be implemented by the Operations Section per the Demobilization Plan. The Demobilization Plan should be developed by the Planning Section, with input from the Operations and Logistic Sections.


ICS Technical Specialist
Incident Commander
Legal Officer
Deputy Incident Commander
Public Information Officer
Safety Officer
Liason Officer
Intelligence Officer
Business Interuption Chief
Logistics Section Chief
Health & Safety Specialist
Industrial Hygiene Specialist
Training Specialist
CISM Specialist
Investigators
NRDA Reps
Support Branch
Service Branch
Support Branch & Service Branch Flow Chart Below


Logistics Section Chief
Support Branch
Supply Unit
Ordering Manager
Receiving & Distribution Manager
Facilities Unit
Security Manager
Ground Support Unit
Vessel Support Unit
Service Branch
Communications Unit
Communications Specialist
Communications Technichian
Incident Dispactcher
Medical Unit
Responder Rehabilitation Manger
Food Unit

INDEX

11.0 COMMON CARRIER EMERGENCY NUMBERS

1.0 LAW ENFORCEMENT

1.1 MUNICIPAL

	Phone
Angleton	(979) 849-2383
Brazoria	(979) 798-9131
Freeport	(979) 239-1211
Jones Creek	(979) 233-3091
Lake Jackson	(979) 297-1101
Surfside	(979) 239-1151
Sweeny	(979) 548-3111
West Columbia	(979) 345-5121

1.2 COUNTY

	Phone
Brazoria County Sheriff	911
(Emergency Hotline)	(979) 849-2441
Brazoria County Office Of Emergency Mgmt. LEPC	(979) 864-2392
Matagorda County Sheriff	(979) 245-5526
Wharton County Sheriff	(979) 532-1550

1.3 STATE OF TEXAS

Department of Public Safety – Communications Offices	Phone
Abilene	(325) 795-4033
Amarillo	(806) 468-1394
Austin	(512) 424-7391
Beaumont	(409) 924-5456
Childress	(979) 776-4130
Conroe	(936) 442-2831
Corpus Christi	(361) 698-5600
Del Rio	(830) 703-1202
El Paso	(915) 849-4080
Garland	(214) 861-2000
Harlingen	(956) 440-6720
Houston	(281) 517-1300
Lampasas	(512) 556-6871
Laredo	(956) 728-2201
Lubbock	(806) 472-2794
Lufkin	(936) 699-7340
McAllen	(956) 984-5621
Midland	(432) 498-2131
Mineral Wells	(940) 325-6903
Ozona	(325) 392-2621
Pecos	(432) 447-3533

Pierce	(979) 541-4595
San Angelo	(325) 223-6901
San Antonio	(210) 531-2280
Sherman	(903) 893-9561
Sulphur Springs	(903) 885-4976
Texarkana	(903) 255-5700
Texas City	(409) 933-1125
Tyler	(903) 939-6000
Waco	(254) 759-7131
Wichita Falls	(940) 851-5500
Department of Public Safety – Highway Patrol:	(979) 849-5706
Angleton	
Brazoria County	(979) 849-2441
Game Warden:	(281) 931-6471
Houston Office	(281) 842-8100

2.0 **FIRE FIGHTING HELP**

2.1 MUNICIPAL

Brazoria County	Phone
Texas State Fire Marshall	(512) 475-4203
Brazoria Fire Dep.	911
Freeport Fire Dep.	911
Houston Fire Dep.	(713) 228-5726
(HAZMAT Team)HM22	
Jones Creek Fire Dep.	911
Old Ocean Fire Dep.	911

Sweeny Fire/ Rescue	911
West Columbia Fire Dep.	911

2.2

COMMERCIAL

	Phone
National Foam	(800) 334-3156
Red Alert Emergency Line	(610) 363-1400
Williams Fire & Hazard Control	(713) 254-1451
Delta ISS	(409) 626-4172
Vallen	(979) 233-5451

3.0 NEWS MEDIA-BRAZORIA COUNTY

3.1 RADIO STATIONS

	Address	Phone
KTRH 740AM	510 Lovett Houston, TX 77006	(713) 630-3600

Above designated radio stations will be asked to broadcast official Sweeny Complex announcements for hurricane information and other emergencies.

** WILL ONLY ACCEPT EMERGENCY RELATED INFORMATION FROM PREDESIGNATED SPOKESPERSONS

3.2 NEWSPAPERS

	Address	Phone
Brazosport Facts	307 E. Park Freeport, TX 77541	(979) 233-3511
Bay City Tribune	P.O. Box 2450	(979) 245-5555

Bay City, TX 77404

4.0 MEDICAL HELP

	Phone
LIFE FLIGHT MEDICAL HELICOPTER (Houston)	(800) 392-4357 (713)704-4357
PHI AIR MEDICAL HELICOPTER (Richmond)	(877) 435-9744
Angleton Area EMS	(979) 849-2383
Angleton/Danbury General Hospital	(979) 849-7721
Brazosport Memorial Hospital	(979) 297-4411
West Columbia Police Department	(979) 345-5121
Clute EMS	(979) 265-6194
Freeport F. D. (Ambulance)	(979) 239-1211
Gulf Coast EMS (Bay City)	(979) 323-9020
UTMB – Galveston	(409) 797-8000
Memorial Hermann Hospital - Houston	(713) 704-4000
Lake Jackson EMS	(979) 297-1101
Matagorda Hospital	(979) 245-6383
Methodist Hospital - Houston	(713) 790-3311
Poison Control Center (Galveston)	(800) 222-1222

St. Luke's Hospital - Houston	(713) 791-2011
Sweeny Community Hospital	(979) 548-3311 (979) 548-3105 fax
TX Dept. of State Health Service – Radiation Emergency (24 hour)	(512) 458-7460
West Brazos EMS (Brazoria & Sweeny)	(979) 798-2195

5.0 EXPLOSIVE DISPOSAL HELP

	Phone
Bureau of Alcohol, Tobacco, Firearms & Explosives: Houston Office	(281) 372-2900
Houston – Industry Operations	(281) 372-2950
Houston PD Bomb Squad	(713) 222-3131

6.0 GOVERNMENTAL EMERGENCY AGENCIES

6.1 BRAZORIA COUNTY

	Phone
Brazoria County Civil Defense County Judge - Director	(979) 864-1200
Brazoria Office of Emergency Management - Dispatch	(979)864-1801 (979) 864-2392
District Attorney	(979) 864-1230

Brazoria County Airport	(979) 864-1589
Brazosport C.A.E.R.	(979) 238-CAER (2237)

6.2 FEDERAL

	Phone
Department of Emergency Management	(202) 646-2500
Department of Transportation HazMat Transp. and Pipeline Accidents – National Response Center (24 hour) (Report Pipeline Leaks)	(800) 424-8802
Environmental Protection Agency	(214) 665-6444
General Information	(800) 887-6063
Public Information Center – Region 6	(866) 372-7745
Environmental Emergencies	
EPA RCRA Hotline	(800) 424-9346
FEMA Region 6 Denton, Texas (Main Number)	(940) 898-5399
National Response Center	(800) 424-8802
(Report any oil or hazardous material spill that has reached or may reach a waterway)	
Nuclear Regulatory Commission	(301) 816-5100
24 hr emergency contact	
United States Coast Guard - Sector Houston-Galveston	(713) 671-5100
Primary	(713) 671-5113
Emergency	(713) 578-3000
Houston – Air Station (Dial Ext. 0 for Emergency)	

7.0 GOVERNMENTAL SERVICES

7.1 STATE OF TEXAS

	Phone
Texas Commission on Environmental Quality (TCEQ)	(512) 239-1000
State of Texas Spill-Reporting Hotline	(800) 832-8224
Texas Dept. of Health (Occupational Health Prog.)	(512) 458-7111
Texas Dept. of Health (Bureau of Radiation)	(512) 458-7760
Texas Forest Service	
Office of Director – College Station	(979) 458-6606
Fire Risk Assessment – College Station	(979) 458-6530
Houston Office	(713) 688-8931
Texas Parks & Wildlife – Austin	(512) 389-4800
Texas Railroad Commission	(512) 463-7288
LPG Division (Report LPG Emergencies)	
Texas State Fire Marshall - Austin	(512) 305-7900
Texas Department of Emergency Planning (24 hr.)	(512) 463-7727
SARA Title III - (Report releases or spills)	
Texas State Dept. of Highways & Public	(713) 869-4571
Transportation	
Electric Reliability Council of Texas (ERCOT)	
Texas General Land Office	800-832-8224
Phillips 66 - 24 Hour Emergency Number	(281) 293-6844
Fax	(281) 293-3525
Tenaska (contract agency for primary notification to ERCOT)	(817) 462-1509

Fax	(817) 303-1104
ERCOT Frequency Desk (24-hour Emergency)	(512) 248-3100
ERCOT (direct line – emergency notification only)	(512) 248-3900
Texas Regional Entity Compliance Hotline	(888) 242-6340
Texas-New Mexico Power (Local Transmission & Distribution Company)	
Main Number	(409) 948-8451
24 hr. Number	(281) 337-6589

7.2 FEDERAL

	Phone
Corp. of Engineers (Galveston)	
Main Office	(409) 766-3956
Emergency (Command Duty Officers – Cell)	(409) 939-0235
Environmental Protection Agency	
General Information	(214) 665-6444
Laboratory Services	(281) 983-2100
Federal Aviation Administration	
Air Traffic Control – Houston Operations Center Area Mgr.	(281) 230-5300
Air Traffic Control - Houston Operations Center Ops. Mgr.	(281) 230-5560
Federal Railroad Administration	
Office of Safety Assurance and Compliance Program	(202) 493-6244
National Weather Service - Forecast and Local Weather	
Austin/ San Antonio	(830) 606-3617

Dallas/ Ft. Worth	(817) 429-2631
Houston/ Galveston	(281) 337-5074
North American Electric Reliability Corporation (NERC)	(609) 452-8060
Compliance Hotline	(609) 524-7069
Occupational Safety & Health Administration (OSHA) Houston	(281) 286-0583
Office of Pipeline Safety	(202) 366-4595
Washington, D.C.	
U. S. Coast Guard - Construction Permits	(504) 589-2965
8th District Office (New Orleans)	

8.0 INDUSTRIAL AGENCY HELP

	Phone
CHEMTREC (Chemical Transportation Emergency Center)	(800) 424-9300
Or	(202) 483-7616
Chemical Referral Center	(800) 262-8200
Dow Chemical* Fire, Safety, Security	(979) 238-2112
Freeport – Dispatch	
Lyondell Basell*	
Bay City – Control Room (24 hr)	(979) 244-7163
Emergency Response Coordinator	(832) 726-6434
OXEA*	
Bay City – Security Gate	(979) 241-4046
Emergency Response Coordinator	(979) 240-1042

NOTE: "*" indicates member of SETMAG

9.0 FIRE FIGHTING/SAFETY SUPPLIESAND FIRE EQUIPMENT REPAIRS

9.1 FIRE FIGHTING SUPPLIES

	Phone
Dooley Tackaberry	(713) 479-9700
Williams Hazard Control(TYCO)	(409) 727-2347
	(281) 999-0276
National Foam Emergency No.	(610) 363-1400
Delta Industrial Services – Office	(409)724-1055
Cell	(409) 626-4172

9.2 SAFETY / SPILL CONTAINMENT SUPPLIES

	Phone
Casco	(800) 551-8787
Dooley Tackaberry – Deer Park	(713) 479-9700
Gary Poston (Freeport) Office	(979) 233-1214
Cell	(979) 299-0688
MSRC – Office	(800) 259-6772
Office	(703) 326-5617
Cell	(703) 887-2271
Cell	(305) 323-8857
Phoenix Pollution Control & Env. Services Office	(281) 838-3400
Cell	(713) 303-2983
Cell	(832) 247-7273

	Cell	(281) 914-1031
SET Environmental, Inc. (SET)		(877) 437-7455
Total Safety – La Porte		(281) 867-2300
On-site store		(979) 491-2960
Wilson Supply – Houston	(713) 237-3700	
Murray Carson (on-site)	(979) 491-2096	
Tommy Wade (Freeport) Office	(979) 239-2278	
Cell	(979) 292-4388	

9.3 FIRE TRUCK REPAIR

	Phone
Training Specialists National Foam (Houston)	(888) 448-2522
Texas Fire Rescue (Houston)	(713) 941-1118
Special Equipment Services (Kaufman)	(972) 932-4476

10.0 CORPORATE EMERGENCY NUMBERS

10.1 PHILLIPS 66 EMERGENCY CONTACT LIST

	Phone
C.M. & E.R. (Crisis Management & Emergency Response)	(800) 342-5119
Medical	(918) 661-8118
Legal	(918) 661-5718
Petroleum Products Safety Manager	(918) 661-4107
Hurricane Emergency Hot-Line	(800) 666-EVAC
Phillips 66 Midstream	

Brazoria Co	(979) 491-2206
Emergency Number	(713) 477-5533
Pasadena Terminal (24 Hour Number)	(713) 472-4762

10.2 CHEVRON PHILLIPS CHEMICAL EMERGENCY CONTACT LIST

	Phone
Corporate Chevron Phillips Incident Management Team (IMT)	(866) 442-9628

10.3 HOUSTON AREA EMERGENCY CONTACT LIST

	Business	Cell
Pasadena Chemicals Complex – 24 hr. Phone	(713) 475-3624	
P66 Insurance, Real Estate & Claims – Houston	(832) 486-3355	(281) 467-6141
Greg Cardwell	(832) 486-3349	(713) 542-0777
William Kaufman	(832) 486-3354	(713) 703-8215
Gail Reardon	(832) 486-3337	(832) 287-2929
Sean Tackett	(832) 486-3395	(281) 235-6558
Bob Adair		
CPChem Insurance, Real Estate & Claims – Houston	(832) 813-4349	(281) 467-3499
Scott Harris	(832) 813-4707	(936)703-2317
Brenda Burt		

11.0 COMMON CARRIER EMERGENCY NUMBERS

	Phone
Coastal Transport (24 Hr.)	(713) 672-6316

Houston	
Dallas Material Transport Co. (24 Hr.)	(713) 674-8491
Houston	
Enterprise Transport	(979) 233-5440
Freeport	
Groendyke Transport (0800-1700 M-F & 0800-1200 Sat)	(979) 849-4964
Angleton	(979) 849-4869
Terminal Mgr. - Joe Smith (Home)	
Dispatcher - Mitchell Nesmith (Home)	
Koch Service, Inc. (0800-1700 M-F & 0800-1200 Sat)	(713) 573-1364
Mont Belvieu	(713) 576-5107
Terminal Mgr. - Joe Smith (Home)	
Dispatcher - Carl Kelly (Home)	
Martin Gas Transport (24 Hr.)	(713) 820-1137
Mont Belvieu	
Terminal Mgr. - Don Alexander (Home)	
Service Transport (24 Hr.)	(713) 495-4964
Houston	
Terminal Mgr - Joe Rosser (Home)	
Union Pacific RR (Missouri Pacific RR) (24 Hr.)	(979) 849-7281
Angleton	

ICS 201-1 Incident Briefing Map/Sketch		
Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	
Report Title: _____		
Notes: _____		
ICS 201-1 Incident Briefing		**© 2003-2013 TRG/dbSoft, Inc.**

ICS 201-2 – Summary of Current Actions		
Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	

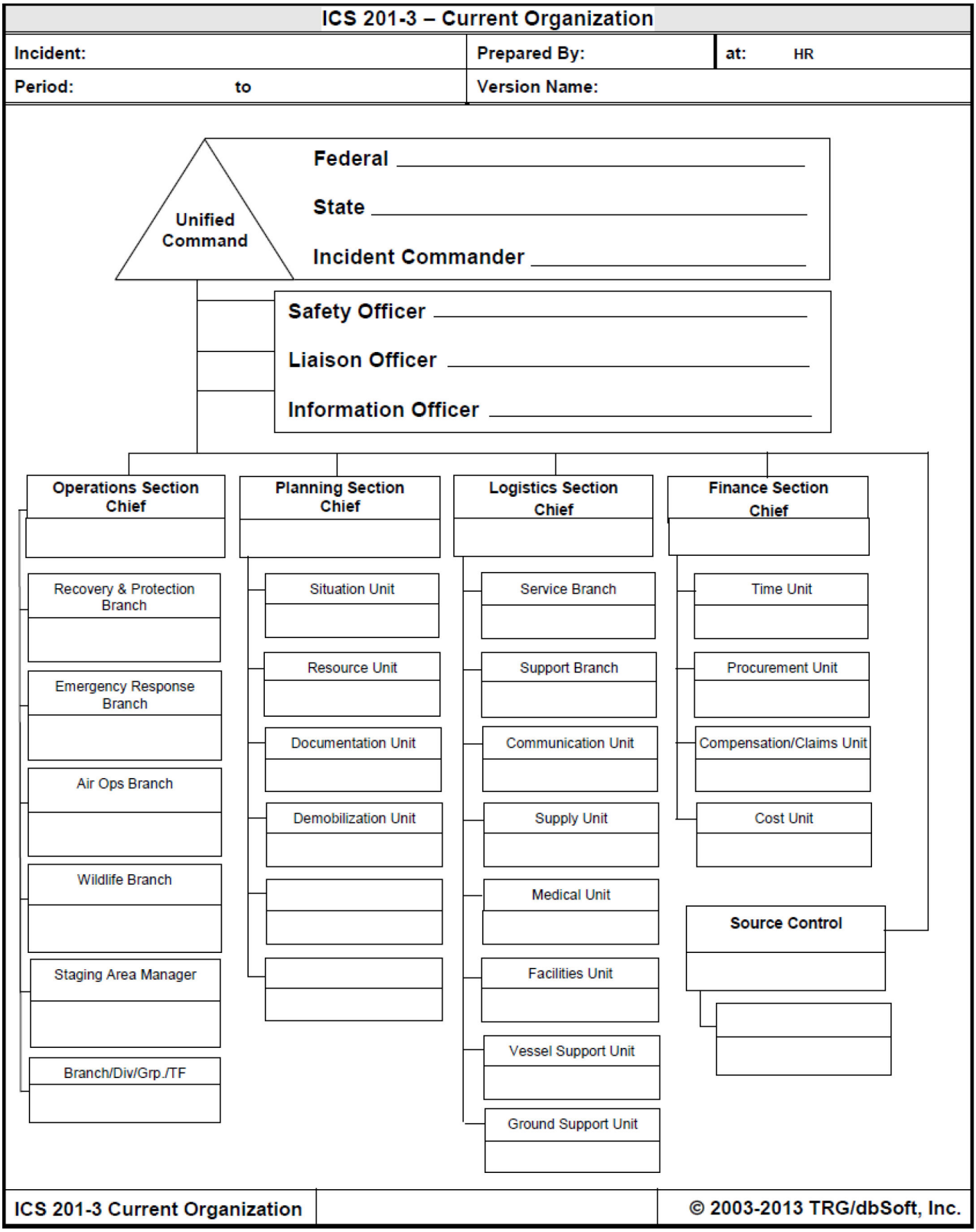
Incident Information

Initial Incident Objectives

Summary of Current Actions

Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note
Date/Time	Action/Note

ICS 201-2 Summary of Current Actions		


ICS 201-3 – Current Organization
Incident:
Prepared By:
at: HR
Period: to
Version Name:
Unified Command
Federal
State
Incident Commander
Safety Officer
Liaison Officer
Information Officer
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief
Recovery & Protection Branch
Emergency Response Branch
Air Ops Branch
Wildlife Branch
Staging Area Manager
Branch/Div/Grp./TF
Situation Unit
Resource Unit
Documentation Unit
Demobilization Unit
Service Branch
Support Branch
Communication Unit
Supply Unit
Medical Unit
Facilities Unit
Vessel Support Unit
Ground Support Unit
Time Unit
Procurement Unit
Compensation/Claims Unit
Cost Unit
Source Control
ICS 201-3 Current Organization
© 2003-2013 TRG/dbSoft, Inc.

ICS 201-4 – Resource summary						
Incident:		**Period:**		**To**		
Supplier	**Resource Type**	**Description**	**Quantity**	**Area of Operation**	**Status**	**Status Date/Time**
ICS 201-4 Resource Summary						**© 2003-2013 TRG/dbSoft, Inc.**

ICS 201-5 - Site Safety and Control Analysis				
Incident:		Prepared By: at		
Period:		Version Name:		
Site Control				
1. Is Site Control set up? Yes No		2. Is there an on-scene command post? Yes No If so, where:		
3. Have all personnel been accounted for? Yes No Don't Know	Unaccounted:	Injuries:	Trapped:	Fatalities:
4. Are observers involved, or rescue attempts ongoing/planned? Observers: Yes No Rescuers: Yes No		5. Are decon areas setup?: Yes No If so, where		
Hazard Identification, immediate signs of:				
1. Electrical line(s) down or overhead? Yes No		2. Unidentified liquid or solid products visible? Yes No (if Yes, explain in Remarks)		
3. Wind direction across incident Towards your position Away from your position: Wind speed:		4. Is a safe approach possible? Yes No		
5. Odors or smells? Yes No		6. Vapors visible? Yes No		
7. Holes, ditches, fast water, cliffs, etc. nearby? Yes No		8. Fire, sparks, sources of ignition nearby? Yes No		
9. Is local traffic a potential problem? Yes No		10. Product placards, color codes visible? Yes No		
11. Other Hazards? Yes No		12. As you approach the scene from the upwind side, do you note a change in the status of any of the above? Yes No		
Hazard Mitigation: Have you determined the necessity for any of the following?				
1. Entry Objectives:				
2. Warning sign(s), barriers, color codes in place? Yes No				
3. Hazardous material being monitored? Yes No				
3a Sampling Equipment:		3c. Sample frequency:		
3b. Sampling location(s):		3d. Personal exposure monitoring:		
4. Protective gear / level:				
4a. Gloves:		4d. Boots:		
4b. Respirators:		4e. Chemical cartridge change frequency:		
4c. Clothing:				
5. Decon				
5a. Instructions:				
5b. Decon equip. and materials:				
6. Emergency escape route established? Yes No Route:				
7. Field responders briefed on hazards? Yes No				

ICS 202 - GENERAL RESPONSE OBJECTIVES		
Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	

Overall and Tactical Objectives	Assigned to:	Status
1. Ensure the Safety of Citizens and Response Personnel		
☐ 1a. Identify hazard(s) of spilled material		
☐ 1b. Establish site control (hot zone, warm zone, cold zone, & security)		
☐ 1c. Consider evacuations if needed		
☐ 1d. Establish vessel and/or aircraft restrictions		
☐ 1e. Monitor air in impacted areas		
☐ 1f. Develop site safety plan for personnel & ensure safety briefings are conducted		
2. Control the Source of the Spill		
☐ 2a. Complete emergency shutdown		
☐ 2b. Conduct firefighting		
☐ 2c. Initiate temporary repairs		
☐ 2d. Transfer and/or lighter product		
☐ 2e. Conduct salvage operations, as necessary		
3. Manage a Coordinated Response Effort		
☐ 3a. Complete or confirm notifications		
☐ 3b. Establish a unified command organization and facilities (command post, etc.)		
☐ 3c. Ensure local and tribal officials are included in response organizations		
☐ 3d. Initiate spill response Incident Action Plans (IAP)		
☐ 3e. Ensure mobilization & tracking of resources & account for personnel & equip		
☐ 3f. Complete documentation		
4. Maximize Protection of Environmentally-Sensitive Areas		
☐ 4a. Implement pre-designated response strategies		
☐ 4b. Identify resources at risk in spill vicinity		
☐ 4c. Track oil movement and develop spill trajectories		

☐ 4d. Conduct visual assessments (e.g., overflights)		
☐ 4e. Development/implement appropriate protection tactics		

ICS 202 General Response Objectives		**© 2003-2013 TRG/dbSoft, Inc.**

ICS 202 - GENERAL RESPONSE OBJECTIVES

Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	

Overall and Tactical Objectives

	Assigned to:	Status
5. Contain and Recover Spilled Material		
☐ 5a. Deploy containment boom at the spill site & conduct open-water skimming		
☐ 5b. Deploy containment boom at appropriate collection areas		
☐ 5c. Evaluate time-sensitive resp technologies (e.g., dispersants, in-situ burning)		
☐ 5d. Develop disposal plan		
6. Recover and Rehabilitate Injured Wildlife		
☐ 6a. Establish oiled wildlife reporting hotline		
☐ 6b. Conduct injured wildlife search and rescue operations		
☐ 6c. Setup primary care unit for injured wildlife		
☐ 6d. Operate wildlife rehabilitation center		
☐ 6e. Initiate citizen volunteer effort for oiled bird rehabilitation		
7. Remove Oil from Impacted Areas		
☐ 7a. Conduct appropriate shoreline cleanup efforts		
☐ 7b. Clean oiled structures (piers, docks, etc.)		
☐ 7c. Clean oiled vessels		
8. Minimize Economic Impacts		
☐ 8a. Consider tourism, vessel movements, & local economic impacts		
☐ 8b. Protect public and private assets, as resources permit		
☐ 8c. Establish damage claims process		
9. Keep Stakeholders and Public Informed of Response Activities		
☐ 9a. Provide forum to obtain stakeholder input and concerns		
☐ 9b. Provide stakeholders with details of response actions		

☐ 9c. Identify stakeholder concerns and issues, and address as practical		
☐ 9d. Provide timely safety announcements		
☐ 9e. Establish a Joint Information Center (JIC)		
☐ 9f. Conduct regular news briefings		
☐ 9g. Manage news media access to spill response activities		
☐ 9h. Conduct public meetings, as appropriate		
ICS 202 General Response Objectives		**© 2003-2004 TRG/dbSoft, Inc.**

ICS 203 - Organization Assignment

Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	

Command Staff

Title	Name	Mobile	Pager	Other	Radio
Federal (FOSC)		( ) -	( ) -	( ) -	
State (SOSC)		( ) -	( ) -	( ) -	
RP(s)		( ) -	( ) -	( ) -	
Incident Commander		( ) -	( ) -	( ) -	
Deputy Incident Commander		( ) -	( ) -	( ) -	
Safety Officer		( ) -	( ) -	( ) -	
Information Officer		( ) -	( ) -	( ) -	
Liaison Officer		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	

Operations Section

Title	Name	Mobile	Pager	Other	Radio
Operations Section Chief		( ) -	( ) -	( ) -	
Deputy Operations Section Chief		( ) -	( ) -	( ) -	
Staging Area Manager		( ) -	( ) -	( ) -	
Recovery & Prot. Branch Director		( ) -	( ) -	( ) -	
Emergency Resp. Branch Director		( ) -	( ) -	( ) -	
Air Ops Branch Director		( ) -	( ) -	( ) -	
Wildlife Branch Director		( ) -	( ) -	( ) -	
Branch Director		( ) -	( ) -	( ) -	
Division/Group Supervisor		( ) -	( ) -	( ) -	
Disposal Group Supervisor		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	
		( ) -	( ) -	( ) -	

Planning Section

Title	Name	Phone	Fax	Other	Radio
Planning Section Chief		( ) -	( ) -	( ) -	
Deputy Planning Section Chief		( ) -	( ) -	( ) -	

Situation Unit Leader		( ) -	( ) -	( ) -	
Resource Unit Leader		( ) -	( ) -	( ) -	
Documentation Unit Leader		( ) -	( ) -	( ) -	
Technical Specialist		( ) -	( ) -	( ) -	
Demobilization Unit Leader		( ) -	( ) -	( ) -	
Check In Recorder		( ) -	( ) -	( ) -	

ICS 203 Organization Assignment		**© 2003-2013 TRG/dbSoft, Inc.**

ICS 204 - Assignment List

Incident:	**Branch:**
Period: to	**Division:**
Prepared by Signature:	**Task Force:**
Approved by Signature:	**Group:**

Assignments

Special Instructions for Division/Group

Tactical Objective

Description of Work

Location of Work

Work Assignment Special Instructions

Special Equipment/Supplies Needed for Assignment

Special Environmental Considerations

Special Site-Specific Safety Considerations

Shoreline Cleanup Assessment Team (SCAT) Considerations		
Additional Information		
Prepared by (Resource Unit Leader):	**Approved by (Planning Section Chief):**	**Date/Time Approved:**
ICS 204 Assignment List		© 2003-2013 TRG/dbSoft, Inc.

ICS 205 – Communications Plan

Incident:	Prepared by: at: HR
Period: to	Version Name:

Phone Listing

Name	Main Phone	Fax	Other No. – Desc.	Other No. – Desc.	Radio
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	
	( ) -	( ) -	( ) - -	( ) - -	

Radio Utilization

System	Channel	Function	Frequency	Assignment	Notes

ICS 205 Communications Plan			© 2003-2013 TRG/dbSoft, Inc.

ICS 206 – Medical Plan

Incident:	Prepared By:	at: HR
Period: to	Version Name:	

First Aid Stations

Name	Location	EMT (On-Site)	Phone	Radio
			( ) -	
			( ) -	
			( ) -	
			( ) -	
			( ) -	

Transportation (Ground and/or Ambulance Services)

Name	Location	EMT (On-Site)	Phone	Radio
			( ) -	
			( ) -	
			( ) -	
			( ) -	
			( ) -	

Air Ambulance

Name	Location	Doctor/Nurse	EMT (On-Site)	Phone	Radio
				( ) -	
				( ) -	
				( ) -	
				( ) -	

Hospitals

Name	Location	Helipad	Burn	Phone	Radio
				( ) -	
				( ) -	
				( ) -	
				( ) -	
				( ) -	

Special Medical Emergency Procedures

ICS 206 Medical Plan		

ICS 208 – Site Safety Plan

Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	
Applies to Site:		
Products:		**(Attach MSDS)**

Site Characterization

☐ Marine vessel ☐ Pipeline ☐ Storage facility ☐ Truck/Rail car ☐ Other _____

Water	☐ Ocean	☐ Bay	☐ River	☐ Creek
	☐ Canal	☐ Wetlands	☐ Shoreline	☐ Other _____
	☐ Muddy	☐ Sandy	☐ Rocky	
Land	☐ Mountains	☐ Hills	☐ Brushland	☐ Forest
	☐ Other _____	☐ Grassland		
Use	☐ Public	☐ Government	☐ Residential	☐ Commercial
	☐ Recreational	☐ Industrial	☐ Farmland	☐ Other

(See Attachment Site Map)

Weather	Water Temp _____°F	Air Temp _____°F	Wind Speed _____ mph	Wind Dir. _____ (From)
	☐ Rain	☐ Snow	☐ Ice	☐ Fog	☐ Other _____
Pathways for Dispersion	☐ Air	☐ Water	☐ Land	☐ Other _____

Site Hazards	☐ Boat Safety	☐ Fire, Explosion, In-Situ Burning	☐ Pump Hose
	☐ Chemical Hazards	☐ Heat Stress	☐ Slips, Trips, and Falls
	☐ Cold Stress	☐ Helicopter Operations	☐ Steam and Hot Water
	☐ Confined Spaces	☐ Lifting	☐ Trenching/Excavation
	☐ Drum Handling	☐ Motor Vehicles	☐ UV Radiation
	☐ Equipment Operations	☐ Noise	☐ Visibility
	☐ Electrical Operations	☐ Overhead/Buried Utilities	☐ Weather
	☐ Fatigue	☐ Plants/Wildlife	☐ Work Near Water
	☐ Other: _____	☐ Other: _____	☐ Other: _____

(See Attachment – Site Hazards for more information)

Air Monitoring	%LEL _____	%O2 _____	PPM Benzene _____	PPM H2S _____	Other (specify) _____

See Attachment – Monitoring Results/Methods

Control Measures

Engineering Controls	☐ Source of release secured	☐ Valve(s) closed	☐ Facility shut down
	☐ Site secured	☐ Energy sources locked/tagged out	☐ Other
Personal Protective Equipment (PPE)	☐ PVC suits	☐ PE/TYVEK suits	☐ Respirator _____
	☐ Nitrile gloves	☐ PVC gloves	☐ Eye protection _____
	☐ Rubber boots	☐ Hard hats	☐ Other _____

(See Attachment – PPE)

Additional Control Measures	☐ Decontamination	☐ Stations established (See Site Map and Attachment-Decontamination)
	☐ Sanitation	☐ Facilities provided – OSHA CFR 1910.120(n).

☐ Illumination ☐ Medical Surveillance	☐ Facilities provided – OSHA CFR 1910.120(m). ☐ Provided – OSHA CFR 1910.120(f).
ICS 208 Site Safety Plan	**© 2003-2013 TRG/dbSoft, Inc.**

ICS 211E – Check-In List (Equipment)					
Incident:			**Prepared By:**	**At:**	**HR**
Period:	**to**		**Version Name:**		
Check-In Location:	☐ **Command Post**	☐ **Staging Area**	☐ **Other – _____**		
Equipment Description & Identifier	**Supplier & Contact Information**	**Quantity & UOM**	**Size & UOM**	**Check-In Date/Time & Assignment**	**Check-Out Date/Time & Destination**
ICS 211E Check-In List (Equipment)			**© 2003-2013 TRG/dbSoft, Inc.**		

ICS 211P – Check-In List (Personnel)					
Incident Name:			Prepared By: 13: HR		
Period: to			Version Name:		
Check-In Location: ☐ Command Post ☐ Staging Area ☐ Other – _____					
Name (Last, First) & Contact Information	Classification and Company/Agency	Assigned Section & Position	Quantity & UOM	Check-In Date/Time	Check-Out Date/Time
ICS 211P Check-In List (Personnel)			© 2003-2013 TRG/dbSoft, Inc.		

ICS 214 – Unit Log		
Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	
Unit Name/Designators:	**Unit Leader (Name and Position):**	

Personnel Roster Assigned

Name	ICS Position	Home Base

Activity Log

Date/Time	Events/Notes

ICS 214 Unit Log	© 2003-2013 TRG/dbSoft, Inc.

ICS 214A – Individual Log		
Incident:	**Prepared By:**	**at:** HR
Period: to	**Version Name:**	

Activity Log

Date/Time	Events/Notes

Notification Status Report

Incident Name:	Prepared By: at:
Period: / / to / /	Version Name:

Organization Notified	Phone	Date /Time Notified	Person Contacted	Case #	Follow Up	ETA On Site	Notified By
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y ☐ N	HR	
Notes:							
	( ) -	/			☐ Y		
Notes:							
	( ) -	/			☐ Y		
Notes:							
	( ) -	/			☐ Y		
Notes:							
	( ) -	/			☐ Y		
Notes:							

Weather Report

Incident Name:	Prepared By: at: HR
Period: / / to / /	Version Name:

Current Information

Wind Speed (MPH/Knots):		Wave Height (Feet):	
Wind Direction From The:		Wave Direction:	
Air Temperature (f):		Swell Height (Feet):	
Barometric Pressure:		Swell Interval:	
Humidity:		Current Speed:	
Visibility (Miles):		Current Direction Toward:	
Ceiling (Feet):		Water Temperature (F):	
Next High Tide (Time):		Next Low Tide (Time):	
Next High Tide (Height):		Next Low Tide (Height):	
Sunrise:		Sunset:	

Notes:

24 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Forecast:

48 Hour Forecast

Sunrise:		Sunset:	
High Tide (Time):		High Tide (Time):	
High Tide (Height):		High Tide (Height):	
Low Tide (Time):		Low Tide (Time):	
Low Tide (Height):		Low Tide (Height):	

Forecast:

These guidelines outline the format to be utilized for debrief and critique of responses to incidents at the Sweeny Complex. All incidents (i.e. fires, explosions, spills, releases, bomb threats and natural disasters) will be followed by a formal, documented critique. The purpose of the critique should be to point out the positives of the mitigation of the response and identify areas that need improving. Action items will be assigned and followed to correct or improve the areas defined as needing improvement.

These guidelines were written for all personnel responding to, assisting with, or supporting an incident response at the Sweeny Complex. All personnel involved with an incident should be given the opportunity to participate in follow-up critiques.

DEFINITIONS

Critique - A phase of the termination activity that outlines in a positive manner lessons learned with the goal of improving efficiency and pinpointing weaknesses.

Debrief - The process of reviewing an incident focusing on important factors encountered during the incident.

Termination - The final process of most major incidents, usually consisting of two elements: debriefing and critique.

ROLES

Incident Commander – responsible for initiating the termination phase of an incident.

Safety Officer – responsible for gathering of information as to the acute and chronic health effects of the hazardous substances involved in the incident; this information should be presented during the incident debrief.

GUIDELINES

DEBRIEF

A debrief should begin as soon as the "emergency" phase of the incident is complete. Ideally, this should be before the Initial Response Team (IRT) and Emergency Response Team (ERT) are released.

On incidents of a large scale, or when the responders must leave before the "emergency" phase is complete, the Shift Brigade Captains or ER T Officers will pass on to the responders essential information and who can be contacted for further information should the need arise.

The debrief exercise should be conducted at the Fire Station training room or other suitable facility.

For small scale incidents, Operations Section Chief, or their designate, should act as the debrief chairperson. For large scale incidents, the Emergency Response Branch Director, or his/ her designate, should act as the debrief chairperson.

Debriefs should cover the following subjects in the suggested order as listed:

1) Health Information
   - Products responders were possibly exposed to
   - Signs and symptoms to include delayed effects of the exposure
   - Log exposure levels for future reference

2) Equipment exposure review
   - Ensure that equipment that is unfit for service is clearly marked and plans made for special cleaning or disposal
   - Delegate a person the responsibility for contaminated personal protective equipment and a follow up date

3) Identify problems requiring attention
   - Safety concerns
   - Equipment failures
   - Potential legal ramifications that may arise

4) Say "Thank you"
   - Reinforce things that went right
   - Commit to work on any problems that were uncovered
   - Never leave the meeting on a "Sour" note

Note: Depending on the nature of the incident, following up with EAP councilors may be considered for responders and those affected by the events.

CRITIQUE

An incident critique should be conducted with the objective of improving performance and efficiency.

The incident commander will appoint a critique leader. The leader should use the following guidelines in conducting the critique:

1) Explain the guidelines for the critique

2) Facilitate a timely critique

3) Ensure that direct questions receive direct answers

4) Ensure that all participants play by the critique rules

5) Ensure that each group presents their observations

6) Keep notes of important points

7) Sum up the lessons learned

INCIDENT DOCUMENTATION

For P66 incidents, incident documentation may include one or more of the following, dependent on incident type, severity, and duration:

➢ Initial Incident Report	IMPACT – First Report of Incident
➢ Initial Incident Forms (ICS 201s)	Annex I – ICS Forms
➢ Site Safety Plan (ICS208)	Annex I – ICS Forms
➢ General Response Objectives (ICS 202)	Annex I – ICS Forms
➢ Medical Plan (ICS 206)	Annex I – ICS Forms
➢ Staging Logs (ICS 211p / 211e)	Annex I – ICS Forms
➢ Unit/ Individual Logs (ICS 214/ 214a)	Annex I – ICS Forms
➢ DOT Form 7000-1	Pipeline Safety Files
➢ Bomb Threat Call Checklist	Annex II

When applicable, photographic documentation will also be utilized. Photographic documentation may include digital photos or video of the incident site.

The Documentation Unit of the Planning Section, as outlined in the Annex I – Incident Management System – coordinate assimilation of the documentation.

POST-ACCIDENT INVESTIGATION

Post-Accident Investigation will be conducted in accordance with the Phillips 66 Sweeny Refinery Safety Standard, A.2 or the Chevron Phillips Sweeny Complex Safety Standard, A.2. These Safety Standards provide guidelines on the method of investigation, personnel to be involved with the investigation, and method for tracking corrective actions. In the event of an oil spill or release, arrangements will be made to include the proper Regulatory Agency representation on the investigation team, as appropriate.

The P66 Emergency Response Team and CPChem EHS Team will maintain investigation documentation.

INCIDENT HISTORY

The P66 Emergency Response Team and the CPChem EHS Team maintain incident history files. To review historical files, contact the Team Leader of the respective team

The Sweeny Complex Emergency Preparedness Team utilizes, maintains and inventories the following equipment and apparatus for the purpose of emergencies within the Sweeny Complex.

An Emergency Response Team Roster is also maintained. Contact the Emergency Response Administrative Assistant for an updated copy.

ENGINE 1

2014 E-One Pumper

Role: Foam Pumper

- 3000 gpm pump
- 1750 gallons of 1% x 3% foam (AR-AFFF)
- Deck gun: 6000 gpm Ambassador Remote Control (1)
- Deck gun: 2000 gpm Monsoon Remote Control (2)
- Hose carried – 5": 1600'
- Hose carried – 3": 600'
- Hose carried – 1¾": 400'
- Seating capacity: 6

ENGINE 2

2007 Pierce Pumper on Navistar/International 4400

Role: Pumper

- 1750 gpm pump
- 750 gallons of water
- 250 gallons of 1%/3% foam (AR-AFFF)
- Deck gun: 2000 gpm
- Hose carried – 5": 1000'
- Hose carried – 3": 800'
- Hose carried – 1¾": 200'
- Seating capacity: 3

TRUCK 1

2000 E-One Aerial Platform

Role: Aerial/ Foam Pumper

- 2250 gpm pump
- 250 gallons of water
- 500 gallons of 3%/6% foam (AR-AFFF)
- 95' ladder with aerial platform
- Deck guns: 2 – 2000 gpm on aerial platform
- Hose carried – 5": 1000'
- Hose carried – 3": 500'
- Hose carried – 1¾": 300'
- Seating capacity: 4

ENGINE 21
2015 Sutphen 395 Industrial Pumper
Role: Foam Pumper

- 4000 gpm
- 1000 gallons of 1X3% National Foam
- 4000 - 6000 gpm Ambassador Nozzle (Electric) Deck
- 2000 gpm Monsoon Nozzle (Electric) 2 X Rear
- Hose carried – 1 ¾". 400'
- Hose carried – 6". 1150"
- Hose carried – 3". 600"
- Seating Capacity - 6

BOOSTER
1993 Chevrolet K-2500 4x4 with skid unit
Role: Grass fire fighting/ Support

- 200 gpm pump
- 220 gallons of water
- 5 gallons of Ansul Silvex (Class A) Foam
- Hose carried – 3": 50'
- Hose carried – 1¾": 150'
- Hose carried – 1": 200'
- Seating capacity: 3

HOSE TENDER
1993 Navistar 4700
Role: Hose Tender/ Support

- Hose carried – 5": 6500'
- Hose carried – 7¼": 1500'
- Seating capacity: 6

RESCUE 1
2001 E-One Rescue Truck on a Ford F-550 4x4
Role: Rescue/ Support

- 3 bottle cascade
- Seating capacity: 5

MEDIC 3
2017 Ambulance on a Ford F-350
Role: Medical Response and Transport

- Mobile Intensive Care Unit capable
- Seating capacity (cab): 2

FOAM TANKER
1988 International F-9370 Truck with Tank Trailer
Role: Foam Supply

- 300 gpm foam transfer pump
- 6,600 gallons of 3%/6% foam (AR-AFFF)
- 6,000 in main compartment; 600 in auxiliary compartment
- Seating capacity: 2

"MOTHER"
Portable Pump- 3000 gpm

605
2008 Ford F-250 Extended Cab Pickup
Role: Response/ Support

- Seating capacity: 2+

FLATBED
2006 Chevrolet ¾ Ton Extended Cab with flat bed
Role: Support

- Seating capacity: 2+

DUALLY
2014 Ford F-450
Role: Support

- Seating capacity: 5

COORDINATORS TRUCK
2015 F-250
Role: Support

- Seating Capacity: 5

SHIFT BRIGADE CAPTAIN – 1&2
2009 Ford F-250 Extended Cab Pickups (2)
Role: Initial Response

- Twin deck guns
- 50 gallons of 1%/3% foam (AR-AFFF) each
- Hose carried – 5" : 200'
- Seating capacity: 2+

AMBASSADOR 1
Williams Fire and Hazard Control 1,000-6,000 gpm trailer-mounted monitor with foam capabilities
Role: Large Water/ Foam Application

HIRED GUN 1, 2 & 3
Williams Fire and Hazard Control 2,000 gpm trailer-mounted monitors with foam capabilities
Role: Large Water/ Foam Application

HAZ-MAT SPILL RESPONSE TRAILER
20 foot Wells Cargo Trailer
Role: Spill Response

- Hand tools
- Absorbent materials (pads, sweeps, booms)
- Containment boom

HAZ-MAT TRANSFER TRAILER
24 foot Wells Cargo Trailer
Role: Hydrocarbon Tank Truck and Tank Car Transfer

- Transfer pump
- Transfer compressor
- Transfer hoses (liquid and LPG)
- Fittings for transfer
- Hand tools
- Assessment equipment

SPILL BOOM TRAILER
16 foot Trailer
Role: Transport Containment Boom

- 900' of 12-inch and 18-inch containment boom

SPILL BOOM TRAILER
20 foot Gooseneck Trailer
Role: Transport Containment Boom

- 1000' of 18-inch containment boom

HAZ-MAT BOAT
19 foot Aluminum Hull Flat Bottom Boat
Role: On-water Spill Response

- 90 hp Outboard Motor

FOAM CONCENTRATE

- 27,000 gallons of Foam Concentrate
- 5,000 gallons – Sweeny Tank Farm – fixed foam system – AR-AFFF
- 5,000 gallons – Freeport Terminal – fixed foam system – AR-AFFF
- 100 gallons – Jones Creek Terminal – fixed foam system – AR-AFFF
- 2,200 gallons – Hydro-foam stations through facility – AR-AFFF
- 5,000 gallons – Foam Storage Building – Totes – AFFF; AR-AFFF
- 1,000 gallons – E-1 – mobile apparatus – AR-AFFF

- 250 gallons – E-2 – mobile apparatus – AR-AFFF
- 750 gallons – T-1 – mobile apparatus – AR-AFFF
- 6,600 gallons – Foam Tanker – mobile apparatus – AR-AFFF
- 100 gallons – SBC 1 & 2 (50 gallons each) – mobile apparatus – AR-AFFF
- 1000 gallons – Tank 8860
- 1000 gallons Truck Loading Rack, RTF – fixed foam system – AR-AFFF

The following equipment is distributed throughout the Sweeny Complex for the purpose of emergency response:

FIXED FIRE WATER PUMPS

17 Firewater pumps located in the Sweeny Complex and outlying Terminals

- 66-P-61 – 1500 gpm @ 175 psi – electric driver – Sweeny Complex
- 66-P-79 – 1500 gpm @ 175 psi – steam turbine driver – Sweeny Complex
- 66-P-97 – 1500 gpm @ 175 psi – electric driver – Sweeny Complex
- 66-P-98 – 1500 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 66-P-99 – 3000 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 66-P-100 – 3000 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 66-P-101 – 3000 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 66-P-102 – 3000 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 66-P-107 – 3500 gpm @ 175 psi – diesel engine driver – Sweeny Complex
- 62-P-56 – 2000 gpm @ 150 psi – diesel engine driver – Clemens Terminal
- 62-P-56A – 2000 gpm @ 150 psi – diesel engine driver – Clemens Terminal
- 88-P-62 – 2500 gpm @ 150 psi – diesel engine driver – Freeport Terminal
- 88-P-63 – 2500 gpm @ 150 psi – diesel engine driver – Freeport Terminal
- 89-P-23 – 1500 gpm @ 160 psi – electric driver – San Bernard Terminal
- 89-P-23A – 1500 gpm @ 160 psi – diesel engine driver – San Bernard Terminal
- 90-P-326A – 2500 gpm @ 160 psi – diesel engine driver – Jones Creek Terminal
- 90-P-327A – 2500 gpm @ 160 psi – diesel engine driver – Jones Creek Terminal
- 8742-67-1510 1875 gpm @ 135 psi – diesel engine driver – SIT Yard

NOTE: Firewater pumps are maintained by the appropriate team and tested semi-annually.

FIRE HYDRANTS

665 Fire Hydrants

- 419 with fixed fire water monitor
- 55 equipped with foam and self-educting foam nozzle

SPRINKLER/WATER SPRAY SYSTEMS

388 Sprinkler/ Water Spray Systems

- 382 Water Spray Systems
- 6 Wet Pipe Sprinkler Systems
- 15 PE Unit water spray systems

CLEAN AGENT FIRE EXTINGUISHING SYSTEMS

8 – Clean Agent Systems in Complex

PORTABLE FIRE EXTINGUISHERS

Approximately 1,800 fire extinguishers are located throughout all facilities. Extinguishers are located for accessibility during an emergency or to address specific hazards. Extinguisher sizes range from 5 pound to 350 pound. Extinguishing agents include: dry chemical; clean agents; water; and carbon dioxide.

SERVICE AND MAINTENANCE OF EQUIPMENT

The Emergency Response Equipment maintained by the Emergency Preparedness Team is inventoried on a monthly basis. All Apparatus is started and inspected daily by the Shift Fireman on duty. Any deficiencies noted during these inspections are reported to the Garage Team for immediate attention.

Fire apparatus pumps are tested annually per NFPA 1911 by a third party contractor. These records are tracked in SAP.

Fire hoses are tested annually per NFPA 1962 by an in-house contractor. Hoses are labeled with month and year of testing.

Firefighting foam concentrates are sampled and sent in for testing by third party laboratory annually per NFPA 11. Results are filed at the fire station.
Fixed fire water pumps are tested at least annually per NFPA 25. Results are logged in SAP.
Fire hydrants and fixed monitors are flowed annually per NFPA 25 by an in-house contractor.
Sprinkler and water spray systems are tested and maintained per NFPA 25 by an in-house, licensed fire protection contractor. Results are logged in SAP.

Portable fire extinguishers are inspected and maintained per NFPA 10 by an in-house licensed fire protection contractor.

Clean agent extinguishing systems are tested and maintained per NFPA 2001 by an in-house licensed fire protection contractor.

INTRODUCTION

For Bomb Threat and Security Incidents, CPChem employees refer to Chevron Phillips Global Security Procedures and Guidelines.

Bomb threats may be received in a number of ways, including phone; e-mail; fax; or mail. Other potential threats may be recognized when suspicious objects or suspiciously marked packages are identified. All such situations should be immediately reported to the appropriate Shift Superintendent.

All personnel who may: answer phone calls from outside the facility; receive e-mails from outside the facility; receive fax from outside the facility; or handle or receive mail, packages, or shipments should be familiar with this procedure.

PURPOSE

The purpose of the Bomb Threat Procedure is to:

a) Prevent injury or death to personnel at the Sweeny Complex.

b) Prevent property damage at the Sweeny Complex.

c) Avoid panic and unnecessary anxiety.

d) Identify a hoax as quickly as possible so as to minimize the disruption to plant operations and to discourage recurrence.

e) Prevent publicity, which could foster copycat calls.

RECEIVING A BOMB THREAT

If a bomb threat is received by phone, the person receiving the call should collect as much information as possible before the caller ends the call. The person receiving the call should never end the call, always allow the caller to end the call. Information collected should include the information on the Bomb Threat Call Sheet. The appropriate Shift Superintendent should be notified immediately; this may mean making notification before the phone call is concluded.

If a bomb threat is received by e-mail, the person receiving the note should immediately notify the appropriate Shift Superintendent and I/T Manager. If an attachment is included, it should not be opened.

If a bomb threat is received by fax, the person receiving the fax should immediately notify the appropriate Shift Superintendent and I/T Manager.

If a bomb threat is received as a package or via mail, the person should immediately notify the appropriate Shift Superintendent. The content s and package or envelope should be secured and not handled to avoid contaminating evidence or setting off explosives.

If a suspicious package or shipment is identified, the person identifying the package or shipment should immediately notify the appropriate Shift Superintendent. Contact with and movement of the package should be minimized; personnel should be evacuated for minimum of 1,000 feet in all directions. Suspicious packages or shipments may include: packages addressed to people that do not work at the facility or have the wrong job title with a name; packages with abnormal return or shipper address; packages labeled “bomb”;

packages that are unusually heavy for their size and label; packages with strange odors; packages with unusual shape; or packages with unusual sounds emanating from them.

THREAT EVALUATION TEAM

All bomb threats will be referred to the appropriate Shift Superintendent (601 or 602). The Shift Superintendent will serve as the Initial Incident Commander (IC). The role of IC may be transferred to another qualified person if the incident escalates beyond the capacity of the Shift Superintendent.

The IC is responsible for determining the appropriate level of response and communicating this to employees and the appropriate agencies. All communications with outside authorities and news media are the exclusive responsibility of the IC or his/ her designee.

Members of the Threat Evaluation Team (TET) are to provide support and advice to the IC.

THREAT EVALUATION TEAM MEMBERS

The TET may consist of:

P66 General Manager	CPChem Plant Manager
P66 Operations Manager	CPChem Operations Manager
P66 Maintenance Manager	CPChem Maintenance Manager
P66 HSE Manager	CPChem HSE Manager
P66 Human Resources Manager	CPChem Human Resources Manager
P66 Shift Superintendent (601)	CPChem Shift Superintendent (602)
Security Supervisor	

Additional personnel may be contacted to be a member of the Threat Evaluation Team at the discretion of the IC (P66 or CPChem).

CORPORATE NOTIFICATIONS

P66 HSE Manager, CPChem HSE Manager, or their designee will contact the appropriate Corporate Security Representatives for additional evaluation and input.

P66 General Manager, CPC Plant Manager, or their designee will ensure that appropriate Corporate notifications are made promptly.

RESPONSE TO A BOMB THREAT

Upon notification of a bomb threat being received, the 601 (for P66 assets) or 602 (for CPChem assets) will assume the role of IC. The IC should implement the following response actions: (also refer to flowchart on page 7)

a) Notify his/ her Shift Superintendent counterpart (601 or 602) and the on shift 605.

b) Review all information collected relating to the bomb threat; this may include the Bomb Threat Call Sheet; fax; e-mail; or letter/ package.

c) If the bomb threat was received by phone, and the message was recorded, the recording should be secured for the TET and investigators.

d) Establish the TET.

e) Ensure that Trap and Trace is implemented and notify corresponding I/T Manager to activate.

f) Notify the Brazoria County Sheriff's Department; Investigators report will be necessary for the Trap and Trace.

g) Notify the Team Leader and Stillman/ Lead Operator of identified unit(s).
h) Information page should be developed and sent to employees in the Complex. This will help to discourage grapevine (informal) communications. Example page may be: "Non-Operational event on West End of the Complex. Non-essential personnel should not be in West End without approval from 601."

i) If deemed appropriate by the IC and TET, a search team should be assembled, and search area identified. The Emergency Response Team will coordinate the search team(s).

j) In the event a suspicious object is located, it should not be touched! The area should be isolated, and the Sheriff notified.

k) Should a suspicious object be found in an operating unit, Unit safeing procedures should be started immediately.

l) If no suspicious object is identified during the search, the IC and TET will determine if more searches are necessary or if the complex should return to normal operations.

GENERAL CONSIDERATIONS

In most cases a sense of urgency accompanies the anxiety associated with bomb threats. This can cause a rushed decision that is not necessarily warranted by the language used in the actual threat received. Therefore, the TET must carefully evaluate the response alternatives.

Bomb threats can be divided into two categories: actual and hoax. The Federal Bureau of Investigation statistics indicate that most threats are hoaxes. Although it is impossible to consider every kind of call, experience has revealed that bomb threat calls generally fall into one of three categories:

1) The caller reaches a switchboard operator, a receptionist or administrative assistant, yells "There is a bomb in your building" and hangs up. The information, while alarming, is non- specific, it is hurried and provides little reason to believe the threat is valid. Although the authorities should be notified, there is little basis for any other action.
2) The caller is a little more detailed. He may state the possible location, such as "There is a bomb in your building, and it is going off at 1:30! It's going to wipe out the computer room on the 2nd floor of the XYZ Building." This type of call begins to assume some validity. You know the caller has knowledge of the facility – he correctly indicated the computer's location. This may be sufficient information to warrant a search on the floor. It could warrant an evacuation of the building.

3) This caller gives enough information to be considered a real warning. He may identify the reason for the bomb, will probably call more than once, and will usually give an exact time. This caller may be a friendly "tipster" even identifying himself and the reason for the bomb. He may report information on how the bomb is constructed and the bomber's motive. This caller may even go through a third party, such as a newspaper or radio station. It is this caller that the most serious consideration must be given. This type of call may warrant a full search of the entire facility and

possibly a mass evacuation.

OUTSIDE AUTHORITIES

The TET shall determine whether a report should be made to the Brazoria County Sheriff's Department. In most cases they will only take a report and a follow-up investigation is unlikely. If asked for advice, they MUST recommend evacuation to avoid future lawsuits. Their role is ordinarily one of traffic control to protect the public. If a suspicious object is found the Sheriff's Department is to be notified and they will request the assistance of the Houston Police Department.

OVERVIEW OF ALTERNATIVES

NO FURTHER RESPONSE

This alternative may be determined to be the most appropriate action after all available information has been evaluated. Consideration of various issues could lead to the decision to regard the threat as a hoax only (for purposes of harassment, facility disruption, or an attempt to have workers released).

SEARCH

After consideration of all available information, a search may be used to further evaluate the threat potential. Employees or contractors which are most familiar with the area and can quickly identify or clear unusual or suspicious objects should be selected to perform searches. Employees assigned to conduct searches shall be trained and given specific instructions prior to conducting such searches.

EVACUATION

After consideration of all available information (upon receipt of threat or, if a search identifies a suspicious object) the TET will determine the necessity and extent of any evacuation. Standard plant-wide evacuation procedures should be used.

If a suspicious object that cannot be accounted for is found in an operating unit, all non-essential personnel should be evacuated from the area and emergency shutdown procedures for the unit should be started immediately.

Affected employees should stand by at the designated rally point(s) until the TET gives the all- clear/return to work or are released to go home.

SEARCH PROCEDURES

GENERAL

- The IC will organize the select ion of the search team(s), based upon the existing Sweeny Complex map depicting ownership of equipment and areas. The Emergency Response Team will coordinate the activities of the search team(s).

- The IC will determine the perimeter of the search area, prioritize areas of highest concern or criticality based upon threat information received, and specify a time period for the search to be conducted and an approximate time for reporting findings.

- Search team(s) will conduct the search in teams of two or more. Each team member should have clearly defined search area(s) \ assignment(s).

SEARCH TECHNIQUES

Techniques for conducting the search include:

- One member scans the area from ground level to six foot above ground. The other from six foot level to ceiling. Concentrate on looking for unfamiliar or suspicious objects.

- Pay particular attention to packages or containers based on location, shape, condition, wrapping, writing, or other factors.

- Special attention must be given to all areas of plant with public access:
  - Hallways
  - Closets
  - Restrooms
  - Shrubbery
  - Stairwells
  - Trash Containers
  - Vehicles

- If a suspicious object is found, report details to the Incident Commander immediately. It is imperative that all personnel involved in the search be instructed not to move, jar, cover or touch any suspicious object.

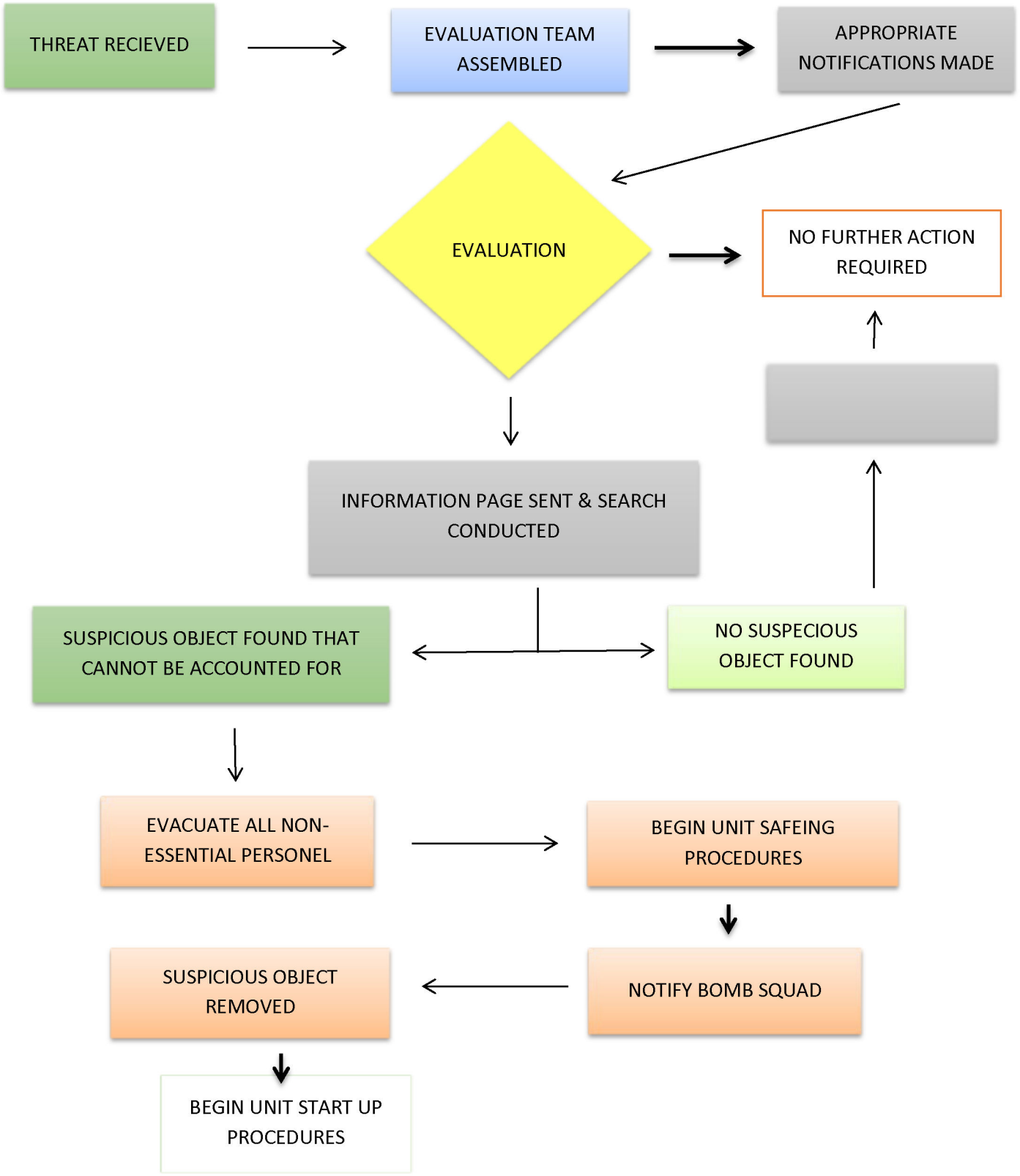
- Electronic devices (radios, cell phones, monitors, etc.) should not be carried by the search team to avoid the possibility of setting off the device. No electronic devices should be used with 1500 feet of the device.

SEARCH TEAM MEMBERS

Date: _____ Search location(s) _____

Print Name	Signature

FLOWCHART


THREAT RECIEVED
EVALUATION TEAM ASSEMBLED
APPROPRIATE NOTIFICATIONS MADE
EVALUATION
NO FURTHER ACTION REQUIRED
INFORMATION PAGE SENT & SEARCH CONDUCTED
SUSPICIOUS OBJECT FOUND THAT CANNOT BE ACCOUNTED FOR
NO SUSPECIOUS OBJECT FOUND
EVACUATE ALL NON-ESSENTIAL PERSONEL
BEGIN UNIT SAFEING PROCEDURES
NOTIFY BOMB SQUAD
SUSPICIOUS OBJECT REMOVED
BEGIN UNIT START UP PROCEDURES

P66 BOMB THREAT CALL CHECKLIST

Person Receiving Call:_____ **Date/ Time:**_____

Extension Call Received On:_____ **Was Call Recorded: Yes ‡ No ‡**

What did caller say (exact words if possible)?: _____

_____

_____

Questions to Ask:

Where is the device? _____

What is the trigger mechanism for the device? _____

If timer, when is the device set to go off? _____

What does the device look like? _____

What type of explosive is in the device? _____

How was the device transported to its current location? _____

Are there any other hazards associated with the explosive device? _____

If so, what? _____

Why was the device set? _____

Where are you calling from? _____

What is your name? _____

NOTE: Do not end call; allow caller to end call

Description of Caller's Voice:

Sex: Male Female Age: Young/ Adolescent Middle age Old

Accent: European Hispanic Oriental Middle Eastern U.S. Eastern U.S. Southern U.S. Northern U.S. West Other _____

Tone of Voice: _____ **Is there any background noise?** _____

Is the voice familiar? Yes No If so, who did it sound like? _____

What time was the call ended? _____

Additional Remarks: _____

_____

_____

_____

_____

Notify Shift Superintendent (601 or 602) as soon as possible

It is the intent of the Sweeny Complex to establish and maintain Medical and Emergency Medical Services for Sweeny Complex personnel. This includes first aid stations for company and contract personnel, and emergency medical services, including EMS staff and transport capabilities.

ACRONYMS/DEFINITIONS:

AED: Automated External Defibrillator – a portable, electronic device that automatically diagnosis a potentially life threatening cardiac rhythm on a patient and is able to treat them through the application of electrical therapy to reestablish an effective rhythm

ALS: Advanced Life Support – a level of medical care provided by trained personnel which includes: cardiac monitoring; cardiac defibrillation; intravenous (IV) cannulation; endotracheal intubation; advanced medication administration; and the application of protocols for Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Pre-Hospital Trauma Life Support (PHTLS); Advanced Life Support techniques are administered as pre- hospital care by EMT-Is and EMT-Ps

BBP: Bloodborne Pathogens – a disease or virus that is carried and/ or transmitted through contact with contaminated blood or blood containing fluids

BLS: Basic Life Support – a level of pre-hospital medical care provided by trained responders which focuses on maintaining an open airway, supporting the breathing process, continuing circulation of blood through the body, protection of the cervical spine, stopping external bleeding, and avoiding additional injury through immobilization and splinting; Basic Life Support techniques are considered non-invasive

CPR: Cardiopulmonary Resuscitation

ECA: Emergency Care Attendant – Texas designation for basic emergency medical certification with 40 hours of training

EMR: Security Contractor Personnel as assistance on the Ambulance

EMT: Emergency Medical Technician – there are three distinct levels of Emergency Medical Technicians, they are:

- EMT-B – Emergency Medical Technician – Basic– this certification requires a minimum of 140 hours of classroom, hands-on, laboratory, and clinical training
- EMT-I – Emergency Medical Technician – Intermediate – this certification requires a minimum of 160 hours of classroom, hands-on, laboratory, and clinical training, above the EMT-B certification
- EMT-P – Emergency Medical Technician – Paramedic – this certification requires a minimum of 624 hours of classroom, hands-on, laboratory, and clinical training, above the EMT-B certification; an additional recognized level of Paramedic is the Licensed Paramedic, this certification is for personnel who have achieved the EMT-P certification and have an associate's degree in Emergency Medical Service or a bachelor's degree in any field.

ERT: Emergency Response Team – designation for the Sweeny Complex volunteer organization consisting of the fire brigade, hazardous material response team, rescue/ EMS team, equipment operators team, and the staging/ support group

First Aid: emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.

Industrial Ambulance: the designation by the TIESB for an ambulance that is operated by and within an industrial facility for the transportation of employees and contractors at that facility

Registered Nurse: a health care professional who works as a patient advocate for the care and recovery of the sick and the maintenance of the healthy; other roles include: assessing, planning, implementing, and evaluating the care of the sick and injured. Registered Nurses often work in concert with other health care professionals.

Sweeny Complex: the assets and personnel of Phillips 66 Company Sweeny Refinery and Chevron Phillips Chemical Company, LP

Texas Industrial Emergency Services Board: the Industrial Section of the State Fireman and Fire Marshals Association of Texas

P66 FIRST AID

Sweeny Complex maintains a First Aid Station in the Phillips 66 Main Office Building. This First Aid Station is staffed from Monday thru Friday, 7:00 a.m. to 4:00 p.m..

CHEVRON PHILLIPS MEDICAL CLINIC

The CPChem Medical Clinic is at the Chevron Phillips Administration Extension Building and is staffed by a Registered Nurse for the treatment and care of non-serious injuries and illnesses resulting from the work environment. The Chevron Phillips Medical Clinic is staffed Monday through Thursday 6:30am-5pm, Friday A 6:30am-3:00pm and Friday B 6:30am-4pm.

During off shifts and weekends, the P66 and CPChem stations are available to employees by contacting the respective Shift Superintendent (601/602) who authorizes entry. The Emergency Response Specialist (605) will meet the employee at the First Aid Station and provide necessary medical care. Temporary qualified medical personnel may be used to staff the First Aid Station during off hours, as the need arises.

The First Aid Stations are intended for the use of Phillips 66 Company and Chevron Phillips Chemical Company, LP employees. Sweeny Complex may open these facilities to non-company employees; however, contract employers have the primary responsibility for the care, wellbeing, and EMS needs of their employees.

FIRST AID–CONTRACT

P66 maintains a First Aid Station at the facility contractor compound that is staffed by an EMT-B, or higher qualified individual, for the treatment and care of non-serious injuries and illnesses resulting from the work

environment. The First Aid Station is normally staffed from Monday thru Friday. Additional staffing and hours may be provided as necessary.

FIRST AID–TERMINALS

Due to the remote locations of the Sweeny Complex terminals, a minimum of 1 first aid/CPR trained employee will be present at those terminals with a medical response time of greater than 5 minutes. Those terminals will be equipped with standard first aid kits and an AED. It is the responsibility of the Team Leader to assure that the First Aid staffing requirement is met and satisfied.

EMERGENCY MEDICAL SERVICES

EMS RESPONSE–SWEENY COMPLEX

EMS response for the Sweeny Complex main facility is provided with on-site resources. The need for this on-site response capability was determined through risk analysis of the work performed and the number of personnel at the site.

The Sweeny Complex provides emergency medical services with a non-site ambulance, which is certified with the Texas Industrial Emergency Services Board as an ALS/ BLS, Industrial Ambulance.

The following work groups are identified as primary EMS responders for the Sweeny Complex main facility:

- Complex Security (Covenant)
- Emergency Response Specialists (605)
- Any ERT member with an ECA or higher certification

Primary EMS responders are automatically placed in the plant BBP program.

Plant personnel with an ECA or higher certification, but not designated as primary EMS responders or members of the Sweeny Complex ERT, are not considered as plant EMS responders, and therefore do not have assigned job duties; EMS responses by these individuals are an individual "Good Samaritan" decision.

EMS RESPONSE–TERMINALS AND OUTLYING WORK AREAS

Facilities and locations of the Sweeny Complex which are remote operations of the main complex have alternative plans to address the potential need for emergency medical services at those work locations.

For remote locations, if emergency medical services are needed:

1. Call 911 and request an ambulance from the local/ area service
2. As soon as possible, call 491-2911 and report emergency to plant personnel

The following work locations are considered as remote and the corresponding Emergency Medical
- Service will respond to the location when requested:
- Freeport Terminal – Freeport Fire Department EMS

- Jones Creek Terminal – Lake Jackson EMS or Freeport Fire Department EMS
- Clemens Terminal – West Brazos EMS
- San Bernard Terminal – West Brazos EMS

EMS RESPONSE–NOTIFICATIONS

For all EMS responses, the following notifications shall be made:

- For Phillips 66 or Chevron Phillips Chemicals personnel:
  - Shift Superintendents (601/602) – for in-plant, this will be completed through 2911
  - Emergency Response Specialist (605) – for in-plant, this will be completed through 2911
  - Team Leader of individual needing medical assistance
  - Team Leader of area response occurred in (if different from individual's team leader)
  - Human Resources Representative to make notification to family, as necessary

- For contract personnel:
  - Shift Superintendents (601/602) – for in-plant, this will be completed through 2911
  - Emergency Response Specialist (605) – for in-plant, this will be completed through 2911
  - Contractor Site Supervisor
  - Team Leader of area response occurred in
  - Company Contractor Safety Coordinator
  - Company Representative/ Sponsor serving as contact for contractor

PURPOSE:
The purpose of this Exposure Control Plan is to:

- Eliminate or reduce the potential for an employee to be exposed to blood or other possibly contaminated bodily fluids
- Provide guidance if an employee is exposed to blood or other pathogenic bodily fluids
- Comply with 29 CFR 1910.1030

ACRONYMS / DEFINITIONS:
Bloodborne Pathogens (BBP) – a disease or virus that is carried and/ or transmitted through contact with contaminated blood, blood containing fluids, or other bodily fluids.

Blood or Other Potentially Infectious Material (BOPIM) – for the purpose of this document, BOPIM means blood or other potentially infectious material.

Emergency Medical Services (EMS) – includes all of the following ECA (Emergency Care Attendant), EMT-B (Emergency Medical Technician-Basic), EMT-I (Emergency Medical Technician–Intermediate) and EMT-P (Emergency Medical Technician – Paramedic).

Emergency Response Team (ERT) – designation for the Sweeny Complex volunteer organization consisting of the fire brigade, hazardous material response team, rescue/ EMS team, equipment operators team, and the staging/ support group.

First Aid – emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.

Hepatitis – Hepatitis B (HBV) and Hepatitis C (HCV) are viral diseases which can affect the liver. In a small percentage of cases, HBV and/ or HCV may be fatal. HBV and HCV can be transmitted through blood and other pathogenic bodily fluids. A vaccine is available to protect against HBV, but no vaccine is currently available for HCV.

Human Immunodeficiency Virus (HIV) – HIV has been identified as two closely related viruses, HIV 1 and HIV 2. These viruses cause the disease known as Acquired Immunodeficiency Syndrome (AIDS). There is currently no vaccination against HIV 1 or HIV 2.

Phlebotomy – the act of removing blood from the circulatory system for the purpose of obtaining a sample for analysis and diagnosis.

Sharps – any needle, scalpel, or other article that could cause wounds or punctures to personnel handling them.

EXPOSURE DETERMINATION:
To comply with government and/or company guidelines, an exposure determination was conducted to identify employees which may be at an increased risk of having an occupational exposure to BOPIM while performing assigned job duties. These exposure determinations were made without regards to the use of PPE. At the Sweeny Complex, all personnel in the following job classifications are in this category:

- ERT – Emergency Response Team members – fire brigade, rescue, HazWoper (29 CFR 1910.120)
- Medical Professionals – this includes company and contract MDs and nurses
- Company employees certified as ECA, EMT-B, EMT-I, or EMT-P

At the Sweeny Complex, some of the personnel in the following job classifications may be at an increased risk of having an occupational exposure to blood or other potentially infectious materials while performing assigned job duties:

- ERT members not certified as ECA or higher
- Contract security officers

Tasks which may pose a risk of exposure to BOPIM, include, but are not limited to:

- Phlebotomy/Initiation and maintaining of I.V. therapy
- Vaccinations
- Injections
- Allergy shots
- Contact, irrigation, treatment, resuscitation, and/or rescue of person with person with open wounds or expelling BOPIM
- Handling and/or cleaning of possibly contaminated materials or surfaces, including biological waste, used medical supplies, equipment, or contaminated linen
- Biological sample collection, handling, or processing with noted visible blood

RISK REDUCTION MEASURES:
There are several means to reduce the risk of being exposed to bloodborne pathogens. The following section identifies these means.

EDUCATION:
Personnel identified in the Exposure Determination as having a higher risk for an occupational exposure to BOPIM while performing assigned job duties will receive regular training for this hazard. Training at the time of initial assignment to tasks, at least annual (within year of previous training, or when additional training is required because of added or changed tasks or procedures. This training will comply with the requirements of OSHA 1910.1030(g)(2) and include, but not be limited to:

- An explanation of the requirements of OSHA1910.1030 and where to find a copy of the regulation
- General explanation of common bloodborne diseases, the symptoms of each, and modes of transmission
- A review of the facility Exposure Control Plan and where the document may be viewed
- An explanation of methods for recognizing tasks which may have an increased risk of exposure to BOPIM
- An explanation of the use and limitations of engineering controls, work practices, and personal protective equipment (PPE) which can prevent or reduce the possibility of exposure to BOPIM
- Information on available PPE, including types, proper selection and use, location, removal, handling, decontamination, and disposal
- Information on hepatitis B vaccine
- Information on actions and notifications in the event of an emergency involving blood and/or an incident of exposure to blood or other infectious materials
- Information on post-exposure evaluation and follow-up
- Explanation of signs and labels
- Q/A session on bloodborne pathogens and the Exposure Control Plan
- Provide link/contact to allow opportunity for interactive question and answers for person conducting the training

PRECAUTIONS AND CONTROLS:
To reduce the potential for an occupational exposure to BOPIM, engineering and administrative controls have been put into practice at the Sweeny Complex. These controls include:

Universal Precautions:
Universal precautions is an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens.

Work Practice Controls:
Work practice controls are alterations in the manner in which a task is performed to reduce the likelihood of a worker's exposure to BOPIM.

- Non-permeable gloves will be worn before initiating any emergency or medical service when there is reasonable anticipation of hands being in contact with blood, other potentially infectious material, mucous membranes, or non-intact skin, and when performing vascular access procedures and when handling or touching contaminated items or surfaces. For example, with injections, phlebotomy, changing dressing, and obtaining I. V. access. Gloves will be replaced if torn or damaged and changed between patients. Gloves will not be reused

- Gloves, masks, eye protection/face shields, and gowns will be worn whenever splashes, sprays, spatters, or droplets of BOPIM is present or is likely to occur. For example, in cases of trauma, irrigation of large open wounds, amputations, childbirth, etc. All procedures will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of BOPIM

- Disposable resuscitation masks shall be used to eliminate the need for direct mouth to mouth contact. All employees covered under the standard are required to carry at all times, or have access to, one pair of disposable examination gloves and one resuscitation mask

- Personal protective equipment will be removed immediately, or as soon as possible upon leaving the work area, and place in appropriate, designated areas or containers for disposal

- Hand washing facilities and/ or antiseptic towelettes or hand cleansers will be provided to those personnel who come in contact with a patient or are exposed to BOPIM

- Hands or skin will be washed after removing gloves, or as soon as possible after contact with body fluids. When hand-washing facilities are not immediately available, hands or skin will be initially washed with antiseptic towelettes or portable liquid hand cleaner, followed by soap and running water as soon as possible

- Wash hands and other exposed skin, irrigate eyes, nose, and mouth following contact with BOPIM

- When washing hands or other potentially exposed skin surfaces, use soap and water and scrub for a minimum of 30 seconds

- Cover cuts and abrasions with waterproof dressing

- Avoid touching eyes, nose, mouth, and other unprotected skin of self after donning gloves

- Self-sheathing syringes/needles will be utilized when appropriate

- Personnel are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses in work areas where there is a likelihood of exposure to BOPIM

- Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter top or bench tops where BOPIM are present

- Mouth pipetting/suctioning of blood or other bodily fluids is prohibited

Cleaning/Housekeeping:

- Clean up spills of blood or other body fluids with bleach or other appropriate disinfectant as soon as feasible.

- A chemical germicide that is labeled as approved for hospital use; is tuberculocidal; and is effective again HIV, HBV, and HCV (example: Dispatch)

- Properly dispose of potentially contaminated materials, such as: personal protective equipment, dressings, clothing, and sharps

- Universal precautions will be used when handling any soiled laundry, PPE, equipment, or supplies

- Laundry, PPE, or supplies contaminated with BOPIM will be disposed of with regulated waste

- Any equipment which has been exposed to BOPIM shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can demonstrate that decontamination of such equipment or portion of such equipment is not feasible.
    - A readily observable label in accordance with paragraph (g)(1)(i)(H) shall be attached to the equipment stating which portions remain contaminated. The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacture, as appropriate, and prior to handling, servicing, or shipping so that appropriate precautions will be taken

- The Medical Department surfaces will be cleaned and decontaminated with proper germicidal/ bacterial solution after completion of procedures; immediately, or soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the shift if the surface may have become contaminated since the last cleaning
    - Only employees trained in clean up and covered under bloodborne pathogens training should decontaminate where BOPIM exists
    - EMS/ERT to decontaminate scene and ambulance following incidents
    - Medical waste is to be taken to Medical for proper disposal.

- Protective coverings used to cover equipment and environmental surfaces will be removed and replaced as soon as feasible when they become contaminated or at the end of the work shift if there is a possibility they were contaminated during the shift

- All reusable bins, pans, cans and similar receptacles shall be inspected and decontaminated on a

regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination

- Any broken glassware or other sharps, which may be contaminated, will be picked up/cleaned up utilizing broom and dust pan or mechanical grabber rather than directly by hand

- Regulated waste shall be placed in appropriately labeled and/ or color-coded containers which are constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation, and shipping

Samples/Specimens/Sharps:

- Specimens of BOPIM will be placed in a container, which prevents leakage during the collection, handling, processing, storage, and transport of the specimens

- Any specimen that could puncture a primary container will be placed within a secondary container which is puncture resistant and which prevents leakage during the collection, handling, processing, storage, and transport of specimens

- If primary container is contaminated on the outside, the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of specimen

- Specimen containers with BOPIM will be labeled or color-coded in accordance with appropriate guidelines or regulations

- All specimen containers in the Sweeny Complex are recognizable as containing specimens and are handled utilizing universal precautions. If specimen containers leave the facility, they will be labeled and/ or color-coded in accordance with appropriate guidelines or regulations

- Sharps will not be bent, recapped, removed, sheared or purposely broken

- Sharps containers shall be replaced routinely and not be allowed to overfill

- Reusable sharps and sharps containers will not be used at the Sweeny Complex

- Sharps containers will be color-coded and labeled with biohazard label and constructed such that they are puncture resistant and leak proof on all sides and bottom

- Sharps containers will be immediately available at locations where sharps are used and shall be maintained upright throughout use

- When moving containers of contaminated sharps, the containers shall be closed prior removal or replacement

PERSONAL PROTECTIVE EQUIPMENT:

The Sweeny Complex will provide all personal protective equipment (PPE), for the purpose of protecting against a bloodborne pathogen exposure, without cost to the employees. As such, employees are required to wear appropriate PPE when there is a potential for exposure to BOPIM.

PPE Availability and Location:
Available PPE at the Sweeny Complex Warehouse includes, but is not limited to:

- Disposable nitrile exam gloves (small supply available in ambulance and medical too)
- Hand sanitizer
- Utility gloves (ambulance too)
- Safety glasses with side shields (small supply available in ambulance and medical too)
- Goggles (ambulance too)
- Face mask with eye shield note disposable shield included in infection control kits at Medical and in plant ambulance)
- Infection control kits (small supply at Medical too)
- Disposable gown (provided in infection control kits at Medical and plant ambulance)
- Full face shield
- Slicker suits (pants and jacket)
- Rubber boots
- CPR mask (supply at Medical)

Along with the available PPE listed above, members of the Sweeny Complex ERT are issued personal firefighting gear which meets OSHA's intent for full body protection for bloodborne pathogen resistance.

PPE Selection:
Work tasks should be evaluated to determine the potential for an exposure to BOPIM and the appropriate PPE for that task. In the event of a medical emergency or other medical incident, minimum PPE shall be disposable nitrile exam gloves for all personnel potentially having direct contact with the patient; additional PPE may be required depending on the specific incident.

PPE Use:
Appropriate PPE shall be used any time there is a potential for exposure to BOPIM. Minimum PPE for patient contact will be nitrile exam gloves. If PPE is compromised while attending a patient, it shall be replaced immediately. When moving from one patient to another, PPE shall be replaced to avoid cross contamination.

PPE Removal and Disposal:
PPE shall be removed prior to leaving work area or incident location; work area may be a room or an area which treatment or a procedure is being conducted or the area of a medical incident. All PPE with a potential for being contaminated by BOPIM will be suitably disposed of in a properly labeled and/ or color coded biohazard container.

VACCINATION:
Another measure to reduce the risk of infection from certain bloodborne pathogens is vaccination. The Hepatitis B vaccination will be made available after training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B series, antibody testing has revealed the employee is immune, or the vaccine is contraindicated for medical reasons. At this time, Hepatitis B vaccination is available for employees considered to be at an increased risk for exposure to BOPIM.

- Hepatitis B vaccine is given in 3 doses-with the second dose given 4 weeks after the first and the third dose 5 months after the second.
- A titer will be checked 6 weeks after the third dose with boosters provided, if needed.
- The vaccines will be provided in Medical during working hours, at no cost to the employee, and under the direction of a licensed physician. Medical shall have access to the Bloodborne Pathogens

standard -1910.1030.

Personnel receiving the Hepatitis B and/ or Hepatitis B vaccination must complete a consent form before the vaccination can be administered (see Attachments A). Employees identified in the Exposure Determination as being in a job in which all personnel are at an increased risk of exposure to BOPIM that decline the Hepatitis B vaccination, must complete the appropriate documentation (see Attachments A) . If the employee initially declines hepatitis B vaccination, but at a later date while still covered under the standard decides to accept the vaccination, the employer shall make available Hepatitis B vaccination at that time. Documentation of vaccination, consent, and declination forms will become part of the employee's medical record.

If a routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. These are made available to the employee at no cost, at reasonable time and place, by physician or under supervision of a licensed physician, according to recommendations of the US Public Health Service, and testing is conducted by an accredited laboratory.

POST EXPOSURE EVALUATION AND FOLLOW-UP:

OCCUPATIONAL EXPOSURE:
An occupational exposure can be defined as any of the following events which occur during the performance of an employee's work duties:

- When blood or body fluids come in contact with non-intact skin (skin which has a cut or scrape on it)
- When blood or body fluids come in contact with mucous membrane (lips, mouth, eyes, nose)
- When blood is inoculated through the skin by a contaminated object

While precautions, controls, and PPE can greatly reduce the risk of an exposure to bloodborne pathogens, there is still potential for an employee to be exposed to BOPIM. For this reason, this section provides guidelines on managing an employee exposure to BOPIM. All exposure incidents shall be reported, investigated, and documented.

IMMEDIATE ACTION:

- Immediately after any incident personnel shall wash with soap and water and apply antiseptic to any wound or other skin sites which may have been in contact with blood or body fluids.
- Mucous membranes shall be flushed with clean water, if a potential exists for an exposure to blood or other body fluids.
- Other forms of cleansing a wound, such as bleach or expressing fluid from the wound is not recommended and should not be undertaken.

All incidents involving blood shall be reported immediately to Medical or on shift EMT-P, if medical is closed. The exposure incident shall be documented on the *Initial Report of Human Body Fluid Exposure or Injury Form* (see Attachment B). Documentation determination as to whether occupational exposure occurred as defined above. Name and numbers of all individuals involved shall be collected. For exposure incidents involving contaminated sharps, the *Sharps Injury Log* (see Attachment C) shall also be completed. All exposure incidents shall be documented on the OSHA 300 log.

Following a report of an exposure incident, immediate arrangements will be made for the employee to have a confidential medical evaluation and follow-up including at least the following elements:

- Documentation of the route of exposure and the circumstances under which the exposure incident occurred

- Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by law.

- The source individual's blood shall be tested as soon as feasible by an accredited lab and at no cost after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source's individual consent is not required by law, the source individual's blood, if available, shall be tested and the results documented(see Attachments D)

NOTE: When source individual is already known to be infected with HBV, HCV and/ or HIV, testing need not be repeated. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

- The exposed employee's blood shall be collected as soon as feasible and tested by an accredited lab and at no cost after consent is obtained (see Attachment E). If the employee consents to baseline blood collection, but does not give consent at that time for HBV, HCV, or HIV serological testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

- Exposed employee will be offered the HBV vaccination within 24 hours, if not already vaccinated. Consent or declination must be documented (see Attachments A).

NOTE: if exposed individual has already received vaccination, a blood sample will be tested to verify immunity to the HBV is adequate; booster(s) will be provided if necessary.

- The exposed employee shall be offered post-exposure prophylaxis, when medically indicated, as recommended by the US Public Health Service within 24 hours

- Counseling and follow up testing will be provided to the exposed employee

- Employee to complete symptoms form during follow ups or to report symptoms that develop during the monitoring period (see Attachment F). Reported illness or symptoms that may result from the exposure, must be evaluated

- A copy of the Bloodborne pathogen standard-1910.1030 shall be provided to the health care professional evaluating an employee after an exposure; given a description of the exposed employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain

- The health care professional evaluating the employee for post-exposure evaluation and follow up shall provide a written opinion for the record and provide a copy to the employee within 15 days of the completion of the evaluation. The written opinion (s) shall be limited to the following: whether Hepatitis

B vaccination is indicated for an employee, and if the employee has received such vaccination; that the employee has been informed of the results of the evaluation; and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings or diagnosis shall remain confidential and shall not be included in the written report.

DOCUMENTATION:
All documentation and testing results relating to an exposure incident shall remain confidential and be maintained by the Sweeny Complex Medical Department in accordance with appropriate company and regulatory requirements for a minimum of the duration of employment plus 30 years. All documentation relevant to the occupational exposure incident will be made available to the health care professional responsible for conducting the post exposure, confidential medical evaluation.

REVIEW OF EXPOSURE CONTROL PLAN:

This document is controlled by Phillips 66 Medical under the One Plan. Phillips 66 EHS will initiate review, make notice of changes, seek input on devices from employees covered under the plan, and keep associated documentation. Medical will keep Hepatitis B immunization and post- exposure records and review the exposure control plan for input during the yearly review by Phillips 66 EHS. Bloodborne pathogen training and training records will be kept in the respective training departments. The Exposure Control Plan may also be audited by Sweeny Complex personnel, other company personnel (Phillips 66 or Chevron Phillips Chemicals), or regulatory agencies. If non-compliance issues are found, revisions will be made to the plan to address these issues.

This Exposure Control Plan may also require revisions to address: new or modified tasks or procedures which could affect the occupational exposure potential; new or revised employee positions with occupational exposure potential; or improved technology or equipment which could reduce or eliminate the potential for an occupational exposure.

Annual reviews and revisions of the Exposure Control Plan will be documented on the ICP plan.

The scope of 29 CFR part 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) covers employees engaged in emergency response operation for release of hazardous substances and post emergency response operations at all workplaces contained in paragraph (P) and (Q) of the final rule.

TRAINING

Employees involved in emergency response operations will be identified as to their responsibilities and training required to handle an emergency incident. These employees will be provided the personal protective equipment to be used in such incidents. They must receive annual refresher training to maintain competency or shall demonstrate competency at least yearly.

FIRST RESPONDER AWARENESS LEVEL

Personnel: Central Services personnel and Administrative Assistants

Responsibilities: These individuals are likely to witness or discover hazardous substance releases and are trained to initiate an emergency response plan by contacting the proper authorities. They must have sufficient training or experience to show competency in the following area:

- Ability to identify a hazardous material
- Understanding of what hazardous materials are, and the risks associated with them
- Understanding of the potential outcomes associated with an emergency when hazardous materials are present
- Ability to recognize hazardous material in an emergency
- Understanding of the role of the first responder awareness individual in the employer's emergency response plan
- Ability to realize the need for additional resources and to make appropriate notification by initiating the facility's emergency response plan

FIRST RESPONDER OPERATIONS LEVEL

Personnel: Operation Specialist, Stillman/ Lead Operator, Operator, Operator Helper

Responsibilities: These individuals respond to releases or potential releases of hazardous substances as part of the initial site response for the purpose of protecting nearby persons, property, or environment. They are trained to respond defensively, containing the release and preventing exposures. These employees must have received at least 8 hours of training or objectively demonstrated competency in the following areas in addition to those required for the first responder awareness level:

- Knowledge of the basic hazard and risk assessment techniques
- Know how to select and use proper Personal Protective Equipment (PPE) provided to this level of responder

- Understanding of basic control, containment and/or confinement operations within the capabilities of the resources and PPE available within their unit

- Know how to implement basic decontamination procedures

- Understanding of the relevant standard operating procedures and termination procedures

HAZARDOUS MATERIAL TECHNICIANS

Personnel: Sweeny Complex Emergency Response Team – Haz-Mat Team

Responsibilities: These individuals will respond to releases with the purpose of stopping the release. They will actually approach the release for this purpose. These employees must have received at least 24 hours of training equal to the First Responder Operations Level and in addition show competency and be certified (by the employer) in the following:

- Know how to implement the employer's emergency response plan

- Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment

- Be able to function within an assigned role in the Incident Command System (ICS).

- Know how to select and use proper specialized chemical personal protective equipment
- (PPE) provided to the hazardous material technician

- Understand hazard and risk assessment techniques

- Be able to perform advanced control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment (PPE) available with the unit

- Understand and implement decontamination procedures

- Understand termination procedures

- Understand basic chemical and toxicology terminology and behavior

In addition to the training outlined in the requirement section of this plan, the Haz-Mat Team personnel will receive additional training in suppression/mitigation, control, and containment techniques. The Haz-Mat Team members may receive any or all of the following training:

- Quarterly Fire Brigade Training
- Haz-Mat Team Training
- Corporate Fire School
- Crude by Rail
- Haz-Mat Level I (40 hour HAZWOPER)
- Haz-Mat Pipe and Rail

- Haz-Mat Level V – (24 hour Refresher)
- NFPA 472 – Hazardous Material Technician – ProBoard Certification
- NFPA 472 – Hazardous Material Incident Commander – ProBoard Certification
- NFPA 1081 – Industrial Advanced Exterior Fire Fighter – ProBoard Certification
- NFPA 1081 – Industrial Interior Fire Fighter – ProBoard Certification
- NFPA 1081 – Industrial Fire Brigade Leadership – ProBoard Certification
- NFPA 1041 – 1 Instructor
- NFPA 1041 – 2 Instructors
- Corporate Apparatus
- Corporate Rescue

HAZARDOUS MATERIAL SPECIALIST

Personnel: Sweeny Complex Emergency Response Team – Haz-Mat Team

Responsibilities: These employees respond with and provide support to hazardous materials technicians. Their duties parallel those of the Hazardous Materials Technicians; however, these duties require more specific knowledge of the various substances they may be called upon to control. This level can also act as a liaison between Federal, State and Local Government officials with regard to site activities. These employees must have received at least 24 hours of training equal to the Hazardous Materials Technician Level and in addition have competency and be certified (by the employer) in the following:

- Know how to implement the Local Emergency Response Plan (LEPC)
- Understand classification, identification and certification of known and unknown materials by using advanced survey instruments and equipment
- Know of the State Emergency Response Plan
- Be able to select and use proper specialized chemical personal protective equipment (PPE) provided to the hazardous materials specialist.
- Understand in depth hazard and risk techniques
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal equipment available
- Be able to determine and implement decontamination procedures
- Have the ability to develop a site safety and control plan
- Understand chemical, radiological, and toxicological terminology and behavior

ON-SCENE INCIDENT COMMANDER

Personnel: Emergency Response Specialists

This individual assumes on-site control of the incident scene beyond the First Responder Awareness Level. The Incident Commander must have received at least 24 hours of training equal to the First Responder Operations Level and in addition have competency and be certified as follows:

- Know how to implement the employer's emergency response plan
- Know how to and be able to implement the facility's Incident Command System (ICS)
- Know and understand the hazards and risks associated with employees working in chemical protective clothing
- Know how to implement the Local Emergency Response Plan (LEPC)
- Knowledge of the State Emergency Response Plan and of the Federal Regional Response Team
- Know and understand the importance of decontamination procedures

SKILLED SUPPORT PERSONNEL

Personnel: Outside contractors/non-HAZWOPER trained employees

Responsibilities: Workers who may or may not be the employer's own employees, but who are needed to perform immediate emergency support work (e.g., earth moving and crane operation). This includes work that can be performed in a timely fashion by the employer's own employees (who have received HAZWOPER training). Such skilled workers could potentially be exposed to hazards at the site. These personnel will, in the event of an incident, receive brief instruction in regards to the following topics:

- Wearing of appropriate personal protective equipment
- Chemical hazards involved
- Duties to be performed
- Other appropriate safety and health precautions

Outside contractors will be required to train their employees and to comply with the HAZWOPER training requirements. The facility will do brief on-site training instruction as required on specialized information pertaining to a given incident.

POST EMERGENCY RESPONSE OPERATIONS

Post Emergency Response Operations will involve the Hazardous Material Technicians, Hazardous Material Specialists and Skilled Support Personnel. This condition begins whenever the Incident Commander for the initial response declares the site to be under control and ready for clean-up. Where the post-emergency response clean-up is on plant property, and plant personnel are used for the clean-up, those employees will have completed the following training:

- 29 CFR 1910.38(a) Emergency Response Plan
- 29 CFR 1910.134 Respiratory Protection
- 29 CFR 1910.1200 Hazard Communication
- Other safety and health training appropriate for the tasks

GUIDELINES AND PROGRAMS

SATELLITE AIR MONITORING TEAM (SAM):
The SAM team is Sweeny Refinery's response team made up of Health and Safety, Emergency Response Team personnel. The team is tasked with responding to events that require air monitoring. Tasks include but are not limited to deploying portable air monitoring equipment, conducting perimeter fencing air monitoring and remotely monitoring for changing conditions using our Safer System software.

The purpose of SAM team is to measure, identify, and quantify possible airborne contaminants, and use these results as a baseline to facilitate fact-based decisions, ultimately safeguarding human health.

The SAM team should be initiated by 601 or 605 when:
- Chemicals, airborne contaminants, and/or smoke are anticipated to impact communities; or
- Volatile chemicals have been or may be released

The SAM team will track air monitoring data using the Safer-One system and Radius cones. The SAM team will review current meteorological data to determine potential areas of impact and pre-deploy radius cones to this area(s). Radius cones should be placed to estimate the impact and magnitude of the event. If necessary, Industrial Scientific MX6 monitors may also be used in atmospheric testing during the response.

In the event of a possible release of HF Acid containing material, the Sweeny Refinery will contract a third-party to assist with Air Monitoring and assessment of potential impacts. In addition, the Brazoria County Emergency Management Director will be contacted to assist with community concerns and any evacuations of the community that may be necessary. Phillips 66 will utilize CTEH if additional monitoring resources are required.

HAZ-MAT TRAINERS
Trainers to the above personnel shall have satisfactorily completed a training course for teach- ing the subject they are expected to teach and/or have academic credentials and instructional experience necessary to demonstrate competency. The in-house trainers will consist of Emergency Response Team Members, ERT Haz-Mat Team Members, and Production/ Area Specialists. Outside training resources will be used as deemed necessary.

MEDICAL SURVEILLANCE PROGRAM
The medical surveillance program for the Sweeny Complex is coordinated through the site Medical Department. Spirometer and audiometric testing is conducted by the on-site Plant Nurses, while physicals are

conducted by a company doctor. X-rays, stress/ cardiac testing, and physical ability/ agility testing, are conducted at off-site facilities by qualified personnel. Blood and urinalysis samples are collected on-site and sent to off-site laboratories for testing.

Each employee is placed in the appropriate medical surveillance program based on his/her potential chemical exposure while performing his/her assigned job duties, or participation in other activities, such as the Sweeny Complex Emergency Response Team.

Medical surveillance documentation is maintained electronically through Occupational Health Management System (OHMS), for Phillips 66 employees, and Medgate, for Chevron Phillips employees.

DECONTAMINATION GUIDELINES

Decontamination will be in accordance with government regulations and appropriate Material Safety Data Sheets (MSDS),

ABSORBENT MATERIALS/EQUIPMENT

- Absorbent materials will be selected per evaluation. The evaluation process will consider:
- Durability of the material
- Absorbency ability
- Product compatibility
- Disposal costs and options
- Types available (booms, pads, sweeps, etc.)
- Deployment methods/ options
- Packaging options

MATERIAL HANDLING

Material handling will be in accordance with appropriate Sweeny Complex Safety Standards and other safe industry practices.

PERSONAL PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT

Personal Protective Equipment (PPE) for emergency response will be selected per Sweeny Complex Safety Standards and appropriate Material Safety Data Sheet.

Emergency response equipment for hazardous material response is stored at the Sweeny Complex Fire Station and outlying terminals. This equipment consists of:

- Response trailers
- Response boats
- Containment boom
- Absorbent material
- PPE

Absorbent material and PPE are also stocked at the warehouses at the Sweeny Complex main facility.

A specific list of response trailers and boats can be found in the Emergency Response Equipment Inventory – Overview in Annex II of this document. Inventory lists for each the trailers at the fire station and minimum inventory of absorbent material at the fire station is maintained by the Emergency Response Team.

The following document is intended to meet the requirements of the American Petroleum Institute's (API) Recommended Practice (RP) 751 – Safe Operation of Hydrofluoric Acid Alkylation Units for Emergency Response and Control Plan.

INTRODUCTION

The Sweeny Refinery operates a Phillips designed UOP licensed Hydrofluoric (HF) Acid Alkylation unit. The process unit is designated as Unit 30 and is designed to produce over 15,000 barrels per day of Alkylate from butane/butylenes (B/B) and propane/propylene (P/P) feed. Alkylate is produced by reacting B/B and P/P with iso-Butane in the presence of a liquid HF acid catalyst.

HF is present throughout Unit 30 and 6 South, and may be carried over to Unit 5 where the Alkylate is treated for HF removal.

CONSEQUENCES OF POTENTIAL HF RELEASE

In 1999, the Sweeny Complex conducted modeling to identify the Worst Case Scenario (WCS) for toxics in the facility to comply with Risk Management Plan (RMP) requirements. A release of 243,000 pounds of HF was identified as the facilities WCS. This scenario represented a catastrophic release of the maximum quantity of HF, while taking no credit for existing active or passive mitigation controls. This scenario identified the toxic endpoint as a level of 0.016 mg/l. This concentration represents a personnel exposure of one hour that could result in some irreversible or serious health effects that will require medical attention. The modeling identified a resulting hazard distance of 14 miles.

Also identified, to comply with RMP requirements, was an Alternate Release Scenario (ARS) for toxics. For the ARS, a release of 760 pounds of HF over a period of 10 minutes was used. This scenario considered existing active mitigation systems. The ARS used the same toxic endpoint level of 0.016 mg/l. The resulting hazard distance was identified as 2,100 feet.

MEDICAL TREATMENT FOR HF EXPOSURE

In the event of a personnel exposure of HF at Unit 30, decontamination will be conducted at the unit using safety showers and personnel showers in the area. An evaluation of the exposure will be performed and appropriate treatment will be conducted. For specific information on recommended treatment, see the Sweeny Refinery Safety Standard G.2 – *HF Acid & Acid Detection Paint or HF Acid Treatment Guidelines*, both can be found listed in the Safety Standards on the Sweeny Refinery Homepage.

HF treatment kits are maintained at the following locations:

- Unit 30 Field Information Center (FIC)
- Unit 5,6,8/ 28 FIC
- Acid Lab – Main Lab
- First Aid/ Nurse's Station
- Facility ambulance (Medic 1)
- Sweeny Community Hospital

If an individual is exposed to HF and requires transport to a medical facility for treatment, the following are locations they will be transported to and methods by which they may be transported.

- HF exposure patients will be transported by ground or air to one of the following medical facilities:
  - Sweeny Community Hospital
  - Memorial Hermann Hospital
  - John Sealy Hospital - UTMB
- Transportation by ground may be conducted by one of the following services:
  - Sweeny Complex – Medic 1
  - Sweeny EMS
  - West Brazos EMS
  - Central EMS
  - Gulf Coast EMS
- Transportation by air may be conducted by one of the following services:
  - Life Flight
  - PHI Air Medical Texas

DETECTION, MITIGATION, AND COMMUICATION SYSTEMS

Within the Sweeny Refinery's Hydrofluoric Acid Alkylation process unit there are a number of systems in place to detect and/ or mitigate an HF or hydrocarbon release. Other systems in the Sweeny Refinery are used to communicate any potential or actual release to personnel in the facility and in the surrounding community.

Within Unit 30, there are fixed hydrocarbon detectors, fixed hydrogen sulfide detectors, and fixed HF detectors. All of these detectors provide alarms inside the Field Information Center (FIC) at the unit and to the board operator in the complex Central Control Room. Operations personnel may also monitor the process area via Closed-Circuit TV (CCTV) cameras located throughout the HF unit. With the alarms and CCTVs, operations personnel are immediately aware of potential releases and can perform initial response activities to control and mitigate a release.

To assist in preventing and controlling potential HF releases, several mechanical systems are installed in the process unit.

- All HF acid pumps are equipped with double seals to reduce the possibility of complete seal failure.
- Remote isolation valves are installed on critical equipment to isolate from a safe location should a leak develop.
- Rapid Acid Transfer System (RATS) to transfer acid to a safe drum should the integrity of the process be compromised.

For any hydrocarbon or HF release, the unit is protected by a water curtain to knock down and contain vapors, and water spray systems to protect equipment in the event of a fire. There are also manually operated fixed fire water monitors surrounding and throughout the unit for fire protection and vapor mitigation; some of these monitors are equipped with fire suppression foam should there be a spill fire.

In the event of a release, the plant alarm system can be activated throughout the facility to notify personnel of a gas release or emergency. A community alarm system is maintained to communicate emergencies that may impact the community. Other methods of communicating to the community include CAER network and the Community Alert Network (CAN) system which allows recorded messages to be sent to individual homes in pre-designated zones, to warn of potential hazards. For more information on these communication and alert systems, see the Sweeny Complex Integrated Contingency Plan.

EMERGENCY RESPONSE TO AN HF RELEASE WITHIN UNIT 30

In the event of an HF release from unit 30, operators on shift will conduct initial response in a defensive mode, outside of the hot zone (release area). Their responsibilities are limited to: identifying location of release, activation of appropriate mitigation systems, alerting personnel, isolation of leak using remote means, and containing/ controlling leaked material.

All incidents will be managed through an Incident Command System (ICS). For more information on the Sweeny Complex ICS, see Annex I of this document. Once the ICS is established and appropriate initial response actions have been completed, operations personnel will be assigned to the Haz-Mat Branch of the Operations Section of the ICS to provide response and technical support.

Specialist Employees (Operations Personnel) These are employees who, in the course of their regular job duties, work with and are trained in the hazards of specific hazardous substances, and who will be called upon to provide technical advice or assistance to the Incident Commander at a hazmat incident. This would include industry responders, chemists, and related professional or operations employees. These individuals shall receive training or demonstrate competency in the area of their specialization annually

The Haz-Mat team, of the facility Emergency Response Team (ERT), will work closely with operations personnel to address most incidents. For large scale incidents, assistance may be requested through: mutual aid agreements with other facilities in the area (SETMAG); contract response organizations; or other Phillips 66 facilities through corporate Crisis Management and Emergency Response.

In the event of an LPG release or fire with active HF acid release, defensive firefighting tactics should be utilized, i.e. deluge systems, water curtain systems, portable monitors, apparatus deck guns. All defensive tactics should take place outside of the battery limit of Unit 30. Offensive tactics should only be used if the HF acid has been verified as fully evacuated or neutralized.

CHEMICAL PROTECTIVE CLOTHING FOR UNIT 30

The Sweeny Refinery maintains a stock of chemical protective clothing for general work duties and emergency response within Unit 30.

For general work within Unit 30, chemical protective clothing available includes:

- Chemical/ splash goggles
- Face shields
- Chemical resistant gloves
- Chemical resistant boots
- Chemical resistant jackets
- Chemical resistant bibs/ pants
- Chemical resistant air-fed hoods

For more information and guidance on use, inspection, decontamination, and removal of chemical protective clothing used in Unit 30, see the Sweeny Refinery Safety Standard G.2 – *HF Acid & Acid Detection Paint.*

For emergency response within Unit 30, the facility maintains a minimum of eight vapor tight, chemical resistant suits (EPA Level A suits). Some of these suits are maintained at the unit control room, while others are maintained at the facility fire station. These suits are pressure tested annually per regulatory requirements.

In the event more chemical protective clothing is needed for general work or emergency response, area vendors (i.e. Wilson; Dooley-Tackaberry; Phoenix Environmental) would be the primary contacts for the

needed equipment. Alternative sources for chemical protective clothing include mutual aid (SETMAG) members and other Phillips 66 facilities.

HF CONTAMINATED WATER FROM THE UNIT

HF acid is 100% soluble in water. For this reason, runoff water from the unit is collected, tested, and neutralized before being released from the unit.

POST HF RELEASE DECONTAMINATION AND EQUIPMENT ASSESSMENT

In the event of a fire or release at Unit 30, large amounts of water may be used to address the emergency. This runoff is collected in the 9,000 gallon acid sump. If this sump exceeds its capacity, runoff may flow into the storm water system (Markle Lake). If runoff from the sump gets into the storm water system, it should be contained in the storm water system until the pH of the water can be determined and the water neutralized as necessary.

Appropriate precautions should be taken when dealing with water in, around, or runoff of Unit 30.

If an HF acid release occurs, all areas and equipment potentially impacted by the release will be decontaminated and assessed.

For products such as HF acid, the primary hazard from the material is the caustic characteristics from its low pH. For this reason, most decontamination of areas and equipment is accomplished through neutralization using a neutral pH material such as water or a basic pH material such as potassium hydroxide or sodium bicarbonate. Basic pH materials can be used in dry form to neutralize liquids. Basic pH materials in liquid form can be used to neutralize liquids or the surface of equipment and areas.

Before an area or equipment is decontaminated, the area or equipment will be assessed to determine if it was impacted by the release. Initial assessment will be conducted using pH paper and pH meters. If necessary, soil samples will be taken to determine the level of contamination. Equipment and areas that show contamination will be decontaminated through neutralization using appropriate methods. Soil that is contaminated will be reclaimed and disposed of properly.

The Sweeny Complex is committed to incident prevention in order to provide a safe work place for its employees, contractors, and visitors and to protect the environment. Within the petrochemical industry, most incidents which may impact personnel or the environment may be classified into two categories:

- Fire/Explosion
- Spill/Release

The Sweeny Complex has numerous programs in place to prevent incidents which may impact personnel or the environment.

HAZARD IDENTIFICATION PROGRAMS

HAZARD COMMUNICATIONS

The Sweeny Complex maintains a Hazard Communications (HazCom) Program, which includes a data base of Material Safety Data Sheets (MSDS) for materials processed, used within the process, or utilized within the Sweeny Complex. The MSDS provide specific information on the materials hazards, characteristics, proper handling and storage, and emergency procedures, including appropriate firefighting equipment to control a fire involving the specific material.

JOB HAZARD ANALYSIS (JHA)

All jobs within the Sweeny Complex are to be evaluated for potential hazards involved with the task or tasks to be performed. This evaluation is conducted using a Job Hazard Analysis form and procedure. This process requires personnel involved with the specific job to consider what hazards may be encountered while performing the various tasks of the job, and how these hazards may be reduced or eliminated.

PERMIT PROGRAMS

WORK PERMIT

All jobs performed within process areas of the Sweeny Complex require a written Work Permit. This Work Permit serves as a communication tool between operations personnel and personnel performing work within the process area. Personnel to perform work will notify the appropriate operations personnel of the planned work. Both parties will review the work to be performed. If it is determined to be safe to continue with the work, a Work Permit will be issued by the operations personnel, to the personnel to perform the work, for the specific job. Entry of vehicles into process areas is also addressed through the Work Permit. This work permit will be posted on the permit board for the specific process area.

The Work Permit may be updated for future shifts provided the scope and location of the work remain the same. If the scope of the work, identified by the permit, changes, the permit must be reviewed and updated, or a new permit issued. If the location of the work changes to an area not identified in the original permit, the permit must be updated, or a new permit issued.

Once the work identified in the Work Permit is completed, the work site area will be inspected for housekeeping/ post-job clean-up, the Work Permit will be closed and removed from the permit board.

HOT WORK PERMIT

Hot Work Permits are issued for jobs involving welding, open flame cutting, stress relieving, grinding, or other similar spark/ arc producing ignition sources, to be done in or around process areas. Hot Work Permits are issued by the facilities Personnel Safety Team.

Prior to issuing Hot Work Permits, the area around the job is surveyed for combustible materials and conduits for sparks or combustible vapors. Any combustible materials in the area is removed or shielded. Any conduit that a spark or combustible vapor could travel through is covered to eliminate the potential hazard. Portable combustible gas detectors are also used to survey the area to identify any combustible liquids or vapors in the area. Any such material will be removed from the area or isolated from the hot work.

When issued, a copy of the Hot Work Permit will be posted on the permit board for the specific process area. Hot Work Permits may be updated for future shifts.

FACILITY DRAINAGE

DRAINAGE FROM DIKED STORAGE AREAS

Tank dike drains which are equipped with manual gate valves are engineered and piped to drain to a central collection point. These valves are sealed closed and opened only under appropriate supervision. Prior to release, water is sampled and tested for pH, Oil and Grease Content, and Total Organic Carbon. Records of water discharge events are retained in a logbook at the control room.

The procedure for draining a tank dike is described in the Roof/Firewall Drains and Sumps Stock Units General Procedure. Under normal conditions, rainwater can be retained in the dikes and allowed to evaporate provided there is enough freeboard at all times to contain the capacity of the largest tank within the dike area. Drainage is natural gravity flow. Rainwater collected in diked storage areas is normally released to storm water collection systems and discharged through an NPDES outfall.

DRAINAGE FROM UNDIKED AREAS

A spill in an undiked area would be contained within storm water collection system and would be handled according to the Roof/Firewall Drains and Sumps Stock Units General Procedure. Spilled oil/ water mixtures would be processed through the wastewater treatment system.

BULK STORAGE TANKS

DESIGN, CONSTRUCTION MATERIALS, ENGINEERING AND CORROSION PROTECTION

Atmospheric storage tanks are designed and constructed in accordance with American Petroleum Institute (API) Standard 650. Materials used in the construction of these tanks meet the appropriate American Society of Testing Materials (ASTM) specifications. Each welding procedure is qualified in accordance with the latest practice as given in the Applicable Rules in Welding Qualifications, Section IX of American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code. During the erection of storage tanks, the welds are checked by nondestructive test methods in accordance with API Standard 650.

Tanks within the facility containing crude oil products are on a remote gauging system. This system transmits regular tanks levels and also high and high-high level alarms to the control room. Manual gauging of tanks serves as a backup system. Operator monitoring of tank levels and transfers is used to prevent overfills. Transfer and shutdown systems are operator controlled. Changes in daily gauges also provide a check on volume losses for each tank and could detect both sudden and non-sudden losses from leaking tank bottoms. Gauges have two-way communication systems with the Control Room.

Corrosion resistant coatings are applied externally and internally to protect storage tanks where corrosion experience dictates the need. Cathodic protection is provided to protect tank surfaces, which are exposed to soil.

SECONDARY CONTAINMENT DESIGN, CONSTRUCTION MATERIALS, AND VOLUME

Secondary containments (dikes) are designed and constructed in accordance with company engineering standards which are in compliance with the National Fire Protection Association (NFPA) Standard 30 – *Flammable and Combustible Liquids Code* and 29 CFR – Part 1910.106 – Flammable and combustible liquids.

Walls of the diked area are constructed of earth, steel, concrete or solid masonry.

The capacity of a diked area is designed to contain the greatest amount of liquid that can be released within the diked area, assuming a full tank. Each dike is of adequate size to contain the contents of the tank plus sufficient freeboard to allow for storm water containment. When more than one tank is enclosed within a diked area, the capacity is designed to contain the volume of the largest tank plus sufficient freeboard for storm water.

INTERNAL HEATING COIL LEAKAGE CONTROL

Condensate from internal heating coils is returned through the condensate return system.

FACILITY TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESS

CORROSION PROTECTION FOR BURIED PIPELINES

The Sweeny Complex follows an established Corrosion Control Program to minimize damage to the environment and reduce or eliminate product and property losses due to corrosion. An effective Corrosion Control Program consists of programs such as maintaining external coatings, cathodic protection, external corrosion control and internal corrosion control. The cathodic protection system and program for the Sweeny Complex is maintained by the Phillips 66 Shared Services Instrument and Electrical Shop.

The Corrosion Control Program is divided into two major parts

The first section addresses construction:

- External corrosion protection
- External coating
- Cathodic protection system
- Test leads

The second section addresses operation and maintenance:

- Cathodic protection
- External corrosion control
- Determination of adequate corrosion protection
- Cased crossings
- Internal corrosion control
- Data collection and inspections
- Documentation
-

Information pertaining to this program and its written procedures are contained in the *Sweeny Refinery Inter-Terminal Pipelines Operations, Maintenance and Emergency Procedures Manual.*

PIPELINE TERMINAL CONNECTIONS

Pipeline terminal connections are capped or blind-flanged and marked if the pipeline is not in service or on stand-by service for extended periods of time. When a section of pipeline is to be abandoned in place, the pipe is purged with an inert fluid. Once purging is complete the ends of the pipeline are capped and the pipeline abandoned. A complete written report is used to document the abandonment of a pipeline or the removal of any abandoned pipe. Pipelines within the facility are labeled according to service.

PIPE SUPPORTS DESIGN AND CONSTRUCTION

Company engineering standards provide for the design of supports made from pipe, structural steel and reinforced concrete and provide loading recommendations for use in designing industrial plant pipe supports. Company engineering standards also provide for the design of shoes, anchors, and guides for support of both insulated and un-insulated lines.

The purpose of this standard is to provide both support and movement to lines undergoing thermal expansion and contraction with a minimum of abrasion and corrosion.

INSPECTION OF ABOVE-GROUND VALVES, PIPELINES AND RELATED EQUIPMENT

The Terminal Teams, with assistance provided by the Equipment Inspection Teams, has primary responsibility for determining the condition of operating equipment and lines. Liquid pipeline valves are maintained in good operating condition. Inspections are made at intervals not exceeding 7-1/2 months but at least twice each calendar year. Relief valves, pressure regulators and other pressure limiting devices are inspected at intervals not exceeding 15 months but at least once each calendar year. Inspections are made to determine mechanical condition, valve settings and proper installation and to ascertain that equipment is protected from conditions which might affect its operation.

Inspection procedures and inspection report forms are contained in the *Sweeny Refinery Inter-Terminals Pipelines Operations, Maintenance and Emergency Procedures Manual.*

PRECAUTIONS TO AVOID DAMAGE TO ABOVE GROUND PIPING FROM VEHICLES

Commercial carriers and outside contractors arriving with large vehicles at the security gates are given instructions as to the route they are to use within the facility. If necessary, they are escorted by facility personnel and warned of any overhead obstructions. When moving large, heavy equipment, a person is stationed as a spotter to warn the driver/ operator of hazards or obstructions that cannot be seen by the driver/ operator.

FACILITY LOADING/UNLOADING RACKS

All loading/ unloading procedures meet the minimum requirements and regulations of the Department of Transportation. Individual loading facilities are described below.

Tank Truck Loading/ Unloading Rack – a sump is provided for truck drainage prior to loading. Drainage at the rack is designed to direct spill or run off to a concrete sump which can be pumped to the oily water sewer system. This system has adequate containment capacity to hold the maximum capacity of any single compartment of a tank truck being loaded or unloaded. Operating procedures require inspection of the lowest drains and the other outlet for leakage. A vapor recovery system is used in truck loading which returns vapors to plant operations or to a flare.

INSPECTION AND RECORDS

To minimize the potential for an oil spill certain inspection procedures must be followed. Records are maintained a minimum of three years. Records pertaining to the construction of storage tanks and pipelines are kept in a central file in Old Ocean, Texas. The Approval For Expenditure (AFE) and Design Work Request (DWR) information is kept in project design files in Old Ocean, Texas. Daily operating records are maintained either in the central safety files, product control files, or environmental control files. Daily operating records are maintained a minimum of three years.

The following is a partial list of reports and inspections that are used for documentation and evaluation:

- Spill Incident Report
- Oil Spill Report
- Drainage of Diked Areas – the Tank Dike Drain Operating Procedure provides information on inspection
- Above Ground Inspection and Testing – the Inspection of Bulk Storage Tanks, Methods, Procedures, and Records provides information on inspections
- Above Ground Inspection of Valves and Pipelines – pipeline inspections include a bi- monthly patrol through pipeline right-of-ways (made on horseback or ATV), a weekly aerial inspection, and inspection of pipeline crossings at navigable waterways made by divers or by electronic means, nondestructive tests on welds made by radiography, ultrasonic inspections, and visual inspections.
- Cathodic Protection Report – this form is used for field recording of the inspection of and operating data of each cathodic protection rectifier

Detailed inspection procedures are contained in the *Sweeny Refinery Inter-Terminal Operation, Maintenance, and Emergency Procedures Manual*

INSPECTION OF BULK STORAGE TANKS

GENERAL

The Stock, Terminals and Operations Teams have primary responsibility for determining the condition of storage tanks in their areas. The Equipment Inspection Team provides support. Atmospheric and pressurized storage tanks are subject to periodic inspections and testing. Methods used for inspection and testing include, but are not limited to:

- Hydrostatic testing
- Visual inspection
- Nondestructive thickness measurements

Inspection and testing methods depend on the tank design (floating roof, spherical, etc.) and the service of the tank.

Sweeny Complex Equipment Inspectors are certified as pressure vessel inspectors under API Standard 510, Pressure Vessel Inspection Code for Maintenance Inspection, Rating, Repair, and Alteration. They are also certified as atmospheric tank inspectors under API *Standard 653, Tank Inspection, Repair, Alteration, and Reconstruction for Atmospheric Tanks.*

INSPECTION FREQUENCY

All storage tanks are scheduled to be periodically inspected and tested. A computerized print out entitled Safety Equipment Inspection lists operating equipment and tanks (pressure vessels and atmospheric storage tanks) and their due dates for internal and external inspections.
These inspections include the following:

- Walk-through visual inspection – this inspection is performed every six months for each operating unit/ area
- External Annual Visual Tank Inspection – this inspection is performed each year on tanks while they are in service
- Tank Shell Thickness Inspection – this inspection is performed every five years using non- destructive testing methods, including ultrasonic testing and pit gauging; this inspection is performed to determine if the tank should be removed from service before the ten year internal inspection
- Internal Inspection – this inspection is performed every ten years, or sooner if determined necessary by the Tank Shell Thickness Inspection; tanks are removed from service, gas- freed, and cleaned in preparation for this inspection

All repairs identified through these inspections are performed in accordance with API Standard 653 for atmospheric tanks or API Standard 510 for pressure vessels.

For more information on these and other inspections, see the *Equipment Inspection Manual, the Equipment Inspection Procedures, and the Equipment Inspection Forms*.

RECORDS

Inspection records are kept on each individual tank and vessel. These records contain manufacturer correspondence pertaining to the tank or vessel, inspection reports, drawings showing thickness measurements, and location and extent of repairs.

P66 records for the inspections are maintained in the Central Safety Files a minimum of three years and maximum of the lifetime of the tank or vessel. Records pertaining to construction, repair, and alternations performed on a tank or vessel are kept for the lifetime of the equipment.

CPChem inspection records are maintained in an automated inspection data system.

ACCESS CONTROL

SECURITY

The facility is surrounded on all sides by a six feet high chain link fence having a three strand barbed wire intruder barrier on top. Access is controlled 24 hours a day be security personnel at multiple gates. Gates which are not manned remained chained and locked.
The fence and intruder barrier are maintained in good repair in accordance with 40 CFR §264.14(b)(i).

In addition, security personnel are on duty at the facility to minimize unauthorized entry by persons or livestock onto the active portion of this facility. Security personnel check the fence line, gates, shops, control rooms/ field information centers, tools, materials, and equipment a minimum of once per working shift, with a written patrol report completed.

Appropriate warning signs are posted in accordance with 40 CFR § 264.14 (c), in English, and legible from a distance of at least 25 feet. Signs stating the following: "DANGER – UNAUTHORIZED PERSONNEL KEEP OUT" and "PRIVATE PROPERTY NO TRESPASSING" are posted on the outside fence by the entrance gate. These signs are also posted every 200 to 400 feet on the fence around the facility, in sufficient numbers to be seen from any approach. Numerous signs stating "NO SMOKING" and "SMOKING IN DESIGNATED AREAS ONLY" are posted throughout the facility and on the outside fence near the entrance gate.

Lighting on the loading rack areas has been installed in a manner as to assure adequate illumination of transfer connection points on loading facilities and product transfer manifolds. Terminal operator vehicles are equipped with spot lights. Employees have access to telephone and two-way radio communications with security personnel located at the Sweeny Complex and terminals and with the security patrol whenever security personnel are patrolling other areas.

The security procedures and practices used by the facility are for compliance with 40 CFR Subpart B § 264.14.

OTHER PREVENTATIVE ACTIONS/ PROGRAMS/ SYSTEMS

PROCESS OVERVIEW MANUAL

Within the Sweeny Complex, all process units and areas are summarized in a *Process Overview Manual*. Included in the Process Overview Manual is general information on the process performed in the specific unit, names of the major products/ materials used in the process, major chemical and process hazards associated with the unit/ area, and a simplified process overview flow diagram.

SAP MAINTENANCE SYSTEM

Within the Sweeny Complex, major components (instrumentation, pumps, etc.) in the process units and areas are tracked and scheduled for preventative maintenance (PM) through SAP systems (Phillips 66 and Chevron Phillips). PM and repairs on control and monitoring instrumentation is performed by qualified company or contract Instrumentation Technicians. PM and repairs on pumps and compressors is performed by qualified company or contract Machinists.

PROCESS AND EQUIPMENT MONITORING

All processes and critical operational equipment is monitored continuously by a staff of Operators and Lead Operators/ Stillman/ CPC Unit Supervisors. This monitoring is performed via process control stations, closed-circuit cameras, and visual inspections. Operators perform regular rounds to visually inspect equipment, perform vibration and process readings, and identify any adverse conditions. Operators stationed in the facility's Central Control Room and unit control rooms monitor the process via closed-circuit pan-tilt- zoom cameras and computer display stations.

TRAINING

GENERAL

All Sweeny Complex employees receive training upon initial assignment to the Sweeny Complex and annually. Specific training is dependent on the individual's assignments at the Sweeny Complex. Training is intended to comply with applicable safety, health and environmental regulations. Training topics may include, but not be limited to, any or all of the following:

Asbestos Awareness	Hazard Communication*	Personal Protective Clothing*
Benzene & Butadiene Awareness	HAZWOPER*	Process Overview
Blinding	Hearing protection*	Radiation
Confined Space Entry	Hydrofluoric Acid	Respiratory protection*
Diethylzinc (DEZ)		
Evacuation & Emergency Procedures*	Inorganic Lead	RCRA*
Eye/Face protection*	LDAR	Scaffold safety
Fall Protection	Lock, Tag & Try	Security
Fire Extinguishers*	MOC & PSSR	SPCC*
		Triethylaluminum (TEAL)
		Triisobutylaluminum (TIBA)
Hand Protection*	Oily water sewers	TSCA

* Completion of these training modules meets requirements for annual HAZWOPER (8 hr.) Refresher

This training consists of formal classroom training, computer-based training, on the job training, and specialized schools or classes as needed.

OPERATIONS

All operations personnel receive a basic operator training class (Core Competencies). This class covers the following areas:

Electrical	Process operating procedures
General duties	Process technology fundamentals
Operating/maintaining fixed equipment	Turnaround process knowledge/ skills
Operating/maintaining process equipment	Utilities
Operating/maintaining process instrumentation	

Once operations personnel have completed the basic operator class, they begin unit specific training for the unit(s) they will be assigned.

For more specific information on operator training, contact the appropriate Training Department or Team.

MAINTENANCE

All maintenance personnel receive general maintenance training (Core Competencies). This training consists of:

Auxiliary process systems	Gaskets	Aerial work platforms (JLG)
Basic math	Electrical	Broderson cranes
HSE Safety Standards & Processes	Mechanical seals	Drott cranes
Maintenance core values/behaviors	Oxygen – Acetylene	Fork trucks
Maintenance planning system (SAP)	Piping	Overhead Hoists
Overview of refinery process equipment	Proper/safe use of tools	Rigging
Turnaround process knowledge/ skills	Valves	Winch trucks

Once maintenance personnel complete this general maintenance training, they begin their craft specific training.

For more specific information on general maintenance or craft specific training, contact the appropriate Training Department/ Team.

SAFETY MEETINGS

Safety meetings are conducted on a regular basis (at least monthly). Safety meetings cover subjects related to work procedures, safety policies, hazards, emergency procedures, incident reporting, industry information, or general information.

RECORDS

Training records for new employee safety training, annual safety training are maintained by the Emergency Response Team. Job specific training and qualifications are maintained by the appropriate Training Department/ Team.

Training records for the facilities Emergency Response Team (ERT) are maintained by the Emergency Preparedness Team.

DRILLS AND EXERCISES

The Sweeny Complex conducts drills and exercises on a regular basis. Drills and exercises include tabletop scenarios, field scenarios, and "what if" discussions. Emergency response drills and exercises are coordinated by the Emergency Response Team. Unit or area drills and exercises are coordinated by the appropriate unit or area team. The Sweeny Complex will conduct an annual drill at one of the HF acid units. The drill will cover HF releases along with the possibility of and LPG fire. Safe haven/shelter in place drills

along with audits of the safe haven kits will accrue once a year.

CAER & SETMAG

The Sweeny Complex has recognized the potential for a major incident which could stress or exceed the capabilities of the facility Emergency Response Team (ERT). For this reason, the Sweeny Complex has signed an agreement with other industrial facilities in the area to provide resources, both personnel and equipment, in the event of an incident in the area. These agreements are identified as the Community Awareness Emergency Response (CAER) and South East Texas Mutual Aid Group (SETMAG). SETMAG is a reciprocal agreement which requires members to provide resources, if available, as well as allowing members to request resources when needed.

CAER and SETMAG are governed by the membership agreement and organizational by-laws. Each member company provides a list of emergency response equipment for the other member companies to file for reference should equipment be needed for an incident.

Below is a list of other companies which are currently SETMAG members with contact information for emergency assistance:

- DOW (Freeport) – Dispatch (Security) 979-238-2112
- LyondellBasell (Bay City) – Security Gate (SETMAG) 979-244-7177
- OXEA (Bay City) – Security Gate (SETMAG) 979-241-4046
- CAER (Incident Report Line) 979-238-2237

In the event a report of a spill on the San Bernard River is received from the public, the following procedures should be followed. If the report is by internal notification or has been confirmed, respond accordingly.

1) Person receiving call should capture as much detail as possible from the caller including specific location, call-back number, and appearance, smell, behavior, etc. of the possible spill.
2) Notify 60's (601 / 602 / 605) of the call and provide information received.

3) 601 / 602 should contact Stock Dispatch and San Bernard / Clemens / Freeport Terminals to determine if any active product movement is occurring, and/or if any abnormal conditions can be observed from their locations. Terminal personnel should also contact any active marine traffic for on-water observations.

4) A "recon" team should be dispatched as soon as possible to the scene to observe and confirm conditions firsthand. This team should generally be 2 persons (with preference for Loss Prevention, Environmental, or Hazmat personnel). They should take the following minimum equipment (cell phone, hydrocarbon detection, 2 sample bottles).

5) If during daylights, in-plant resources such as Hazmat / Equipment Operators / Emergency Response / Environmental should be called to respond to Staging at the fire station. If during off-hours, 601/ 605 should determine the appropriate personnel/ resources to respond to the fire station for assistance.

6) Personnel checking in at Staging should ensure all necessary response equipment is checked and ready to respond (i.e., connect boat, boom trailer, etc.).

Note: The Staging Officer should consult and print applicable sections from the "Freeport to Sweeny Refinery Tactical Spill Response Guide"

7) Review the appropriate section of the Response Guide with the response personnel to finalize response tactics, required resources, and assignments. Use site-specific information, response objectives checklist, and preliminary Site Safety Plan

8) Dispatch the spill response team to the appropriate boat launch location, with the applicable portion of the Tactical Response Guide, to set up secondary staging. Once on location, notify primary staging of status and deploy boat with a minimum of 2 responders to verify report.

NOTE: Personnel responding shall observe speed limits along with all rules set by the state for driving on public highways.

9) Await verification before escalating response or making preliminary notification to any agency/ corporate headquarters.

10) If no further indications are found: collect samples for lab analysis of any substances observed; disassemble secondary staging; and return to the fire station for debrief/ critique.

Note: All response equipment shall be returned to ready status before personnel are released.

11) Conduct follow-up contact with person making initial notification and provide preliminary report of findings. Refer to appropriate agency as applicable.

12) All documentation (ICS forms, maps, sign-in sheets, critique, etc.) shall be collected by staging for documentation and possible use as drill for regulatory requirements.

Severe weather can impact the Sweeny Complex putting personnel, equipment integrity, and sound operation at risk. Severe weather may include heavy rain, flooding, thunderstorms, lightning, tornados, freezing temperatures, tropical storms or hurricanes. The Sweeny Complex has written plans to address freezing temperatures, tropical storms and hurricanes. This document is to provide guidance in the event one of these other forms of severe weather threatens or impacts the Sweeny Complex.

WEATHER INFORMATION

The Sweeny Complex uses StormGeo as a primary source of weather information. StormGeo is a contract service which provides forecasts, warnings, and updates focused specifically on the Sweeny Complex and/or the Freeport Terminal. StormGeo provides notification of severe weather via e-mail and telephone.

Other sources of warning for severe weather include portable lightning detectors in various locations.

HEAVY RAIN/FLOODING

In the event of heavy rain or flooding in the Sweeny Complex, personnel should avoid low areas such as ditches and excavations. If specific areas begin flooding, notify the Shift Superintendents (601/ 602) as soon as possible; the Shift Superintendents may send out a plant-wide radio message to notify personnel of the conditions and to take appropriate action (i.e. avoid area; move personal/ company vehicles). If process areas flood, personnel should avoid this area due to the potential hazard from energized electrical equipment. If driving through the plant and roadways are flooded, do not drive through flooded area unless in a high clearance vehicle (i.e. winch truck, fire truck, back-hoe, etc.). The Shift Superintendent will assess the need for flood pumps, sandbags, flood gates, etc. and verify that flood pumps are operational.

THUNDERSTORM/LIGHTNING

In the event the Sweeny Complex is threatened by lighting, the following requirements will be administered:

15 mile lighting alerts – No plant wide communication required. Our weather service will continue to email you this alert and to inform us that potential bad weather is approaching.

7 mile lightning alert – Shift Superintendents (601) will notify facility employees, via plant radio, that all elevated work will cease and all personnel shall move to ground level and take necessary precautions.

7 mile lightning alert All Clear - When lighting is no longer within the 7 mile radius, the Shift Superintendents (601) will notify facility employees, via plant radio, “All Clear” and resume normal work activities..

TORNADO

In the event the Sweeny Complex is included in an area of a Tornado Watch or Tornado Warning by the National Weather Service, personnel should be made aware of the condition.

The Shift Superintendents may send a plant-wide radio message of the potential risk. If a funnel cloud or tornado is sighted in the area of the Sweeny Complex, the Shift Superintendents should be notified immediately via plant radio (Shift Team/ Operations Channel) or 2911 system. The Shift Superintendents will make immediate notification to the plant to seek shelter. This notification will be made in the most expeditious means to reach the majority of the personnel in the plant; this may include: plant radio on Shift Team/ Operations; plant radio on Emergency Operations; plant-wide radio message; plant public address system; etc.

If a tornado is sighted in the area of the Sweeny Complex, personnel should seek the lowest level of a permanent building and move to interior rooms (bathroom, closets, vault, offices, hallway, etc.), if possible. Personnel should stay away from windows, doors, and exterior walls, until the storm has passed. If personnel are sheltering in a metal frame/ skin building and no interior rooms are present, personnel should seek shelter under tables or desks for additional protection. If personnel are in a trailer or vehicle, they should get out immediately and move to a permanent building. If personnel cannot reach a permanent building or other substantial structure, they should lie flat in the nearest ditch.

Once the storm has passed, personnel accountability should be a primary objective. Once personnel accountability has been initiated, a rapid survey of the facility should be conducted and search and rescue should be conducted for any personnel unaccounted for. A site safety plan will be developed for the search and rescue operations.

High Winds

In the event of sustained winds of 25+ mph all crane work, load lifts and elevated work will cease. Any critical work that must continue during this time will be coordinated with the Shift Superintendents.
CPChem employees refer to CPChem Sweeny Standard B.30 Lifting and Hoisting Equipment/Inspection Requirements for specific requirements.

RALLY POINT REPRESENTATIVE

In the event of a plant evacuation, all non-assigned employees, contractors and visitors shall report to the appropriate rally point for accountability.

The first employee or contractor at the Rally Point will be designated as the initial Rally Point Representative. This individual shall perform the following tasks:

1) Obtain sign-in sheet, pencils, and green vest from mailbox

2) Don a green vest for identification by other personnel

3) Have all personnel sign in on appropriate sheet (Phillips 66/ Chevron Phillips employees or Contractor/ Visitor)

4) Maintain a count of persons signing on each sheet for reporting to Rally Point Coordinator Center on the Rally Point Coordinators Channel on Radio (Zone 7, Channel 7)

5) Report number of employees and number of contractors and visitors at the Rally Point to the Rally Point Coordinator Center via a plant radio programmed with the Rally Point Coordinator channel (NOTE: Team Leaders, Superintendents, Supervisors and Specialists have Rally Point Coordinator channel programmed on radio)

6) When reporting number of personnel at Rally Point, report by designating the Rally Point number

7) Maintain contact with Rally Point Coordinator Center and report any changes in conditions at Rally Point (wind, weather, smells, demeanor of personnel, etc.)

8) If directed to do so, coordinate the relocation of personnel from the current rally point to the new location

The initial Rally Point Representative may pass his/ her responsibilities to someone more experienced or better equipped to perform the responsibilities, but he/ she may be called upon to assist at a later time if necessary.

In the event of an emergency or medical condition at the Rally Point, activate 2911 on a plant radio and clearly explain the situation and assistance needed.

All personnel shall remain at the Rally Point until instructed to leave, the all clear alarm sounds, or it is deemed unsafe to remain in the area. If it is deemed unsafe to remain in the area, relocate to another Rally Point, report the movement to the Rally Point Coordinator Center, take roll call upon arrival to safe location, and report confirmed headcount to Rally Point Coordinator Center.

INTRODUCTION

This document is to provide guidance for preparing, addressing, and recovering from a hurricane or tropical storm which threatens the Sweeny Complex. It must be understood that while this plan serves as guidance, it cannot address all scenarios that might arise; in those cases sound judgment must be employed to address these unforeseeable situations. This plan covers assets owned and/or operated by: Phillips 66; Chevron Phillips Chemical Company, LP; Merey-Sweeny Limited Partnership; and Kinder Morgan (Coke Handling) at the Sweeny Complex.

CPChem employees should reference the Sweeny/Old Ocean Hurricane Plan available on the EHS Emergency Procedures Sharepoint site.

HURRICANE INFORMATION

Hurricanes are classified using the Saffir-Simpson Hurricane Scale. This scale rates a hurricane as a category one through five using the current wind speed to categorize a storm. Based on the wind speed, the property damage and storm surge potentials are estimated.

Category	1	2	3	4	5
Wind Speed	74 – 95 mph	96 – 110 mph	111 – 130 mph	131 – 155 mph	>155 mph
Storm Surge	4 – 5 feet above normal	6 – 8 feet above normal	9 – 12 feet above normal	13 – 18 feet above normal	>18 feet above normal

Note: Sustained winds are defined as a 1-minute average wind measured about 33 feet above the surface

Common Hurricane Damage

Category 1 Hurricane
There is usually no real damage to building structures, primarily damage to unanchored mobile homes, shrubbery, and trees. There is commonly some damage to poorly constructed signs with some coastal road flooding and minor pier damage.

Category 2 Hurricane
There is usually some roofing material, door, and window damage on buildings and considerable damage to shrubbery and trees with some trees being blown down. Also, considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes usually flood 2-4 hours before the arrival of the hurricane center. Small craft in unprotected anchorages commonly break moorings.

Category 3 Hurricane
There is usually some structural damage to small residences and utility buildings with a minor amount of curtain wall failures. The damage to shrubbery and trees consists of foliage blown off trees and large trees blown down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before the arrival of the center of the hurricane. Flooding near the coast destroys smaller structures with larger structures damaged by battering from floating debris. Any terrain continuously less than 5 feet above mean sea level may be flooded inland 8 miles or more. Evacuation of low-lying residences within several blocks of the shoreline may be required.

Category 4 Hurricane
Commonly there is more extensive curtain wall failures with some complete roof structure failures on small residences and most shrubs, trees, and signs are blown down. Complete destruction of mobile homes. There is extensive damage to doors and windows on most buildings. Low-lying escape routes may be cut by rising

water 3-5 hours before the arrival of the center of the hurricane. There is commonly major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded, requiring massive evacuation of residential areas as far inland as 6 miles.

Category 5 Hurricane
Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away, and all shrubs, trees, and signs blown down. There is usually complete destruction of mobile homes, with severe and extensive window and door damage to other structures. Low-lying escape routes are cut by rising water 3-5 hours before the arrival of center of hurricane. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles of the shoreline may be required.

DEFINITIONS

Essential Personnel – personnel (company and contractors) needed for the safe shutdown and start-up of the facility

Assessment Team - personnel housed inland at a "safe" location until the storm passes; these personnel will be convoyed or flown in, once the hurricane has passed, to perform more in-depth damage assessment, start putting together a plan, and perform start-up when possible; exact personnel to initially return will be based on information provided by the initial assessment performed by the Storm Team

Hurricane – an intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph or higher

Hurricane Risk Indicator (HRI) – an early warning tool available from StormGeo to identify a potential hurricane threat to the general area within the next week – the HRI is indicated by either negative or positive

Hurricane Warning – issued for a coastal area in which 74 mph winds are expected within 24 hours

Hurricane Watch – issued for a coastal area in which hurricane conditions may be experienced in the next 36 hours

StormGeo – a contract weather services which provides forecasts and warnings for specific locations – currently the Sweeny/ Old Ocean facility and Freeport Terminal are the designated locations for the Sweeny Complex

Landfall – time and location at which the storm center crosses the coastline based on the National Hurricane Center records; destructive effects may occur several hours before and after the landfall time and extend several hundred miles from the landfall point

Non-essential Personnel – personnel who do not need to be immediately available for the shutdown, start-up, or operation of the facility

Probability of Wind Impact (PWI) – a forecasting tool from StormGeo which represents the percentage that one of the five wind field (25, 39, 58, 74, or 100 mph) will impact the designated location based on the specific advisory's forecast – the PWI is represented by a percentage, an arrow, and a percentage in parentheses; the first percentage represents the probability of the specific wind field

impacting the designated location, the arrow indicates the overall trend of the percentage (increasing "↑", decreasing "↓", unchanged "↔"), and the percentage in parentheses indicates the maximum probability of the specific wind field in the forecast area

Storm Team – a staff of personnel designated to remain at the Sweeny Complex proper or FEMA Matagorda County Hurricane Dome (Community Safe Room) from before landfall until after the passing of the storm; the purpose of Storm Team is to perform final preparations for the storm, monitor the facility and equipment, and provide information to the Incident Commander.

Storm Assessment Team - a staff of personnel housed off site until inclement weather (hurricane, tropical storm, etc) passes, and then deployed to facility to assess damage and hazards prior to restart.

Tropical Depression – an organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph or less

Tropical Storm – an organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph

Worst Case Scenario (WCS) – a tool available from StormGeo which estimates the earliest possible time of arrival of various wind speeds (25, 39, 58, 74, and maximum mph) assuming the storm were to hit the specific location directly – the WSC assumes the storm:

- Travels at maximum forecasted speed of advance directly to the location
- Hits location at its maximum size and intensity that is predicted over the time period before it reaches location
- Does not weaken wind speeds from land or any other effects (overestimates inland locations)

HURRICANE PHASES

The Hurricane Phase system is intended to be used as a guidance tool for determining preparation to be completed during the various phases, and as a method of communication of the recognized threat from the tropical storm season. Progression through the phases is triggered by information provided by StormGeo Service. These triggers include the Hurricane Risk Index, the Probability of Wind Impact, and the Worst Case Scenario information.

Phase 0:
Trigger: January 1 (Pre-hurricane Season)
Actions: Pre-season Preparations (required completion date)

- ☐ Hurricane supply lists reviewed (April 1)
- ☐ All teams provide requests for rental equipment to the Shops Team Leader (April 1)
- ☐ Identify potential housing/ locations (April 1)
- ☐ Identify potential Assessment Team locations (April 1)
- ☐ All rental equipment has been confirmed with rental company (April 15)
- ☐ All teams have provided revisions to window/ door boarding list to the appropriate Heavy Craft Core Team Leader (April 15)

- ☐ All teams have provided revisions to sand bag list to the appropriate Heavy Craft Core Team Leader (April 15)
- ☐ All teams have developed/ reviewed their hurricane preparation lists and provided it to the appropriate Heavy Craft or EIM Core Team Leader (April 15)
- ☐ Storm Team list reviewed (P66 positions, CPChem names) (May 1)
- ☐ Storm Assessment Team list reviewed (P66 positions, CPChem names) (May 1)
- ☐ Process units shutdown sequence reviewed (May 1)
- ☐ Production teams provide a post-hurricane work list to the Turnaround/ Project Team Leader (May 1)
- ☐ Send out personal hurricane plan reminder (May 15) (LP and HR)
- ☐ Post-hurricane supply and accommodation contracts are reviewed and confirmed (May 15)
- ☐ Appropriate numbers of sand bags are filled (May 15)
- ☐ Heavy Craft and EIM Core Team Leaders develop a plan for completing designated preparation lists (May 15)
- ☐ Facility Hurricane Drill conducted (before June 1)
- ☐ Sufficient materials for window/ door boarding are on site (June 1)
- ☐ Building flood gates inspected and repaired as necessary (June 1)
- ☐ Hurricane supplies are on site (June 1)
- ☐ Personnel provide alternative contact information to HR (June 1)
- ☐ Clean out drainage ditches throughout facility (June 1)
- ☐ Post-hurricane Fuel Plan reviewed and updated (June 1)
- ☐ Ensure that Contractors are informed of need to update county re-entry database

Phase 1:
Trigger: June 1 (Hurricane Season)
Actions: Ready-state

- ☐ Teams maintain areas in ready-state
- ☐ Volunteers for Storm Team and Assessment Team identified
- ☐ Regular employee communications regarding tropical weather
- ☐ Charge code for hurricane preparation/ recovery is developed
- ☐ Hurricane supplies on site (Storm and Assessment Teams)
- ☐ Rental equipment on site
- ☐ Housing/ location “reserved”
- ☐ Location(s) for Storm Team “reserved”
- ☐ Required number of sand bags filled

- ☐ Required window boarding supplies on site
- ☐ Rental equipment on site – Regional Offsite Location
- ☐ Unit specific chemical inventories are closely monitored
- ☐ Ensure that County Re-entry database is updated for P66/CPChem employee re-entry
- ☐ CPChem re-entry letters done and issued
- ☐ Verify that Contractors have updated the database

Phase 2:
Trigger: StormGeo Hurricane Risk Indicator is positive for Freeport
Actions: Alert status

- ☐ Finalize Storm Team and Assessment Team rosters
- ☐ Place sand bags for heavy man-hour items
- ☐ Employee communication of status
- ☐ Updates in morning meetings
- ☐ Teams begin initial preparation without impacting unit operations

Phase 3:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 120 hours and forecast shows impact within 350 miles of Freeport
Actions: Initial preparation

- ☐ Morning and afternoon meetings/ conference calls with facility management
- ☐ Ride-out preparations
- ☐ Identify timeline for shutdown
- ☐ Identify timeline for release of personnel
- ☐ Continue employee communications of status and possible timelines
- ☐ Complete sand bag placement – ensure building exits are not blocked by sandbags
- ☐ Begin window boarding
- ☐ Begin placement of rental equipment (pumps, generators, etc.)
- ☐ Begin decoke sequence on ethylene furnaces/ heaters

Phase 4:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 72 hours; Forecast shows impact within 300 miles of Freeport; and Probability of Wind Impact for 58 mph winds is greater than 15% at Freeport
Actions: Complete preparations

- ☐ Complete window boarding
- ☐ Complete placement and hook-up of rental equipment (pumps, generators, etc.)
- ☐ Begin charge reduction for applicable units
- ☐ Establish appropriate cycle for coke drums on U-29.2

- ☐ Begin removing pumps from Freeport and other terminals
- ☐ Establish timeline for release of personnel (non-essential; staff; shutdown crew; Assessment team)
- ☐ Communicate status and plans to employees
- ☐ Initiate Fuel Plan
- ☐ Create and Issue embossed letters to employees for Assessment Teams
- ☐ Inform contractors to issue embossed letters approved employees that will assist Assessment Team

Phase 5A – Reduced Operations:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 48 hours; Forecast shows impact within 150 miles of Freeport; Probability of Wind Impact for 58 mph winds is greater than 30% for Freeport; and Probability of Wind Impact for 74 mph winds is less than 5% for Freeport
Actions: Reduced operations

- ☐ Complete removal of pumps for Freeport and Jones Creek Terminals
- ☐ Idle (reduce charge or circulate) or shutdown units

Phase 6A – Reduced Operations:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 12 hours; Forecast shows impact within 75 miles of Freeport; Probability of Wind Impact for 58 mph winds is greater than 60% at Freeport; and Probability of Wind Impact for 74 mph winds is less than 10% for Freeport
Actions: Tropical Storm Ride-out

- ☐ Evacuation of personnel from Freeport and Jones Creek Terminals to Clemens Terminal
- ☐ Release of non-essential personnel
- ☐ Account for all personnel on site and their location prior to arrival of 39 mph winds at facility

Phase 5B – Shutdown:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 48 hours; Forecast shows impact within 150 miles of Freeport; Probability of Wind Impact for 58 mph winds is greater than 30% for Freeport; and Probability of Wind Impact for 74 mph winds is greater than 5% for Freeport
Actions: Operations shutdown

- ☐ Complete removal of pumps for Freeport and Jones Creek Terminals
- ☐ Begin shutting down units per shutdown sequence
- ☐ Finalize preparation of ride-out shelter(s)
- ☐ Release non-essential personnel
- ☐ Release shutdown personnel once units are shutdown and secured
- ☐ Account for all personnel remaining in area (Storm and Assessment Teams)

Phase 6B – Shutdown:
Trigger: Worst Case Scenario shows impact of 58 mph winds at Freeport within 12 hours; Forecast shows impact within 75 miles of Freeport; Probability of Wind Impact for 58 mph winds is greater than 60% at Freeport; and Probability of Wind Impact for 74 mph winds is greater than 10% for Freeport
Actions: Storm ride-out

- ☐ Final securing of facility

- ☐ Release of Assessment Team(s) – caravan to reserved site(s)

Phase 7- Recovery:
Trigger: Winds below 39 mph
Actions: Initial Post - Hurricane Assessment

- ☐ Report personnel accountability to the IC.
- ☐ Review specific Hurricane incident action plan which includes the site safety plan; resource list; communication plan and medical plan. Revise as necessary
- ☐ Zone off complex and assign personnel from storm Team for each zone
- ☐ Assess zones for storm damage
- ☐ Document any damage or abnormalities, include pictures
- ☐ Report and take direction from the IC.

These phases are intended to be guidelines, all decisions on preparation, timelines, and shutdown will be made by the Sweeny Complex management.

PRE-SEASON PREPARATIONS AND READY-STATE (PHASE 0 AND 1)

Pre-Season Preparation includes all issues and items that must be addressed before June 1. Pre- Season Preparations should be completed before Phase 1 is initiated.

Team Hurricane Plan
Each company work team will develop its own hurricane plan/ checklist to address pre-season preparation, pre- hurricane preparation, and post-hurricane recovery. Included in the team plan should be any contracts that must be addressed, pre-hurricane preparation list, post-hurricane/ pre-start-up work lists, hurricane equipment list, sand bag/ boarding list, and post-hurricane personnel contact list. Each team is responsible for maintaining itself in a ready-state through the hurricane season in order to minimize the amount of preparation necessary, should a hurricane threaten the Sweeny Complex.

Sand Bag List
The sand bag list will be maintained and coordinated by the West Heavy Craft Core Team Leader (HCCTL), for Phillips 66, and the HCCTL, for Chevron Phillips. All modifications for the sand bag list will be provided to the appropriate HCCTL by April 15 of each year. The HCCTL will revise the list to determine the number of sand bags needed and an appropriate number of extra bags, as well as establishing the order of priority for placement of the bags. The total number of necessary sand bags should be filled and stored by June 1 in preparation for the hurricane season.

Window/ Door Boarding List
The list for the boarding of windows and doors will be maintained and coordinated by the East HCCTL, for Phillips 66, and the HCCTL, for Chevron Phillips. All modifications for the boarding list will be provided to the appropriate HCCTL by April 15 of each year. The HCCTL will revise the list to determine the necessary materials and man-hours needed, as well as establishing the order of priority for the boarding of windows and doors. All necessary materials should be procured and a timeline to complete work should be established by June 1.

Rental Equipment List