

EMERGENCY ACTION PLAN & FIRE PREVENTION PLAN

FOR

BEI HAWAII-BARBERS POINT FACILITY

91-150 KAOMI LOOP, KAPOLEI, HAWAII

PREPARED BY



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EMERGENCY ACTION PLAN

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EMERGENCY ACTION PLAN

This document shall serve as the Emergency Action Plan (**EAP**) for BEI Hawaii. The content satisfies the OSHA requirement for a written plan as specified in *29 CFR 1910.38*. Every employer must have a plan. Employers with more than 10 employees must have written plans. Employers with fewer than 10 employees may have oral plans.

This plan includes:

- location of the plan
- responsibilities
- alarm systems and notification of emergencies
- emergency reporting
- designation of evacuation procedures and exit routes
- accounting for employees
- procedures for critical facility operations
- rescue and medical duties
- employee training
- sources for employees to obtain further information about the plan

In the event of an emergency situation, personal safety is the responsibility of each employee. **Emergency Coordinator** has been assigned or is automatically the Plant Superintendent.

Every employee is required to comply with the directions of the **Emergency Coordinator** during an emergency evacuation. Failure to do so jeopardizes not only individual safety, but also the safety of others. **Emergency Coordinator** is directed to report any violation of this policy to the Senior Vice President-Distribution.

1. Purpose

The purpose of the plan is to eliminate or minimize hazards to employees in the event of a fire or other emergencies. This plan is for the safety and well being of the employees and visitors of BEI Hawaii. The plan identifies necessary management and employee actions during fires, bomb threats, and other emergencies. When emergencies do occur, our EAP is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency. The EAP communicates to employees the policies and procedures to follow in emergencies. Education and training are provided so that all employees know, understand, and comply with the EAP.

2. Location of the Plan

A copy of the Emergency Action Plan is kept at the following locations:

- Emergency Coordinator (Plant Superintendent)
- Senior Vice President - Distribution
- Regulatory Compliance Officer

The Regulatory Compliance Officer may be contacted for further information or explanation of duties under the plan.

This written plan is available, upon request, to employees, their designated representatives, and any OSHA / HIOSH officials who request it.

3. Responsibilities

Plant Superintendent serves as the Primary Emergency Coordinator. Technical Support Engineer serves as Alternate Emergency Coordinator in the event the Primary Emergency Coordinator is absent.

3.1 Responsibilities of the Emergency Coordinator

The Emergency Coordinator has overall responsibility for the plan. The responsibilities include the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions,
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility,
- Taking security measures to protect employees,
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied,
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee,
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan,
- Training designated employees in emergency response such as the use of fire extinguishers,
- Deciding which emergency response to initiate (evacuate or not),
- Ensuring that equipment is placed and locked in storage rooms or desks for protection,
- Maintaining records and property as necessary, and
- Ensuring that our facility meets all local fire codes, building codes, and regulations.

The Emergency Coordinator is responsible for informing the Regulatory Compliance Officer of any changes to the EAP. The Regulatory Compliance Officer is responsible for reviewing and

updating the plan as necessary. Copies of this plan may be obtained from the Regulatory Compliance Officer.

Emergency Coordinator has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health and safety.

Key management personnel and emergency contact telephone numbers are listed in Appendix A for immediate use in the event of an emergency.

3.2 Responsibilities during the Emergency

The **Emergency Coordinator** is the Barbers Point Plant Superintendent – 673-2400 (office).

Emergency Coordinator's responsibilities during an emergency evacuation are to ensure that all personnel on the facility are safely evacuated to the designated areas quickly and quietly.

- Check offices, restrooms, copy machine room(s), storage areas, and any other areas where employees may be working to insure they have been vacated. As you do this inspection, be on the alert for any unusual or foreign items. Do not touch anything that may be suspicious, simply note location and description and report it to the Emergency Coordinator by cell phone or upon exiting the building.
- Insure that personnel follow assigned evacuation routes to the assembly area.
- Upon evacuating the building, report to the assembly area. Remain at assembly area until relieved by Emergency Coordinator or other authorized emergency personnel.

After you have confirmed that employees have evacuated, Emergency Coordinator shall inform the Senior Vice President-Distribution. At that time, you should:

- Report if *you* have noted any suspicious items during your evacuation inspection.
- Report the location of any individual(s) or visitor(s) who was unable to evacuate.
- Keep access lanes clear for emergency equipment.
- Wait for the “all clear” from the Emergency Responders or the Fire Department.

After receiving clearance to re-enter the building, Emergency Coordinator must assemble in the lobby for a debriefing session with the Fire Department, etc.

4. Alarms

Barbers Point facility uses several alarms monitored by Sentinel Alarm systems - a security alarm for the office, a chlorine gas monitor, and muriatic acid and sulfuric acid tank level gauge alarms. The facility uses an air horn as a primary alarm system and **Runners** as secondary alarm system. The Runners will check the facility and report observations to the Emergency Coordinator.

5. Emergency Reporting Procedures

When employees detect an emergency situation, such as a fire or small/large hazardous material release or spill, they shall notify the Emergency Coordinator immediately.

The Emergency Coordinator will make an assessment of the situation and take all necessary action which could include notifying the Fire Department, Police Department and/or Senior Vice President – Distribution, as needed.

If there is a hazardous material release, the Emergency Coordinator shall also notify the Regulatory Compliance Officer.

It is the company's standard procedure to call the Emergency Coordinator. If the Emergency Coordinator is not available and if time is permissible, call the Senior Vice President - Distribution. If the situation is critical, you may call 911 directly.

6. Evacuation Procedures

Some emergencies require evacuation procedures, while some require employees to stay indoors, or in a safe area. Our emergency evacuation procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Emergency Coordinator's authority in determining whether employees should remain inside or evacuate. It is impossible to cover all the disaster scenarios, therefore, it is each employee's responsibility to maintain an awareness of their surrounding and what their options are when a disaster strikes or accidental emergency occurs.

6.1 General Terms & Information

Evacuation Routes: See appendix B

Head Count: Employees shall report to the evacuation assembly area where a head count will be performed, and further instructions will be given.

Visitors or Contractors: At any given time, there may be several customers, truckers, contractors, or other visitors in the facility during a declared emergency. All personnel are asked to act as guides to visitors and provide information as to our procedures.

Lost Telephone Service: In the event telephone service is lost during an emergency situation, the cellular phone will be used to establish communications.

6.2 Evacuation Procedures

6.2.1 Situations when evacuation may be necessary

Emergency situation on the facility premises or on immediate adjacent properties include but not limited to:

- Fire
- Bomb Threat

- Explosion
- Small or Large Hazardous Material Release or Spill
- Natural Disaster

6.2.2 Procedures

- In the event of a localized emergency:
 - Sound air horn alarm
 - Notify all employees in the area to evacuate
- Contact Emergency Coordinator.
- Emergency Coordinator will make all practical and safe attempts to evacuate all employees.

6.2.3 Assembly areas

- Primary - In front of entrance gate
- Secondary - On the road off of the second entrance gate.

6.2.4 Personnel accountability

Final accounting of all employees must be completed at the assembly area by the Emergency Coordinator.

6.2.5 Declare when emergency is over and decide on disposition of employees

The Emergency Coordinator has the authority to declare if the emergency is over and site is clear for re-enter or other actions.

6.2.6 Post-emergency actions

- Assess damage and prepare reports
- Cleanup activities
- Transmittal of reports to appropriate agencies
- Critique

6.3 Employee Action

If you are in your office at the time the alarm is sounded, you may quickly grab your purses, etc. and evacuate immediately. Do not go back for your personal items if you are out of the offices (such as at the copy machine, or in another office).

Do not take beverages or food with you when evacuate; these can be hazardous if spilled.

During an evacuation, remain calm and be reassuring but firm with personnel who must evacuate.

Panic is a major concern. Exit by force, such as pushing or shoving, has resulted in more deaths and injuries from trampling during emergency evacuations, than the actual cause of the evacuation.

If anyone refuses to evacuate, note their name(s) and location(s) and report to the emergency rescue personnel (Fire Department, Police, and Bomb Squad), as well as Emergency Coordinator. The person who refused to evacuate is responsible for his or her own safety.

7. Head Counts

Emergency Coordinator assists in safe and orderly evacuation for all types of emergencies that require evacuation. They are trained in the complete workplace layout and the various alternative escape routes from the workplace. They also serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete. They have been designated and trained to:

- Direct and assist in safe and orderly emergency evacuation,
- Provide guidance and instruction for all types of emergency situations,
- Be aware of employees with special needs who may require extra assistance, and
- Avoid hazardous areas during an emergency evacuation.

Once each evacuated group of employees has reached their evacuation destinations, the Emergency Coordinator:

- Makes sure all persons are accounted for,
- Prepares reports if required, and
- Serves as a contact person to answer outside agents' questions.

Head count results should be given to the Fire Chief or firefighter, if requested. Other duties maybe assigned if an emergency occurs.

No employees shall return to the buildings until advised by the Emergency Coordinator or designee (after determination has been made that such re-entry is safe). If anyone is injured or contaminated, the Emergency Coordinator will activate first aid actions. If an emergency incident expands, the Emergency Coordinator may send employees home by normal means or provide them with transportation to an offsite location.

8. Critical Operations

BEI Hawaii – Barbers Point Facility does not have critical operations in the event of an emergency. All operations will be shut down in case of emergency.

9. Rescue and First Aid

Rescue and first aid may be necessary during emergency situations. An emergency-requiring rescue may have to be performed by the Fire Department or other trained personnel. The Emergency Coordinator can instruct the trained employees to provide first aid assistance within their capabilities to employees requiring it during emergency situations.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

10. Training

The Emergency Coordinator reviews with each employee the Emergency Action Plan. These reviews are conducted as follows:

- Initially when the plan is developed,
- Whenever a new employee is hired,
- Whenever an employee's responsibilities or designated actions under the plan change,
- Whenever new equipment, materials, or processes are introduced into the workplace,
- Whenever the layout or design of the facility changes, and
- Whenever the plan is changed.

The employees' training includes the following: location of the EAP, the procedures of reporting and evacuation, evacuation routes, assembly location, head count, etc.

Extra required training for the Emergency Coordinator may include: instruction in basic the Emergency Coordinator duties, current CPR certification, instruction for proficiency in use of fire extinguishers, first responder operations level, etc.

The information in this plan is not intended for casual reading, but is intended to get the appropriate message across. We communicate the contents of this plan through a briefing delivered by supervisors followed by a demonstration.

11. Emergency Equipment and Support

11.1 Fire Extinguishers

The company has fire extinguishers at all facilities. The three classes of fire are:

Class A = ordinary combustible

Class B = flammable liquid

Class C = energized electrical

All fire extinguishers are appropriate for all three classes. The Plant Superintendent shall check dates on inspection cards to make sure all extinguishers are current and safe.

If the fire is small enough to put out with a fire extinguisher, and if you have been trained to use an extinguisher, then you may put out the fire and immediately notify the Emergency Coordinator. The Plant Superintendent should also be notified for any needed follow-up. Do not attempt to use a fire extinguisher if you have any doubt as to your ability to put out the fire with a fire extinguisher.

11.2 First Aid Kits

Appropriate first-aid supplies are located at each facility. If you are trained in the use of CPR and emergency first aid, you may provide assistance. Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is likely.

11.3 Absorbent Material & Secondary Containment

Each facility has absorbent material and secondary containment to contain hazardous material spill.

11.4 Chlorine Emergency Response Kit A, Kit B & Chlorine Cylinder Recovery Vessel

BEI Hawaii – Barbers Point has a chlorine emergency response kit A, kit B and a chlorine cylinder recovery vessel to be used in the event of an incident. Please refer to the Standard Operating Procedures for additional information.

APPENDIX A

KEY MANAGEMENT PERSONNEL TELEPHONE NUMBERS

AND

OTHER EMERGENCY TELEPHONE NUMBERS

APPENDIX A - LIST OF EMERGENCY PHONE NUMBER

BEI Hawaii and HT&T Emergency Contact List

Key Management Member	Job Title	Work	Cellular	Island
Marc Tilker	President, CEO	532-7458	282-7348	All
Gail Caberto	SVP Finance, Treasurer	532-7475	222-2276	All
Francis Lee	AVP, Strategic Planning	532-7422	221-3314	All
Megumi Sakae	VP Human Resources	532-7462	388-6472	All
Eric Enjada	SVP HT&T Truck Center	532-7505	479-4166	HT&T
Phil Carper	Regulatory Compliance Officer	535-6025	349-7416	All
Ray Oberacker	VP of Distribution	532-7507	479-1229	Oahu
Justine Takamoto	AVP of Purchasing	532-7461		Oahu
David Jessee	Director of Sales	532-7423	778-9235	All
Tim Memea	Manager Operations	532-7457	824-2357	All
David Schafer	Barber's Point Superintendent	673-2400	291-5748	Oahu
Cindy Eleneki-Otukolo	Hilo Branch Manager	808-433-2959		Hilo
Andrea Gray	Kauai Branch Manager	808-241-7333	808-482-0206	Kauai
Imelda Castro	Maui Branch Representative	808-243-8468	808-281-1391	Maui
Iwilei Main Line		532-7400		Oahu
Barber's Point Main Line		673-2400		Oahu
Hilo Main Line		808-933-7800		Hilo
Kona Main Line		808-329-8094		Kona
Port Allen (Kauai)		808-335-8400		Kauai
Kauai Main Line		808-241-7333		Kauai
Maui Main Line		808-244-3761		Maui

LIST OF EMERGENCY PHONE NUMBER

HONOLULU EMERGENCY CALL LIST

POLICE / FIRE / AMBULANCE	911
National Response Center & Terrorist Hotline	1-800-424-8802
NOAA National Weather Service for Honolulu, HI	973-5286
Environmental Protection Agency – Honolulu Office	541-2710
State Department of Health, Hazard Evaluation and Emergency Response Office (HEER) After-Hours	586-4249 236-8200 (24 hours)
US Coast Guard – Honolulu Command Center Or	842-2600 842-2640
State Department of Labor, HIOSH	586-9110
Honolulu Fire Department – Station 31 After Hours	523-4879 911
Department of Emergency Management (Honolulu C&C)	732-8960
Hawaii Emergency Management Agency (State Civil Defense)	733-4300

APPENDIX B

FACILITY EVACUATION ROUTES

APPENDIX C

EPCRA CHEMICAL REPORT & STORAGE LOCATION

APPENDIX D

TRAINING RECORD FORM