

Attachment C4. Evacuation Plans

Evacuation plans are pre-established procedures designed to direct employees to safe assembly areas to ensure their personal safety. Evacuation plans are also designed to enhance the response effort in the event of an emergency. Emergencies that could threaten human health or the environment may require the evacuation of areas, buildings, the entire facility, or local areas surrounding the facility. A site-wide evacuation plan is presented on Drawing L-1. This indicates primary assembly areas that are located upwind of the prevailing wind direction for the site. Specific building and area evacuation plans and maps will be prepared as appropriate. These specific plans and maps will be maintained and updated as necessary. The evacuation plans and routes will be addressed in area-specific training courses. A master copy of all evacuation plans for the facility will be maintained and updated by the Emergency Coordinator (EC).

Upon notification of an incident the EC will determine if the incident poses a potential threat to human health or the environment and will evacuate area(s) based upon his/her determination. Employees will assemble in pre-determined areas, outside buildings and away from processing areas as indicated in the evacuation plan.

The evacuation plans will describe the signals to be used to begin evacuations, evacuation routes, and alternate routes for various scenarios. Some of the scenarios included are:

- fires and/or explosions
- spills, leaks, or other releases
- power or equipment failures

Four types of evacuation plans, outlined below, will be prepared prior to acceptance of waste at the facility. In each case, the plans will address the proper response of employees for (1) public address (PA) announcements, (2) various types of alarms and their associated sounds, (3) the evacuation routes available to them from a specific area, (4) assembly areas, and (5) other safety-related issues. The four types of plans are:

1. Process Area Shutdowns and Evacuations

Emergency shutdown procedures will be prepared for each area and maintained at the specific processing location. These procedures will be used during on-the-job training to instruct and inform operations employees of the evacuation procedures for their specific area.

2. Building Evacuation

Building specific procedures will be developed prior to the receipt of waste at the facility. These procedures will be maintained in the building for which they are prepared and in the EC's office. The procedures will be used during on-the-job training to instruct employees on the proper response to a building evacuation.

The evacuation of a building will be initiated in one or more of the following ways:

- PA announcement from the EC, an emergency responder, or other operations personnel,
- an evacuation or emergency alarm, and
- the employee's decision to evacuate for personal protection.

When an evacuation is announced all employees will immediately leave their work area and assemble at the designated assembly areas. Supervisors will account for all facility personnel and the sign-in log will be used to account for non-facility personnel.

3. Facility Evacuation

Evacuation of the entire facility will proceed in a fashion similar to that of a building evacuation. If necessary additional means of communication will be used to ensure all personnel are aware of the site evacuation. Means of communication other than PA announcements might include:

- hand-held radio for personnel in areas of high noise or areas without PA capability,
- telephone,
- area alarms, and/or
- messengers.

If the incident site is upwind of the current building location employees and visitors will evacuate in a direction perpendicular to the wind direction. If the incident is downwind from the current location visitors and employees will evacuate in an upwind direction. Windsocks will be placed at strategic locations throughout the facility to ensure their visibility.

If possible employees and visitors will relocate to the entrance gate of the facility and await further instructions. If this is not possible, or if routes leading to the facility entrance are unsafe, then personnel will be instructed to assemble in a safe location so that all personnel and visitors may be accounted for.

4. Evacuation of Local Areas

If the EC's assessment indicates that evacuation of local areas may be necessary, the appropriate local authorities will be notified immediately. The EC will provide assistance, as necessary, to the appropriate officials in making area evacuation decisions and notifications. Notifications by the EC might include the government official designated as the on-scene coordinator for the geographical area or the National Response Center (1-800-424-8802).