

function — *of beauty*

Emergency Action Plan / Emergency Response Program FOB-SAF-PRG-006

Function of Beauty
5570 Snyderstown Rd.
Paxoins, PA 17824

Emergency Action Plan / Emergency Response Program

**29 CFR 1910.38 Emergency Action Plan
29 CFR 1910.120 Emergency Response Program**

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1. PURPOSE

- 1.1. Emergency Action Plan / Emergency Response Program is designed to outline those procedures and precautions which the facility will follow to minimize the possibility of personal injury or extensive property damage due to unforeseen occurrences.
- 1.2. The management of Function of Beauty, Inc. (Function, Inc.) places a high value on the safety and welfare of its employees and the general public.
- 1.3. Accordingly, Function, Inc. intends to conduct all its operations in a safe and prudent manner. However, management also realizes that unforeseen circumstances may present hazards despite conscientious preventive efforts.
- 1.4. The objective of this plan, therefore, is to avoid or minimize the consequences of emergency situations arising out of routine operations or natural disasters, and deliberate acts of sabotage.

2. SCOPE

- 2.1. This Plan is intended to address potential emergencies which may arise from routine operations, natural disasters, and sabotage.
- 2.2. The types of emergencies anticipated include, but are not limited to, the following:
 - 2.2.1. Fires
 - 2.2.2. Explosions
 - 2.2.3. Gas Leaks
 - 2.2.4. Chemical Spills, Leaks, or Contamination
 - 2.2.5. Vehicle Accidents
 - 2.2.6. Floods
 - 2.2.7. Earthquakes
 - 2.2.8. Hurricanes, Windstorms, Tornadoes, Etc.
 - 2.2.9. Bomb Threats
 - 2.2.10. Workplace Violence
 - 2.2.11. Deliberate Sabotage
 - 2.2.12. Terrorist Acts
- 2.3. Regulation References
 - 2.3.1. In addition to addressing the types of emergencies outlined above, this Plan fulfills the requirements specified by the following documents:
 - 2.3.1.1. Emergency Action Plan (OSHA Standard 29 CFR 1910.38): describing the procedures that the employer and employees must follow to ensure employee safety in the event of fire or other emergencies.
 - 2.3.1.2. Fire Prevention Plan (OSHA Standard 29 CFR 1910.38): describing the major workplace fire hazards, proper handling and storage procedures, potential ignition sources and their appropriate control procedures, available fire protection equipment and responsibilities for maintenance and control of fire hazards.
 - 2.3.1.3. Emergency Response Program (OSHA Standard 29 CFR 1910.120): describing the procedures that the employer and

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employees must follow to insure employee safety in the event of emergencies associated with health hazards or hazardous substances.

2.3.1.4. For Function of Beauty Site 8, MIOSHA part 6: Fire exits, and MIOSHA part 8: Portable Fire Extinguishers apply to the Emergency Action Plan and Fire Prevention plan.

2.3.2. Contingency Plan and Emergency Procedures: describing the steps to be followed to minimize hazards to human health or the environment from fires, explosions, or any unplanned release of hazardous waste or hazardous waste constituents to air.

3. REVISIONS TO THIS PLAN

3.1. This Plan will be revised whenever:

3.1.1. The plan fails in an emergency,

3.1.2. The facility changes in its design, construction, operation, maintenance or other circumstances in a way that materially increases the potential for fires, explosions, or releases of hazardous material, hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency,

3.1.3. The list of emergency coordinators changes,

3.1.4. The list of emergency equipment changes, or

3.1.5. Regulations regarding emergency operations change.

3.2. Whenever an emergency occurs which requires that this Plan be implemented, a review will be conducted to determine the effectiveness of the plan and to identify any modifications that may be necessary.

3.2.1. Affected employees will be retrained as modifications are implemented. A copy of this Plan is available at the facility for review by interested employees.

4. COMPANY OPERATIONS

4.1. Function, Inc is engaged primarily in the cosmetics industry. Function produces custom made shampoos and conditioners that are all based on the needs of the end consumer. Function is proud to say all products are cruelty free, made in the USA, Vegan, Paraben free, and sulfate free.

4.2. Function has its own algorithm and machines that pull from hundreds of ingredients to potentially create billions of completely unique shampoo and conditioner combinations.

4.3. Function uses a wide range of raw ingredients in the creation of the finished product.

5. ROLES AND RESPONSIBILITIES

5.1. Operations Management

5.1.1. Has overall responsibility and accountability to make command decisions.

5.1.2. Responsibilities include, but are not limited to:

5.1.2.1. Facility evacuation and / or movement of employees to identified internal safe locations

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- 5.1.2.2. Provide the final facility check to ensure that all employees have evacuated and/or moved to the designated internal safe location.
 - 5.1.2.2.1. Based on varying sizes among sites, this responsibility may need to be coordinated with several Managers & Team Leaders or Safety Committee members.
- 5.1.2.3. Coordination with external response organizations
- 5.1.2.4. Safe return following the emergency event
- 5.1.2.5.
- 5.1.2.6. Ensure practice drills are performed at least annually
- 5.2. Site Environmental Health and Safety Department & Designees are responsible to:
 - 5.2.1. Ensure that all employees are properly trained in and adhere to this emergency action plan
 - 5.2.2. Ensure that the plan is reviewed and updated as needed
 - 5.2.3. Ensure that the emergency plan is
 - 5.2.3.1. Posted for review
 - 5.2.3.2. All egress maps are posted and current
- 5.3. Managers & Team Leaders are responsible for:
 - 5.3.1. Ensuring that all employees who report to them are properly accounted for in the safe zones, e.g., internal as well as external, and for reporting the headcount to Operations Management and Emergency Coordinator.
 - 5.3.1.1. This will include ensuring vendors & other visitors working in their area are also accounted for.
- 5.4. Facilities and Maintenance is responsible for:
 - 5.4.1. Ensuring that any special equipment & utilities are shut down.
 - 5.4.2. Disconnecting power to equipment, switching disconnects, breakers, etc., as well as shut down of gas, water, and steam lines as necessary.
 - 5.4.3. This activity is ONLY allowed when safe to do so and without entering into the immediate area of the emergency.
- 5.5. Employees are responsible for
 - 5.5.1. Following all evacuation procedures and the Emergency Coordinator's instructions.
 - 5.5.2. Ensure that they proceed immediately to the rally point following their designated evacuation route and that they remain at the rally point until implicitly told that they can leave by the Emergency Coordinator or Leadership.
- 6. SITE PLAN**
 - 6.1. Specific Function of Beauty (FOB) sitemaps, evacuation & shelter in place plans, and site specific emergency procedures are listed in Appendices FOB-EHS-003-0-A through FOB-EHS-003-0-C for this plan.
 - 6.2. They provide a quick reference for the evacuation layouts, communication protocols, and locations of critical equipment.
 - 6.3. The following information is included in each site diagram:

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- 6.3.1. Designated storage areas for flammable liquids, compressed gases, and other hazardous materials.
- 6.3.2. Location of each evacuation map and evacuation route.
- 6.3.3. Location of fire protection equipment: hydrants and portable extinguishers.
- 6.3.4. Location of all first aid equipment.

7. HAZARDOUS MATERIALS

7.1. Hazard classifications follow the format specified in National Fire Protection (NFPA) Standard 704M: Identification of the Fire Hazards of Materials. Descriptions of the various classifications are presented below, and as specified in NFPA Standard 704M, the hazards of particular materials are described in the following terms:

7.1.1. Health Hazard

7.1.1.1. Any property of a material which either directly or indirectly can cause injury or incapacitation, either temporary or permanent, for exposure by contact, inhalation, or ingestion.

7.1.1.2. The degree of health hazard under fire conditions is described as follows:

7.1.1.2.1. Very short exposure could cause death or major residual injury even though prompt medical treatment was given. Cannot be approached or handled without specialized equipment.

7.1.1.2.2. Short exposure could cause serious acute or chronic injury even though prompt medical treatment was given.

7.1.1.2.3. Intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.

7.1.1.2.4. Exposure would cause irritation but only minor residual injury even if no treatment is given.

7.1.1.2.5. Exposure under fire conditions would offer no hazard beyond that of ordinary combustible material.

7.1.2. Flammability Hazard

7.1.2.1. The degree of susceptibility of the material to burning. The degree of flammability hazard is described as follows:

7.1.2.1.1. Will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature or is readily dispersed in air, and will burn easily.

7.1.2.1.2. Can be ignited under almost all ambient temperature conditions.

7.1.2.1.3. Must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.

7.1.2.1.4. Must be preheated before ignition can occur.

7.1.2.1.5. Will not burn.

7.1.3. Reactivity Hazard

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- 7.1.3.1. The degree or susceptibility to release energy, either by itself or in combination with other materials. The degree of hazard considers ease, rate, and quantity of energy release, as follows:
 - 7.1.3.1.1. Readily capable of detonation or of explosive decomposition or explosive reaction at normal temperatures and pressures.
 - 7.1.3.1.2. Capable of detonation or of explosive decomposition or explosive reaction, but requires a strong initiating source or must be heated under confinement before initiation; or, reacts explosively with water.
 - 7.1.3.1.3. Normally unstable and readily undergoes violent chemical change but does not detonate; or, may react violently with water or may form a potentially explosive mixture with water.
 - 7.1.3.1.4. Normally stable, but can become unstable at elevated temperatures and pressures or may react with water with some release of energy but not violently.
 - 7.1.3.1.5. Normally stable, even under fire exposure conditions, and is not reactive with water.
- 7.2. **Storage and Handling**
 - 7.2.1. Storage of each highly flammable material is confined to specific designated locations, typically flammability cabinets or a designated flame-proof storage room. Within these locations, each material is identified by individual container labels and/or a readily visible sign. In addition, the NFPA hazard classification format is used and displayed using the standard signals.
- 7.3. **Sources of Ignition**
 - 7.3.1. Sources of ignition include welding and cutting operations; electrical switches, or other equipment; mobile equipment; and moving machinery which could generate sparks by friction.
 - 7.3.2. None of these sources are permitted in storage areas for materials having a flammability classification of "2" or higher, unless adequate protective measures are taken, in accordance with the facilities "Hot Work Permit Program."
- 7.4. **Housekeeping**
 - 7.4.1. Routine housekeeping efforts will prevent dangerous accumulations of materials.
 - 7.4.2. Rubbish containers are emptied on a daily basis.
 - 7.4.3. Oil or solvent-soaked rags are stored in covered containers pending cleaning or disposal.
- 8. **EMERGENCY COMMUNICATIONS PROCEDURES**
 - 8.1. Emergency communications and procedures vary from site to site and depend on the availability of available personnel and integrated alarm and public address systems that are specific to the facility.

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8.2. Site specific emergency procedures are found in appendices FOB-EHS-003-0-A through FOB-EHS-003-0-A of this program.

9. EMERGENCY PROCEDURES

9.1. Emergency Organization

9.1.1. Designated emergency coordinators for each site will be determined as the primary director and lead for emergency response.

9.1.2. Refer to the Emergency Notification Lists located in appendices FOB-EHS-003-0-A through FOB-EHS-003-0-A, which include the names and telephone numbers of key personnel for each FOB Site.

9.2. In the event of an emergency, the employees in the vicinity of the emergency are responsible for immediately notifying the Emergency Coordinator on duty and the appropriate emergency services response(s).

9.3. The emergency coordinator will notify all other plant operations and supervisory personnel.

9.3.1. If the on duty Emergency Coordinator is unable to be reached, the on duty Operations Manager, or designee, will become the Emergency Coordinator and will coordinate the response.

9.3.1.1. The Emergency Coordinator will contact the Environmental Health & Safety Specialist responsible for the site when it is safe to do so.

9.3.1.2. During an emergency the Emergency Coordinator has the authority to commit the resources necessary to carry out this plan.

9.4. Immediate Emergency Response

9.4.1. Whenever an imminent or actual emergency situation occurs at the plant, the emergency coordinator must be contacted immediately. The emergency coordinator (or the designated alternate) will take the following action:

9.4.2. Assess the situation to determine the nature of the emergency.

9.4.3. If necessary, a designated person shall notify the appropriate local authorities (fire, police, etc.). Inform them of the nature of the emergency, and the assistance requested.

9.4.4. If applicable, activate the plant Evacuation Communication System to notify personnel that an emergency exists. This will initiate an evacuation of the facility. (See Section 11.0 Evacuation)

9.4.5. Initiate all necessary measures to minimize the severity of the emergency. In this effort, the following priorities will be established:

9.4.5.1. Safety and health of employees and the general public.

9.4.5.2. Protection of plant property and materials.

9.4.5.3. Initiate equipment shut-down as necessary.

9.4.5.4. Maintenance of normal operations, maintenance of normal operations can only occur when approved by the Incident Commander (fire chief, police or medical).

9.4.6. Declaration of Emergency Termination is made by incident command (e.g., Fire Department, Hazardous Materials Response) if an external agency is involved. If the emergency is managed internally, the

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- primary emergency coordinator or their alternate will declare the emergency terminated.
- 9.4.7. The emergency coordinator is responsible for ensuring that the situation is fully understood by any and all emergency personnel (fire, police, etc.) responding to the request for assistance. At the time of arrival of emergency personnel, the head of the emergency response unit (fire chief, police officer, emergency medical provider) will become the Incident Commander and, working in close cooperation with the emergency coordinator, will assume authority for all emergency response activities.
- 9.5. Fires
- 9.5.1. Begin evacuation procedures and head towards your nearest evacuation route.
- 9.5.2. Attempt to isolate the fire. Close doors where applicable.
- 9.5.3. Designated incipient stage fire responders may, if possible, attack the fire with portable extinguishers if the fire is in the evacuation route. Incipient stage fire responders must maintain positions between the fire and their escape route at all times. The need for positive-pressure SCBA (self-contained breathing apparatus) indicates a fire has progressed beyond the incipient level and requires evacuation of personnel.
- 9.5.3.1. **Note:** All employees are appropriately trained and are designated as incipient stage fire responders.
- 9.5.4. If the fire involves leaking gas or flammable liquid, attempt to stop the flow by closing the appropriate control valve. As a general rule, do not extinguish a fire involving a flammable gas unless the flow of gas can be stopped first.
- 9.5.5. Attempt to remove all combustible materials from the fire area.
- 9.6. Explosions
- 9.6.1. Identify the source and cause, if possible.
- 9.6.2. Take immediate action to prevent further damage. The "buddy system" will be used when taking these actions. If leaking gas or flammable liquid is involved, attempt to stop the flow if it can be done without no harm.
- 9.6.3. If the fire involves leaking gas or flammable liquid, attempt to stop the flow by closing the appropriate control valve. As a general rule, do not extinguish a fire involving a flammable gas unless the flow of gas can be stopped first.
- 9.6.4. Take appropriate measures to prevent or control the spread of fire.
- 9.7. Spills or Releases of Hazardous Materials
- 9.7.1. Attempt to minimize and confine the spill to the extent possible. The "buddy system" will be used during these procedures. Turn off flow valves, electrical service, or other process equipment contributing to the spill where appropriate. Procedures and equipment for spill containment and waste removal can be found in the plants Spill

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Prevention, Control, and Countermeasure plan. (FOB-ENV-PRG-002 (PA), FOB-ENV-PRG-008 (MI))

- 9.7.2. If flammable materials are involved, cut off or remove all sources of ignition and ventilate the area as appropriate.
- 9.8. Floods
 - 9.8.1. Prior warning should be provided in these instances, permitting some preplanning. Based on an assessment of potential severity of flooding, initiate the following actions.
 - 9.8.2. Initiate shutdowns of electrical systems that may be affected by rising flood waters.
 - 9.8.3. Move critical equipment, expensive materials and valuable records to safe locations.
 - 9.8.4. Anchor material storage tanks which are susceptible to floating.
 - 9.8.5. Move water-soluble or water reactive chemicals to a safe location.
 - 9.8.6. As appropriate, construct dikes around critical buildings and materials to restrict entry of water.
 - 9.8.7. Shut down utility (gas and electric) services before flooding occurs.
- 9.9. Earthquake/Hurricanes/Thunderstorms/Tornadoes
 - 9.9.1. The emergency coordinator will determine if evacuation is necessary. If evacuation is required, the procedures under Section 10.0 Evacuation shall be followed. If evacuation is not needed the following procedures shall be followed:
 - 9.9.2. Take immediate action to prevent further damage. The "buddy system" will be used when taking these actions. If leaking gas or flammable liquid is involved, attempt to stop flow.
 - 9.9.3. Shut off damaged pipelines, electrical equipment, and other equipment as appropriate. Lock out equipment as necessary.
 - 9.9.4. Take appropriate measures to prevent or control the spread of fire.
 - 9.9.5. (Choosing to take shelter is necessary in many emergencies. To effectively shelter, you must first consider the hazard and then choose a place in the facility that is safe for that hazard. For example, for a tornado, a room should be selected that is an interior room on the lowest level away from corners, windows, doors and outside walls. There may be situations, depending on your circumstances and the nature of the disaster, when it's simply best to stay where you are and avoid any uncertainty outside by "sheltering in place".
- 9.10. Vehicle Accidents
 - 9.10.1. Drivers of company vehicles transporting materials must notify their direct lead or supervisor immediately in the event of an accident that has released or has the potential to release materials or wastes to the environment.
- 9.11. Workplace Violence
 - 9.11.1. The facility emergency coordinator or their designated alternate shall fully cooperate with and assist the local agency having jurisdiction on all workplace violence issues.

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- 9.11.2. In the event of an active shooter, use the following as guidance:
- 9.11.3. Go to a room or location that can be locked or barricaded by using available material.
- 9.11.4. Close the window blinds, turn off the lights and get everyone down on the floor so that no one is visible from outside the room.
- 9.11.5. Spread out and seek concealment behind walls, desks, file cabinets, etc.
- 9.11.6. Have someone call 911 using a cellular telephone or call 911 from any office telephone. Be aware that the 911 system will most likely be overwhelmed.
- 9.11.7. When you reach the dispatcher, describe the situation and give your name and location; remain in place until police give the 'All Clear.'
- 9.11.8. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- 9.12. Deliberate Sabotage
 - 9.12.1. The facility emergency coordinator or their designated alternate shall fully cooperate with and assist the local agency having jurisdiction on all deliberate sabotage issues.
- 9.13. Terrorist Acts
 - 9.13.1. There are no specific plans in place at this facility. We are an industrial facility that is not expected to be a target of a terrorist threat.
 - 9.13.2. The facility would rely on local enforcement authorities to advise us how to proceed and if a specific threat were issued to the facility, would request local enforcement to provide assistance.
 - 9.13.3. Bomb Threats
 - 9.13.3.1. The person receiving a verbal (over the phone, etc.) bomb threat will proceed as follows:
 - 9.13.3.2. Record all information on the Bomb Threat form ([see FOB-SAF-FORM-021](#)).
 - 9.13.3.3. Note date and exact time of call.
 - 9.13.3.4. Write the exact words spoken by the caller.
 - 9.13.3.5. Note any distinctive characteristics of the caller (e.g.: age, sex, accent, etc.).
 - 9.13.3.6. Note any background noises which might indicate the origin of the call (e.g.: motors running, music, baby crying, etc.).
 - 9.13.3.7. If possible, ask specific questions which could be helpful in locating the bomb, or identifying a hoax (e.g.: time of detonation, location, etc.).
 - 9.13.3.8. As soon as the caller hangs up, notify the emergency coordinator. Follow any further instructions given by the emergency coordinator.
 - 9.13.3.9.
 - 9.13.3.10. The emergency coordinator, upon receiving notification of a bomb threat, will proceed as follows:
 - 9.13.3.10.1. Evaluate the available information. If deemed necessary, order an immediate evacuation of the premises.
 - 9.13.3.10.2. Notify local authorities, as appropriate.

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- 9.13.3.10.3. If an evacuation is ordered, initiate shutdown of all production units. Shut off all pipelines and electrical service
 - 9.13.3.10.4. Employees must be instructed to NOT TOUCH OR MOVE A BOMB IN ANY MANNER.
 - 9.13.3.10.5. Removal and/or handling of the suspected bomb(s) will be left to trained authorities.
- 9.14. Evacuation
- 9.14.1. In the event that an evacuation is ordered, personnel will proceed to the nearest available exit. All exits are designated on the enclosed PLOT PLANS (Appendix A). Individual areas will designate a primary and alternate exit; the locations of these exits will be made known to all employees (See Section 13.0 Education and Training).
 - 9.14.2. All Equipment will be shut down including any Powered Industrial Trucks wherever the Evacuation alarm is heard. All equipment must be shut down safely and left in a manner that will not impede or potentially cause future incidents during evacuation. (IE. Forks to be stored under a pallet, material not suspended in air, equipment not blocking means of egress)
 - 9.14.3. After departing the building, plant personnel will assemble at the closest designated zone/area in the parking lot shown in Appendix A. Once at the rally point headcount and radio communication will verify all have exited the building safely. Other evacuation areas may be designated by the emergency coordinator if necessary.
 - 9.14.4. Emergency coordinators will take into account wind direction, location of the incident and revise the assembly area as necessary. Once an alternate location is identified, the location will be communicated by means of radio and personnel stationed at key locations to assist in directing employees as needed.
 - 9.14.5. Each zone will have a zone coordinator that will immediately account for all personnel. Upon completion of the headcount, the zone coordinator will communicate the results to the emergency coordinator or their alternate. The zone coordinator will be the most senior member of management, or an alternate which will be the most senior hourly employee.
 - 9.14.6. No person will be permitted to depart the premises without approval of the emergency coordinator or their alternate.
 - 9.14.7. Any evacuation off-site shall be organized by the emergency coordinator.
 - 9.14.8. In the event of media coverage during an emergency situation, the Vice President of Operations or their designated representative shall be responsible for any information given to the media and will control their entrance to the plant.

10. FIRST AID AND MEDICAL CARE

- 10.1. First aid efforts will be directed by representatives of the facility safety department and assisted when necessary by employees who have completed

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- first aid training. In the absence of a representative from the safety department a Senior Management Representative may select one of the plant's trained First Aid Responders to direct medical activities until advanced help arrives.
- 10.2. A fully stocked first aid kit will be maintained at all times for transport to the established first aid area for use in an emergency.
- 10.3. If any person is sent off the premises for medical attention, via ambulance or otherwise, they shall be accompanied or met at the medical facility and a record of the departure will be maintained by a management representative for the facility, who will in turn convey this information to the Departmental Supervisor for their report. (This action is necessary to assist in accounting for all personnel under emergency conditions.)
- 10.4. Upon receiving instructions from the emergency coordinator or their designee, the Human Resource Manager shall contact the family of each injured employee, advising the family of the nature of the injury and the employee's present location and status.

11. EMERGENCY EQUIPMENT

- 11.1. Fire Protection
- 11.1.1. Portable fire extinguishers are distributed throughout each facility so that the applicable maximum travel distances are not exceeded. The location of each extinguisher is marked by a sign. Fire Equipment will not be blocked according to regulations at all times, this includes both fire extinguishers and fire doors.
- 11.1.1.1. The majority of the fire extinguishers are 5 pound, ABC, multi-purpose extinguishers.
- 11.1.1.2. Each extinguisher is inspected monthly and undergoes an annual maintenance inspection by an outside service. Hydrostatic testing is performed in accordance with applicable standards by the outside service used to inspect fire extinguishers.
- 11.1.1.3. Each time an extinguisher is removed from service for maintenance or recharging, an alternate extinguisher is installed in its place.
- 11.1.1.4. All employees are trained in the use of extinguishers, as specified under Section 12 of this program, Education and Training.
- 11.1.1.4.1. Use of extinguishers under emergency conditions is restricted to those employees who have been assigned by their immediate supervisor.
- 11.2. Site Specific equipment is covered in appendices FOB-EHS-003-0-A through FOB-EHS-003-0-A of this program.
- 11.3. Spill Containment
- 11.3.1. In event of a spill, Function has multiple spill kits throughout each facility to ensure proper containment and cleanup of a spill. Spill kits contain the basic materials for isolating an area, containing a spill and

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cleaning a spill. Larger spills that are not in contained process areas will be addressed on a case-by-case basis, but will likely require outside services and be managed by a third party spill response company. For additional information on Spill Containment please refer to the facilities SPCC Plans.

11.4. Miscellaneous

11.5. The following additional emergency equipment is available at all locations. Each piece of emergency equipment is inspected at least annually unless required more frequently to verify usability, and written records are maintained including inspection date and equipment condition. All emergency equipment is maintained in accordance with applicable standards and regulations.

11.5.1. First Aid kits and AEDs are available for use by plant First Aid Responders in the event of an emergency.

11.5.2. Emergency lighting units are located throughout the plant in high risk areas.

11.5.3. Eyewash Stations and chemical showers.

11.5.4. Safety Data Sheets (SDSs) for the chemicals found in the plant are located online in an online SDS database.

11.5.4.1. Computers are available in the production areas for employees to see as well.

11.5.5. All aisles inside the facility are maintained at a sufficient width and height to allow unobstructed movement of emergency equipment.

12. EDUCATION AND TRAINING

12.1. Common elements of this program are included in training material across all locations.

12.2. Location specific information is included for employees of that location.

12.3. All employees are trained when:

12.3.1. The specific duties of the particular job assignment change in relation to this program.

12.3.2. The employee transfers to another FOB facility on either a temporary or permanent basis.

12.3.2.1. This instruction is provided by the employee's immediate supervisor or lead, using classroom and/ or on-the-job training as appropriate.

12.3.3. All employees are trained on the general contents and details of this plan, including:

12.3.3.1. New or emerging fire hazards presented by operations;

12.3.3.2. Emergency notification procedures;

12.3.3.3. Evacuation procedures;

12.3.3.4. Procedures for reporting emergencies;

12.3.3.5. Location of exits

12.3.4. This training is completed in accordance with the following schedule:

12.3.4.1.1. Initial training to be completed at the time of Plan implementation.

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- 12.3.4.1.1.1. New employees will be trained prior to beginning work.
 - 12.3.4.1.1.2. Employees will be re-trained within two months of any substantive change(s) in this plan.
 - 12.3.4.1.1.3. Annual refresher training and / or drills.
 - 12.4. Emergency Coordinator and Designated Alternate(s), Department Heads, Supervisors, Leads will receive:
 - 12.4.1. Specific instruction on all details of this plan.
 - 12.4.2. Description of specific duties of the individual's particular job, as they relate to emergency preparedness.
 - 12.4.3. This training is completed in accordance with the following schedule:
 - 12.4.3.1. At the time of employment (new employee orientation).
 - 12.4.3.2. Annual refresher training.
 - 12.5. Supervisors and Leads
 - 12.5.1. Specific details of Section 9.0 Emergency Procedures and the specifics of the appropriate appendices related to their location, including, but not limited to:
 - 12.5.1.1. Location, description, operating instructions and capabilities of portable fire extinguishers installed on the premises.
 - 12.5.1.2. Principles and hazards of incipient stage fire responding.
 - 12.5.1.3. Training in the use of portable fire extinguishers.
 - 12.5.1.4. Instructions necessary to assist in conducting a safe and orderly evacuation of the premises under emergency conditions.
 - 12.5.1.5. This training is completed in accordance with the following schedule:
 - 12.5.1.5.1. At the time of employment (new employee orientation)
 - 12.5.1.5.2. Annual refresher training.
 - 12.6. The EHS Department will maintain a record of all training completed under this program, including:
 - 12.6.1.1. Job Title;
 - 12.6.1.2. Name of person filling position;
 - 12.6.1.3. Job Description, specifying the qualifications required to fill the position and the general duties of the position;
 - 12.6.1.4. Description of Training completed, including date, duration of instruction, and description.
- 13. Drills and Critiques**
- 13.1. Evacuation drills are conducted at least annually.
 - 13.1.1. A critique of the response/drill will be conducted by personnel appointed by the emergency coordinator.
 - 13.1.2. This critique will be discussed with the VP of Operations, Emergency Coordinator(s), and other applicable personnel.
 - 13.1.3. A follow-up will be conducted to ensure appropriate changes have been made, when necessary.
 - 13.2. Critiques will be performed and documented using FOB-EHS-006-0-A
- 14. DECONTAMINATION PROCEDURES**

Emergency Action Plan / Emergency Response Program FOB-SAF-PRG-006

- 14.1. The following program constitutes the decontamination procedures used at Functions facilities.
- 14.2. The program summarizes the requirements of the OSHA Hazardous Waste Operations and Emergency Response Standard.
 - 14.2.1. Protective Clothing
 - 14.2.1.1. Protective clothing provided includes:
 - 14.2.1.1.1. Coveralls, Lab Coats, and or uniforms
 - 14.2.1.1.2. Gloves
 - 14.2.1.1.3. Shoes, boots or coverlets
 - 14.2.1.1.4. Face shields
 - 14.2.1.1.5. Vented goggles and/or safety goggles
 - 14.2.1.1.6. Other necessary equipment and clothing as required
 - 14.2.1.2. Protective clothing is provided to the employees in a clean, dry condition daily. Extra clothing and equipment are provided on an as needed basis.
 - 14.2.1.3. The protective clothing is cleaned, laundered or disposed of in accordance with appropriate regulations.
 - 14.3. Showers
 - 14.3.1. Emergency Showers are available at Function operations facilities in the event immediate decontamination is needed.

15. APPENDICES

- 15.1. Appendix FOB-EHS-003-1 FOB 10 Plan Specifics
- 15.2. Appendix FOB-EHS-003-2 FOB 08 Plan Specifics
- 15.3. Appendix FOB-EHS-003-3 FOB 06 & FOB 04 Plan Specifics
- 15.4. Appendix FOB-EHS-003-4 FOB 09 Plan Statistics
- 15.5. Appendix FOB-EHS-006-0-A EAP Critique Form
- 15.6. Appendix FOB-EHS-006-0-B Bomb Threat Report
- 15.7. Appendix FOB-EHS-006-0-C EAP Emergency Services Notification Form Letter
- 15.8. See also FOB-EHS-022-1 SPCC Plan - PA
- 15.9. See also FOB-EHS-022-2 SPCC Plan - MI
- 15.10. See also FOB-EHS-022-3 SPCC Plan - NY
- 15.11. See also FOB-EHS-007 Hazardous Communications Program

16. DOCUMENT REVIEW AND APPROVAL

- 16.1. **Date Devised:** 02-2019
- 16.2. **Reviewed Date:** 05-2021
- 16.3. **Date Approved:**
- 16.4. **Approved By:** Ed Noter, Director, EHS