


Title:	FESCO, LTD Emergency Action Program	
Document:	Health, Safety and Environmental Manual	
Location:	Corporate Office	

Purpose

The purpose of the Emergency Action Program is to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing the actions and procedures to be followed by employees in case of a workplace emergency.

Scope


The Emergency Action Program applies to all FESCO employees. The program will identify emergency actions to be followed by employees working at District Offices and employees working out in the field.

Responsibilities

1. **Employees** – Shall be responsible for understanding the Emergency Action Program, following emergency procedures, and participating in emergency drills.
2. **District Managers** – Shall be responsible for ensuring that employees are trained on and understand the Emergency Action Program and participate in emergency drills. District Managers are also responsible for notifying Senior Officers of the emergency situation and carrying out emergency procedures as directed.
3. **Health/Safety Manager** – Shall be responsible for the administration and review of the Emergency Action Program. The H/S Manager is also responsible for monitoring the emergency, providing information, helping in the investigation of the incident, and completing the Incident Report.
4. **Director of Benefits and Risk Management** – Shall be responsible for receiving First Report of Injury, providing worker’s compensation carrier information, and management of the injury.
5. **Senior Officers** – Shall be responsible for giving direction during an emergency situation and providing information to media personnel, if needed.

Procedure

- The Emergency Action Plan covers identifying that an emergency exists, the notification of emergency services (**police, fire, medical**), the safe evacuation of employees, designated assembly areas, accountability of employees, the use of emergency equipment, the medical care of an employee, and the prompt notification of company management.
- The Emergency Action Plan shall be made available for review by all employees and shall be kept in the Health, Safety and Environmental Manual.
- In the event of an extreme emergency situation, all FESCO employees are to evacuate immediately!

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1. FESCO Emergency Response Site Specific Safety and Evacuation Plan

- The “FESCO Emergency Response Site Specific Safety and Evacuation Plan” must be completed at location before the job begins. The safety and evacuation plan must be covered with all employees.
- The FESCO Emergency Response Site Specific Safety and Evacuation Plan” consists of the following information:
 - A. Facility/Site Information – Company, site location name, company emergency notification number, site phone number, company representative, contact phone number, directions to site and GPS information (identifies site for emergency air flight).
 - B. Emergency Response Numbers – Police/sheriff, fire department, ambulance (ground), hospital, 911 accessible, air flight and border patrol. Depending on location, emergency air flight and border patrol can reach location sooner to help administer medical attention before police/sheriff or ground ambulance.
 - C. Company Contacts – Health/Safety Manager, Environmental/Training Manager, HSE Assistant and District Manager. These first contacts will contact additional company representatives.
 - D. Nearest FESCO Office – The nearest FESCO office could be called to assist in the emergency response. This assistance could be by district management responding, additional personnel or equipment needed, securement of site, taking of pictures and/or statements, etc. before safety department and management arrive.
 - E. FESCO Employee in Charge of Site – This designated employee will be in charge of FESCO, in the event of an emergency, until a company representative can arrive onsite to take charge of the emergency.
 - F. Designated Muster Points – Primary and secondary worker assembly areas. Also includes alarms and alarm procedures, if in place.
 - G. FESCO Employee Prepared By – Printed name of person completed the document and the date of completion.

The “FESCO Emergency Response Site Specific Safety and Evacuation Plan” is Attachment 31 of the HSE Manual.

2. Identifying an Emergency

- Emergencies can arise at all levels and areas of the company. They can range from simple injuries, **to an event involving one or more persons**, to a fire, to a natural disaster such as a tornado or hurricane. Training is vital and mandatory to meet all emergency response demands.
- Employees may be notified of an emergency by an alarm system, a public address system or by supervisors. Several district offices have fire protection alarms systems that use a distinctive audible alarm signal, in which employees shall be trained to recognize. Employees located throughout the district yards will be notified of an emergency by a page on the public address system. Employees working on field locations will be notified

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of an emergency by their supervisor, individual audible alarm monitoring equipment or other on-site monitoring equipment, or by a company representative.

3. Notification of Emergency Services


- Each District Manager, Office Manager, or Job Site Supervisor shall keep a list of emergency phone numbers available for immediate referral. The preferred method for contacting local Emergency Response Assistance is to call 911. This will provide initial notification to law enforcement, fire department, and emergency medical assistance. Employees must be taught how to successfully dial 911 on their office telephone system.
- An Emergency Phone Roster booklet has been developed and shall be available to all employees. It consists of emergency numbers for each District Office listed per the type of emergency service and by County.
- All **“FESCO Emergency Response Site Specific Safety and Evacuation Plan forms”** filled out on field locations shall have emergency numbers listed and emergency plans discussed before starting work.

4. Evacuation of Employees

- Evacuation **of employees may be necessary and** can result from natural disasters **to incidents** created by human error **or human intent**. Whenever possible, emergency shutdown procedures should be enacted to prevent a spill from getting larger, a fire from escalating or an explosion from occurring. Unintended fires shall be fought only in the incipient stages and approached from the up-wind side only. Larger fires cannot be extinguished without specialized training and equipment. Sudden releases of gas would require that shutdown procedures be enacted, evacuation orders given, and the appropriate people notified.
- In all cases, evacuations must be orderly for the greatest amount of safety to all involved. The employees designated to assist in the safe and orderly evacuations of other employees are the lead person in the field, supervisors, office managers, and managers. They will be trained during the Emergency Action Program orientation on how to conduct an orderly evacuation and how to account for employees. The orderly evacuation and accounting of employees will be practiced during drills.
- Distance from the source and wind direction must be considered when going to the safest area. Any and all orders to evacuate will be given in a slow, clear manner so there will be no confusion as to what is expected. The lead man in charge of the location must evaluate the emergency condition and consider the potential danger to other people that may be affected by the emergency. The evacuation order will then be given and communicated to all persons and/or agencies that will be affected by the order to evacuate.

A. Fire/Explosion

- Fires can have several causes and sources of fuel. Most deaths in a fire are caused by smoke inhalation. It is important to remember that the normal evacuation path could

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now be towards the fire. In these cases, alternate routes away from the fire shall be used. At no time will employees attempt to contain a fire that has progressed past the initial stage. Explosions can also have numerous causes. The results of explosions can range from fires to weakened or collapsed structures.

- After it is established that there is a fire or explosion on the premises, management will be notified immediately, the fire alarm will have sounded, and a public address notification will be made.
- Management will immediately put the emergency plan in action.
- Management will establish a command post at the designated assembly area point and take a head count of employees.
- Management will assign competent employees, to monitor emergency equipment, direct any required shutdown of utilities, be a liaison with emergency response units, and any other actions the situation requires.
- Management will call 911 and provide the initial details of the fire and/or explosion to emergency response units.


B. Bomb Threat

- The receptionist, office manager, etc. shall try to keep the caller talking on the phone as long as possible.
- Stay calm and get as much information as possible concerning the location, size, appearance, time the bomb will explode, etc.
- Alert another staff member to call 911 and to call the phone company to attempt to trace the call.
- Notify management of the threat. Management will confirm that the police department has been notified and assistance requested. Management shall also make a decision concerning evacuation.
- If an evacuation order is given, no one shall enter the facility until the police department has given the “All Clear” to management.

C. Tornado and High Winds

- Tornadoes develop from powerful thunderstorms. They are incredibly violent storms that extend to the ground with winds that can reach 300 mph. They can uproot trees, destroy buildings, and turn harmless objects into deadly missiles in a matter of seconds. Weather related warnings will be received from communications transmitted by radio, television, and/or NOAA weather alert radio.
- A “Tornado Watch” signifies that tornadoes are likely and employees should be ready to take shelter. A “Tornado Warning” signifies that a tornado has been sighted in the area and employees should take shelter immediately.
- Types of shelters:


The best protection in a tornado is usually an underground area. If a person encounters a tornado on a roadway, crawling into a culvert is a good option.

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1. The best above ground areas in a building are:
 - a. Small interior rooms on the lowest floor of a building without windows.
 - b. Hallways on the lowest floor of a building away from outside doors and windows.
 - c. Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system.
- Pre-alert supervisors during a “Tornado Watch” concerning the possibility of the need for directing employees to an emergency shelter.
- After the need to take shelter has been established, public address announcements at District Offices shall be made to take shelter.
- Direct employees to move from their workstation to along the nearest interior wall. Assume the lowest position possible and protect the head area with arms.
- After the threat has passed, initiate a head count, and return to work or proceed as directed by facility management.

D. Hazardous Chemical Release

- In the event of an accidental release of hazardous chemicals, an evacuation would be required if the released amount is significant enough to cause or potentially cause harm to employees.
- After it is determined that there is a hazardous chemical emergency, management will be notified, proceed to the emergency area, and make the decision whether to evacuate any area and/or determine if outside help is necessary.
- Management will request assistance from a third party Emergency Response Team, if needed.
- Management shall provide proper notification to the State Department of Environmental Monitoring and Environmental Protection Agency if spilled oil material discharges or threatens to discharge into a State waterway causing a visible sheen on or a discoloration of the surface water or shoreline. Notification shall also be made if a reportable quantity of a hazardous substance is discharged or may unavoidably be discharged to a State waterway.
- All employees not trained as “First Responders” shall remain clear of any spill or release of hazardous material.
- If evacuation procedures have been initiated, all employees must leave the location and proceed to the assembly areas for accountability.
- No one may enter the release or spill area without the proper PPE and management approval.
- PPE is required at all times until the hazard has been dissipated with proof by proper testing (LEL meter).
- Management will make the decision when it is safe to return to the release or spill area.


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E. Medical Emergencies


- After a medical emergency has been identified, the District Manager should be notified immediately.
- The severity of the medical emergency and the level of action to take will be determined by District Management and on-site supervision.
- Company first aid responders shall use the appropriate PPE as taught in the Medic First Aid Course and outlined in the Bloodborne Pathogen Program (**SP-17.11-Bloodborne Pathogens**).
- All employees requiring emergency life/death medical care shall be transported by local Emergency Medical Services to the nearest hospital.
- All non-life/death medical emergencies will be managed by the proper standards of care as taught in the Medic First Aid Course.
- All employees involved in an injury or accident shall be screened for drugs and alcohol as documented in the FESCO Alcohol and Drug Plan.
- District Managers shall immediately notify the Director of Benefits and Risk Management and the Corporate Safety Department to report the injury. Reporting and management of the injury shall follow the procedure as documented in the **Injury Management Guidelines, Attachment 8 of the HSE Manual**.
- If the emergency is on a location where FESCO is working, then the company man shall also be notified.

F. Active Shooter Event – Response to Active Shooter

- **FESCO places the highest priority on the safety of our employees and customers.**
 - **If it is safe to do so, employees should exit the facility immediately to AVOID the shooters.**
 - **If employees are unable to safely exit the facility, they should lock themselves in their current location and barricade the door to DENY the shooter’s access.**
 - **In the event that the employees are unable to utilize the AVOID and DENY strategies successfully, they should DEFEND themselves using whatever means are available.**
 - **Regardless of the options utilized, employees shall call emergency services (911) as soon as it is safe to do so.**
- **An active shooter event involves one or more persons engaged in killing or attempting to kill multiple people in an area occupied by multiple unrelated individuals.**
 - **There is no set profile of an active shooter. Their motivations for committing such acts range from retribution for a perceived injustice, to a full-blown act of terror, to achieving a social or political goal. Regardless of their motivation to commit mass murder, their mindsets appear to be similar in most events: Deliberate, Focused, Detached, Bully and/or Suicidal.**

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- The location of an active event varies from case to case; however, one thing is consistent: the number of victims as it relates to the shooters motivation. A shooter who commits workplace violence usually targets a specific person or group of persons to target. While a person who targets a large number of persons usually has a grievance against society as a whole.
- Active shooter event locations over the last decade have occurred at: 40% in businesses, 29% in schools, 19% outdoors and 12% in other places.
- **WHAT YOU DO MATTERS.** During an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter) three simple steps (AVOID, DENY, DEFEND) can help in survival in your workplace, your church, your school and other areas in your community.
- **AVOID** starts with your state of mind:
 - a. Pay attention to your surroundings; avoid bad people, bad locations and bad times.
 - b. Have an exit plan. Always know the escape routes which include marked exits, windows and stairwells.
 - c. Move away from the source of the threat as quickly as possible. At first opportunity, leave the building.
 - d. The more distance and barriers between you and the threat, the better. If something does not seem right, chances are they are not right.
 - e. CALL 911 WHEN YOU ARE IN A SAFE AREA. When Law Enforcement arrives, SHOW YOUR HANDS AND FOLLOW COMMANDS.
- **DENY** when getting away is difficult or maybe even impossible.
 - a. Keep distance between you and the source. If you cannot get away from the shooter by exiting the structure, you must know move to deny the shooter uncontrolled access to you and those around you.
 - b. Create barriers to prevent or slow down a threat from getting to you. Lock door, use furniture to barricade door.
 - c. Turn off the lights. This will give the appearance that the room you are in is empty. If the shooter gains access into your room, the darkness will be to his disadvantage due to his eyes not adjusted giving you the advantage of sight over the shooter, if forced to defend yourself.
 - d. Remain out of sight and quiet by hiding behind large objects and silence your phone. Prepare for the next step which will be to defend yourself.
- **DEFEND** because you have the right to protect yourself.
 - a. If you cannot Avoid or Deny, be prepared to defend yourself. Remember the shooter is trying to kill you.
 - b. Be aggressive and committed to your actions. Position yourself where you can surprise the attacker; usually close proximity to the door. The shooter is usually outnumbered by victims. There are pretty good odds, if you can get

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two or three others to help swarm the shooter while he is at a disadvantage. Grab the gun and point it away from other victims. Others can attack the shooters head, eyes, groin, knees and feet.

- c. Do not fight fairly. Use improvised weapons (fire extinguishers, printers, heavy staplers, scissors, broom handles) and attack the shooter's weak spots.
- d. Some victims have escaped the shooter by playing dead. This is risky because many of these shooters continue to shoot their victims even after they are dead.

• **When Police Arrive:**

- a. An active shooter call will bring multi-agency response. Their first priority is to move in, bypassing wounded and confronting the shooter. Once the shooter has been stopped, they will begin providing medic aid to those most seriously injured.
- b. It is vital that you respond to the officers appropriately. Keep hands visible at all times unless otherwise ordered. Follow all commands. The officer's orders override your company or school policies. Do what they say!

5. Assembly Areas


- Assembly areas shall be designated before any emergency occurs. Employees shall report to the assembly areas when emergency drills are performed. These areas can contain any supplies that may be needed to take care of injuries or equipment to handle the emergency (telephone, radio, etc.). Assembly areas can be parking lots, designated briefing areas (field locations), or buildings that can be used as gathering or staging areas. At field locations, assembly areas shall be designated before the job begins and documented on the Safety Meeting Form. Accountability of employees shall be done at the assembly area.

6. Accountability of Employees

- It is mandatory that a headcount of employees shall be taken during an emergency situation. For this reason, it is important for all departments to know the names and total number of their employees that have reported to work each day.

7. Emergency Equipment

- All equipment used for emergency response shall be maintained in a constant state of readiness. This equipment shall include fire extinguishers, respirators, SCBA's, First Aid kits, LEL meters, etc. Inspections shall be performed. Documentation of inspections or work performed on the safety equipment must be kept. Employees using any safety equipment will go through initial training in the use and maintenance of the safety equipment. Refresher training will then be on a predetermined schedule or on an as needed basis.

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8. Medical Care

- All FESCO field personnel shall be trained on the proper standards of care as taught in the Medic First Aid Course. Employees will receive this training at the time of their initial assignment and every two years. Adequate first aid supplies shall be kept and maintained in company vehicles and strategically placed in offices and shops. It is the responsibility of the District Manager or his designee to keep the first aid kits adequately stocked.

9. Notification of Company Management

- If an emergency situation occurs, notification shall be done as soon as possible. Employees working in the field will notify their District Management and a representative of the company FESCO is working for. District Management will notify the Director of Benefits and Risk Management and the Corporate Safety Department. Either the District Manager, Safety Department Representative, and/or the Director of Risks and Benefits will notify the Senior Officers of the company.

9. Drills

- Actual drills/audits of the Emergency Action Program and the FESCO Emergency Response Site Specific Safety and Evacuation Plan shall be conducted and documented at least once a year. Drills shall be conducted at the District Office, as well as at locations. The drills shall include announcement of the emergency, going to the assembly area, and taking a headcount of employees. All employees shall participate.

10. Contact Information

- The Health/Safety Manager, the Environmental Training Manager, and/or any District Manager may be contacted by employees who need more information about the Emergency Action Program or an explanation of their duties under the program.

Training/ Review of the Emergency Action Program

1. Employees will receive training on the Emergency Action Program when the plan is developed or at the time of their initial assignment. The training will include the designation and training of employees to assist in the safe and orderly evacuations of other employees.
2. Retraining shall be provided for all employees when the employee's responsibilities under the plan change or when the plan is changed. Employees will be able to review the Emergency Action Program in the HSE Manual.
3. Employees are to sign a training attendance roster **and/or Compliance Wire Completion Certificate** after **successfully** completing their training. The HSE Administrator shall file attendance records in the employee's training file **and/or on Compliance Wire.**

FESCO EMERGENCY RESPONSE SITE SPECIFIC SAFETY AND EVACUATION PLAN

FACILITY/SITE INFORMATION	GPS Information
Company: _____	Degree W: ° ‘ “
Site Location Name: _____	Degree N: ° ‘ “
Company Emergency Notification Number: _____	Elevation: ‘
Site Phone Number: _____	
Company Representative: _____	Contact Phone Number: _____

DIRECTIONS TO SITE:

EMERGENCY RESPONSE NUMBERS

Contact	Location	Number
<i>Police/Sheriff</i>		
<i>Fire Department</i>		
<i>Ambulance (Ground)</i>		
<i>Hospital</i>		
Is “911” accessible from this location? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
<i>Air Flight: AirLIFE</i> 1-800-247-6428 San Antonio; <i>CareStar</i> 1-877-730-0009 Odessa		
<i>HALO Flight</i> 1-800-776-4256 Corpus Christi; <i>CareFlite</i> 1-800-442-6260 Dallas		
<i>Border Patrol: Rio Grande Valley Sector</i> [REDACTED]; <i>Laredo Sector</i> [REDACTED]		
<i>El Paso Sector</i> [REDACTED]; <i>Del Rio Sector</i> [REDACTED]; <i>Big Bend Sector</i> [REDACTED]		
Report Suspicious Activity to 1-800-232-5378		
<i>AXIOM Medical</i> [REDACTED]		

COMPANY CONTACTS

Name	Position	Location	Telephone	Cellular/Other
Richard Brand	Safety Manager	Alice TX	[REDACTED]	[REDACTED]
James Dortch	HSE Assistant	Alice TX	[REDACTED]	[REDACTED]
Andrew Nix	HSE Specialist	Alice TX	[REDACTED]	[REDACTED]
	District Manager			

Nearest FESCO office :

FESCO employee in charge of site :

DESIGNATED MUSTERING POINTS (Worker assembly areas)

Primary: _____
 Secondary: _____
 Alarm Procedures: _____

FESCO Employee Prepared By: _____ **Date:** _____

FESCO EMERGENCY RESPONSE SITE SPECIFIC SAFETY AND EVACUATION PLAN

FACILITY/SITE INFORMATION		GPS Information	
Company: Atmos Energy		Degree W: ° ' "	Degree N: ° ' "
Site Location Name: Atmos - Line D17		Elevation: ' "	
Company Emergency Notification Number: [REDACTED]			
Site Phone Number: [REDACTED]			
Company Representative: Mark		Contact Phone Number: [REDACTED]	
Directions To Site:			
EMERGENCY RESPONSE NUMBERS			
Contact	Location	Number	
<i>Police/Sheriff</i>	Rockwall, TX	[REDACTED]	
<i>Fire Department</i>	Rockwall, TX	[REDACTED]	
<i>Ambulance (Ground)</i>	Rockwall, TX	[REDACTED]	
<i>Hospital</i>	Rockwall, TX	[REDACTED]	
Is "911" accessible from this location?		Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
Air Flight: AirLIFE 1-800-247-6428 San Antonio; CareStar 1-877-730-0009 Odessa			
HALO Flight 1-800-776-4256 Corpus Christi; CareFlite 1-800-442-6260 Dallas			
Border Patrol: Rio Grande Valley Sector [REDACTED]; Laredo Sector [REDACTED]			
El Paso Sector [REDACTED]; Del Rio Sector [REDACTED]; Big Bend Sector [REDACTED]			
Report Suspicious Activity to 1-800-232-5378			
COMPANY CONTACTS			
Name	Position	Location	Telephone Cellular/Other
Richard Brand	HSE Manager	Alice TX	[REDACTED]
Andrew Nix	HSE Specialist	Alice TX	[REDACTED]
James Dortch	HSE Assistant	Alice TX	[REDACTED]
Randy Tarver	District Manager	El Campo, TX	[REDACTED]
Mark Kruppa	Assist. District Mgr.	El Campo, TX	[REDACTED]
Joey Kacal	Pipeline Manager	El Campo, TX	[REDACTED]
Nearest FESCO office : Kilgore, TX			
FESCO employee in charge of site : Jaime Arredondo			
DESIGNATED MUSTERING POINTS (Worker assembly areas)			
Primary: Entrance to location			
Secondary: Outside Location			
Alarm Procedures: Proceed to nearest muster point.			
FESCO Employee Prepared By: Jaime Arredondo		Date: 06/21/21	

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 Written By: Richard Brand
 Approved by: Steve Findley
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