

EMERGENCY RESPONSE REQUIREMENTS

1.0 Purpose

The Emergency Response Requirements procedure establishes the minimum requirements for the implementation of an emergency management plan including evacuation. Also included are minimum requirements for organization, training, response levels, and safety and health considerations for employees engaged in emergency response activities.

2.0 Scope

2.1 This procedure is applicable to all International Paper – Franklin Mill employees (including Sheet Converting and Fiber Recycling Plant), visitors, and employees of contractors performing work at this location.

2.2 This procedure, in conjunction with the Franklin Mill Emergency Management Plan, is designed to safely mitigate emergency situations that could threaten life, property, or the environment. Situations which could be reasonably expected to occur at our facility are natural weather disasters, fires, explosions, bomb threats, hazardous material incidents, rescue and emergency medical responses.

2.3 The International Paper - Franklin Mill has established a Hazardous Emergency Action Team for responding to mill emergencies.

3.0 Definitions

3.1 **HEAT:** Hazardous Emergency Action Team. This team is made up of mill employees trained to respond to incipient and structural fires, hazardous material incidents, and technical rescues such as confined space or rope rescues.

3.2 **Class II Standpipe System:** A 1-1/2" diameter fire hose system which is dedicated to providing a means for controlling or extinguishing an incipient stage fire. These systems normally flow up to 125 g.p.m.

3.3 **Education:** The process of imparting knowledge or skill through systematic instruction. This may or may not involve or require formal classroom instruction.

3.4 **Hazard Control Zone:** The area immediately surrounding the emergency incident that extends far enough, based on safety and the degree of hazard, to prevent adverse effects from the emergency incident to members of the HEAT team or any other employees outside the zone.

3.5 **Incipient Stage Fire:** A fire which is in the initial or beginning stage and which can be safely controlled or extinguished with portable fire extinguishers, Class II standpipe or small hose systems in normal work clothing, without the need for breathing apparatus or other special protection.

3.6 **Medically and Physically Fit:** As determined by a qualified physician, no known physical or medical limitations that would interfere with the performance the employees HEAT team duties(e.g. strenuous lifting and pulling, use of self-contained breathing apparatus(SCBA), wearing protective clothing, etc.).

3.7 **Qualified Instructor:** One who is recognized or certified as a fire service instructor by either a governmental authority or national fire service organization such as the National Board on Fire

Service Professional Qualifications, the International Fire Service Training Association, the International Society of Fire Service Instructors or equivalent training by other means.

3.8 Qualified Physician: A licensed medical doctor approved by International Paper that is qualified to provide professional expertise in the areas of occupational safety and health relating to emergency response.

3.9 Structural Stage Fire: A fire which has progressed beyond the incipient stage, requiring the use of hoses of larger diameter than 1-1/2", fire protective clothing and/or self contained breathing apparatus to continue fire fighting efforts.

3.10 Training: The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned duties.

4.0 Responsibilities

4.1 It is the responsibility of the Mill Manager to ensure that an emergency management plan and response groups are established and maintained.

4.2 The Loss Prevention Department must ensure that the emergency management plan and response groups comply with all applicable regulatory requirements.

4.3 The Mill Emergency Response Coordinator shall be responsible for:

4.3.1 Reviewing and updating the Mill Emergency Management Plan

4.3.2 Establishing and maintaining the Hazardous Emergency Action Team organizational statement.

4.3.3 Maintaining training records for emergency response personnel

4.3.4 Ensuring that emergency responders are properly trained and equipped for emergency responses.

5.0 References

5.1 International Paper - Franklin Mill, Emergency Management Plan

5.2 International Paper - Franklin Mill, Respiratory Protection Program

5.3 NFPA 101, "Code for Safety to Life from Fire in Buildings and Structures"

5.4 NFPA 600, "Standard on Industrial Fire Brigades", 1992 edition

5.5 OSHA Standard 29 CFR 1910.156 of Subpart L "Fire Brigades"

6.0 Procedures

6.1 Fire Response/Training

6.1.1 All employees receive portable fire extinguisher and 1-1/2" fire hose training during the New Employee Safety Orientation Program. Classroom refresher is required annually for fire extinguishers and hands-on training every 3 years. Hands-on training for 1-1/2" fire hose is required annually for authorized employees.

6.1.2 Any mill employee who has been trained to use portable fire extinguishers or 1-1/2" fire hose may attempt to control or extinguish an incipient fire after reporting the fire to the main gate. The fire may be reported by dialing 4777.

6.1.3 Trained members from the HEAT team fire response group shall respond in accordance with Section B-3 of the Emergency Management Plan.

6.1.4 All employees not trained or HEAT team members not engaged in the emergency will remain outside of the hazard control zone.

6.1.5 The incident command system shall be utilized during all fire responses.

6.1.6 All HEAT fire response group members will be provided with the training and education commensurate with the duties they are expected to perform and will be in accordance with the training matrix in Section B-1 of the Emergency Management Plan.

6.1.7 Individual training records shall be maintained by the Mill Emergency Response Coordinator and kept available for inspection. Members who belong to other fire fighting organizations who receive training from a qualified instructor or other source as part of their off-site fire fighting activities can also have this training documented in their individual training records.

6.1.8 Fire protective clothing and equipment meeting OSHA and NFPA standards shall be provided to each HEAT team structural fire response member at no cost and shall be required to be worn by all structural fire response members responding to an actual fire emergency, including the following components:

6.1.8.1 Protective clothing for body, neck, leg, and arm protection meeting the fire resistance, tear strength and other requirements of NFPA 1971 "Standard on Protective Clothing for structural Fire Fighting"

6.1.8.2 Protective helmet with chin strap and face shield meeting the performance, construction, testing, and other requirements of NFPA 1972 "Standard on Helmets for Structural Fire Fighting"

6.1.8.3 Gloves meeting the cut, puncture, and heat penetration criteria of NFPA 1973 "Standard on Gloves for Structural Fire Fighting"

6.1.8.4 Footwear meeting the penetration, water and slip resistance criteria of NFPA 1974 "Standard on Protective Footwear for Structural Fire Fighting"

6.1.9 Self contained breathing apparatus (SCBA) with full facepiece and personal alert safety systems (PASS) shall also be provided at no cost to the employee and shall be worn by all brigade members entering the fire control zone, meeting the following specifications and usage requirements:

6.1.9.1 PASS shall meet all the requirements of NFPA 1982 "Standard on Personal Alert Safety Systems for Fire Fighters."

6.1.9.2 Open circuit type SCBA shall meet all the requirements of NFPA 1981 "Standard on Open Circuit Self Contained Breathing Apparatus for Fire Fighters."

6.1.9.3 Closed circuit type SCBA shall be NIOSH/MSHA approved with at least a 30 minute air supply and shall operate in the positive pressure mode only.

6.1.9.4 HEAT members must also be qualified to wear SCBA's in accordance with the Respiratory Protection Policy and Procedure.

6.1.9.5 Members using SCBA's shall operate in teams of 2 who are in constant communication and in close proximity to each other to provide assistance in case of emergency.

6.1.9.6 Where SCBA's are in use, at least one HEAT member shall be assigned to remain outside the area where SCBA is required. This member shall be responsible for maintaining a constant awareness of the number and identity of personnel using SCBA's, their location, function, and time of entry. Other members with SCBA shall be available for rescue, if needed.

6.2 HAZ-MAT Response/Training

6.2.1 All mill employees within the operations perimeter of the mill shall receive hazardous material first responder-awareness level training during the New Employee Safety Orientation Program. This will increase employee awareness of hazardous materials and train them how to respond in an emergency involving such materials. The awareness level employee shall report the emergency to the Main Gate by dialing 4777, isolate, and deny entry of personnel to the affected area.

6.2.2 Trained members from the HEAT team HAZ-MAT response group shall respond in accordance with Section B-2 of the Emergency Management Plan.

6.2.3 All employees not trained or HEAT team members not engaged in the emergency will remain out the hazard control zone.

6.2.4 The incident command system shall be utilized during all hazardous material incidents.

6.2.5 All HEAT team HAZ-MAT response group members will be provided with the training and education commensurate with the duties they are expected to perform and will be in accordance with the training matrix in Section B-1 of the Emergency Management Plan.

6.2.6 Individual training records shall be maintained by the Mill Emergency Response Coordinator and kept available for inspection.

6.2.7 A hazardous material response trailer shall be provided and equipped with the protective equipment necessary for protecting the employee while responding to a hazardous material incident.

6.3 Technical Rescue Response/Training

6.3.1 Mill employees who are members of the HEAT team rescue response group will perform technical rescues such as confined space and rope rescue.

6.3.2 Untrained employees are not to place themselves or the injured employee at risk by attempting a rescue. They should notify the rescue team by contacting the Main Gate by dialing 4777.

6.3.3 Trained members from the HEAT team rescue response group shall respond in accordance with Section B-4 of the Emergency Management Plan.

6.3.4 The incident command system shall be utilized during all technical rescue responses.

6.3.5 All HEAT rescue response group members will be provided with the training and education commensurate with the duties they are expected to perform and will be in accordance to the training matrix in Section B-1 of the Emergency Management Plan.

6.3.6 Individual training records shall be maintained by the Mill Emergency Response Coordinator and kept available for inspection.

6.3.7 All protective equipment and technical rescue equipment shall be provided for response.

6.4 Medical and Physical Fitness

6.4.1 Prior to becoming a member of the HEAT structural fire, HAZMAT, or rescue response group, and annually thereafter, each team member shall be examined and certified by a qualified physician as being medically and physically fit for service, based on a minimum medical and physical requirements and criteria established by the Corporate Medical Department and by the mill medical department. The examination should take into account the tasks and risks associated with the HEAT member's assigned duties. Fitness to wear breathing apparatus shall be included in this evaluation, if breathing apparatus is required to perform the member's duties.

6.4.2 The HEAT member shall be required to immediately report to the Emergency Response Coordinator any change in medical or physical condition which could impact their performance of assigned duties on the Hazardous Emergency Action Team.

6.5 Emergency Response Training

6.5.1 All emergency response training shall be conducted in accordance with Section B-1 Emergency Responder Training and Qualifications of the Emergency Management Plan.

6.6 Evacuation

6.6.1 If evacuation is deemed necessary by the incident commander during an emergency it shall be carried out in accordance with the mill evacuation plan or a departmental evacuation plan.

6.7 Emergency Lighting

6.7.1 For areas occupied beyond normal daylight hours, or where there is insufficient natural light, emergency lighting is required over identified main routes of egress to exits, interior and exterior exit stairways, where employees must temporarily remain behind when evacuation is ordered to safely shut down equipment and/or processes, and in first aid and medical facilities.

6.7.2 Emergency lighting shall be so arranged as to activate automatically in the event of an interruption of electrical power to normal lighting, and shall provide a minimum of 0.1 foot candle of illumination along the path of egress at floor level, for a period of at least 90 minutes.

6.7.3 Emergency lighting shall be inspected and functionally tested by each department monthly. Written record of these inspections and tests shall be forwarded to the Loss Prevention Department and will be retained for at least one year by the mill emergency response coordinator.

6.8 Emergency Reporting

6.8.1 Any person discovering an emergency should report it to the main gate guard station by dialing 4777. They should identify themselves, give the exact location of the emergency and provide an accurate description of the situation.

6.8.2 When an emergency has been reported to the main gate, the guard will notify the appropriate response group from the Hazardous Emergency Action Team.

7.0 Documentation

List of current HEAT members shall be maintained by the Loss Prevention Dept.