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No.: 1900.010  
 Title: EAP Evaluation  
 Issue Date: 04/24/2014  
 Revision: Revision No.:

**TERMINALS O&M PROCEDURES**

## Emergency Response Exercise/Evacuation Evaluation

Terminal: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time of Exercise/Drill \_\_\_\_\_

End Time of Exercise/Drill: \_\_\_\_\_

Type of Drill/Exercise Conducted:

- Fire     
  Severe Weather     
  Medical Emergency     
  Chemical Release  
 Bomb Threat     
  Power Outage     
  Other \_\_\_\_\_

| Performance Objective   | Yes | No | N/A | Comments |
|---|-----|----|-----|----------|
| All employees received/heard alarm                            |     |    |     |          |
| All employees arrived at designated rally point               |     |    |     |          |
| Visitor log and Grab Binder present at roll call              |     |    |     |          |
| Roll call held within designated time <sup>1</sup>            |     |    |     |          |
| All employees/visitors accounted for                          |     |    |     |          |
| Emergency Communication Tested                                |     |    |     |          |
| Emergency Kit(s) inventoried and complete                     |     |    |     |          |
| Emergency Checklist used                                      |     |    |     |          |
| Teams Functioned Effectively                                  |     |    |     |          |
| Personnel Understood Individual Tasks                         |     |    |     |          |
| Post Brief Held for Employee Observations and Recommendations |     |    |     |          |
| After Action Report Completed                                 |     |    |     |          |

<sup>1</sup> 5 minutes except for tornado warning which is 3 minutes.

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No: 1900.009  
Title: Vapor Response Checklist  
Issue Date: 04/24/2014  
Revision Date:      Revision No:

**TERMINALS O&M PROCEDURES**

|               |            |       |
|---------------|------------|-------|
|               |            |       |
|               |            |       |
|               |            |       |
|               |            |       |
|               |            |       |
| Completed by: | Signature: | Date: |

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No.: 1900.012  
 Title: Tornado Checklist  
 Issue Date: 04/24/2014  
 Revision Date: Revision No.:

## TERMINALS O&M PROCEDURES

Incident Start Time: Incident Start Date:  
 Incident End Time: Checklist Initiated by:

### Tornado Checklist

| EAP Reference | Incident Command  | Yes | No | NA |
|---------------|---|-----|----|----|
|               | When a <b>TORNADO WATCH</b> is issued an IC will be established when it has been determined it is necessary to do so.   |     |    |    |
|               | The IC sounds the appropriate Emergency Employee notification System throughout the Terminal, initiate the ERL and agency Notifications as required.                                      |     |    |    |
|               | Spotters are to look for approaching storms.  |     |    |    |
|               | The IC are to be tuned to radio, such as a NOAA Weather Radio, or television for additional advisories.   |     |    |    |
|               | IC makes appropriate contacts for community emergency response.   |     |    |    |
|               | Monitor situation, provide updates as necessary to KMT management.  |     |    |    |
|               | When a <b>TORNADO WARNING</b> is issued a tornado has been sighted in the area and or is indicated by radar. IC will be established when it has been determined it is necessary to do so. |     |    |    |
|               | The IC will sound appropriate warning and personnel will take shelter onsite immediately.   |     |    |    |
|               | <b>Thunderstorm Watch/Warning</b>   |     |    |    |
|               | Monitor NOAA radio, Internet and/or local news  |     |    |    |
|               | Prepare for high winds by removing diseased and damaged limbs on trees  |     |    |    |
|               | Move or secure equipment and articles subject to movement in high winds   |     |    |    |
| 7.2.3         | Watch for tornado danger signs  |     |    |    |
|               | <b>Tornado Watch</b>  |     |    |    |
|               | Review plan with employees  |     |    |    |
|               | Continue usual activities, be prepared to take shelter  |     |    |    |
|               | <b>Tornado Warning</b>  |     |    |    |
|               | Evacuate to tornado shelter, bring weather radios   |     |    |    |
|               | Roll call within 3 minutes of evacuation  |     |    |    |
|               | <b>Post Tornado Touchdown</b>   |     |    |    |
|               | Identify immediate hazards  |     |    |    |
|               | Control ignition sources if leakage from flammables is detected   |     |    |    |
|               | Barricade any areas with downed power lines   |     |    |    |
|               | Assess damage and report  |     |    |    |
|               | Notify outside agencies as needed   |     |    |    |
|               | Begin salvage operations  |     |    |    |
|               | Cover openings in buildings   |     |    |    |
|               | Clean up debris   |     |    |    |
|               | Inspect electrical and process systems for damage   |     |    |    |

Comments:

Completed by: Signature: Date: Time:

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No.: 1900.014  
 Title: Emergency Action Log  
 Issue Date: 04/24/2014  
 Revision: Revision No.:

**TERMINALS O&M PROCEDURES**

| Emergency Action Log |                      |                           |                        |
|----------------------|----------------------|---------------------------|------------------------|
| Incident:            | Level                | Start Date:<br>Start Time | End Date:<br>End Time: |
| Originator Name:     | Originator Position: | Location:                 |                        |
| Personnel Assigned   |                      |                           |                        |
| Name                 | Position             | Assignment                |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
| Activity Log         |                      |                           |                        |
| Date/Time            | Activity             |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
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|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
|                      |                      |                           |                        |
| Name:                | Position/Title       | Signature/Date            |                        |

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**Emergency Response Plans**  
**For**  
**Nassau Terminal**

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## Emergency Action Plan For Nassau Terminal October 12, 2015

**Note:** The following sections may be listed as Not Applicable (N/A) provided they are covered by another directive, plan or program. Examples include a SWPP, SPCC, FRP, USCG, EPA, DOT or other regulatory requirements. The intent of this plan is to ensure planning for potential emergencies and not the creation of multiple procedures or competing documents.

- Section 2.0 Fire
- Section 3.0 Spill/Vapor Release
- Section 6.0 Earthquake
- Section 7.0 Bomb Threat
- Section 8.0 Emergency Drill

Although these sections may be deemed N/A, it is highly recommended that all locations develop and prepare to utilize the Incident Command Structure (ICS) in the event of an emergency.

**Note:** When developing your Emergency Action Plan you should consider the worst case scenario and assume that a junior or new employee will be utilizing this plan and emergency grab binder in order to effectively manage the event/emergency.

**Note:** The General Manager and the Regional EHS Manager will determine what portions of Section 4.0 Severe Weather may be listed as Not Applicable (N/A). For example, hurricanes may be deemed N/A for the Mid West region and winter weather may be deemed N/A for the Gulf Region. Additionally if a region has a specific procedure/plan developed that follows the ICS structure/s then that specific subsection may be listed as N/A.

**Note:** This T-O&M defines specific weather condition limits and restrictions. This document may be more restrictive than specific T-O&M or SSPs; **the most restrictive limitation shall always be followed.** Individual regions or Terminal/Facility locations may implement more stringent/restrictive limits as necessary in order to provide a safe work environment.

**Note:** All gray shaded area's require site specific information to be entered.

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**TERMINALS O&M PROCEDURES**

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## 1.0 Facility Description/Emergency Organization

### 1.1 Plan Scope

The intent of this plan is to protect the work force, the surrounding community, the environment, and property from fire, explosion, or any unplanned sudden or non-sudden accidental release of hazardous or flammable commodities at this location, or other natural disasters. This plan meets the requirements of [OSHA, 29 CFR 1910.38- Emergency Action Plan](#) and has been designed around the Incident Command System (ICS) structure.

### 1.2 EAP Grab Binder

Under this plan, an Emergency Action Grab Binder is to be developed and a copy of this plan is to be maintained in all EAP grab binders at this Terminal/Facility. The purpose of the EAP Grab Binder is to have all emergency plan information, forms and procedures in one binder that is mobile and can easily be “grabbed” to assist in proper and efficient management of any emergency that may occur. The Terminal Manager shall assign someone to maintain the EAP Grab Binder and be responsible for grabbing the EAP grab binder during an emergency. Nassau Terminal keeps updated EAP Grab Binders in the following locations:

1. Dock Office
2. Main Office

### 1.3 Plan Implementation

In the event that one or more of the following emergencies occur, this plan will be implemented immediately. [T-OM169-05 Chronological Record of Emergency First Facts](#) located in **Tab 5** of the Emergency Grab Binder will be utilized to track activity during the emergency.

- **Fire & Explosion:** Any fire or potential fire that involves a commodity that has the potential to spread, or has the potential to release toxic fumes or vapors. Any explosion or potential explosion that occurs on or near the facility. This includes any fires or explosions involving hazardous waste operations or materials.
- **Release of materials:** Any release or potential release of hazardous material, petroleum-based material, hazardous waste or other material that may cause undesirable environmental damage.
- **Vapor Release:** Any release of toxic fumes and/or vapors, which may be hazardous to the personnel at the facility or the surrounding community.
- **Acts of God:** Any incidents related to weather or acts of God, which cause an abnormal operating condition or emergency situation.
- **Security Incidents:** Including Terminal/Facility break-ins and bomb threats.

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**TERMINALS O&M PROCEDURES**

**1.4 Facility Ownership and Contact Information**

**FACILITY OWNER / OPERATOR INFORMATION**

Facility Nassau Terminal  
Name & Address 501 North 3<sup>rd</sup> Street  
Fernandina Beach, FL 32034  
Phone: 904-261-0753  
Fax: NA  
County: Nassau

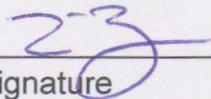
|                       |  |
|-----------------------|--|
| Ownership of Facility | Kinder Morgan<br>1500 Greenleaf Street<br>Charleston, SC 29405             |
| Operator of Facility  | <b>Nassau Terminal</b><br>501 North 3 <sup>rd</sup> Street<br>904-261-0753 |

Terminal Manager Brian Long  
904-261-0753 - Office  
203-895-5472 - Mobile  
Regional Operations Manager Rod Palmer  
813-386-3282 - Office  
813-732-0818 - Mobile

**1.5 Plan Authorization**

In the event of an emergency the first person on-scene is the Incident Commander (IC) until relieved by a more qualified individual. I hereby authorize the Incident Commander at this facility to commit the necessary resources in order to prevent and minimize harm to human health, the environment, and property in the event of an emergency at the facility.

Nassau Terminal Manager

Brian Long                                            12/17/15  
Terminal Manager                      Signature                      Date

**1.6 ICS Key Personnel Roles and Responsibilities**

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**TERMINALS O&M PROCEDURES**

| Work Area | Job Title          | Description of Assignment   |
|-----------|--------------------|-----------------------------|
| Dock      | Operations Manager | Manage dockside operations  |
| Warehouse | Warehouse Manager  | Manage warehouse operations |
|           |                    |                             |

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**TERMINALS O&M PROCEDURES**

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**2.2 Fire Types****2.2.1 Contained**

These are small fires that are easily extinguishable. The following steps should occur for contained fires:

- Trained personnel should extinguish the fire with fire extinguishers.
- As soon as a fire is detected, the Terminal Manager and Fire Department, if necessary, are to be notified immediately.
- The Terminal Manager will determine the appropriate response and whether evacuation is necessary.
- Confine the fire by closing doors and windows to the area involved.
- Any necessary first aid should be rendered in accordance with **Section 1.16.2 Rescue and Medical Aid** of this document.
- Clean up and sanitation procedures should not commence until directed by the Terminal Manager to ensure any required investigation and reporting evidence is gathered.
- Terminal Manager will file a report in accordance with [T-O&M 159 Incident Reporting and Investigation](#).
- If the Fire Department was called, the Terminal Manager will give a full report of the incident.

**2.2.2 Uncontrollable**

These are fires that cannot be easily contained and extinguished with fire extinguishers. This includes fires in close proximity to any building. The following steps should occur for uncontrollable fires:

- The alarm should be sounded for a full evacuation and Terminal Manager notified.
- The Terminal Manager will determine whether to conduct an emergency or controlled shutdown.
- All employees will evacuate through the nearest and safest route to the Primary Assembly/Muster Point unless otherwise directed.
- Employees should close all windows, doors and turn off equipment and lights if it does not pose a threat to their safety. All doors should remain unlocked.
- Roll call will be held in accordance with Section 1.9 Employee Responsibilities of this plan. If there are any missing employees or visitors a safe search will be conducted in accordance with Section 1.16.1 Safe Search Team of this plan.
- Any missing persons that cannot be accounted for should be communicated to the Fire Department for search and rescue with their name and last known location.
- Any necessary first aid should be rendered in accordance with Section 1.16.2 Rescue and Medical Aid of this document.
- Personnel are not to return to the danger area until given the all clear by the Terminal Manager after the Fire Department has deemed the area safe.

**2.3 Fire Evacuation**

In the event of a fire evacuation employees should practice "RACE"

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**TERMINALS O&M PROCEDURES**

- R Remain calm
- A Alarm, activate nearest alarm pull, verbally inform employees
- C Contain fire at point of origin by closing windows and doors (if able)
- E Evacuate

In addition to the guidelines in **Section 1.9 Employee Responsibilities** of this plan you should:

- 1) Prepare to evacuate by way of nearest exit (see evacuation map(s)).
- 2) Close but do not lock doors as you leave.
- 3) Before exiting through any closed door, check for heat and the presence of fire behind the door.
- 4) In the event you are unable to exit the building:
  - a. Remain calm.
  - b. Remain low, crawl if necessary.
  - c. Place a cloth, wet if possible, over your mouth to serve as a filter.
  - d. Make attempts to signal for help from a window or calling 911 or an onsite employee by phone and letting them know your location and your need for assistance will also help expedite getting you assistance.
- 5) Upon exiting the building go to the primary Assembly/Muster Point unless otherwise directed by Terminal Manager.
- 6) Cessation of an alarm or departure of the fire department is not an "all clear". Only re-enter the building when given the all clear to return by the Terminal Manager or Incident Commander.
- 7) Assist Visitors during the emergency situation.

## 2.4 Flammable and Combustible Control

*Flammable and Combustible Control* will be accomplished in accordance with [T-O&M 119 Flammable/Combustible Liquid Storage](#)

## 2.5 Petroleum, Oil and Lubricants (POL) Fuel Source Hazards

Only limited quantities of POL will be maintained at this terminal and are located in the POL Storage area as indicated in **Appendix B -- POL Storage Area** of this plan. This facility does meet the threshold requiring the completion of an SPCC plan. A copy of the SPCC plan can be found at these locations:

1. Sharepoint SER Teamsite
2. Dock Office

## 2.6 New Employee/Visitor Fire Hazards Brief

New employees and visitors are to be given a safety brief upon initial arrival to the terminal which includes fire safety guidelines.

# 3.0 Spill/Vapor Release

## 3.1 Incident Notification

If a spill or release occurs the ICS shall be established and the Terminal Manager shall be immediately notified. The Terminal Manager will gather information pertaining to the incident and contact the EHS Department and initiate reporting procedures in accordance with [T-O&M 159 Incident Reporting and Investigation](#).

## 3.2 Spill Control

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**TERMINALS O&M PROCEDURES****3.2.1 Basic Control**

Basic control is the first step taken to prevent further release of the spill. Basic control may include shutting off a valve or shutting down a piece of machinery.

**3.2.2 Containment**

There are four types of procedures that can be taken to keep the involved material in its container.

- Shut-off Valves: Shut-off valves may cause spills or releases. Ensure that all shut-off valves on the affected cylinder, tank, pipe and/or drums are properly closed and secured.
- Plugging: Plugging devices may be placed or pounded into a penetration to stop a leak. Pieces of wood, golf tees, soap or stakes wrapped with cloth may be used. Metal objects shall not be used for plugging purposes due to the possibility of sparking.
- Patching: Materials like clay or putty may be used to patch a leak. Look for decomposition of the patching compound as well as the possibility of the build-up of internal pressure, which could cause the patch to fail.
- Over-packing: Over-packing is accomplished by placing a damaged container into a larger undamaged container.

**3.2.3 Confinement**

There are three types of procedures which can be used to keep a material in a confined area.

- Diking: Materials like sand, earth, straw or absorbent material can be placed around the perimeter of the leak. The type of diking material used shall be compatible with the spilled material.
- Blocking: Drains, ditches or storm sewers shall be covered or a dike built to prevent run-off of spilled materials. Blocking can be accomplished with absorbent pads or a heavy piece of plastic.
- Absorption: Run-off can sometimes be absorbed with dirt, sand, soda ash, saw dust, vermiculite or other absorbent materials. The absorbent material shall be positioned so that the spilled material runs into it. Care shall be taken to ensure that the absorbent is compatible with the material spilled.

**4.0 Severe Weather**

This section provides a course of action to be used during a severe weather event in order to minimize the potential for loss of life, injury, damage to the environment and/or damage to property. This plan shall be reviewed at least annually by all facility employees to ensure that everyone knows where the severe weather shelter area/s are, as listed in **Appendix C – Storm Shelter / Shelter in Place Locations**, and what to do when the severe weather notification system is activated. Nassau Terminal uses the following notification method(s): radios and cell phones; described in detail below.

In the event of an emergency that requires the protection of human life or the environment, the limits within this section may be waived at or above the Terminal Manager level (e.g., Director of Operations, General Manager, Vice President). The Terminal Manager may assign a designee, such as Acting Terminal, Superintendent or Supervisor this authority. If these limits are waived to contend with an emergency situation, proper precautions such as increased fall protection and/or reduced load weights or sizes shall be implemented with a revised Job Hazard Analysis (JHA). **THESE LIMITS SHALL NOT BE WAIVED FOR THE SOLE PROTECTION OF PROPERTY.**

Any facility may reduce the impact from severe weather; sudden or forecasted, by following a 4 phase approach:

1. **Phase 1: Planning and Training (6-1 months out)**

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- 2) Environmentally Compliant and Responsible Operator
- 3) Ethics and Integrity
- 4) Commitment to Employees and Resources
- 5) Customer Service and Fiscal Responsibility
- 6) Quality Focus

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- Plan and train for any known seasonal threat/s such as summer thunderstorms, tornado season, hurricane season, spring floods, winter weather, etc.
2. **Phase 2: Normal Operations (Up to 5 days prior to a forecasted event)**  
Continue normal operations while monitoring emerging and forecasted weather events such as hurricanes or winter weather. Not all events, such as a tornado, will afford you this additional time to prepare.
  3. **Phase 3: Final Preparations (4 Days/96 Hours prior to a forecasted event)**  
Phase 3 is the turning point where you will shift from normal operations to final preparations. Phase 3 will see (if applicable) the institution of the ICS structure and initiation of pre-written Incident Action Plans.
  4. **Phase 4: Final Phase-Assessment & Recovery**  
This phase begins at the conclusion of the event. (i.e. after the gale force winds have subsided from a hurricane or a blizzard has passed). Phase 4 is complete once the Area Commander or Incident Commander as determined that normal operations are restored. An important aspect of Phase 4 is reviewing the event and capturing any and all lessons learned.

**This 4 phase process shall be utilized at a minimum for any terminal that is located in an area covered by the following:**

**Hurricane Season**

**Tornado Season**

**Seasonal Flooding**

**Extreme Winter Weather**

## 4.1 Responsibilities

The Terminal Manager is responsible for facilitating inclement weather conference calls (e.g. extreme wind chills, hurricanes, etc.), when necessary, with terminal and regional environmental health and safety (EHS) support.

The Terminal Manager is responsible to ensure that all elements of this site specific procedure are followed and all affected persons trained.

The Terminal Manager, or designee, is responsible to monitor daily for the possibility of inclement weather affecting their facility and to ensure a National Oceanic Atmospheric Administration (NOAA) weather alert radio is operational and monitored at the facility, during operating hours. The NOAA radio at the Nassau Terminal is located at the Dock Office and will be monitored by site EHS and Terminal Manager

The Terminal Manager and Site Environmental Health and Safety (EHS) representative will ensure a Severe Weather Kit is stored in each shelter locations as listed in **Appendix C – Storm Shelter / Shelter in Place Locations**. The kit should include the following items (at a minimum):

- Flashlight(s), with extra batteries
- Battery-operated Radio, with extra batteries
- NOAA Weather Radio (if available)
- First-aid Kit
- An A-B-C-type fire extinguisher

Regional EHS will provide necessary expertise and support to facility operations.

Terminal employees are responsible for taking direction from facility management, assisting with preparation for severe weather events, assisting with weather related alerts, and practicing "You Can Stop" if inclement weather has the potential to affect facility's environmental conditions or safety.

**NOTE: ALL PHMSA regulated Facilities inclement weather plans must also include all of the applicable/required elements that are listed within T-O&M 512 - Severe Weather Operating Plan.**

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**4.2 Safe Work Practices**

As part of each pre-shift Safety, Quality, Environment (SQE) meeting, all daily, unique terminal variances, such as severe weather, shall be discussed and all necessary precautions, planning and safe work practices shall be communicated and necessary action(s) implemented to reduce, mitigate or eliminate risk.

Some weather events such as hurricanes typically allow ample preparation time while other events such as flash floods and tornados can materialize quickly. Anticipating, preparing and putting a plan into action is the best way to prevent weather related injuries and /or illnesses. Terminal management shall monitor daily weather forecasts and National Oceanic Atmospheric Administration (NOAA) radio to help predict and prepare for inclement weather events. The NOAA radio at Nassau Terminal is located at Dock Office and will be monitored by site EHS and terminal manager.

In the event of a work stoppage all work permits are "suspended" until such time that the all clear signal is given by the Terminal Manager or their designee **and** the Permit Writer has re-evaluated the job site. Once **both** of these conditions are met, work requiring a permit may resume.

**4.3 Definitions**

All definitions are taken from the National Weather Service (NWS) glossary webpage - <http://w1.weather.gov/glossary/>.

**Severe Weather Potential Statement:** This statement is designed to alert the public and state/local agencies to the potential for severe weather up to 24 hours in advance. It is issued by the local National Weather Service office.

**Severe Weather Statement:** A National Weather Service product which provides follow up information on severe weather conditions (severe thunderstorm or tornadoes) which have occurred or are currently occurring.

**Watch:** A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

**Watch Cancellation:** This product will be issued to let the public know when either a Tornado Watch or Severe Thunderstorm Watch has been canceled early. It is issued by the [Storm Prediction Center](http://www.spc.noaa.gov/) (SPC) - <http://www.spc.noaa.gov/> in Norman, Oklahoma. In the text of the statement it will specify the severe weather watch number and the area which the watch covered.

**Warning:** A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. **A warning is used for conditions posing a threat to life or property.**

**4.4 Resources**

National Weather Service (NWS) - <http://w1.weather.gov/>

National Oceanic and Atmospheric Association (NOAA) - <http://www.noaa.gov/>

NOAA Weather Radio - <http://www.nws.noaa.gov/nwr/index.html>

NOAA Weather Radio Purchase Information

Lightning Detector Purchase Information is located in Section 4.6.3 of this procedure.

**4.5 High Winds****4.5.1 Definitions****Do The Right Thing Every Day**

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**TERMINALS O&M PROCEDURES**

All definitions are taken from the National Weather Service (NWS) glossary webpage - <http://w1.weather.gov/glossary/>.

**Sustained Winds:** Wind speed determined by averaging observed values over a two-minute period.

**Gusts:** Rapid fluctuations in the wind speed with a variation of 10 knots or more between peaks and lulls. The speed of the gust will be the maximum instantaneous wind speed.

**4.5.2 Thresholds/Limitations**

Kinder Morgan Terminals will adhere to a wind speed limit of 30 MPH sustained or 35 MPH gust or the lesser of any manufacture listed recommendation or operating limit. At or above this threshold all exposed lifting and crane operations will be ceased and secured to prevent unintentional movement during high wind events. This shall include but not be limited to overhead, pedestal, mobile, and gantry style cranes. Additionally, all elevated work, defined as greater than or equal to 4'(feet) above the next (unguarded) level will cease; this includes the use of any man lift. If fall protection is required for the task at hand then the task must be suspended or an alternate method identified. Work stoppage for wind speed will continue for 30 minutes past the point that wind speeds drop back within limits. If multiple wind measuring devices exist within a facility the device indicating the highest wind speed shall be utilized.

**4.5.3 Resources**

National Weather Service (NWS) - <http://w1.weather.gov/>

National Oceanic and Atmospheric Association (NOAA) - <http://www.noaa.gov/>

**4.5.4 Site Specific Procedures****1) Phase 1: Planning and Training**

Dates and timelines for training and planning requirements. Cover items such as awareness, incremental controls, fall protection, rescue for a fall.

**2) Phase 2: Normal Operations**

How will we monitor the potential for such an event, who will be responsible for monitoring and reporting

**3) Phase 3: Final Preparations**

What would we need to move from storage to a pre-positioned location?

**4) Phase 4: Final Phase – Assessment & Recovery**

Any injuries or damage? Priorities, available resources?

**5) Wind monitoring locations:** *List the specific positions and locations that allow the observation of wind monitoring devices.***6) Wind monitoring procedures:** *Wind speeds are monitored by the Terminal Manager and Site EHS. They are monitored by onsite wind meters and through the National Weather Service.***7) High Wind / Work Stoppage Notification Procedures:** *Teammates shall be notified over the radio and by supervisors in the event a work stoppage is required.***8) Return to work Procedures:** *Teammates will be notified over radio and by supervisors when it is appropriate to return to work.***4.6 Thunderstorms****4.6.1 Definitions****Do The Right Thing Every Day**

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All definitions are taken from the National Weather Service (NWS) glossary webpage - <http://w1.weather.gov/glossary/>.

**Hail:** Showery precipitation in the form of irregular pellets or balls of ice more than 5 mm in diameter, falling from a cumulonimbus cloud

**Lightning:** A visible electrical discharge produced by a thunderstorm. The discharge may occur within or between clouds, between the cloud and air, between a cloud and the ground or between the ground and a cloud.

**Severe Thunderstorm Watch:** This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move a place of safety if threatening weather approaches.

**Severe Thunderstorm Warning:** This is issued when either a severe thunderstorm is indicated by the National Weather Service or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, **people in the affected area should seek safe shelter immediately**. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criteria for issuing a severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect.

Like a Tornado Warning, the Severe Thunderstorm Warning is issued by your National Weather Service Forecast Office (NWFO). Severe Thunderstorm Warnings will include where the storm was located, what towns will be affected by the severe thunderstorm, and the primary threat associated with the severe thunderstorm warning. If the severe thunderstorm will affect the near shore or coastal waters, it will be issued as the combined product--Severe Thunderstorm Warning and Special Marine Warning. If the severe thunderstorm is also causing torrential rains, this warning may also be combined with a Flash Flood Warning. If there is an ampersand (&) symbol at the bottom of the warning, it indicates that the warning was issued as a result of a severe weather report.

After it has been issued, the affected NWFO will follow it up periodically with Severe Weather Statements. These statements will contain updated information on the severe thunderstorm and they will also let the public know when the warning is no longer in effect.

#### 4.6.2 Thresholds/Limits

Kinder Morgan Terminals locations will conduct an outdoor work stoppage when any of the following weather conditions occur, with the exception of a Severe Thunderstorm Watch (1).

1. **Severe Thunderstorm Watch:**  
Notify all employees, discuss and address the response for the potential of severe weather at all pre-shift meetings. Be prepared for the potential of a work stoppage if conditions change.
2. **Severe Thunderstorm Warning- with the use of a calibrated lightning range detector:**  
Cancel all non-essential outdoor operations (e.g., long term construction, infrastructure improvements, landscaping, painting or other activities that will not impact the handling of customer products). This limited work stoppage will continue until the warning is lifted for the Terminal location and the Terminal Manager or their designee will declare when work resumes and signal all clear.

**Severe Thunderstorm Warning – without the use of a calibrated lightning range detector:**

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Immediate work stoppage for all outdoor operation, until such a time that the warning is canceled and no visible lightning has been present for 30 minutes. Terminal Manager or their designee will declare when work resumes and signal all clear.

**3. Lightning within six (6) miles of an operating Terminal:**

Immediate work stoppage for all outdoor operation, until such time there is no sign of lightning for (30) thirty minutes. All outdoor employees, visitors and contractors must seek shelter from lightning immediately. Terminal Manager or their designee will declare when work resumes and signal all clear. NOTE: Lightning detection systems (fixed or portable) or [National Weather Service](#) information shall be used as a formal means of determining proximity of lightning to the facility.

**4. Hail that is reported on site:**

Immediate work stoppage for all outdoor operations will remain in effect until such time there is no sign of hail for (30) thirty continuous minutes.

Lightning Distance can be calculated using the formula below, based on research conducted by NASA. This is commonly referred to as the 30/30 rule. Once you see lightning beginning counting (in seconds). If you hear the thunder clap at or before reaching 30 you need to stop work until no lightning is seen for 30 minutes. **As a general rule if you can hear thunder you are in an area that could be struck by lightning.**

NOTE: The method above is not intended to be a substitute for the use of a lightning detection system (portable or fixed) but is only intended to be used as guidance in case employees are not near a lightning detection system or one is not available.

Once a work stoppage is declared due to a severe thunderstorm or lightning threat, all Terminal employees, contractors and visitors shall stay inside a safe building or vehicle with a metal roof and windows, as depicted in **Appendix C – Storm Shelter / Shelter in Place Locations** and listed below:

1. Administration, Main Office
2. Maintenance
3. Dock Office
4. Warehouses

Avoid working on top of or inside of storage tanks and scaffolding; stay off and away from large equipment such as bulldozers, barges and other vessels, cranes, backhoes, track loaders and tractors. Do not touch materials or surfaces that can conduct electricity, including; metal scaffolding, metal equipment, utility lines, water, water pipes, fences, poles and plumbing. Avoid open fields, ridges or hill tops. Avoid tall, isolated trees or other tall objects.

**4.6.3 Resources**

National Weather Service (NWS) - <http://w1.weather.gov/>

National Oceanic and Atmospheric Association (NOAA) - <http://www.noaa.gov/>

American Red Cross Thunderstorm Safety - <http://www.redcross.org/prepare/disaster/thunderstorm>

Lightning Safety - <http://www.lightningsafety.noaa.gov/>

NWS Local Forecast - <http://w1.weather.gov/>

NWS Radar - <http://radar.weather.gov/>

NOAA Satellite - <http://www.goes.noaa.gov/>

Storm Prediction Center - <http://www.spc.noaa.gov/>

NASA Lightning Calculator - <http://www.grc.nasa.gov/WWW/k-12/airplane/sound2.html>

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Real Time Lightning Map (US) - <http://www.lightningmaps.org/blitzortung/america/index.php?lang=en>

Lightning Detection Software – <http://www.ambientweather.com/bolideso.html>

Boltek Lightning Detectors - <http://www.boltek.com/>

Strike Alert Lightning Detectors – <http://www.strikealert.com/>

Sky Scan Lighting Detectors - <http://skyscanusa.com/>

**4.6.4 Site Specific Procedures****1) Phase 1: Planning and Training**

Annually terminal staff will be trained on the EAP and the Site Specific Procedure for Thunderstorms. The EAP will be reviewed annually for any necessary updates or when an after incident review indicates a change to the plan is necessary.

**2) Phase 2: Normal Operations**

Kinder Morgan Southeast Region contracts a Third Party lightening detection and alert contractor (Vaisala). Lightening warnings are sent to onsite management, site EHS and Regional EHS Manager. Lightening alerts are received anytime lightening is detected within a six mile radius of the facility. Alerts are sent via text messages and emails. All clear messages are sent when no lightening has been detected for 30 minutes within the six mile radius.

**3) Phase 3: Final Preparations**

All equipment and locations not deemed safe for activity during lightening events by terminal management and EHS shall be shutdown and personnel shall report to an appropriate location.

**4) Phase 4: Final Phase – Assessment & Recovery**

In the event of damage or injury, the ICS system will be implemented to manage assessment and recovery.

**5) Monitoring locations:** *Lightning detection is provided by an offsite third party contractor with alerts received via text and email by terminal management, site EHS, and .***6) Monitoring procedures:** *Alerts are received by terminal management and EHS.***7) Work Stoppage Notification Procedures:** *Affected teammates are notified via radio and supervisor contact***8) Return to work Procedures:** *Affected teammates are notified via radio and supervisor contact***4.7 Tornadoes**

This plan is intended to be used for the purpose of eliminating or reducing injury to all personnel and reducing the impact in the event of a tornado threat. The actions recommended herein are intended to be the minimum responses necessary for this severe weather plan.

**4.7.1 Definitions**

All definitions are taken from the National Weather Service (NWS) glossary webpage - <http://w1.weather.gov/glossary/>.

**Tornado Watch:** This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance

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of the actual occurrence of severe weather. During the watch people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

**Tornado Warning:** This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

During tornado watches or warnings, the Terminal Manager or Site EHS will be responsible for keeping the Terminal employees informed on what is happening in the watch area and also let them know when the watch/warning has expired or been cancelled.

**4.7.2 Thresholds/Limits****1) Tornado Watch:**

Notify all personnel on site or arriving on site of the potential for severe weather to include the possibility of a tornado. This notification must include KM employees, contractors, visitor, regulators, etc. The NOAA radio shall be monitored and at a minimum, hourly updates shall be provided. An accurate account of personnel on site must be maintained.

Remain alert for signs of an impending Tornado, including but not limited to the following:

- Dark, often greenish clouds- a phenomenon caused by hail
- Cloud of debris
- Large hail
- Funnel cloud—a visible rotating extension of the cloud base
- Roaring noise

**2) Tornado Warning and/or Tornado Emergency: SEEK IMMEDIATE SHELTER.** If unable to reach a designated tornado shelter use the following guidelines when seeking shelter.

- Avoid glass
- Avoid interior and exterior doors
- Utilize interior spaces with short spans
- Keep occupants as far away as possible from entrances
- Avoid areas expected to become wind tunnels
- Put as many walls as possible between you and the exterior of the building
- Utilize the Tornado Position - sitting/kneeling FACING the wall, with his/her hands over the back of his/her head and neck, tucked into a ball.

**3) Tornado Touchdown at the Terminal:** In the event of a touchdown on the premises all employees should assume the tornado position (sitting/kneeling FACING the wall, with his/her hands over the back of his/her head and neck, tucked into a ball.) if they are unable to reach the tornado shelter. After contact, all employees not in the tornado shelter should move to the tornado shelter area to be accounted for by the Terminal Manager or designee. The Terminal Manager or designated employees should assess the situation and contact the appropriate emergency response units. First Aid responders will administer first aid to those in need. Appropriate measures should be taken to extinguish any fires as detailed in section 2.0 of this plan.**Do The Right Thing Every Day**

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Terminal Locations and/or regions will complete and utilize **Attachment 2 -Flood Preparedness Plan (Template)**, the following 4 Phase approach will be utilized:

- 1) **Phase 1: Planning and Training**  
Annually, the terminal will train on the EAP and Flood Preparedness Plan. As part of the training teammates will be taught to identify hazards associated with flooding. Terminal management and Site EHS will monitor weather for forecasted precipitation events. When rain is forecast, especially during the rainy season (May through October), tidal forecasts will be monitored for high tides. Flooding is rare at the terminal and is confined to the container yard. Flooding occurs when precipitation occurs during high tidal events. During these times, high tides flow into the stormwater system for the terminal and prevent the rainfall from draining. These are isolated events which result in minor flooding as stated. When a forecast calls for the coinciding events, terminal management will take efforts to ensure the security of the container yard. The welding area is located adjacent to the container yard and all welders shall be maintained above flood level or removed from the area and de-energized prior to flooding.
- 2) **Phase 2: Normal Operations:** Terminal management and site EHS are responsible for monitoring weather and tides. Should the forecast indicate conditions are conducive to flooding, Terminal management will begin the process of ensuring containers are secured and the welding area is adequately protected and de-energized. If necessary pumps may be utilized to mitigate flooding in the area.
- 3) **Phase 3: Final Preparations**  
Power to the Welding area must be de-energized and moved out of the way of flooding. Any containers which cannot be secured in place must be removed from the area of potential flooding. During the flooding event, the container storage area shall be monitored to ensure all containers remain secured. Teammates shall be given proper instruction as to the hazards associated with operating in flood conditions.
- 4) **Phase 4: Final Phase – Assessment & Recovery**  
In the event of flooding, ICS shall be implemented to manage assessment and recovery, including the use of the attached Flood Checklist.
- 5) **Monitoring locations:** Terminal management and site EHS monitor temperature through a variety of means, including thermometers at the dock, weather forecasts and OSHA's Heat Index Application.
- 6) **Monitoring procedures:** Terminal Management and site EHS monitor onsite.
- 7) **Work Stoppage Notification Procedures:** Terminal management and site EHS will notify teammates through radio and supervisor contact.
- 8) **Return to work Procedures:** Terminal management and site EHS will notify teammates through radio and supervisor contact.

#### 4.10 Summer/High Temperature Extremes

The potential health hazards from work in environments where excessive heat exists depends on physiological factors that lead to a range of susceptibilities depending on the level of acclimatization. Terminal management should be actively involved during extreme temperatures to ensure proper controls are in place and employees are working within their capabilities (e.g. management by walking around). Hazards associated with extreme temperatures shall be managed by the following methods:

- Engineering Controls: Installation of walls/panels, insulation, HVAC systems/ventilation fans, etc.
- Administrative controls: Implementation of Work rest cycles, altering work shifts to allow work to be performed when the weather is more favorable to do so, etc.

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- Utilization of additional specialized protective clothing as required by the Terminal's/Facility's Work Place Hazard Assessment and pre job Job Hazard Analysis (e.g. cool vests).
- Daily SQE – as with all inclement weather events, temperature extremes shall be discussed daily, when applicable, and necessary control measures such as the use of work rest cycles, frequent hydration breaks, and the use of rest and shade locations will be implemented.

Uniform Variance Policy – Terminals/Facilities may apply for a uniform variance which, once approved, would allow employees in unique operational circumstances to wear high visibility T-shirts. Contact your EHS Representative or review the [Uniform Variance Policy](#) for additional information. NOTE: This Uniform Variance shall only be available to terminals/facilities where fire retardant clothing is not required.

**4.10.1 Definitions**

All definitions are taken from the National Weather Service (NWS) glossary webpage - <http://w1.weather.gov/glossary/>.

**Excessive Heat:** Excessive heat occurs from a combination of high temperatures (significantly above normal) and high humidity. At certain levels, the human body cannot maintain proper internal temperatures and may experience heat related illness to include heat stroke. The "Heat Index" is a measure of the effect of the combined elements on the body.

**Heat Advisory:** Issued within 12 hours of the onset of the following conditions: heat index of at least 105°F (41°C) but less than 115°F (46°C) for less than 3 hours per day, or nighttime lows above 80°F (27°C) for 2 consecutive days.

**Heat Exhaustion:** A mild form of heat stroke, characterized by faintness, dizziness, and heavy sweating.

**Heat Index:** The Heat Index (HI) or the "Apparent Temperature" is an accurate measure of how hot it really feels when the Relative Humidity (RH) is added to the actual air temperature.

**Heat Stroke:** A condition resulting from excessive exposure to intense heat, characterized by high fever, collapse, and sometimes convulsions or coma.

**4.10.2 Resources**

- National Weather Service (NWS) - <http://w1.weather.gov/>
- National Weather Service Heat Index Calculator - <http://www.hpc.ncep.noaa.gov/html/heatindex.shtml>
- National Weather Service – Beat the Heat Campaign - <http://www.nws.noaa.gov/om/heat/index.shtml>
- National Weather Service – Wet Bulb Temperatures and Heat Index Relationships and Differences - <http://www.srh.noaa.gov/tsa/?n=wbgt>
- National Oceanic and Atmospheric Association (NOAA) - <http://www.noaa.gov/>
- American Red Cross Heat Wave Safety - <http://www.redcross.org/prepare/disaster/heat-wave>
- US Navy Work Rest Schedule - <http://www.med.navy.mil/sites/nhrota/explPopup.htm>
- US Army Work Rest Schedule - <http://www.tradoc.army.mil/surgeon/Pdf/Heat%20Stress%20Card.pdf>

**4.10.3 Site Specific Procedures**

- 1) **Phase 1: Planning and Training**(January 1- May 31<sup>st</sup>) Kinder Morgan implements the 100 days of summer annually to train and raise awareness of heat related illness.

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- 2) **Phase 2: Normal Operations** (June 1<sup>st</sup>-August 31<sup>st</sup>) Nassau terminal may be expected to experience heat related events on an extended basis. Terminal management and Site EHS monitor temperatures and heat index throughout the year and convey information on the heat index during pre-shift meetings.
- 3) **Phase 3: Final Preparations** (Up to 4 days in advance or limit of forecasting ability) Terminal Management and site EHS continually monitor work conditions and make ongoing adjustments as needed to maintain teammate safety while operating during elevated temperatures. The terminal will implement appropriate work/rest cycles, provide adequate availability of fluids for hydration, provide cooling areas, and monitor teammates for signs of heat stress.
- 4) **Phase 4: Final Phase – Assessment & Recovery: Not applicable**
- 5) **Monitoring locations:** Terminal management and site EHS monitor temperature through a variety of means, including thermometers at the dock, weather forecasts and OSHA's Heat Index Application.
- 6) **Monitoring procedures:** Terminal Management and site EHS monitor onsite.
- 7) **Work Stoppage Notification Procedures:** Terminal management and site EHS will notify teammates through radio and supervisor contact.
- 8) **Return to work Procedures:** Terminal management and site EHS will notify teammates through radio and supervisor contact.

#### 4.11 Winter Weather Conditions

Winter weather conditions may include hazards such as snowstorms, blizzards and ice storms. Winter weather conditions can also include winter or low temperature extremes. Winter/Low Temperature Extremes include temperatures below freezing and wind chill factors. The potential health hazards from working in extreme temperature (cold) environments depends strongly on physiological factors that lead to a range of susceptibilities depending on the level of acclimatization. Therefore, terminal management should be actively involved during extreme temperatures to ensure proper controls are in place and employees are not working within their capabilities (e.g. management by walking around).

Hazards associated with extreme temperatures shall be managed by the following methods:

- Engineering Controls: Installation of walls/panels, insulation, HVAC systems, portable heaters, etc.
- Administrative controls: Implementation of Work rest cycles, altering work shifts to allow work to be performed when the weather is more favorable to do so, etc.
- Utilization of additional protective clothing as required by the Terminal's/Facility's Work Place Hazard Assessment and pre job Job Hazard Analysis.
- Daily SQE – as with all inclement weather events, temperature extremes shall be discussed daily, when applicable, and necessary control measures implemented.

##### 4.11.2 Definitions

Reference *Attachment 3 -Winter Weather Preparedness Plan (Template)*,

##### 4.11.3 Resources

National Weather Service (NWS) - <http://w1.weather.gov/>

National Oceanic and Atmospheric Association (NOAA) - <http://www.noaa.gov/>

NWS Winter Weather Forecasts - [http://www.hpc.ncep.noaa.gov/wwd/winter\\_wx.shtml](http://www.hpc.ncep.noaa.gov/wwd/winter_wx.shtml)

NWS Winter Weather Safety and Awareness - <http://www.nws.noaa.gov/om/winter/index.shtml>

#### Do The Right Thing Every Day

- 1) Safety Will Not Be Compromised
- 2) Environmentally Compliant and Responsible Operator
- 3) Ethics and Integrity
- 4) Commitment to Employees and Resources
- 5) Customer Service and Fiscal Responsibility
- 6) Quality Focus

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**TERMINALS O&M PROCEDURES**

- National Oceanic & Atmospheric Association (NOAA) - <http://www.noaa.gov/>
- FBI - <http://www.fbi.gov/>
- 2013 – Bomb Threat Guidance [http://publichealth.uci.edu/ph\\_docs/show\\_form/bomb\\_threat\\_guidance](http://publichealth.uci.edu/ph_docs/show_form/bomb_threat_guidance)
- The Bomb Threat Challenge <http://www.dps.mo.gov/homelandsecurity/safeschools/documents/FBI%20-%20The%20Bomb%20Threat%20Challenge.pdf>

**T-O&M's**

- [T-O&M 119 Flammable/Combustible Liquid Storage](#)
- [T-O&M 159 Incident Reporting and Investigation.](#)
- [T-O&M 512 Severe Weather Operating Plan](#)
- [T-O&M 7100-000 Training Documentation Requirements](#)

**ICS FORMS**

- [KM EHS – ICS FORMS \[http://kmonline/ehs/Pages/ICS\\\_Forms.aspx\]\(http://kmonline/ehs/Pages/ICS\_Forms.aspx\)](#)
- [Cover Sheet – Incident Action Plan](#)
- [ICS-201-CG -- Incident Briefing](#)
- [ICS-202-CG -- Incident Objectives](#)
- [ICS-203-CG -- Organization Assignment List](#)
- [ICS-204-CG -- Assignment List](#)
- [ICS-205A-CG -- Communications Plan](#)
- [ICS-206-CG -- Medical Plan](#)
- [ICS-207-CG -- Incident Organization Chart](#)
- [ICS-208-CG -- Site Safety and Health Plan](#)
- [ICS-208-CG -- Site Safety and Health Plan \(w/ Instructions\)](#)
- [ICS-209-CG -- Incident Status Summary](#)
- [ICS-211-CG -- Check-In Information List](#)
- [ICS-213 -- General Message](#)
- [ICS-213RR-CG -- Resource Request Message](#)
- [ICS-214-CG -- Unit Log](#)
- [ICS-215A-CG -- Incident Action Safety Analysis](#)
- [ICS-215-CG -- Operational Planning Worksheet](#)
- [ICS-230-CG -- Daily Meeting Schedule](#)
- [ICS-232A-CG -- ACP Site Index](#)
- [ICS-232-CG -- Resources At Risk Summary](#)
- [ICS-233-CG -- Incident Open Action Tracker](#)
- [ICS-234-CG -- Work Analysis Matrix](#)
- [ICS-235-CG -- Facility Needs Assessment](#)

**T-O&M 169 Series Forms**

- [T-O&M 169-01 Information Contacts and Verification of Plan](#)
- [T-O&M 169-02 Facility Personnel Responsibilities](#)
- [T-O&M 169-03 Primary Notifications of Contacts](#)
- [T-O&M 169-04 Emergency Contacts](#)
- [T-O&M 169-05 Chronological Record of Emergency - First Facts](#)
- [T-O&M 169-06 Emergency Shutdown Device Locations](#)
- [T-O&M 169-07 Facility Isolation](#)
- [T-O&M 169-08 Cathodic Protection](#)
- [T-O&M 169-09 Bomb Threat Checklist](#)
- [T-O&M 169-10 Onsite Emergency Response Equipment](#)

**Do The Right Thing Every Day**

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**NASSAU TERMINALS**  
 Port of Fernandina  
*Hurricane & High Wind Plan*

**HURRICANE PREPAREDNESS PLAN**  
**REVISION S**

LAST REVIEWED: 10-1-2015

| RECORD OF CHANGES |  |                |
|-------------------|--|----------------|
| DATE              | CHANGES MADE   | APPROVED BY    |
| 12-10-11          | UPDATED MANAGEMENT CHANGES,PHONE NUMBERS AND POSITIONS   | VAUGHN YARBER  |
| 1-10-12           | ADDED REVISION PAGE & EMERGENCY VENDOR LIST  | VAUGHN YARBER  |
| 1-07-2013         | REMOVED TERRY MCELWAIN ADDED CHRIS BLACK   | VAUGHN YARBER  |
| 6-26-2013         | REMOVED TEDDY WHITE/REPLACED ROMEO MORRIS W/ JOHN LEPPER   | VAUGHN YARBER  |
| 6-3-2014          | UPDATED MANAGEMENT CHANGES AND PHONE NUMBERS   | STEPHEN DUBOSE |
| 10-1-2015         | UPDATED MANAGEMENT CHANGES AND PHONE NUMBERS. UPDATED APPLICABLE WIND SPEEDS TO CONFORM WITH KM POLICY | BRIAN LONG     |
|                   |  |                |
|                   |  |                |
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*Nassau*  
*Hurricane & High Wind Plan*

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## SUSTAINED HIGH WINDS PROCEDURES

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IN EFFECT WITH SUSTAINED WIND SPEEDS OF 30 MILES PER HOUR AND HIGHER or GUSTS OF 38 MILES PER HOUR AND HIGHER.

- 1) Terminal Management or Stevedore Manager notified by person in authority of expected high winds.
- 2) Terminal Management or Stevedore Manager notifies crane operators to stop all crane loading/off-loading operations. Notifies Yard personnel to stop all yard activity.
- 3) Move cranes to their hurricane parking spots. **(When booms are down on Hitachi, DO NOT ATTEMPT TO BOOM UP without making sure that boom supports are guided into place.)**
- 4) Secure cranes with turnbuckles.
- 5) Move transtainers close together and secure.
- 6) Follow further management directions and when instructed to leave property use approved evacuation routes.

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# Hurricane Vendor List

| <b>Vendor</b>              | <b>Supplies</b>                  | <b>Phone Number</b>      |
|----------------------------|----------------------------------|--------------------------|
| Steve Johnson              | Auto Repair                      | 277-0047                 |
| Bill's Towing              | Towing and Auto Repair           | 261-6979                 |
| Thrift Auto                | Repair and Towing                | 261-0047                 |
| NAPA                       | Auto Repair                      | 548-0331                 |
| City Electric              | Electrical Supplies              | 261-6972                 |
| First Coast Community Bank | Bank                             | 277-4400 1-866-429-4400  |
| Amelia Glass and Building  | Building Supplies                | 261-9780                 |
| RPM Wood                   | Building Supplies                | 225-5633                 |
| Top Quality Concrete       | Concrete                         | 491-4383                 |
| Flash Food Amelia          | Food gas                         | 261-3113                 |
| Johnson Gas                | Propane                          | 225-5207                 |
| AmeriGas                   | Propane                          | 845-3351                 |
| Suburban Propane           | Propane                          | 261-3661                 |
| Lee and Cates Glass        | Glass                            | 261-2900                 |
| Hampton Inn                | Lodging                          | 491-4911                 |
| Best Western               | Food and Lodging                 | 277-2300                 |
| Amelia Hotel and Suites    | Food and Lodging                 | 261-5735                 |
| Baptist Medical Hospital   | Hospital                         | 321-3500                 |
| Walmart                    |                                  | 261-5306                 |
| CVS                        | Drug Store                       | 261-0836                 |
| FPL                        | Florida Power and Light          | 800-375-2434             |
| Harris Teeter              | Grocery Store                    | 491-1213                 |
| Winn Dixie                 | Grocery Store                    | 277-2539                 |
| Taylor Rental              | Rental                           | 261-2626                 |
| Port Consolidated          | Gas Company                      | 845-7867                 |
| Five Points Pantry         | Gas Industrial cylinder and bulk | 261-7802                 |
| Owen Equipment             | Generator                        | 225-0441                 |
| Connors Service Station    | Service station                  | 879-3459                 |
| Double D Auto Center       | Service station                  | 845-3357                 |
| Mullis Exxon               | Service station                  | 261-6310                 |
| Murphy USA                 | Service station                  | 277-8688                 |
| Smile Gas                  | Service station                  | 277-2384                 |
| Lowe's                     | Warehouse lumber etc             | 277-5000                 |
| Home Depot                 | Warehouse lumber etc             | 225-2940                 |
| Farmer Johns               | Portable toilets                 | 879-4539, 1-877-864-5380 |
| Amazon's Portable toilets  | Portable toilets                 | 800-910-2656             |
| Moran Environmental        | Oil Spill Response               | 904-241-2200             |
| SWS First Response – Eagle | Oil Spill Response/Vacuum Truck  | 904-632-0008             |
| Hasty Communications       | Radio Supplies                   | 904-783-0130             |
| WW Gay Fire                | Pump Repairs                     | 904-388-1586             |
| Republic Waste             | Roll off boxes                   | 904-269-8746             |

|                           |                      |              |
|---------------------------|----------------------|--------------|
| Ritz Safety               | Safety and Fire      | 904-733-6006 |
| Mansfield (Kristie Brown) | Protection/Equipment | 678-450-2094 |
| Labor Ready               | Diesel Fuel          | 904-354-2205 |
|                           | Labor, construction  |              |
| Steve Johnson             | Motor repairs        | 904-277-0047 |

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## Hurricane Supplies

| ITEM DESCRIPTION                     | MINIMUM QUANTITY | ON HAND |
|--------------------------------------|------------------|---------|
| D CELL BATTERIES                     | 24               |         |
| AA CELL BATTERIES                    | 24               |         |
| C CELL BATTERIES                     | 24               |         |
| ¼" MANILA ROPE                       | 1600'            |         |
| ½" MANILA ROPE                       | 1800'            |         |
| PLASTIC SHEETING                     | 3 ROLLS          |         |
| FIRST AID KIT                        | 2                |         |
| ¾" X 4' X 8' PLYWOOD                 | 49 SHEETS        |         |
| WEATHER RADIO (BATTERY)              | 3                |         |
| SLEEPING COTS                        | 5                |         |
| FLASHLIGHTS                          | 6                |         |
| EXTENSION CORDS                      | 6 @ 50'          |         |
| DUCT TAPE                            | 10 ROLLS         |         |
| PORTABLE ELECTRIC GENERATOR AND FUEL | 2                |         |
| PORTABLE WATER PUMP                  | 2                |         |
| PLANT RADIOS AND BATTERIES           | 10 LOT           |         |
| PLANT TRUCKS/FULL GAS                | ALL              |         |
| SOCKS                                | 30 PAIRS         |         |
| T-SHIRTS (XL, XXL, XXXL)             | EACH             |         |
|                                      | XL               | 6 EACH  |
|                                      | XXL              | 6 EACH  |
|                                      | XXXL             | 6 EACH  |
| <br>                                 |                  |         |
| RAIN GEAR                            | 15 SETS          |         |
| <br>                                 |                  |         |
| CHAIN SAWS                           | 6                |         |
| AXES                                 | 2                |         |
| LARGE PLASTIC GARBAGE BAGS           | 40               |         |
| PLASTIC TARPS 30X40                  | 10               |         |
| SAND BAGS                            | 100              |         |

SOFT GOODS, FOOD SLEEPING COTS, BATTERIES, FLASHLIGHTS ARE LOCATED IN KITCHEN IN THE MAIN OFFICE, PLYWOOD, GENERATORS, WEATHER RADIOS, FIRST AID KITS, EXTENSION CORDS, ROPES, DUCT TAPE AND WATER PUMPS.



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During the review of the Nassau Terminal Emergency Action Plan and supporting documents (Emergency Action Plan Documents, Emergency Response Maps and Hurricane and High Wind Plan), the terminal manager and facility security officer marked all business confidential or sensitive in the following sections:

- Section 1 – Emergency Action Plan – 119.071(3)(a)1 and 2. The 18 pages redacted contained information regarding threat response plans, emergency evacuation locations, contact information (cell and home) for terminal personnel, emergency evacuation plans and portions relating directly to the physical security of the terminal.
- Section 2 – Emergency Action Plan Documents and Checklists - 119.071(3)(a)1 and 2. The 14 pages redacted contained information about terminal emergency evacuation plans, security training and threat response plans.
- Section 3 – Emergency Response Maps - 119.071(3)(a)1 and 2, 119.071(3)(c)1. These 2 pages depicted emergency evacuation plans.
- Section 4 – Hurricane and High Wind Plan - 119.071(3)(a)1 and 2. These 23 pages contain emergency evacuation plans for the terminal.