Permit Brief Appeal by Genghmun Eng ("Citizen", "Petitioner")
to US EPA Environmental Appeals Board ("EAB")
Regarding Denial of Citizen Petition No. IX-2024-14

Attachment 5-of-9:
"Doc-13b_Valero-Ultramar-ERM-ERP_LAFD-CUPA-pp304-489-of-693pp_12-25-2023b.pdf"

VALERO®

February 7, 2013

L.A. City Fire Department
Anna Olekszyk
Manager, CUPA Unified Program
Room 1780
200 N. Main Street
Los Angeles, CA 90012

Ref: Business Plan Ultramar, Inc., DBA Valero Wilmington Refinery

Dear Ms. Olekszyk:

Enclosed please find the fully revised Business Plan update for the Valero Wilmington Refinery owned by Ultramar Inc., a Valero Company. Due to various chemical inventory changes and improvements during this reporting period, we are providing a replacement copy of our Hazardous Chemical Inventory for your file.

Please contact our Industrial Hygienist Melainie Gee-Olson (562) 491-6792, or me at (562) 495-5457 if you have any questions.

Sincerely,

Herman Pinto
Manager, Valero Safety

Valero Energy
Wilmington Refinery

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  - Refinery Location Map
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- **Asphalt Plant**
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  - Asphalt Plant Chemical Inventory

REFINERY
BUSINESS INFORMATION

INSTRUCTIONS: Please complete and sign this form; your signature indicates that the information, as supplied is accurate.

BUSINESS PLAN NUMBER: **FA0019079** This is your current Business Plan Number.

Address Where Business is Conducted: 2402 E. Anaheim Street
Wilmington, CA 90744

Other On-Site Addresses:

Mailing Address: 2402 E. Anaheim Street
Wilmington, CA 90744

Legal Business Owner Name: Ultramar / Valero Inc. (Refinery)

On-Site Manager: Jason Lee (562) 491-6608

Emergency Contact: Mgr/Shift Superintendent (562) 491-6646

Alternate Emergency Contact: John Briones (562) 495-5460

Standard Industrial Contact (SIC) of Business: 2911

Dun & Bradstreet Number: 00-917-4921

Briefly describe the nature of the hazardous materials operations:

Petroleum Refinery

Number of Employees: 415 ***Facility Square Footage:*** 5,959,910

J. Lee Director Environment, Health & Safety 2/7/13

Signature of Legal Business Owner or Authorized Representative ***Title*** ***Date***

UNIFIED PROGRAM CONSOLIDATED FORM

FACILITY INFORMATION

BUSINESS OWNER/OPERATOR IDENTIFICATION

I. IDENTIFICATION

FACILITY ID#	BEGINNING DATE 100	ENDING DATE 101
FA-019079 1	March 2012	March 2013

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3	BUSINESS PHONE 102
Ultramar Inc., DBA Valero Wilmington Refinery	562 491-6877

BUSINESS SITE ADDRESS 103		
2402 East Anaheim Street		
CITY 104		ZIP CODE 105
Wilmington	CA	90744
DUN & BRADSTREET 106		SIC CODE (4 digit #) 107
00-917-4921		2911
COUNTY 108		
Los Angeles		
BUSINESS OPERATOR NAME 109		BUSINESS OPERATOR PHONE 110
Mark Phair		562 491-6677

II. BUSINESS OWNER

OWNER NAME 111	OWNER PHONE 112
Ultramar Inc., DBA Valero Wilmington Refinery	1 866-428-6537

OWNER MAILING ADDRESS 113		
2402 East Anaheim Street		
CITY 114	STATE 115	ZIP CODE 116
Wilmington	CA	90744

III. ENVIRONMENTAL CONTACT

CONTACT NAME 117	CONTACT PHONE 118
Natalie Irwin	562 491-6890

CONTACT MAILING ADDRESS 119		
P.O. Box 93102		
CITY 120	STATE 121	ZIP CODE 122
Long Beach	CA	90809-3102

IV. EMERGENCY CONTACTS

-PRIMARY-	-SECONDARY-
NAME 123	NAME 128
John Briones	Jason Lee
TITLE 124	TITLE 129
Superintendent Emergency Services	Director Environmental Health & Safety
BUSINESS PHONE 125	BUSINESS PHONE 130
562 495-5460	562 491-6608
24-HOUR PHONE 126	24-HOUR PHONE 131
1 866 428-6537	1 866 428-6537
PAGER # 127	PAGER # 132
562 394-7015	562 394-7020

ADDITIONAL LOCALLY COLLECTED INFORMATION: 133

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE 134	NAME OF DOCUMENT PREPARER 135
	2/7/13	M.Gee-Olson
NAME OF SIGNER (print) 136	TITLE OF SIGNER 137	
Jason Lee	Director Environmental Health & Safety	

PREFACE

This response manual provides key information for response to emergency situations at the Valero Wilmington Refinery. The Company actively trains the organization to respond safely to a wide range of situations. We understand effective decision-making must be rendered to reduce risk and retain control of such situations Valero Energy Corporation does not endorse heroic actions or reckless responses to unnecessarily increase the risk of personnel injury or property damages.

This manual will familiarize the reader with our response plans, the supporting organization, and our approach to effective decision-making and support.

Questions concerning this plan should be directed to the Superintendent Emergency Services or Safety Department.

Mark D. Phair
Refinery General Manager
Valero Energy Corporation

This manual is for the Valero Energy Corporation, Wilmington Refinery only. Response to situations at other Ultramar Inc. locations are provided elsewhere:

Location	Document
Marine Terminal:	**Marine Terminal Spill Prevention Plan**
Port of Los Angeles:	**Marine Terminal Spill Prevention Plan**
Pipeline System:	**Pipeline Contingency Plan & Pipeline Response Manual**

This manual is issued by the Superintendent Emergency Services who is responsible for distribution of revisions to all holders. This manual is reviewed, by a team of ERT members and refinery personnel, annually and revisions are distributed to the holders listed below, by position. All Revisions are communicated through the administration of a general safety meeting. At a minimum, this manual is review with all employees annual as a mandatory safety topic. Each holder is responsible for keeping his copy current. Each building warden is also responsible for proper posting of revised information. Each holder is also responsible for transfer of his copy to his replacement should he leave the company or is reassigned such that he no longer has a position in the refinery emergency organization. For brevity, "he" is used to mean "he or she" throughout this manual. If a replacement is not named, the manual should be returned to the Superintendent Emergency Services who will review the need for an interim replacement or temporary reassignment of emergency duties to ensure that deficiencies in response do not occur.

HOLDERS OF EMERGENCY RESPONSE MANUAL

NAME	EXTENSION
M. Phair (2)	6677
R. St. Laurent (3)	6724
J. Lee (4)	6608
H. Pinto (5)	5457
I & E Shop (6)	6715
Safety Library (7)	6689
I.C. Vehicle (8)	
Emergency Operations Center (primary) (9)	6088

VALERO WILMINGTON REFINERY

EMERGENCY RESPONSE MANUAL

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VALERO WILMINGTON REFINERY

EMERGENCY RESPONSE PLAN

Update Log

Instructions:

The individual initiating the change will ensure that copies of the changed pages are distributed to all individuals and agencies in possession of the plan. Plan holders will insert the updated sheet(s) into their proper place and discard obsolete pages. The plan holder is to record the receipt and review of each revision on this form.

REVISION NUMBER	REVISION DATE	PLAN SECTIONS REVISED	PERSON INITIATING REVISION	INITIALS OF PLAN HOLDER
1	1/10/01	**Added:** to Part-6, Section 6.7.7 "First Aid and Emergency Treatment" for human exposure pages 22-25 "Bloodborne Pathogens" per recommendations by CalArp line item #2	J. Briones	
2	1/10/01	**Revised:** Part-6, Figure 6-1 through Figure 6-5. Per Corporate Health & Safety Audit recommendations 00-H&S-WIL-22. Line 10.2.6 added per corporate mandate for annual live fire fighting training for all ERT members.	J. Briones	
3	1/13/01	**Created:** Update Log Sheet for document review and revisions to plan. Page 2 of "Preface" indicates responsible party for reviewing and updating of ERP plan and interval. Per recommendations by CalArp line item #3	J. Briones	
4	1/13/01	Information for line #1 from CalArp audit can be found in Part 6 Emergency Response Orientation line 6.5.5 and Appendix "G" cross reference of related documents.	J. Briones	
5	1/22/01	**Added:** to Part-7 line items 7.1.4 and 7.1.5 per corporate Health & Safety Audit recommendation 00-H&S-WIL-23.	J. Briones	
6	2/1/01	ER Plan reviewed by J. Briones **Revisions** made to: Part 10, line 10.2.1 revised from 16-24 hours of ERT quarterly ERT training to 20 hours, line 10.2.5 revised from quarterly response drill to semi-annually response drills.	J. Briones	
7	10/1/01	**Revised:** 6.5.5.2 Sending out SkyTel pages by Security to Nextel Paging System.	J. Briones	
8	6/5/02	**Revised:** all sections from Ultramar Diamond Shamrock to Valero Energy Corporation.	J. Briones	
9	12/4/02	**Revised:** Part 3-1 section 3.1.3. to include Wilmington Web Intranet. Part 3-6, line 1 emergency reporting station to normal work area/station.	J. Briones	
10	3/1/03	**Revised:** Preface Bob Gregory Refinery Manager	J. Briones	
11	6/1/03	**Added:** to Part-7 line item 7.5.7 new piece of apparatus "Squirt Snorkel Fire Truck".	J. Briones	

12	9/1/03	**Added:** to Part 7-3 "Butane Spheres" deluge systems	J. Briones	
13	4/5/04	**Revised per Jim Bradshaw:** Figure 6 – 4, Figure 6 – 5 title change from Manager to Director, Line 6.1.7 "However, ... measures.", Line 6.3.2 "With assistance....", Line 6.3.5 "Coordination ..... Command", Table 6.2 **Add:** line #5, Line 6.8.1, Table 6.6 Line 2, 3 & 5, Table 6.8 section 1 **Remove**: line 2, **Insert:** line #5, section 4 insert line 2, Table 6.9	J. Briones	
14	4/5/04	**Revise:** Preface; Sal Viscontini Refinery Manager **Reviewed**: all chapters of ERP	J. Briones	
15	6/8/04	**Revisions per VPP Audit:** **29) Add:** To PART-2, line item 2.1.1 procedures for handling small releases, **31) Added:** to Preface that a team will annually review ERP. **33) Added:** line items 8.3.6 & 8.3.7 alternate alarm activation, **34 & 35) Added:** Appendix H "Hazardous Waste Decontamination Procedures" and Equipment Inventory List, **36) Added:** to Figure 4.1 line item 10, to include 8 ½ mph, **38) Review & Revised:** Incident Critique Form PART 9, **39) Added:** Appendix-I "Site Safety Plan" and ICS Forms, **40) Inserted** line 8.2.14, PART-8, **45) Added:** "Rescue" classification to PART – 2, 2.9	J. Briones	
16	3/14/05	**Added:** To PART-2 Section 2.1.3 and Tsunamis, Section 2.6 or tsunami or other major flooding, **Renamed and added:** Section 2.8 to "Emergency Classification and Representative Action". **Renamed:** Section 2.9 Bomb Threat and **created** Section 2.10 Rescue Plan	J. Briones	
17	1/12/06	**Reviewed:** Part-1, 2, 4, 6, 7 **Revised:** Part-3 Building Wardens, **Added:** To Part-5 section 5..5.3 Secondary EOC, **Added to line** 5.9.2 "five (5) assembly points that are designated by a sign that has an alphabetized letter" **Added line** 5.9.4 The five Refinery Assembly Points have access badge readers at their locations. All evacuees must badge in at this assembly point for head count. **Added line** to Sec 3.2, 712.17 Nitrogen Safety / Inert Entry , Sec 3.4 704.09 Job Safety Analysis / JSA, 704.10 Access Control for Non-Operating Personnel. **Added:** Part 7.4.6 Foam Trailer #3	J. Briones	
18	6/14/07	**Revised:** Chris Ciasca replaced Judi Woodford Building Warden for Engr Bldg.	J. Briones	
19	3/15/08	**Reviewed:** Reviewed entire manual changes Building Warden Change L. Ryan for C. Ciasca	J. Briones	
20	4/24/08	**Revised per VPP Audit 2008:** Appendix E, line 7.1 Safety Department Specialist Miguel Garcia, Jr as being responsible for Inspection and Maintenance of Fire Prevention Equipment per VPP Audit line # 83.	J. Briones	

21	6/17	**Revised:** Part-2, wording for Degree of Emergency has been revised to Categories of Incident and a Category 4 Catastrophic incident has been added.	J. Briones	
22	2/09	**Revised:** Part-8, 8.5.2 radio channels. **Added:** Table 2.3 Oxygen, refrigerated liquid, detailing safety precaution. **Reviewed:** ERP Manual for 2009	J. Briones	
23	7/09	**Revised and Added to:** Part-8, 8.4.7 two emergency phone numbers and testing procedure.	J. Briones	
24	3/10	**Reviewed and Revised as per organizational changes. Changed:** Shift Supervisor to Lead Process Technician LPT. **Changed:** Site Commander to Operations Section Chief. **Changed:** Coordinating Shift Supervisor to On-Shift Superintendent. **Changed:** Security Manager to Security Superintendent. **Changed:** Revised Date to March 2010 JHB. **Revised:** Building Warden Rick Felix with Miles Ray for Admin Bldg 1st floor east wing.	J. Briones	
25	5/10	**Revised Part-3;** New Central Maintenance Shop occupied by combining East Plant Maint. Shop, West Plant Maint. Shop, I & E Dept., Technical Training Dept., Turnaround Planning Dept. and Inspection Dept. **Deleted:** Production Bldg and I & E Shop	J. Duke	
26	3/11	**Revised Part-3;** Building Wardens list **Reviewed Manual**	J. Briones	
27	6/11	**Added to Appendix H per Corp. Safety Audit #22113;** Post medical screening for Hazardous Materials Responders.	J. Briones	

DISCOVERING AND REPORTING AN EMERGENCY

If you discover an emergency:

1. Immediately move to a safe location and phone the Control Room or radio the Area Unit Operator on their designated radio channel.

   Emergency Outside Line: **562-437-3911**
   Emergency Internal Phones#: **5911, 6660 or 6662**
   Emergency Radio: **Channel 1**

2. State the following:

   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved

3. Remain in contact with the Control Room to provide additional information and/or receive instructions.

4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.

5. If you are trained to do so and you are sure it is safe to do so, with the protective equipment available at the site, provide first aid or use a fire extinguisher at the scene of the emergency. Do not move injured personnel unless conditions are life-threatening.

The above procedure applies to all emergencies occurring anywhere in the refinery, regardless of who discovers the emergency. More specific instructions relating to emergencies occurring in refinery buildings and to emergencies discovered by employees other than Valero operators are contained in the Building/Area Emergency Action Plans contained in Part 3 of the Refinery Emergency Response Manual. More specific instructions relating to emergencies discovered by non-refinery personnel are contained in Part 4 of the manual. Duties of designated Valero personnel including all operators are contained in Part 6 of this manual.

The emergency call will be received in the Control Room by the West Plant Heavy or Light Oils Fully Qualified Technician FQT on the Board. This individual will immediately advise the appropriate Process Lead Technician LPT of the situation. The Process Lead Technician LPT will activate the emergency response plan by sounding the refinery emergency alarm. (refer to Part 8-5)

EMERGENCY ALARMS

WEST PLANT	1 LONG	/	1 SHORT
EAST PLLANT	1 LONG	/	2 SHORT
LOGISTICS	1 LONG	/	3 SHORT
ALL CLEAR	2 SHORT		

If outside fire department/paramedic assistance is needed, notification will generally be made by the Logistics Dispatcher following size-up of the incident by the Operations Section Chief (the affected area Process Lead Technician LPT). **In any emergency involving injuries or the imminent threat to human life, the operator receiving the emergency call may dial 9911 immediately to request assistance from the Los Angeles City Fire Department. The operator will remain on the line until the details of the emergency and the gate at which response vehicles should arrive can be issued to the dispatcher.**

RECEIPT OF A BOMB THREAT

NOTE: In the event of a bomb threat, do not use two-way radios, since radio signals may cause detonation of blasting caps.

Telephone Threats

1) Personnel who receive telephone bomb threats should remain calm and courteous and attempt to keep the caller on the long as possible.

2) Call recipients should concentrate on exactly what the caller says.

3) Without interrupting the caller, recipient should attempt to obtain additional descriptive information from the caller. Examples of information considered to be desirable are set forth in the attached Bomb Threat Check List. This checklist should be completed as soon as possible after receipt of the bomb threat and held for the Incident Commander.

4) The caller's voice, tone, etc., and any background noises are of utmost importance.

5) If at all possible, while the caller is on the line, and definitely as soon as the call is terminated, recipient should notify the nearest management or supervisory representative and request that the On-Shift Superintendent Process, Lead Technician LPT and Security Superintendent be contacted.

6) Receipt of a bomb threat call should not be advertised, cognizant management should make all notifications over the phone.

Written Threats

1) Personnel identifying a written bomb threat should contact their supervisor immediately and request that the On-Shift Superintendent, Process Lead Technician LPT and Security Superintendent be contacted as soon as possible.

2) Since a letter or note is documentary evidence, further handling should be avoided in order to preserve it. All items connected with the bomb threat document should be preserved and protected from further handling. Plastic folders or bags are recommended for preserving documents.

3) All bomb threat documents should be turned over to the Security Superintendent as soon as possible.

4) Receipt of a threat should not be advertised, cognizant management should make all notifications over the phone.

Third Party Threats

1) Such threats should be immediately referred to the On-Shift Superintendent, Process Lead Technician LPT and Security Superintendent.

2) Identify and immediately record phone number, address, business connection, telephone number, physical description, vehicle description, license number and any other descriptive information regarding the third party to ensure that re-contact is possible.

REFINERY EMERGENCY
(FIRE OR SPILL)

IMMEDIATE NOTIFICATION GUIDELINES

In case of an emergency, the dispatcher may handle the necessary telephone calls. The emergency calls may be made in the following order:

Initial Notification - Agency notification should not interfere with emergency response activities

For one barrel or more of oil spills, pipeline spills or hazardous substance contact:

1. California Emergency Management Agency (formerly OES) ..... (800) 852-7550
2. National Response Center ..... (800) 424-8802
3. LA City FD CUPA ..... (213) 978-3865
4. LA County Haz Mat (9 AM –5 PM) ..... (323) 890-4317
   LA County Haz Mat (after hours) ..... (323) 881-2455

If spill reaches storm drains/navigable waters, contact:

1. California Emergency Management Agency (formerly OES) ..... (800) 852-7550
2. National Response Center ..... (800) 424-8802
3. LA City FD CUPA ..... (213) 978-3865
4. United States Coast Guard (07:30 – 16:00) ..... (310) 521-3780
   United States Coast Guard (Command Center 24/7) ..... (310) 521-3805
5. California Dept. of Fish and Game (DFG) ..... (916) 445-0045
6. Environmental Protection Agency Region IX ..... (800) 300-2193
7. LA County Haz Mat (9 AM –5 PM) ..... (323) 890-4317
   LA County Haz Mat (after hours) ..... (323) 881-2455

For petroleum spill less than one barrel that is contained in the refinery, agency notification may not be necessary. However, immediate supervisor notification is mandatory.

PART 2
EMERGENCY CLASSIFICATIONS AND REPRESENTATIVE ACTIONS

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PART 2
EMERGENCY CLASSIFICATIONS
AND REPRESENTATIVE ACTIONS

2.1 GENERAL

2.1.1 Non-Emergency Operation's Unit abnormalities do not require the activation of emergency response plan and are reported, evaluated, handled and mitigated in the following manor.

- Small releases are reported to the area Lead Process Technicians LPT via the areas designated radio channel
- The area supervisor will proceed to the scene to determine what action needs to be implemented
- If the abnormality does not require the evacuation of area personnel, odors are not toxic and leaving the unit, assistance of emergency response personnel is not required and the release can be safely mitigated / isolated with operations personnel, then activation of the emergency response plan is not required.
- A notification / work order will be submitted to repair or replace leaking equipment

2.1.2 Emergencies are classified by both type and category of severity. This classification allows pre-planned response activities to be initiated by designated personnel with a minimum of confusion.

2.1.3 Emergency types:

- Energy Release (toxic or flammable vapor)
- Fire and/or Explosion
- Injury/Illness
- Hazardous Material Leak (liquid spill)
- Natural Disaster (including earthquakes and tsunamis)
- Bomb Threat
- Oil Spill (Marine Terminal and Pipeline)
- Rescue

When an accident involves more than one type of emergency, it shall be classified in the above order of preference.

2.1.4 Category of incident, with the least severe listed first:

- Category 1 Minor
- Category 2 Moderate
- Category 3 Major
- Category 4 Catastrophic

2.1.5 **Category 1** Minor emergencies not requiring outside assistance or ERT. Incident Command system activation should be considered and set-up if questionable.

2.1.6 **Category 2** Moderate emergencies requiring outside assistance or notification. Incident Command will be established in all Category 2 emergencies. EOC members are required to report to the refinery anticipating activation of EOC.

2.1.7 **Category 3** Major emergencies, requiring activation of the EOC. However, EOC activation may also be prudent in less serious emergencies where significant agency and/or press presence is anticipated. Corporate EOC notification is required. (i.e. fire/explosion requiring Mutual Aid Response, State or Regional Media Coverage, spill or release with multi-agency involvement or prolonged remediation).

2.1.8 **Category 4** Catastrophic emergencies, requiring the activation of refinery and Corporate EOC, (i.e. fire or explosion, public evacuation or national media coverage, spill or release, agency intervention or permanent environmental damage).

2.1.9 Emergencies are classified and categorized by the Operations Section Chief during incidents and may be re-categories by either the Operations Section Chief or Incident Commander at any time should the situation change. The categorization is a judgment call on the part of the Operations Section Chief or Incident Commander.

The following sections provide guidance in making incident severity categorization.

2.2 ENERGY RELEASE

Objectives

2.2.1 Identify the type of release.

2.2.2 Notify appropriate agencies.

2.2.3 Evacuate affected personnel.

2.2.4 Isolate and stop the release.

"Category 1 Minor Release"

Containable by in-plant personnel

Energy release is isolable with No Chance of further damage or threat to personnel.

"Category 2 Moderate Release"

Containable, management notification and emergency units call required

Any release that may require internal, external community, agency notification, emergency units, or major clean-up effort

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Fire Department

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

Examples of Category 2 Incidents are:

- FCC Reversal
- Significant H.F. Acid release
- Offsite Release of vapors flammable or toxic
- Moderate Oil Spill at Marine Terminal

"Category 3 Major Release"

Uncontrollable by typical means

Management and emergency units required

Any release that <u>will</u> require internal or external evacuation, community or agency notification, emergency units, and major clean-up effort

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Fire Department

Emergency Operations Center will be established.

Corporate Management notified

NOTE: In this classification there is a fine line between a second and third degree due to the quick reaction once certain hydrocarbons are released to the atmosphere.

Examples of Category 3 Major Incident are:

- Major H.F. Acid release
- Major LPG release
- Major Pipeline ruptures with spill
- Major Oil Spill at Marine Terminal

"Category 4 Catastrophic Release"

Activation of emergency alarm

Management and emergency units required

Logistics Dispatcher to notify Los Angeles City Fire Department

Emergency Operations Center will be established.

Corporate Emergency Operations Center will be established.

Catastrophic release that <u>will</u> require internal or external evacuation, community or agency notification, emergency units, and major clean-up effort

Examples of Category 4 Incident are:

- Catastrophic H.F. Acid release
- Catastrophic LPG release
- Catastrophic Pipeline rupture with spill
- Catastrophic Oil Spill at Marine Terminal

Representative Actions are listed in Tables 2.1 and 2.2.

REPRESENTATIVE ACTIONS ACCORDING TO EMERGENCY CLASSIFICATION

ENERGY RELEASE

FLAMMABLE LIQUID/VAPOR RELEASE

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT. Activate Emergency Response Plan
2. Activate deluge systems if safe to do so without protective equipment.
3. Activate fixed monitors on the release if safe to do so without protective equipment.
4. Eliminate ignition sources (i.e. hot work, fired heaters).
5. Evacuate personnel from area.
6. Isolate process equipment at a safe distance.

FD/ERT:

1. Position portable monitors for the most effective control of the leak at its source.
2. Set up foam generating equipment such as foam hose reel stations and foam trailers.
3. Use 1-¾" handlines to direct flammable liquids and vapors from ignition sources and towards sewers.
4. Place a foam blanket on flammable liquid spills. Shut off deluge systems and unnecessary fixed and portable monitors.
5. Continue process of directing flammable liquid to sewer system.
6. If the release is effectively controlled with water streams, lay 1-¾" handlines (attack team) and isolate the source of the leak. This will typically be restricted to ground level isolation done under the direction of Operations Section Chief or Team Leader.

TABLE 2.1

ENERGY RELEASE

CORROSIVE CHEMICAL RELEASE

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT. Activate Emergency Response Plan.

NOTE: Some corrosive chemicals are not compatible with water.

2. Check MSDS information and know the chemicals in your area.

3. Activate deluge systems if available and safe to do so without protective equipment.

4. Activate fixed monitors to control the release at its source if safe to do so without protective equipment.

5. Evacuate personnel from area.

6. Isolate equipment at a safe distance, if possible. If the area cannot be safely entered by using protective equipment that the operator has been fully trained in its use, then divert the release to a safe containment area or continue dilution of the release using monitor streams.

FD/ERT:

1. Position portable monitors for the most effective control of the release at its source.

2. Personnel **trained in HAZMAT response will don the appropriate protective clothing** and attempt to isolate the release. Activities will be restricted to the level of training received including patching/plugging barrels and drums, installing special kits, control and containment of leaks and spills, neutralization, decontamination, etc. The possibilities of other emergencies that may occur are too numerous to discuss in detail. This section was provided to show typical response to the incipient stage of an emergency.

TABLE 2.2

REPRESENTATIVE ACTIONS ACCORDING TO EMERGENCY CLASSIFICATION

ENERGY RELEASE

OXYGEN, refrigerated liquid UN1073

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT. Activate Emergency Response Plan.

NOTE: Oxidizing agent: vigorously accelerates combustion. Do not discharge water sprays directly into liquid oxygen.

2. Check MSDS information and know the chemicals in your area.

3. Stay up wind, out of low areas, evacuate personnel from area and keep unnecessary personnel out.

4. Do not touch, may cause frostbite to exposed skin.

5. Isolate equipment at a safe distance, if possible. If the area cannot be safely entered by using protective equipment then evacuate, isolate and deny entry.

FD/ERT:

1. Stay up wind, out of low areas, and ventilate closed spaces before entering.

2. **Do not** use water to disperse vapors. As it will freeze rapidly, possibly trapping a gas pocket that could ice to erupt violently.

2. Personnel trained in HAZMAT response will don the appropriate protective clothing and attempt to isolate the release.

3. Response activities will be restricted to the level of training received including patching/plugging barrels and drums, installing special kits, control and containment of leaks and spills, neutralization, decontamination, etc. The possibilities of other emergencies that may occur are too numerous to discuss in detail. This section was provided to show typical response to the incipient stage of an emergency.

TABLE 2.3

2.3 FIRE AND/OR EXPLOSION

Objectives

2.3.1 Initiate search and/or rescue.

2.3.2 Notify appropriate agencies.

2.3.3 Evacuate affected personnel including the BP Calciner, Harbor Cogen, SSA Terminal, Toyota Terminal, Tidelands and UPRC, if necessary.

2.3.4 Prevent further spread of emergency.

2.3.5 Protect involved property from further damage.

2.3.6 Initiate damage assessment and restoration of operation.

"Category 1 Minor" (INCIPIENT FIRE)

Containable by in-plant personnel

Single unit or area of facility affected.

Fire self-extinguished or extinguished by use of portable appliance (fire extinguisher, foam station, etc.).

"Category 2 Moderate"

Containable, but with management notification and emergency units call required to help contain and extinguish.

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Fire Department

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

Fire extinguished by use of multiple foam stations, fire monitors and the refinery's mobile fire fighting equipment.

Examples of Category 2 Moderate incidents are:

- Pump seal fire
- Flange fire
- Spill fire
- Internal Heater Fire

"Category 3 Major"

Uncontrollable by typical means

Management and emergency units required

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Fire Department

Emergency Operations Center to be established

Mutual Aid Response Required

Corporate Management notified

May require use of Skip loader, crane, or forklift to remove unaffected equipment, build containment walls, move foam supplies, or any other mutual aid or assistance necessary to combat the fire.

Media and Environmental agencies will be involved

Examples of Category 3 Major Incidents are:

- Storage tank fire
- Major process unit fire
- Explosion and release of hazardous materials.

"Category 4 Catastrophic"

Catastrophic Uncontrollable fire by typical means

Management and emergency units required

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Fire Department

Emergency Operations Center to be established

Corporate Emergency Operations Center to be established

Mutual Aid Response Required

Corporate Management notified

May require use of Skip loader, crane, or forklift to remove unaffected equipment, build containment walls, move foam supplies, or any other mutual aid or assistance necessary to combat the fire.

Media and Environmental agencies will be involved

Examples of Category 4 Catastrophic Incidents are:

- Catastrophic Storage tank fire
- Catastrophic Process unit fire
- Catastrophic Explosion and release of hazardous materials.

Representative Actions are listed in Table 2.3.

REPRESENTATION ACTIONS ACCORDING TO EMERGENCY CLASSIFICATION FIRE AND/OR EXPLOSION

OBJECTIVES:

1. Initiate search and/or rescue. Activate the Emergency Response Plan.
2. Notify appropriate agencies.
3. Evacuation of affected personnel. (Consider surrounding communities).
4. Prevent further spread of the emergency.
5. Protect involved property from further damage.
6. Initiate damage assessment and restoration of operations.

PROCESS AREA FIRE

UNIT OPERATORS:

1. Report emergency to Area Lead Process Technicians LPT.
2. Activate deluge systems if safe to do so without protective equipment.
3. Activate fixed monitors if safe do so without protective equipment.
4. Do not enter fire area unless directed by Operations Section Chief or Incident Commander.
5. Isolate process equipment at a safe distance.

FD/ERT:

1. Direct fixed and portable monitors to achieve the most effective exposure protection.
2. If the fire is controlled by the monitors and/or deluge system, then lay 1-3/4" handlines (Attack Team) and isolate the source. This will typically be ground level situations and done at the directions of the Operations Section Chief or Team Leader.
3. If the fire rages out of control or impinges on adjacent process equipment for an extended time then set-up additional master streams to protect exposures and move to a safe area.

TABLE 2.3

2.4 INJURIES/ILLNESS

Objectives

2.4.1 Provide immediate medical care.

2.4.2 Initiate search and/or rescue.

2.4.3 Secure emergency transportation of injured or ill persons.

2.4.4 Provide for notification to immediate family. (Conducted by Human Resources)

"Category 1 Minor"

Minor injuries/illness

Ambulatory

Good vital signs.

"Category 2 Moderate"

Injuries requiring outside emergency medical assistance

Search and/or rescue activities may be necessary.

Activation of emergency alarm may be required to notify emergency response team.

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Paramedics, if necessary

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

"Category 3 Major"

Incident resulting in loss of life or multiple major injuries leading to life threatening situations

Search and/or rescue activities may be necessary along with establishing multiple casualty triages:

Activation of emergency alarm

Security to activate management call-out

Emergency Operations Center to be established

Corporate Emergency Operations Center notified

Logistics Dispatcher to notify Los Angeles City Paramedics

"Category 4 Catastrophic"

Incident resulting in multiple fatalities across the site or public fatality

Search and/or rescue activities may be necessary along with establishing multiple casualty triages:

Activation of emergency alarm

Security to activate management call-out

Emergency Operations Center to be established

Corporate Emergency Operations Center to be established

Logistics Dispatcher to notify Los Angeles City Paramedics

Representative Actions are listed in Table 2.4.

REPRESENTATIVE ACTIONS ACCORDING TO EMERGENCY CLASSIFICATION

INJURIES/ILLNESS

NON-EMERGENCY INJURY REQUIRING MEDICAL ATTENTION

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT. Activate the Emergency Response Plan.
2. Do not move the injured unless surrounding conditions are life threatening.

FD/ERT:

1. Provide emergency medical treatment, as needed.
2. Assist injured in transportation to local medical facility.

EMERGENCY WITH MAJOR INJURY OR MULTIPLE CASUALTIES

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT.
2. Do not move the injured unless surrounding conditions are life threatening.

FD/ERT:

1. Quickly assess the status of the injured.
2. Provide emergency medical treatment on a priority basis.
3. Initiate rescue activities, as needed.
4. Establish location for the safe treatment of injured (triage).
5. Assist Health Service Specialist and/or Paramedics in further medical treatment.

TABLE 2.4

2.5 HAZARDOUS MATERIAL LEAKS OUTSIDE THE REFINERY

Objectives

2.5.1 Identify the source and characterize the material.

2.5.2 Notify the appropriate local agencies.

2.5.3 Isolate the source and stop the leakage.

2.5.4 Contain the spill.

2.5.5 Clean-up the spill.

"Category 1 Minor"

Minor spill or leak of Five (5) gallons or less from a Valero owned and operated installation.

Leakage confined to land and not of sufficient quantity to cause a safety hazard or public concern.

"Category 2 Moderate"

Moderate leakage in or near a water way or any leakage of sufficient quantity to require more than a minor clean-up effort

Security will activate management call-out.

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

Logistics Dispatcher to notify Los Angeles City Fire Department

"Category 3 Major"

Major Oil Spill or leak in or near a waterway has caused fire or injury or any leakage that has the potential to result in a serious hazard to environment or public.

Security to activate management call-out

Logistics Dispatcher notify Los Angeles City Fire Department

Emergency Operations Center will be established

Corporate Emergency Operations Center notified

NOTE: Appendix-H Located at the back of this ER Plan provides additional response instructions. You may also obtained additional detailed information in the Pipeline Contingency Plan and Marine Terminal Spill Response Manual.

2.6 NATURAL DISASTER

Objectives

2.6.1 Minimize adverse impact.

2.6.2 Initiate damage assessment and restoration of operations.

2.6.3 Expedite repair activities to minimize the loss of production.

"Category 1 Minor"

Incident does not result in significant lost production or throughput.

Operation is quickly restored.

"Category 2 Moderate"

Incident that results in several hours of lost production or product delivery due to unit shutdowns but without significant equipment damage

Security to activate management call-out

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

"Category 3 Major"

Major incident which results in several days of lost production or product delivery due to unit shutdowns and with significant equipment damage.

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles Fire Department, if necessary

This incident may escalate into other emergency classifications depending on the extent of property damage, injuries, fire, etc.

Emergency Operations Center will be established.

Corporate Management notified

"Category 4 Catastrophic"

Catastrophic incident which results in several days of lost production or product delivery due to unit shutdowns and with significant equipment damage.

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles Fire Department

Mutual Aid assistance requested

This incident has escalated into other emergency classifications depending on the extent of property damage, injuries, fire, etc.

Emergency Operations Center will be established.

Corporate Emergency Operations Center will be established.

What to do during and after an Earthquake, Tsunami or other major flooding is addressed in the following procedure. Earthquake preparedness is addressed in Appendix F.

2.7 EARTHQUAKE PROCEDURES

Purpose

To ensure personnel are initially protected in the event of an earthquake and critical activities such as search and/or rescue and damage assessment are initiated.

Objectives

2.7.1 Provide for personnel safety.

2.7.2 Initiate search and/or rescue.

2.7.3 Contain emergency situations arising from earthquake.

2.7.4 Initiate damage assessment and restoration of operation.

During the Earthquake:

Inside buildings, Log stations, shops or trailers:

Get under a desk, table or other sturdy object or brace your-self against a wall in the core of the structure.

Protect your head.

Stay away from windows and objects that can fall or topple.

Outside:

Safest place to be is out in the open. Stay there. Move to an open area away from power lines, power poles, vessels, tanks, buildings or operating equipment.

Shutdown (non-process) ignition sources (i.e. welding machines, vehicles, etc)

In a Vehicle (truck, forklift, crane, JLG):

Pull to the side of the road and turn the engine off. **Do Not** stop under the Terminal Island Freeway bridge, power lines, cables, etc....

After the Earthquake:

FD/ERT:

Establish Incident Command Post, Note that it may be necessary to use Channel 16 as the emergency channel if radio repeaters are damaged.

Provide emergency medical care as necessary or as directed.

Provide emergency rescues as needed.

Suppress, contain and isolate fires, vapor releases, spills, HAZMAT events as needed.

Activate EOC if second degree or greater emergency; **Note** that it may be necessary to use cellular telephones if telephone system is damaged. Talk-around channels do not require a powered repeater. Radio Channel Assignments:

Channel	Assignment
9	Logistics
12	Heavy Oils
13	Hydrotreating
14	Utilities
15	East Plant
16	Emergency Response

In case of loss of public water supply, the only water available will be from the fire water storage tank 77-TK-001and associated fire water pumps 77-P-001A/B. It may be necessary to activate a manifold system with the portable fire water pump, five inch hose and associated fittings from cooling tower basins.

Assemble earthquake supplies from C-train located at the south side of the refinery in the C-Trane south of the Fire House and distribute as necessary.

Prepare for aftershocks.

Building Wardens:

Report injuries, fires, gas and water leaks to Incident Commander.

Report head count to Incident Command.

Do Not Turn on light switches.

Do Not Permit smoking.

Do Not Re-enter buildings until inspection allows.

Prepare for aftershocks.

Operations:

Take a head count of all operators, verify communications with each via radio and document on operation head count area log sheet.

Each operator will make a quick walk-through of their area to check for visible problems. Report to the S/S when completed

Check each fire water pump for proper operation. Start each and run for 1-2 minutes. Start from remote start switch.

Active Pipelines:

Check for pressure drop or loss, which would indicate a possible leak.

Call each company to ensure that communication lines are intact. If no contact can be made shutdown shipments until contact can be made.

Check meter for proper functions.

Tanks and Vessels:

Walk around the base of each to look for cracks, leaks, etc.

Check each floating roof for possible product on roof or a leaking roof drain.

Compare each Varec Gauge and auto gauge system.

Facilities:

Check the following for possible problems, leaks, cracks, etc.:

Pumps/compressors and their foundations
Pipes, flanges and supports
Buildings, offices, instrumentation and electrical
Roads, containment walls and supports
Platforms or walkway foundations, ladders and stairways
Process computers and instrumentation
Electrical stations, supports and power lines

Gasoline and distillate Rack:

Loading arms, meters, etc. for leaks

Cracks in the cement, pavement, canopy supports or building

Foam injection tank

Computer system operation

Maintenance:

Evacuate shops, buildings and operating areas

Report to the nearest upwind Refinery Evacuation Assembly Point and scan badge reader for head count

Dependent upon severity, the Emergency Operations Center may be activated.

Staff Support:

Evacuate shops, buildings and operating areas.

Report to the nearest upwind Refinery Evacuation Assembly Point and scan badge reader for head count

Do Not return to shops, buildings or operating areas until investigated and Maintenance/Operations/Inspection verifies integrity.

Emergency Management Organization:

If a major earthquake occurs during off hours, the On-Shift Superintendent will request assistance of Emergency Operations Center, if possible.

If a major earthquake occurs, the Emergency Management Organization will report to the Engineering Building to determine if the facility is safe for entry and can be used as the Emergency Operations Center. If building is not safe for entry, it may be necessary to establish an EOC outdoors using cellular phones and vehicle power.

2.8 TSUNAMIS AND MAJOR FLOODING PROCEDURES

Purpose

To provide response procedures for a potential Tsunami or other major flooding event

Objectives

2.8.1 Provide for Personal Safety.

2.8.2 Establish conditions for orderly shut down and evacuation, if required.

2.8.3 Protect refinery and local environment.

2.8.4 Initiate damage assessment and restoration of operations.

For most potential tsunami and flooding events there will be advance warning as discussed below. Careful monitoring of warnings and internal reporting will lead to a decision as to the best operational course of action for the refinery.

Prior To and During Tsunami or Flooding

Government Warning Systems

An earthquake of 7.0 or larger anywhere within the Pacific Basin or in the coastal onshore area triggers a tsunami warning from the NOAA Tsunami Warning Center to the California Office of Emergency Services Warning Center, which immediately transmits the warning to local government emergency services organizations.

NOAA places areas within a 3-hour tsunami travel time of the earthquake epicenter in a Tsunami Warning status, and areas within a 3-6 hour tsunami travel in a Tsunami Watch status.

Warning of other conditions which could lead to coastal flooding (e.g., severe storms accompanied by extreme high tides) are broadcasted over NOAA Weather Radio and the Emergency Alert System.

Refinery Monitoring and Alert Responsibility

ERT members or EOC will monitor the Emergency Alert System, and, under severe storm conditions, NOAA Weather Radio and/or the NOAA Weather Web Site. (http://www.wrh.noaa.gov/lox/)

If a tsunami or serious flooding warning is advised please contact the On-Shift Superintendent, Lead Process Technicians LPT and Senior Management as follows:

- Nature and anticipate severity of the anticipated event.
- Expected arrival time in the Los Angeles coastal area.
- Any specific advisories or evacuation orders from local government emergency services.

The Los Angeles coastal area periodically has seen low level tsunami effects. Some damage has been reported in nearby coastal areas from past tsunamis. The storm channels dikes nearby the refinery are built to withstand a 100 year storm and provide protection from flooding. However, a major ocean earthquake, near-shore earthquake, offshore land slide or very severe storm conditions could result in surges or water levels exceeding the capacity of the channels.

ACTIONS:

Level One Situation: Government warnings advise that conditions leading to localized or general low level flooding within the refinery property is probable, or if such a condition is already occurring . Senior Management or the On-Shift Superintendent, Lead Process Technicians LPT takes the following actions:

- Closely monitor flooding conditions and refinery storm water drainage systems.
- If levels continue to increase and the capacity of either the Storm water Control System or the Oily Water System may be exceeded, escalate to a Level Two Situation.
- All activities not essential to refinery production operations (e.g., construction) to cease.
- Non-refinery personnel not involved in operations to terminate work in an orderly manner and leave the refinery.
- ERT to suppress, contain and isolate spills and HAZMAT events as needed.

Level Two Situation: Government warning advises that generalized significant flooding of the refinery is probable so that process areas and/or storage areas will be generally submerged, or if the capacity of the storm water systems is exceeded. Senior Management or the On-Shift Superintendent, Lead Process Technicians LPT takes the following actions.

- Activate Emergency Response Plan.
- Establish Incident Command Post, IC support team and EOC on second floor of Engineering Building.
- Non-refinery personnel and all non essential refinery personnel to be instructed to leave the refinery.

- Closely monitor water levels to determine further deterioration or improvement in conditions
- Evaluate operating conditions with unit supervisors and determine whether units can be safely operated. Order unit or general shutdown if required for personnel and operational safety.
- Shut down oily water treatment system and the connection to Los Angeles County Sanitation District. Open sluice gate at discharge from South Storm water Basin.
- ERT to suppress, contain and isolate any spills and HAZMAT events if feasible considering conditions and personnel safety.

In the event of a shut down and/or evacuation, employees, contractors and visitors will be advised at the guard post of recommended evacuation routes inland from the refinery.

Level Three Situation: Government warnings advise of the approach of a major tsunami with significant storm surge and/or flooding potential. Management or the On-Shift Superintendent, Lead Process Technicians LPT takes the following actions.

- Activate Emergency Response Plan.
- Establish Incident Command Post, IC support team and EOC on second floor of Engineering Building.
- Non-refinery personnel and all non essential refinery personnel to be instructed to leave the refinery immediately.
- Direct orderly shutdown of all process units and other operations.
- Shut off all pipeline connections between units and storage within the refinery and pipelines to and from the refinery to minimize potential for spills.
- Shut off oily water treatment system and connections to Los Angeles County Sanitation District. Open sluice gate at discharge from South Storm water Basin.
- Determine whether to evacuate remaining personnel or maintain IC team on site.

If a tsunami results from a nearby earthquake impacting the refinery, the earthquake procedures in Section 2.7 will take precedence. Follow Level Three Situation procedures as soon as it is feasible.

After the Tsunami or Flooding

Once flooding has receded, follow the procedures described in Section 2.6 titled After the Earthquake.

2.9 BOMB THREAT

Objectives

2.9.1 Ensure calm and orderly response to any bomb threat.

2.9.2 Ensure proper communication channels for reporting receipt of a bomb threat.

2.9.3 Ensure authority for handling bomb threats.

2.9.4 Provide guidelines for search teams, search team procedures, and partial or complete site evacuation.

2.9.5 Provide appropriate investigation of all bomb threats.

"Category 1Minor"

Receipt of any threat or information potentially establishing an explosive device on the refinery or Marine Terminal property

"Category 2 Moderate"

Follow-up by Incident Commander in which a search or evacuation is required.

Security will activate the management call-out.

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

Logistics Dispatcher to notify the Los Angeles City Police and Fire Departments

"Category 3 Major"

Discovery of a device

Security will activate the management call-out.

Logistics Dispatcher to notify Los Angeles City Police and Fire Departments

Area evacuations will be required.

The Emergency Operations Center will be established.

Corporate Emergency Operations Center will be notified.

"Category 4 Catastrophic"
Discovery of a device

Security will activate the management call-out.

Logistics Dispatcher to notify Los Angeles City Police and Fire Departments

Area evacuations will be required.

The Emergency Operations Center will be established.

Corporate Emergency Operations Center will be notified.

The procedure to be followed by any person receiving a bomb threat is included in Part 1 of this manual. Actions to be taken by designated personnel in response to the threat are as follows:

Lead Process Technicians LPT of the Affected Area:

a. Notify Security as to incident category of emergency.

b. Provide Incident Commander and EH & S Manager with all bomb threat information received by his employees.

c. Provide supervisory and search team assistance to Incident Commander as required.

Incident Commander:

a. Immediately review the nature and content of the bomb threat.

b. Instruct Security to contact the EH & S Director; Refinery Manager; Maintenance; and Operations Directors immediately.

c. Establish the Emergency Operations Center and, during regular hours, meet with the EH & S Director, Refinery Manager and Operations Director, if possible, to evaluate the authenticity of the threat and assess response procedures.

d. After evaluation of the threat, refinery management has the option to initiate:

1. Classify the threat as a hoax and take no further action.

2. Initiate a discreet search by Search Team members without evacuation. Communications integrity is of the utmost importance during a bomb threat. Search team personnel and other related personnel operating in a bomb threat situation should use the telephone to communicate information to the IC Post or EOC and also instructions to subordinates. It

should be noted that the use of handy talkie radios will be discontinued because radio signals could cause detonation of electric blasting caps.

3. Initiate a partial evacuation along with an official search to Search Team Members.

e. Concurrently with the Item "d" above, Incident Commander will direct Security to contact appropriate Police and Fire agencies and restrict all inbound traffic until an **"All Clear"** has been authorized.

1. Police agencies will **NOT** usually search company facilities on their own. Police officers, however, will probably accompany search teams during their inspections of company spaces. Police officers will also provide traffic control support for the ingress/egress from public streets, if required.

2. Fire agencies will **NOT** usually take part in any search team activities. Fire personnel and truck will usually keep a standby position outside of the facility to ensure an immediate response to any explosion and/or fire.

f. Should a bomb threat be evaluated as serious enough to initiate any of steps (2) or (3) of Item "d" above, the Incident Commander will instruct Security to initiate immediate contacts with listed Valero Management Group members and BP Calciner, Harbor Cogen, SSA Terminal and Tidelands.

g. Should search procedures be initiated, the Incident Commander will require directors to select personnel familiar with the areas to be part of the search team. Incident Commander will direct all search team members to search for, **BUT DO NOT TOUCH, MOVE, OR RELOCATE** any suspicious or unidentified objects. If objects cannot be identified, they are to be reported to the Incident Commander and the area surrounding them should be evacuated and taped to prevent entry.

h. The Incident Commander will direct and coordinate all search efforts and receive all reports at the Incident Command Post.

i. Should circumstances dictate the Incident Commander will direct the evacuation of specific locations /areas? The management team will determine what steps shall be taken before a total evacuation of the refinery. Evacuation will be made in accordance with procedures set forth in this plan. All nonessential employees, contractors, visitors, etc., will evacuate with any evacuation declared. All evacuated personnel should be instructed to take personal property with them to eliminate the potential of them becoming unidentifiable objects to search teams. Windows and doors should be left open.

j. Incident Commander will maintain close liaison with all enforcement and fire agencies on site, and, should a bomb or unidentified object be located, request police representatives to summon Bomb Disposal Units immediately.

k. Incident Commander will direct complete isolation of any area where a bomb or unidentified item is located. Incident Commander will direct Security to assist with isolation.

l. Should a bomb threat be evaluated as positive, or if an actual bomb is located, the Incident Commander will discuss with the appropriate managers and/or supervisors procedures for the safe operation or cutback of those units or areas threatened as necessary and for minimizing the effects of any explosion.

m. Incident Commander will only declare an **"ALL CLEAR"** when:

1. Bomb disposal personnel identify an object as harmless

2. Deactivate the bomb, or

3. Transport it from the Refinery

E H & S Director:

a. Immediately interview threat recipient; review Bomb Threat Checklist information with Incident Commander; recover and maintain custody of document evidence; or interview third party threat source.

b. Provide assistance as required to the Incident Commander.

c. Assist Incident Commander with enforcement agency liaison.

d. On instruction from Incident Commander, direct Security personnel to restrict entry to the Refinery, ensure perimeter security, and assist in evacuation procedures.

e. Assist Incident Commander in search procedures and, on request of Incident Commander, direct the isolation of specified areas.

f. Conduct appropriate investigation into all bomb threats.

g. Conduct appropriate interviews of all necessary persons to complete the investigation and submit written reports to Valero Energy Corporation Management.

Security Personnel:

a. Assist the Incident Commander as required.

b. Restrict all vehicular entry to Refinery upon direction of the Incident Commander.

c. Assist in all evacuation procedures upon direction of Incident Commander.

d. Assist in isolating various areas of the Refinery as directed by Incident Commander.

Safety Manager:

a. Respond to Incident Command Post and assist Incident Commander when bomb threat is received.

b. During off hours (on Category 1 Threats) furnish assistance by telephone to on-site Lead Process Technicians LPT acting as Incident Commander.

c. Respond to the Refinery site for all non-hoax bomb threats.

2.10 RESCUE PLAN

Objectives

2.10.1 Provide immediate medical care.

2.10.2 Initiate search and/or rescue in confined space or for high angle emergencies.

2.10.3 Rescue Team is a Division of over all incident command structure.

2.10.4 Secure emergency transportation of injured or ill persons.

2.10.5 Provide for notification to immediate family. (Conducted by Human Resources)

"Category 1 Minor"

Minor injuries/illness

Ambulatory

Good vital signs

"Category 2 Moderate"

Injuries requiring outside emergency medical assistance

Search and/or rescue activities may be necessary.

Activation of emergency alarm may be required to notify emergency response team.

Security to activate management call-out

EOC members are required to report to the refinery anticipating EOC activation at discretion of the Incident Commander or Refinery Manager

Logistics Dispatcher to notify Los Angeles City Paramedics, if necessary

"Category 3 Major":

Incident resulting in permanent disabling injury to single or multiple serious injuries leading to life threatening situations

Fatality within the immediate area or medical treatment to public

Search and/or rescue activities may be necessary along with establishing multiple casualty triage.

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Paramedics

"Category 4 Catastrophic"

Multiple fatalities across the site or public fatality

Activation of emergency alarm

Security to activate management call-out

Logistics Dispatcher to notify Los Angeles City Paramedics

Emergency Operations Center to be established

Corporate Emergency Operations Center to be established

Representative Actions are listed in Table 2.10.

REPRESENTATIVE ACTIONS ACCORDING TO EMERGENCY CLASSIFICATION

RESCUE

NON-EMERGENCY INJURY REQUIRING MEDICAL ATTENTION

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT. Activate the Emergency Response Plan.

2. Do not move the injured unless surrounding conditions are life threatening.

FD/ERT:

1. Provide emergency medical treatment, as needed.

2. Assist injured in transportation to local medical facility.

EMERGENCY WITH MAJOR INJURY OR MULTIPLE CASUALTIES

UNIT OPERATORS:

1. Report emergency to Lead Process Technicians LPT.

2. Do not move the injured unless surrounding conditions are life threatening.

RESCUE TEAM MEMBERS:

1. Quickly assess the status of the injured.

2. Provide emergency medical treatment on a priority basis.

3. Initiate rescue activities, as needed.

4. Establish location for the safe treatment of injured (triage).

5. Assist Health Service Specialist and/or Paramedics in further medical treatment.

TABLE 2.10

PART 3
BUILDING EMERGENCY ACTION PLANS

3.1 GENERAL

3.1.1 Table 3.1 lists all refinery buildings including operator work stations and trailers, building wardens / alternates and their phone numbers and other relevant information. Some of these buildings are not normally occupied, or may only be occupied by operators or other designated personnel in which case they are included with nearby main buildings. **Figure 3.1** shows refinery escape and evacuation routes.

3.1.2 This part of the Emergency Response Manual contains building-specific Emergency Action Plans which apply to all non-designated Valero personnel. All pages of this Emergency Action Plan except the first page are common to all buildings and therefore only the first page of each is included. Building Evacuation Floor Plans, where available, are also included for reference. Duties of designated personnel, including Building Wardens are specified in Part 6. Non-refinery personnel are addressed in Part 4.

3.1.3 The building and specific Emergency Action Plans together with the "Receipt of Bomb Threat" Procedure combined in Part 1 of this manual are posted in the Wilmington Web Intranet under; Environmental, Health & Safety, ERT, Manuals, Emergency Response Manuals (ERP), Part 3 "Building Emergency Action Plans".

List of Refinery Buildings

Building Name	Sprinkler Sys.	Phone Alarm	P.A. Sys.	Building Warden	Ext.
Engineering Bldg. 1st Floor	Yes		Yes	Larry Ryan	7231
Engineering Bldg. 2nd Floor	Yes		Yes	Corky Myers Denise Haun (A)	6718 6022
Laboratory	No	Yes	Yes	Chief Technician Mary Gutierrez(A)	6775 663
Central Maintenance 1st Floor				Rudy Vasquez Mark Hensley(A)	6671 6708
Central Maintenance Building 1St Floor / I & E	Yes	Yes	Yes	Sean Wright Jarrod Davis Ed Garcia	7212 6750 6820
Central Maintenance Building 2nd Floor	Yes	Yes	Yes	Tom Marks Shellie Mapes Terry Doolittle	5441 6896 6793
Main Control Room	No		Yes	Mark Venanzi John King	6881 6886
Warehouse 1st Floor Warehouse 2nd Floor Warehouse 1st Floor	No	Yes	Yes	Yanin Servin Patty Martir Lori Powell	6986 7244 6747

List of Refinery Buildings

Building Name	Sprinkler Sys.	Alarm	P.A. Sys.	Building Warden	Ext.
Alky Change Room	No	No	No	Designated Personnel	6768
FCC Work Station	No	No	No	Designated Personnel	6651
Sulfur Plant Lab	No	No	No	Designated Personnel	6892
Utilities Work Station	No	No	No	Designated Personnel	6858
Hydroprocessing Work Station	No	No	No	Designated Personnel	6894
Safety Storage / Whse. 2	No	No	No	Designated Personnel	5480
Crude Complex Work Station	No	No	No	Designated Personnel	6769
Coker Change Room	No	No	No	Designated Personnel	6807
Blend Building	No	Yes	No	Designated Personnel	6664
LPG Rack	No	No	No	Designated Personnel	6809
Scale House	No	No	No	Security Personnel	6675
Logistics BRMB	No	No	No	Designated Personnel	6609

1st FLOOR
ENGINEERING BUILDING
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:
Larry Ryan **7231**

Your Emergency Reporting Station is: **Your Office**

Your Building Muster Station is: **The Main Reception Area of the Engineering Building**

Your Building Evacuation Assembly Point is: **Engineering Parking Lot**

Your primary/alternate Refinery Evacuation Assembly Points are: **North Hydrobin Area "C", Security Post 1 Area "E"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the structure.
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

Outside:

1. The safest place to be is in the open. Stay there. Move to an open area away from power lines, power poles, vessels, tanks, buildings or operating equipment.
2. Shutdown (non-process) ignition sources (i.e. welding machines, vehicles, etc.).
3. If you are in a vehicle (i.e. truck, forklift, crane, JLG) pull to the side of the road and turn the engine off. **DO NOT** stop or park under the Terminal Island Freeway Bridge.

After shaking stops:

1. Prepare for aftershocks. If you are outside do not re-enter buildings.
2. Do not turn on lights or restart electrical equipment, machinery or vehicle engines.
3. Report to your Supervisor for head count and further instructions.

If You Hear the Refinery Emergency Alarm Sound:

1. Proceed promptly to your normal work area/station if it can be reached safely and without traversing or circumventing process units. Otherwise, report to the Muster Station of the building you are in or of one of the following buildings:

   - Engineering Building
   - Central Maintenance Bldg
   - Main Warehouse

2. Remain at this location for head count and further instructions.
3. Unless otherwise instructed, evacuation will be conducted on a building-by-building basis and will be led and backed by the Security Mobil One and/or Building Wardens.
4. Evacuation will be on foot unless otherwise specified.
5. Head count will be taken again at the Refinery Evacuation Assembly Point.

GENERAL PROCEDURES

1. Follow the instructions of your Building Warden, alternates and other designated personnel at all times.
2. Other than necessary calls placed by designated personnel, use of Valero phones must be avoided during an emergency.
3. Lock-up personnel belongings prior to a building or refinery evacuation.
4. Assist those with disabilities to evacuate.
5. Avoid conversations regarding the emergency with or near the news media.
6. You are responsible for informing both your old Building Warden and your new Building Warden whenever you move.
7. Employees should familiarize themselves with designated escape routes when in the process units. Know how to escape crosswind or upwind in an emergency. If unsure, ask

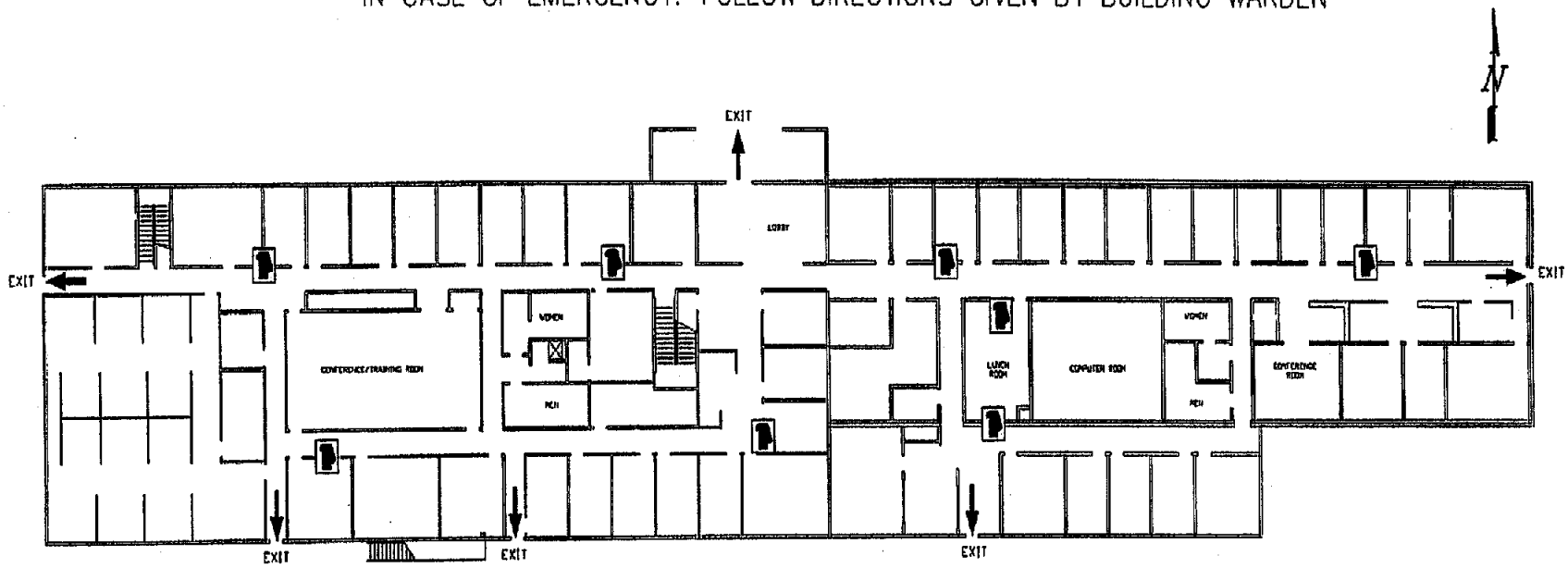
an operator beforehand. Keep you eye out for operators at all times, they will provide you with the quickest means for reporting an emergency and evacuating the unit.

8. When you reach the REAP you must badge in at the badge reader for head count:

If you have any questions about this plan or any safety-related item, contact your Building Warden or a Safety Department Representative.

EMERGENCY EVACUATION PLAN

IN CASE OF EMERGENCY: FOLLOW DIRECTIONS GIVEN BY BUILDING WARDEN



ADMINISTRATION BUILDING
FIRST FLOOR

LEGEND

EXIT ROUTE

FIRE EXTINGUISHER

SECOND FLOOR
ENGINEERING BUILDING
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are: **Corky Meyers 6718**
Denise Haun (A) 6022

Your Emergency Reporting Station is: **Your Office**

Your Building Muster Station is: **The Main Reception Area of the Engineering**

Your Building Evacuation Assembly Point is: **The Engineering Parking Lot**

Your primary/alternate Refinery Evacuation Assembly Points are: **North Hydrobin Area "C", Security Post 1 Area "E"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

LABORATORY
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:	**Chief Technician 6775** **Mary Gutierrez (A) 6632**
Your Emergency Reporting Station is:	**Lunch Room**
Your Building Muster Station is:	**North Exit**
Your Building Evacuation Assembly Point is:	**Lab South Parking Lot**
Your primary/alternate Refinery Evacuation Assembly Points are:	**Post 9** **Post 2 "A"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

CENTRAL MAINTENANCE BUILDING
EMERGENCY ACTION PLAN

Central Maintenance Building 1ST Floor
This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are: **Lee Brakebill 6846**
Mark Hensley(A)6708

Your Emergency Reporting Station is: **Shop, Your Office**

Your Building Muster Station is: **Main Shop Floor Area**

Your Building Evacuation Assembly Point is:
Your primary/alternate Refinery Evacuation Assembly Points are: **Post 9 , Post 2 "A"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

CENTRAL MAINTENANCE BUILDING
EMERGENCY ACTION PLAN

Central Maintenance Building 2nd Floor
This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are: **Tom Marks 5441**
Shellie Mapes(A) 6896

Terry Doolittle 6793
Your Emergency Reporting Station is: **Office**

Your Building Muster Station is: **Main Work Area**

Your Building Evacuation Assembly Point is: **Parking Lot**

Your primary/alternate Refinery Evacuation Assembly Points are: **Security Post 2 "A"**
Post 9

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

CENTRAL MAINTENANCE BUILDING
INSTRUMENT / ELECTRIC SHOP
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are: **Sean Wright 7212**
Jarrod Davis 6750
Ed Garcia 6820

Your Emergency Reporting Station is:

Your Building Muster Station is: **Main Shop Floor Area**

Your Building Evacuation Assembly Point is: **South East of Shop on 1st Street**

Your primary/alternate Refinery Evacuation Assembly Points are: **Post 9, Security Post 2"A"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside of the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the structure.
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

MAIN WAREHOUSE BUILDING (1st Floor)
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:	**Betty Beltran 6747** **Yanin Servin (A) 6986**
Your Emergency Reporting Station is:	**Office or Work Station**
Your Building Muster Station is:	**Warehouse Floor Area**
Your Building Evacuation Assembly Point is:	**Warehouse Parking Lot**
Your primary/alternate Refinery Evacuation Assembly Points are:	**Security Post 2 "A",** **Under TI Fwy "H"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside of the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

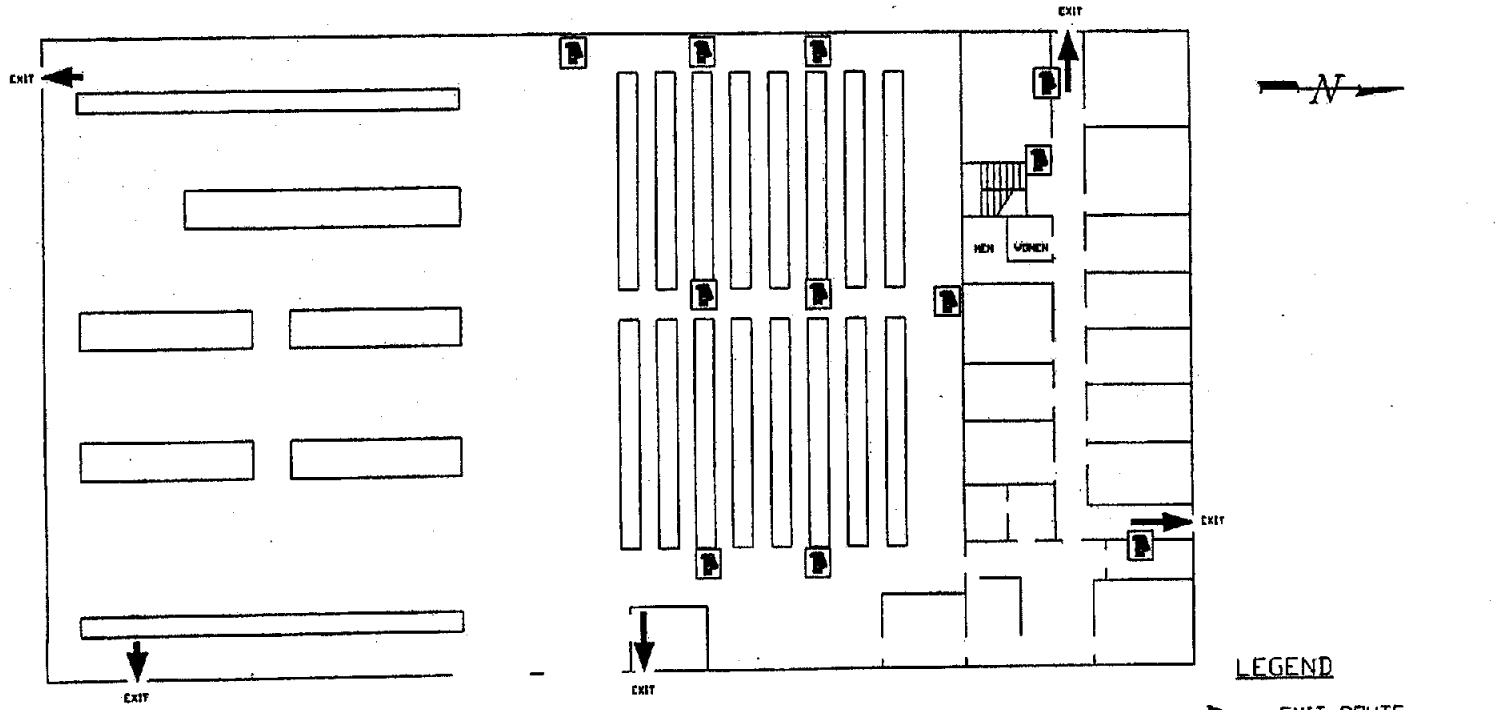
In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

EMERGENCY EVACUATION PLAN

IN CASE OF EMERGENCY: FOLLOW DIRECTIONS GIVEN BY BUILDING WARDEN



FIRST FLOOR
WAREHOUSE

MAIN WAREHOUSE BUILDING (2nd Floor)
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:	**Betty Beltran 6747** **Yanin Servin 6986**
Your Emergency Reporting Station is:	**Office or Work Station**
Your Building Muster Station is:	**Break Room**
Your Building Evacuation Assembly Point is:	**Warehouse Parking Lot**
Your primary/alternate Refinery Evacuation Assembly Points are:	**Security Post 2 "A",** **Under TI Fwy "H"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside of the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

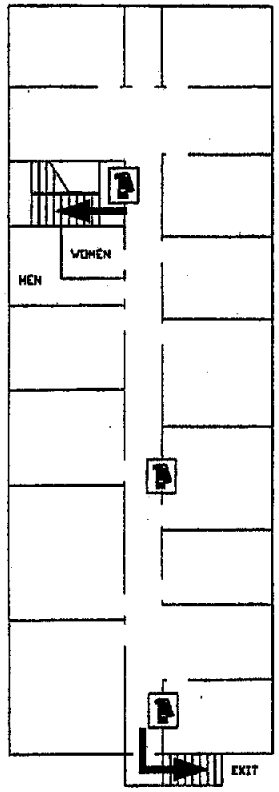
In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

EMERGENCY EVACUATION PLAN

IN CASE OF EMERGENCY: FOLLOW DIRECTIONS GIVEN BY BUILDING WARDEN



SECOND FLOOR
WAREHOUSE

N

LEGEND

EXIT ROUTE

FIRE EXTINGUISHER

00321-07

MAIN CONTROL ROOM
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:	**Mark Venanzi 6881** **John King(A) 6886**
Your Emergency Reporting Station is:	**Office or Work Station**
Your Building Muster Station is:	**Lunch Room**
Your Building Evacuation Assembly Point is:	**North Exit on 3rd Street**
Your primary/alternate Refinery Evacuation Assembly Points are:	**North Hydrobin "C",** **Security Post 1 "E"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

DISTILLATE RACK
EMERGENCY ACTION PLAN

This plan applies to the above and these buildings and areas:

Your Building Warden/alternates and their telephone numbers are:	**Designated Personnel 6806**
Your Emergency Reporting Station is:	**Office**
Your Building Muster Station is:	**Office**
Your Building Evacuation Assembly Point is:	**Parking Lot - East**
Your primary/alternate Refinery Evacuation Assembly Points are:	**Security Post 1 "E"** **T.I. Walk Over Bridge "D"**

When you reach the REAP you must badge in at the badge reader for head count:

If You Discover an Emergency:

1. Immediately move to a safe location and phone or radio the Refinery Control Room.
   Emergency Phone No.: **5911 or 6660/6662**
   Emergency Radio: **Channel 1**
2. State the following:
   Your name and present location
   Location and nature of the emergency
   Persons and/or equipment involved
3. Remain in contact with the Control Room to provide additional information and/or receive instructions.
4. If you have a pre-designated emergency response role, carry out your assigned duties. Otherwise await the arriving Emergency Response Team as instructed by the Control Room.
5. If you are trained to do so and you are sure it is safe to do so, provide aid or use a fire extinguisher at the scene of the emergency. **Do not** move injured personnel unless conditions are life-threatening.

In Case of Building Fire:

1. Leave promptly by the nearest or otherwise designated exit and assemble at a safe distance and outside of the Building Evacuation Muster Station.
2. Remain at this location until a head count has been taken and/or you are instructed otherwise by a Building Warden or other designated personnel.

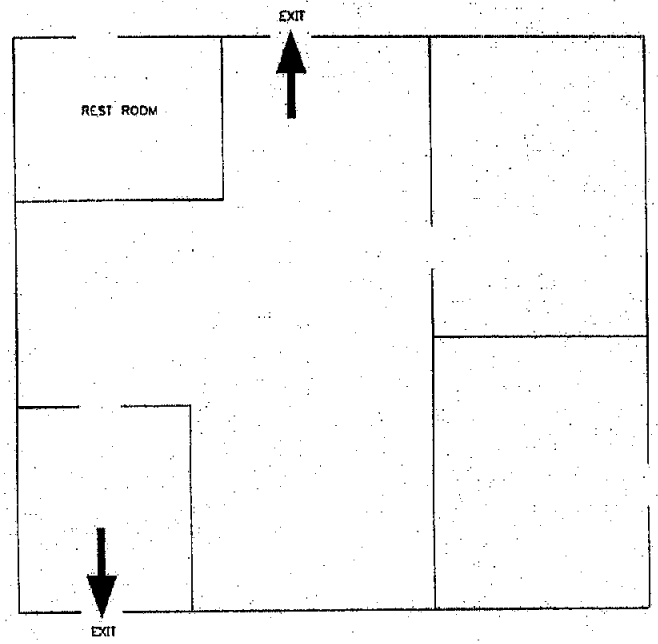
In Case of Earthquake:

Inside buildings, operator work stations, shops or trailers:

1. Get under a desk, table or other sturdy object or brace yourself against a wall in the core of the
2. Protect your head.
3. Stay away from windows and objects that can fall or topple.

EMERGENCY EVACUATION PLAN

IN CASE OF EMERGENCY: FOLLOW DIRECTIONS GIVEN BY BUILDING WARDEN



DISTILATE RACK
BUILDING

LEGEND

EXIT ROUTE

FIRE EXTINGUISHER

rvs.#25 May 15, 2010 JD
rvw. May 15, 2010 JD

PART 4
NON-REFINERY PERSONNEL

4.1 GENERAL

4.1.1 Non-refinery personnel fall into three main categories:

- Contractors.
- Bulk transportation drivers delivering or receiving feedstock or product.
- Visitors, including delivery drivers other than those categorized above.

4.2 CONTRACTORS

4.2.1 Contractor activities are governed by Valero Energy Corporation Procedure 714.01. All contractor personnel are issued the Contractor Orientation Safety Rules and are given 2 hours of safety orientation training, which includes review of Emergency Procedures and refinery evacuation training and drill. They are issued a security access badge that grants entry through security gates into the refinery and access to through turn stiles into the process units. As indicated, in the case of an emergency all contractor personnel are required to proceed on foot to the nearest upwind Refinery Evacuation Assembly Point **REAP** or Security Post unless otherwise instructed by designated Valero personnel. Contractor activities are normally overseen by Valero supervision. In an emergency they will coordinate and direct proper evacuation and head counting of contractor personnel. Each contractor is required to have a designated on-site supervisor who is responsible for knowing what employees are on-site at any given time and for accounting for these employees following evacuation. Head counts are to be given to the Valero Supervisor responsible for the contract crew who in turn will notify the Incident Commander or Security Sergeant of any possible missing persons.

4.3 BULK TRANSPORTATION DRIVERS

4.3.1 Bulk transportation activities are governed by the Valero Loading Rack Procedures and Safety Regulations. All drivers are required to attend training before being issued a Loading Card. In an emergency the unit/logistics operators assigned to the Loading Rack Area where the truck drivers are located are responsible to ensure that the truck drivers know where to evacuate.

4.4 VISITORS

4.4.1 All non-refinery personnel not covered by Paragraphs 4.2 and 4.3 are classified as Visitors. They are signed in at Security Post 1 (Main Gate) or Post 2 where they are issued a permit with the Safety Rules on the reverse. The Safety Rules are reproduced as Figure 4.1. Visitors are not admitted until Security has contacted the Valero employee being visited to receive authorization. Visitors must be picked up at the security gate and escorted to the employee's location. While visitors are on site they are the responsibility of the Valero employee they are visiting and will remain with the Valero employee during emergency assembly or evacuation. If the employee they are visiting is a designated individual he will entrust the responsibility for their assembly and evacuation to a competent non-designated Valero employee. The visitors will thereafter remain with the employee to whom they were entrusted until instructed otherwise by Security, a Building Warden or a Valero Supervisor.

VISITOR
PARKING PERMIT

DATE:_____NO.

GOOD ON DATE OF ISSUANCE OR PERIOD SHOWN

VALERO SAFETY/SECURITY INSTRUCTIONS
VISITORS, CONTRACTORS, DELIVERIES

1. All vehicles must stop for guard before entering/exiting Refinery.
2. Smoking is prohibited in Refinery, (includes parked/moving vehicles) except in designated areas.
3. In case of fire, or operating emergency, leave the operating unit and assemble at the nearest perimeter security post. Refinery Emergency Alarm is **TESTED** each Wednesday - 11:30a.m.
4. Hard hats, safety glasses, long sleeves, hearing protection and leather work shoes are required in operating areas and when exiting vehicles in these areas.
5. Tank tops, cutoffs, sneakers, open-toed shoes are not permitted in operating areas, or outside of vehicles.
6. Beards not permitted in Refinery unless otherwise, approved.
7. Do not enter operating units without permission from unit operators.
8. Do not enter confined spaces without permit; do not perform hot work without permit.
9. Report **ALL** injuries to your supervisor or foreman and/or Valero Safety Department.
10. Maximum speed limit in the refinery is 20 mph or unless otherwise posted. Speed limit in processing units is 10 mph.
11. Alcohol, firearms, weapons, explosives, illegal substances/drugs are not permitted on Valero property. Persons under influence of alcohol and/or illegal substances/drugs not permitted on Valero property.
12. All persons, personal effects, vehicles entering or leaving property are subject to search.
13. Property passes are required to remove property from the Refinery. All thefts must be reported to Security Department immediately.

FIGURE 4.1

PART 5

EMERGENCY REPORTING STATIONS

5.1 GENERAL

5.1.1 In an emergency it is important that all personnel know where they must report. To avoid confusion, reporting stations are designated by functional name. The actual physical location of each station will be decided at the time of the emergency based on various factors including wind direction and predicted shift in wind direction, location of incident within the refinery, extent of vehicle access needed, proximity of other potential hazards, etc.

5.1.2 Reporting stations are addressed individually below by name and/or acronym. The person responsible for deciding where each station will be established is stated and primary preferred and potential alternate locations are indicated. A wind rose is included as Figure 5.1 to assist in pre-planning. All reporting stations and evacuation or escape routes are to be upwind or crosswind. Personnel are not to move upwind towards the source of hazard.

5.1.3 The location of reporting stations and other locales of significance are highlighted in Figure 3.1, an overlay of the Refinery Plot Plan. Physical location of reporting locations may be changed during the course of the emergency to protect personnel in the event of incident escalation and/or shift in wind direction.

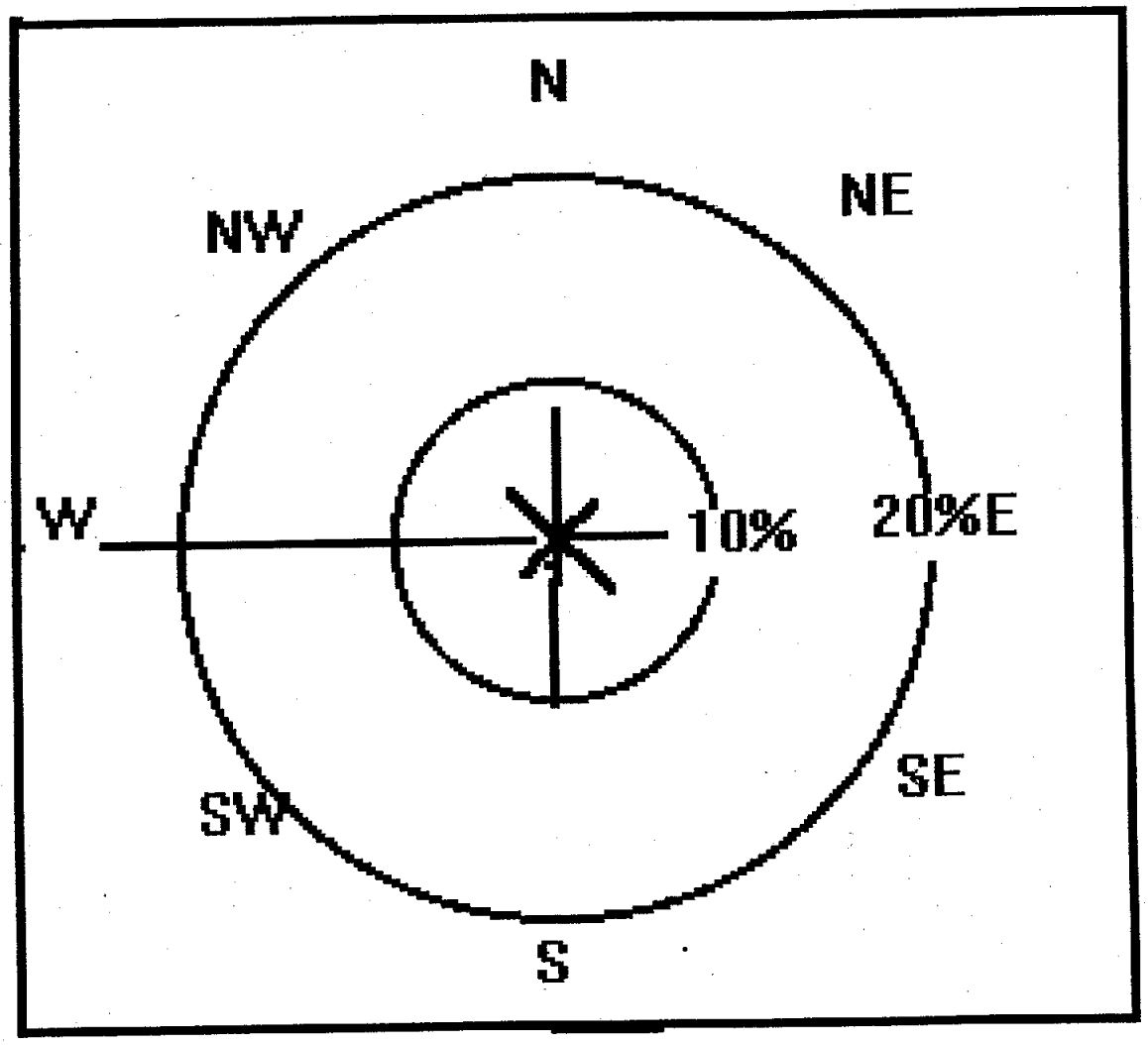
5.2 SITE CONTROL POINT (SCP)

5.2.1 This is where the Operations Section Chief establishes control of all hands-on activities including rescue, fire-fighting, Hazmat, etc., in response to an emergency. All access to the actual site of the emergency is initially controlled from Incident Command then controlled from here.

5.2.2 The physical location of the SCP is determined by the Operations Section Chief while in route to or upon arriving at the scene. It will normally be established on the closest safe upwind access to the incident.

5.2.3 If safe to do so, the Operations Section Chief will arrive by pick-up truck and his pick-up truck. The SCP will be announced over Channel 1 as relayed to Incident Command.

WIND ROSE
LONG BEACH MONITORING STATION



Bar shows direction from which wind blows.
Length of bar is % of time wind blows from each direction.

FIGURE 5.1

5.3 INCIDENT COMMAND POST (ICP)

5.3.1 This is where the Incident Commander plans and directs overall response activities. Unless pre-assigned to report elsewhere, all designated personnel report to the ICP in an emergency. The ICP is the main point of interface between refinery personnel and outside agency personnel.

5.3.2 The physical location of the ICP is determined by the Incident or Operations Section Chief upon receipt of notification of an emergency and after incident is evaluated.

5.5.3 The following are preferred locations for establishment of the ICP.

1. Along "J" Street south of process units and south and east of tank farm.

2. Along 1st Street west of process units.

3. Upwind locations at a distance far enough that, if conditions escalate, Incident Command will not be immediately affected.

5.4 STAGING AREAS

5.4.1 This is a location at which emergency vehicles and equipment will be assembled prior to deployment by the Operations Section Chief or Incident Commander. One may be at the same location as either the ICP or SCP. There may be several staging areas.

5.4.2 The physical location(s) is/are determined by the Incident Commander or Operations Section Chief.

5.4.3 The following are preferred locations for establishment of a Staging Area.

1. Production Building parking lot

2. Safety/Warehouse Building parking lot

3. Along "K" Street south of Terminal Island Freeway

4. Outside of Security Post 2

5.4.4 During night and weekend shifts the emergency vehicle and mobile equipment are pre-staged south of Sub Station 5 by the on-duty ERT personnel.

5.5 EMERGENCY OPERATION CENTER (EOC)

5.5.1 This is the location at which Valero Management assemble to provide logistical and other support to the ICP. This includes coordinating requests for outside aid, emergency procurement, media relations, communicating with neighbors, families of employees, etc.

5.5.2 The primary EOC location is the 2nd Floor Conference Room 234 in the Engineering Building.

5.5.3 A secondary EOC is located at the Asphalt Plant Conference Room.

5.5.4 The decision to activate the EOC and the location of the EOC will be made by the Incident Commander.

5.6 NEWS MEDIA COLLECTION POINT

5.6.1 This is the location at which media will collect to await briefing by the designated Valero spokesperson in the event of an incident.

5.6.2 The primary collection point for all news media will be Security Post 1. The secondary collection point for the news media will be Security Post 2. The collection point will be designated by the Incident Commander.

5.7 BUILDING MUSTER STATION

5.7.1 This is the location in or at a building where non-designated office personnel will assemble in readiness for a partial or complete evacuation of the refinery.

5.7.2 A muster station is specified for each building and area as indicated in Part 3 of this manual.

5.873 Muster stations will be announced by the Building Warden over the P.A. System once they receive word to evacuate.

5.8 BUILDING EVACUATION ASSEMBLY POINT

5.8.1 This is the location at which designated or non-designated building personnel will assemble following the order to evacuate a building or area because of an emergency within that building or area.

5.8.2 An assembly point is specified for each building and area as indicated in Part 3 of this manual.

5.83 In the event that the Building Evacuation Assembly Point is unsafe, evacuation will continue to the appropriate Refinery Evacuation Assembly Point **REAP**. See Section 5.9 below.

5.9 REFINERY EVACUATION ASSEMBLY POINT (REAP)

5.9.1 This is the location at which all non-designated personnel will assemble following a partial or complete evacuation of the refinery.

5.9.2 There are five (5) Refinery Evacuation Assembly Points **REAP** that are designated by a sign that has an alphabetized letter on it. They are located around the perimeter of the refinery. They are shown in Figure 5.2. The primary and alternate assembly point and evacuation route from each building or area is indicated in Part 3 of this manual.

5.9.3 The Refinery Evacuation Assembly Points **REAP** and evacuation route to be used will be determined by the Incident Commander and communicated to Building Wardens. Generally, the Refinery Evacuation Assembly Point for each building is the nearest upwind Security Post.

5.9.4 The five Refinery Evacuation Assembly Points **REAP** have access badge readers at their locations. All evacuees must badge in at the Refinery Evacuation Assembly Point **REAP** for head count.

5.10 HELICOPTER LANDING AREA

5.10.1 This is the location where a life-flight helicopter would land to evacuate casualties. Preferred locations which are likely to have adequate space for landing as well as clear approach for landing and take off are as follows:

1. Safety/Warehouse Building parking lot

2. Production Building parking lot

Helicopter landing will be controlled by the Incident Commander who will decide on the specific location to be used.

PART-6

ABBRIVIATED OVERALL REFINERY ORGNIZATION CHART

SHOWS NORMAL REPORTING RESPONSIBILITIES FOR PERSONNEL IN THE REFINERY EMERGENCY RESPONSE ORGANIZATION

FIGURE 6 - 1

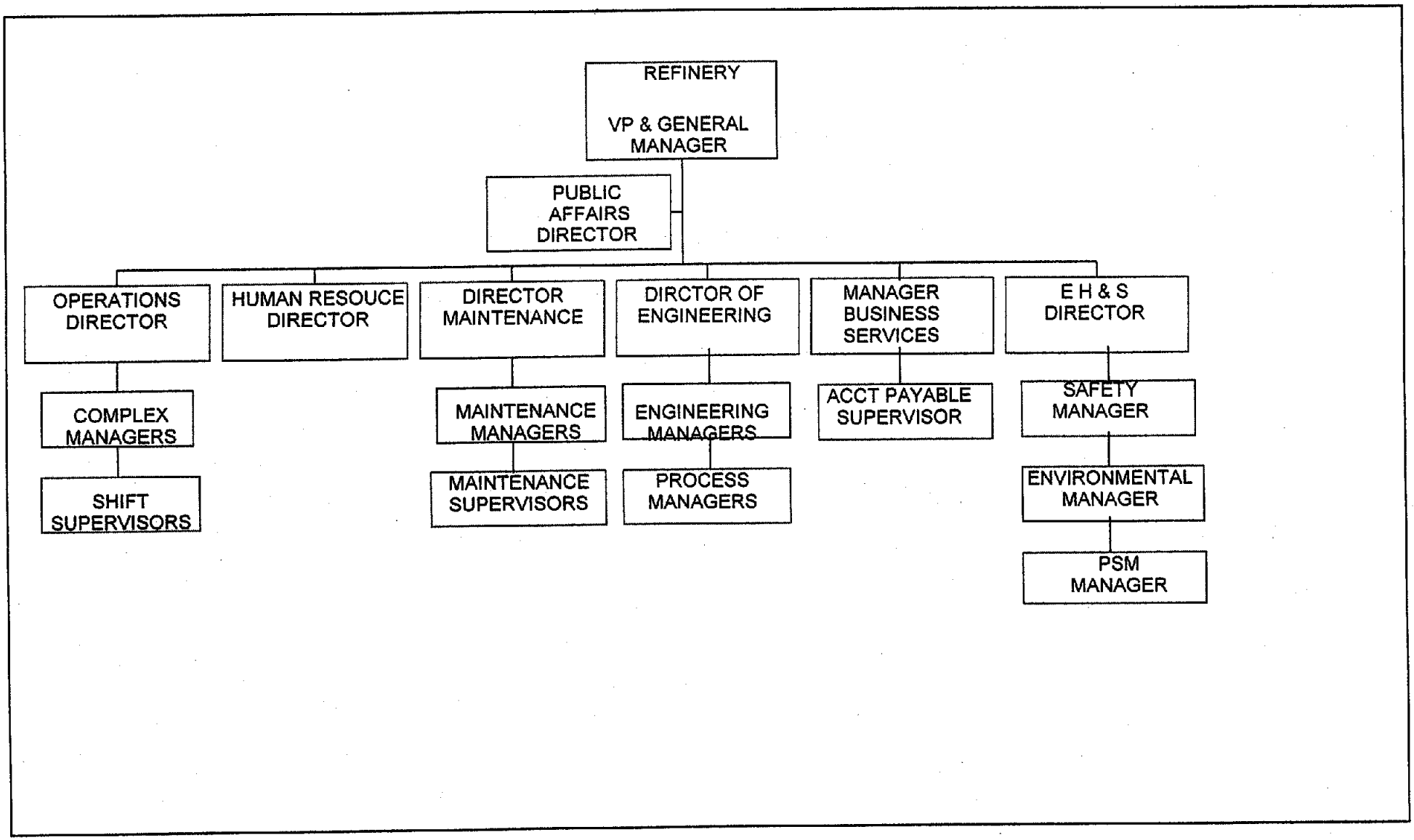

REFINERY
VP & GENERAL MANAGER
PUBLIC AFFAIRS DIRECTOR
OPERATIONS DIRECTOR
HUMAN RESOUCE DIRECTOR
DIRECTOR MAINTENANCE
DIRCTOR OF ENGINEERING
MANAGER BUSINESS SERVICES
E H & S DIRECTOR
COMPLEX MANAGERS
SHIFT SUPERVISORS
MAINTENANCE MANAGERS
MAINTENANCE SUPERVISORS
ENGINEERING MANAGERS
PROCESS MANAGERS
ACCT PAYABLE SUPERVISOR
SAFETY MANAGER
ENVIRONMENTAL MANAGER
PSM MANAGER

FIGURE 6 - 2

SHIFT ORGANIZATIONAL CHART

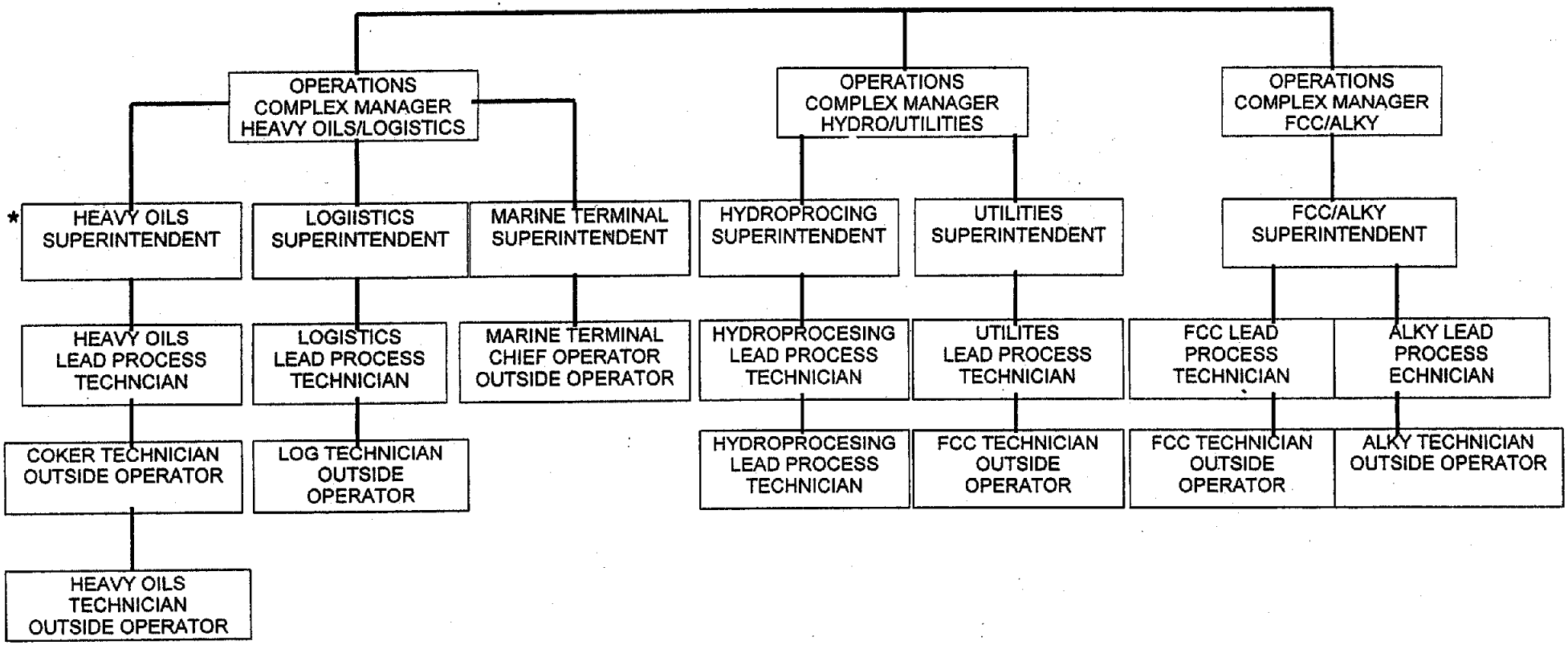


FIGURE 6 - 3

SIMPLIFIED GENERIC FIRE DEPARTMENT ICS ORGANIZATION CHART

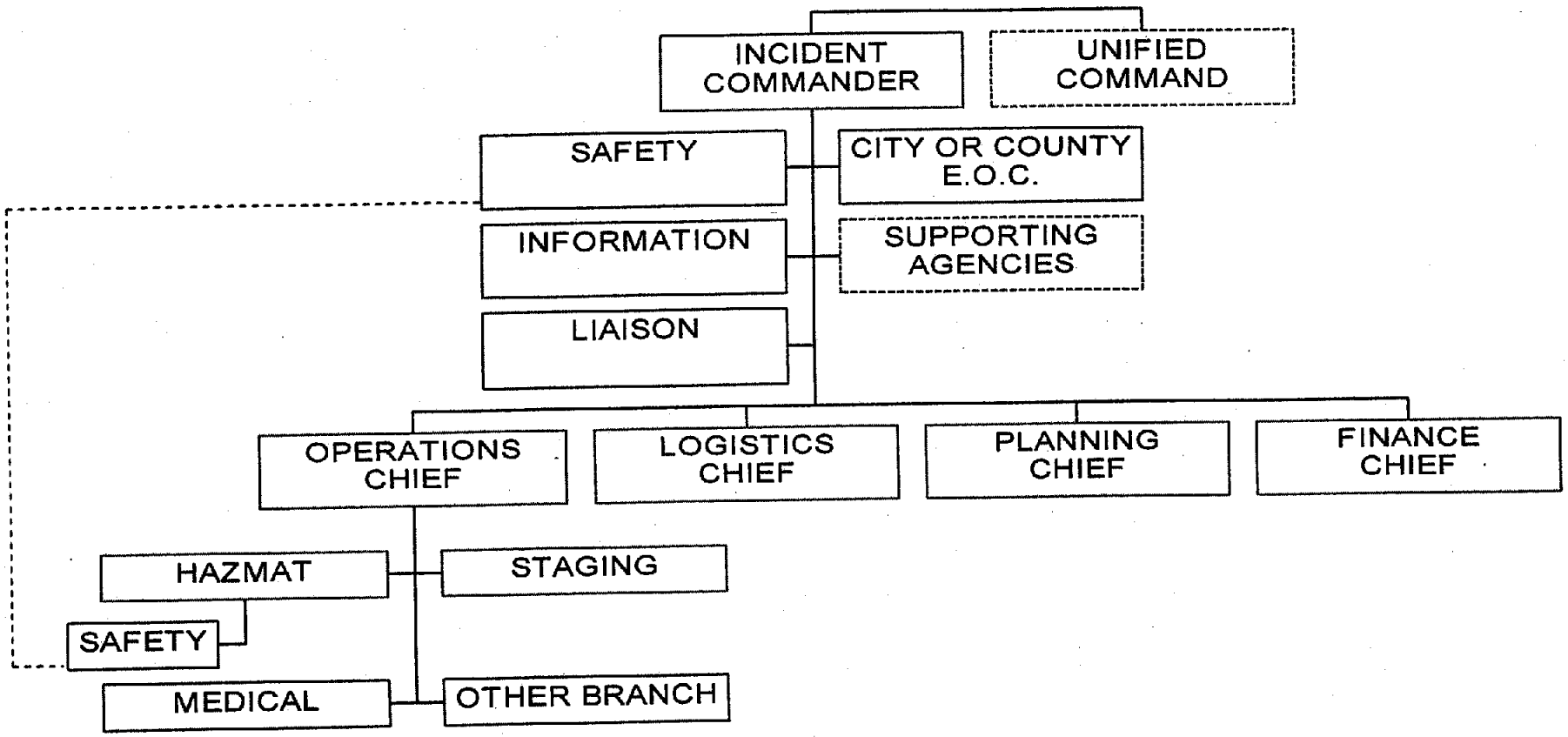
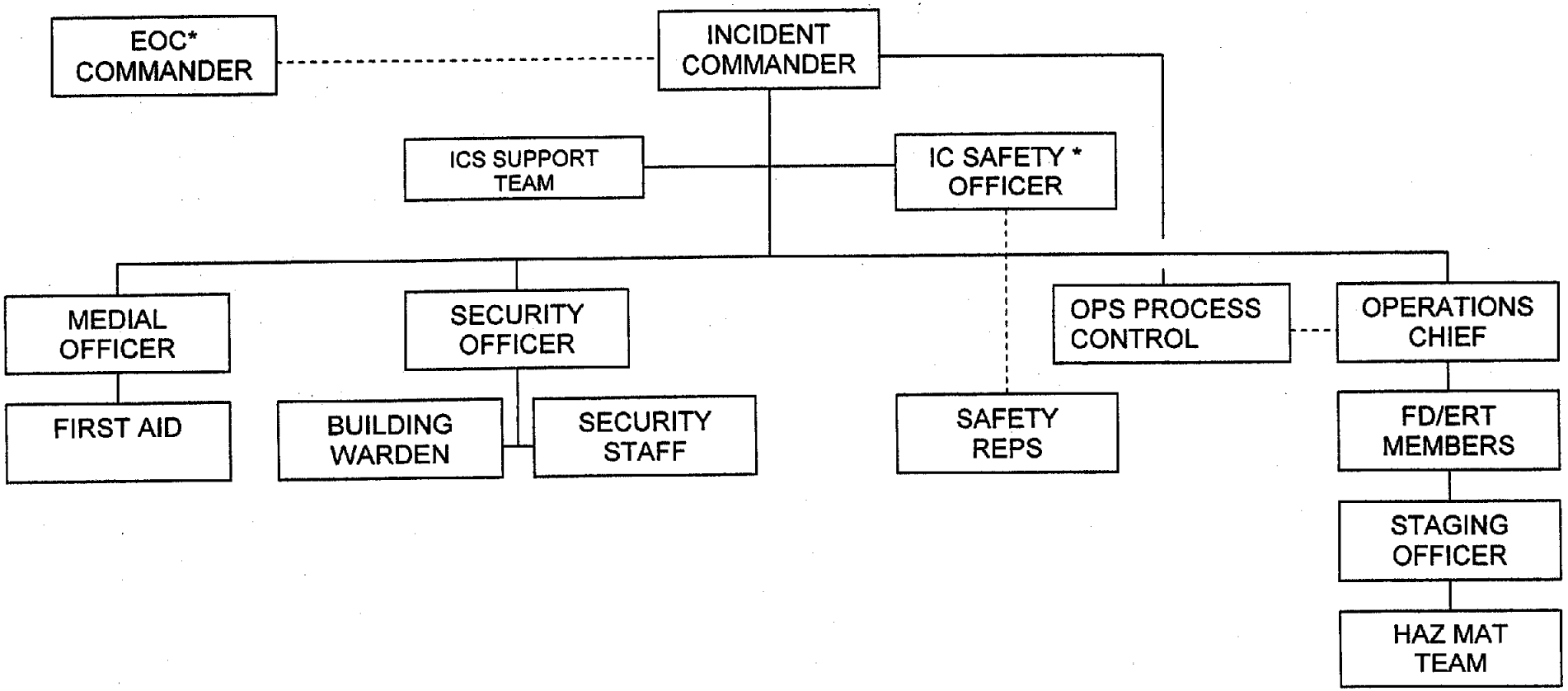


FIGURE 6 - 4

REFINERY EMERGENCY RESPONSE ORGANIZATION CHART



* **THESE PRIMARY POSITIONS ARE ASSIGNED TO NON-SHIFT PERSONNEL. SEE TEXT FOR DISCUSSION OF HOW THESE AND SUBSIDIARY POSITIONS WILL BE FILLED INITIALLY UTSIDE OF BUSINESS HOURS OR OTHER ABSENSES OF PERSONNEL.**

VALERO / LACFD INTERFACE CHART

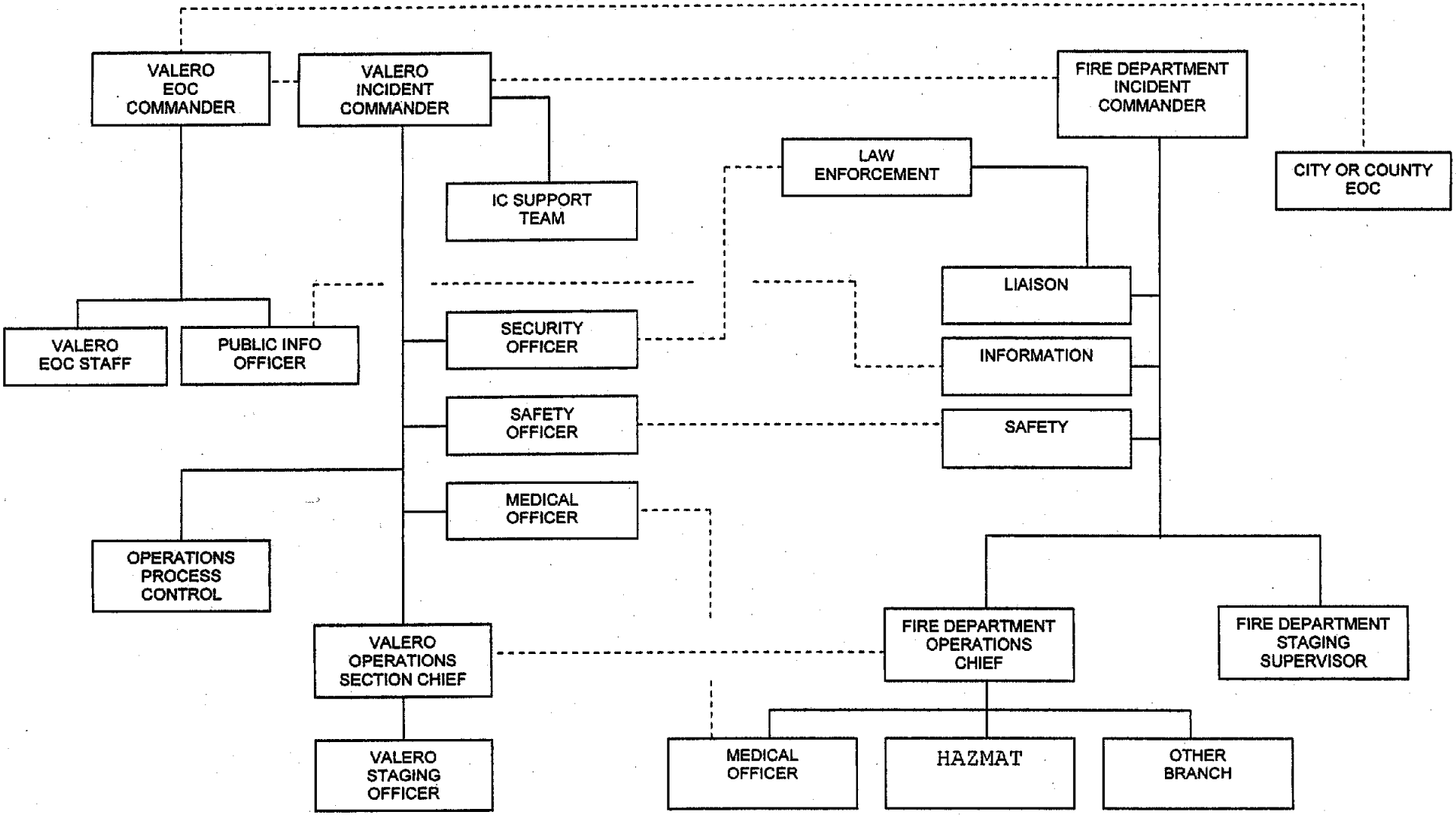


FIGURE 6 - 6

rvs. #24- March 2010 JHB
rvw. March 2010 JHB

PART 6
EMERGENCY RESPONSE ORGANIZATION

6.1 GENERAL

6.1.1 The refinery Emergency Response Organization (ERO) has been established to provide an effective, well-orchestrated response to all types of emergency which could be expected to occur at the refinery. It also provides an efficient means of expanding the extent of response activities to cope with increasing seriousness of an emergency. Emergency classifications and degrees of seriousness are defined in Part 2 of this manual.

6.1.2 The refinery operates twenty-four hours a day, seven days a week. Valero personnel either work flexible business hours or shift hours depending on individual job title. The ERO has been structured to take account of what personnel are expected to be onsite during flexible business ("business") and other ("shift") hours.

Business hours are as follows:
6:00 a.m. to 5:00 p.m., Monday through Friday

Shift hours are as follows:
0500 to 1700, 7 days/week
1700 to 0500, 7 days/week

An Abbreviated Overall Refinery Organization Chart is included as Figure 6.1 and a Shift Organization Chart is included as Figure 6.2. One (1) On-Shift Superintendent and six (6) Lead Process Technician LPTs are on the duty roster. All Lead Process Technician LPTs have offices in the Control Room building and pick-up trucks, which are normally parked there. Security is provided by an outside service under contract to Valero. Contract security manning includes one Security Sergeant, one Security Guard assigned to Post 1, one Security Guard assigned to Post 2 who work business hours and one Security Guards assigned to Scale House who works shift hours.

6.1.3 Effective response requires pre-defined lines of authority and pre-defined responsibilities for all personnel designated to play a role in emergency response, this can be found in Module 1 of the "40 Hour FD/ERT Training Manual". Emergency response includes not only hands-on fire and rescue activities but also all the administrative efforts to support these activities such as procuring needed equipment and supplies and all interpersonal efforts with respect to employee relatives, refinery neighbors, public agencies, the media, etc., if a major incident were to occur. In addition, in many cases the responsibility for directing and carrying out emergency response activities will be performed by Valero personnel with the Los Angeles City Fire Department (LAFD) playing a supporting role in many aspects of the response. For these reasons the Valero ERO structure is based on the Incident Command System as used by LAFD. A Simplified Generic Fire Department ICS Organization chart is included as Figure 6.3.

6.1.4 The Refinery Emergency Response Organization has the following three main components:

- Site Command and Emergency Response
- Incident Command
- Management Emergency Operations (EOC)

6.1.5 Site emergency response involves the hands-on response activities including fire fighting, rescue/medical aid and Hazmat response at the site of an incident within the refinery. These activities are carried out by the Valero Fire Department (FD)/Emergency Response Team (FD/ERT) under the direction of the on-duty Shift Captains of the area in which the incident occurs. He assumes the role of Operations Section Chief. All emergencies or potential emergencies are reported to him and he decides on the classification and degree of the emergency. If the incident is minor, and immediate containment or isolation is conducted and outside assistance is not needed, then typically this is the only component of the Emergency Response Organization activated.

6.1.6 In more serious emergencies where significant activities need to be coordinated outside the immediate site of the incident, an Incident Command is established.

6.1.7 The one (1) of the Ops Lead Process Technician LPT who has the ranking of Battalion Chief assumes the role of Incident Commander unless he is already Operations Section Chief by virtue of the location of the incident. In this case the other on-shift Battalion Chief will be designated the Incident Commander. The Incident Commander is the ultimate decision-maker when refinery senior management is not available in an emergency. However; when senior management is available they will be kept apprised of specific incident command decisions. Management may provide viable options to be considered as mitigation measures. A support team will be formed to assist the Incident Commander and the following will be activated as separately functioning components reporting to Incident Command:

- Operations Process Control
- Security
- Safety
- Rescue
- Medical

6.1.8 In major incidents, which require significant management involvement and support, an Emergency Operation Center (EOC) is activated to facilitate coordination of management emergency operations. The members of EOC can be contacted by Cell Phone or by telephone using the information in the Resource Guide Book. The EOC activities are led by the EOC Commander who is the V.P. of Refining or in his absence the most senior management person present at the EOC. In incidents where an EOC is not established, management personnel will be called out as needed based on the nature of the emergency and will report to the Incident Commander.

6.1.9 A Refinery Emergency Response Organization Chart is included as Figure 6.4. The various components of the Response Organization and the specific duties of all designated personnel are laid out in the following sections:

Section 6.2 Site Command and Emergency Response

- Operations Section Chief
- Emergency Response Team (FD/ERT)

Section 6.3 Incident Command
- Incident Commander
- IC Support Team

Section 6.4 Operations Process Control
- Chief Operators
- Board Operators
- Outside Operators

Section 6.5 Security
- Security Officer
- Security Sergeant
- Post 1 Security Guard
- Post 2 Security Guard
- Building Wardens
- Special Wardens

Section 6.6 Safety
- Safety Officer
- Site Safety Officer
- Radiation Safety Officer
- Safety Department Personnel
- Site Safety Plan

Section 6.7 Medical
- Medical Officer
- First Aid for Human Exposure

Section 6.8 Emergency Operations Center
- EOC Commander
- EOC Staff
- Public Information Officer

6.1.10 In many situations the Los Angeles Fire Department will form a Unified Command structure of an incident. It is important that both Valero and Los Angeles Fire Department personnel are aware of how each other's response organization is structured and how they are expected to interface. Figure 6.5 shows how that interface is expected to occur. The primary interface is between the Valero Incident Commander and the Fire Department Incident Commander.

6.1.11 It is important to remember that the two (2) organizations compliment each other. The Fire Department personnel are full-time professionals who respond to emergencies on a daily basis. However, they may not be familiar with the refinery processes or equipment and the specific hazards associated therewith. The converse is likely to be true for refinery personnel.

6.1.12 Key items, which must be considered when calling for assistance, are:

- Should Alternate Security Post entrance be used due to wind direction, location of emergency release, etc.

- Need to send a runner to Security Post to direct incoming Battalion Chief to Refinery Incident Command.

- Staging area for incoming LAFD units selected and location relayed to runner.

6.1.13 In addition to calling LAFD, Valero may need to alert the CHP to close the Terminal Island Freeway.

6.2 OPERATIONS SECTION CHIEF AND EMERGENCY RESPONSE

OPERATIONS SECTION CHIEF

6.2.1 Physical response activities including rescue, firefighting and Hazmat response at the site of an incident are controlled and directed by the Operations Section Chief who has the ranking of Captain and fulfills a similar role to the Operations Section Chief in the City Fire Department organization. The change in title arises from the need to differentiate between emergency activities and normal business activities, i.e. refinery operations. It is important that the Operations Section Chief stays in contact with the Incident Commander at all times and keeps him informed of all developments.

6.2.2 The Operations Section Chief is responsible for instructing the Logistics Dispatcher to call the Los Angeles City Fire Department for paramedic, fire-fighting or Hazmat assistance and for advising if responding units must access other than at Security Post 1 (Main Refinery Gate) because of wind direction and/or the nature of the hazard.

6.2.3 As previously indicated, the Operations Section Chief is the on-duty Shift Captain of the area where the incident occurs.

6.2.4 During an emergency, the Operations Section Chief will wear a distinctive vest signifying his position. Each Shift Fire Department Fire Fighter has his own tote bag, which contains his bunker gear. The bag is normally kept in his assigned pick-up truck. Distinctive Vests are located on Incident Command vehicle. Operations Section Chief duties are detailed in Table 6.1.

FD/ERT

6.2.5 Physical response activities including medical aid, fire-fighting and Hazmat response are carried out by the Valero Fire Department (FD)/Emergency Response Team (ERT). The FD/ERT is made up primarily of shift personnel from the Refinery Operations and daily Maintenance Department personnel who serve on the FD/ERT on a volunteer basis. Safety Department personnel who work normal business hours and who would be called in should an incident occur at other time's supplements this. Shift rosters and level of response training received and home phones of the FD/ERT personnel are listed in Part C of the Emergency Response Communications Resource Guide Book (Resource Guide Book). The several Lead Process

Technician LPTs are also FD/ERT members but would generally respond as Site or Incident Commanders or as Incident Command Support.

6.2.6 All Valero FD/ERT personnel wear navy blue Nomex coveralls which distinguish them from contractor and other personnel which may be in the refinery FD/ERT members wear red hard hats and special arm patches signifying FD/ERT status. Each FD/ERT member is issued bunker gear in a special tote bag, which is kept in the Log Stations normally used. SCBAs are located as indicated in Part 7 of this manual.

6.2.7 All FD/ERT members report initially to the Operations Section Chief at the location designated by the Operations Section Chief in bunker gear and SCBA. SCBAs to be collected as follows:

FD/ERT-designated SCOTT 4.5 SCBAs are located in all areas (near Workstations Stations where bunker gear is located) throughout the plant. Also, there are SCBAs on all emergency vehicles and 35 spare bottles on Hazmat Trailer.

If Incident Command is established, any FD/ERT members[1] who are operators of the immediately affected process unit will then report to the Incident Commander to be assigned Process Control duties. Other FD/ERT members will be divided into FD/ERT Groups and given specific assignments by the Operations Section Chief. Operations Section Chief will choose group Leaders at the time of the incident.

6.2.8 The FD/ERT provides initial rescue, isolation and containment response. Refer to Tables 2.1 through 2.4 in Part 2 of this manual for Representative Actions according to Emergency Classifications. Upon arrival, the Los Angeles City Fire Department (LAFD) will assume responsibility for advanced rescue, control and suppression activities. The FD/ERT will then assist the LAFD in these efforts within the limits of their training and resources. Additional protective equipment will be available for special operations such as HAZMAT Suits, etc., in Emergency Hazmat Trailer or other Emergency Vehicles.

6.2.9 FD/ERT members at the location of the emergency may take immediate action based on level of training and resources at hand to protect life or property prior to the arrival of the Operations Section Chief/Captain if safe to do so.

6.2.10 Assist as emergency scene Safety Officer, when assigned this duty. The duties of the Safety Officer are covered in Part 6 of this manual.

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[1] Operators of immediately affected areas/units stay attached to Operations Process Control. They take their direction from Chief Operator Boardman after being filtered through Incident Command.

OPERATIONS SECTION CHIEF/CAPTAINS DUTIES

1. Respond to the location of the emergency and determine the classification and degree.

2. Notify Security Scale House of the classification, degree, and location of the emergency. State the unit or area affected and type of injuries, type of material released and wind direction. Dispatch a person to Security Post 1(Refinery) to guide emergency units to the location, if necessary. Notify Security Scale House if any other access into facility will be used by responding emergency units, due to wind direction or the nature of the hazard. Notify Security Post if CHP is to be called to shutdown Terminal Island Freeway and have Security Officer or Safety Officer fax MSDSs to CHP if necessary.

3. Assume responsibility of Operations Section Chief/Captain and initiate the following actions:

   3.1 Request FD/ERT response, if necessary.

   3.2 Initiate emergency medical and rescue activities, if necessary. Inform Incident Command if special services are needed such as life flight, multiple casualty triage, multiple paramedics, etc.

   3.3 Direct the efforts of the emergency response team and outside agencies. This will include all activities involved at the immediate affected area such as isolation of specific equipment, placement of fire protection equipment, containment of spills, etc. Refer to special procedures contained in the Pipeline and Oil Spill Contingency Plans.

   3.4 Special consideration must be given to equipment containing radioactive sources. When it is suspected that damage may have occurred to the housing of a radioactive source, immediately notify the Radiation Safety Officer (Safety Department).

4. Contact the Incident Commander and communicate the following:

   4.1 Exact location of the emergency and the area equipment involved.

   4.2 Necessity for evacuation (internal and external) if necessary.

   4.3 Any imminent or pressing information such as the need for additional resources/equipment.

   4.4 Status of emergency medical and rescue operations, where applicable.

   4.5 Status of resources presently committed and their location.

   4.6 Status of potential exposures to response personnel.

   4.7 Status of equipment isolation, etc.

5. Upon termination of the emergency condition, coordinate with the Incident Commander the sounding of "**All Clear**" and restore emergency equipment to ready state.

TABLE 6.1

6.3 INCIDENT COMMAND POST

INCIDENT COMMANDER

6.3.1 With assistance from refinery management, overall control of response activities rests with the Incident Commander. All designated personnel respond directly or indirectly to him and he is the primary interface with the LAFD and other responding agencies.

6.3.2 All information relevant to the incident and response both at the incident site and elsewhere in the refinery or outside is funneled through the Incident Commander and EOC. And after considering all information will make a decision concerning evacuations, process control and emergency shutdown, and the need for additional aid or special actions. He will be involved in making broad decisions regarding the objectives of the FD/ERT with the Operations Section Chief but he is not, expected to become directly involved in the implementation of response activities at the site of the incident.

6.3.3 As previously indicated, the Incident Commander is the on-shift Battalion Chief except if the incident occurs in his area of the refinery. In this case, he may assume the role of Operations Section Chief and specifies that the other on-shift Battalion Chief be Incident Commander.

6.3.4 During an emergency the Incident Commander will wear a distinctive vest signifying his position. Each Fire Fighter has his own tote bag, which contains his bunker gear. The bag is normally kept in his assigned pick-up truck. The vests are located on the IC vehicle. Incident Commander duties are detailed in Table 6.2.

IC SUPPORT TEAM

6.3.5 Coordination and communication are essential to good incident command. An IC Support Team needs to be established to assist the Incident Commander in these functions. This specifically includes documentation of the incident and response using the form provided in Part 6 of this manual. The support team will initially consist of the two (2) on-shift Emergency Response Officers not acting as Incident Commander or Operations Section Chief. These two Officers may be joined by the affected area Complex Manager or designated alternate. Complex Managers of the areas not immediately involved in the emergency are to report to the Control Room and assist with decision making on process changes. These management personnel are non-shift workers and may not be present in the refinery when an incident occurs. However, they may be called out upon the request of Incident Commander or refinery management though Security Scale House using the Resource Guide Book.

6.3.6 The IC Support Team will also be supplemented with operations personnel individually summoned by radio for special assignment.

INCIDENT COMMANDER DUTIES

1. Determine location of emergency.

2. In 2nd degree emergencies, the Incident Commander must evaluate the need to establish an EOC. An EOC will always be required in 3rd degree situations and must be relayed to Security for management notification. Upon the establishment of the EOC the receptionist is to be advised to switch the main console to night mode. This will transfer all incoming calls to the emergency phone system.

3. Coordinate with the Operations Section Chief to determine the cause, size, and current status of the emergency.

4. Ensure rescue operations are underway, if necessary. It is essential, as soon as possible, that the Building Wardens conduct head counts and report to the Incident Command Post. This can be accomplished by utilizing another radio channel i.e. Channel 12.

5. Ensure EOC is provided essential information through each phase of emergency mitigation.

6. Coordinate evacuations with Security and the Los Angeles City Fire Department if necessary.

7. Ensure perimeter monitoring for Hazardous Materials is underway.

8. Ensure all notifications have been made by Security.

9. Ensure immediate needs of Operations Section Chief are met.

10. Ensure security control of perimeter roads.

11. Proceed with strategic decisions such as:
    - 11.1 Using plot maps of affected area, note size of involvement, placement of resources, and special hazards. It is essential to communicate any weaknesses to the Operations Section Chief.
    - 11.2 Establish a staging area and communicate this to responding agencies.

12. Initiate the **"All Clear"** notification through the Operations Section Chief and coordinate on re-entry procedures if necessary.

13. Upon termination of the emergency, initiate damage assessment.

14. Meet with FD/ERT members to critique the response to and execution of the Emergency Response Plan.
    - 14.1 Hold over personnel after an emergency for interviews as requested by outside agencies.
    - 14.2 Ensure all FD/ERT personnel sign out on FD/ERT log sheet upon the termination of the emergency. FD/ERT log sheet will be located at Incident Command Post.

TABLE 6.2

IC SUPPORT TEAM DUTIES

Non-Affected Area Captains or Battalion Chiefs

1. Report to Incident Command Post.
2. Aid Incident Commander in responsibilities including:
   - 2.1 Record tactical commands of Incident Commander and plot resource commitment of ERT, emergency units and mutual aid, if required.
   - 2.2 Complete Incident Command Checklist and advise Incident Commander of any deficiencies.
   - 2.3 Request any additional needs that the Emergency Operations Center may assume responsibility for (i.e. security assistance, additional emergency medical, procurement of materials, maintenance manpower, vendor support (vacuum trucks, etc.)).

Operations Director or Designated Alternate

1. Report to Emergency Operation Center.
2. Assist Incident Commander or his Aide in process control.
3. Establish communication and acts as a liaison between Incident Command and EOC.
4. Advise Refinery Manager or Emergency Operations Center of all pertinent details relative to the emergency including:
   - 4.1 Type of incident (i.e. fire, injury, vapor release, etc.).
   - 4.2 Severity of incident.
   - 4.3 Number, severity and names of injured, if any.
   - 4.4 Unit or area and equipment involved.
   - 4.5 Status or emergency control including process control and emergency response.
5. Assist Incident Commander in damage assessment and restoration of operation. This may require forming special technical assistance and/or teams.
6. Ensures that Affected Area Complex Manager reports to the Incident Command Post
7. Ensures that Non-Affected Area Complex Managers report to the control room to assist with decision making regarding his operational unit needs.

Affected Area Operations Complex Manager

1. Report to Incident Command Post.
2. Assist Operations Section Chief in personnel and process control.
3. Keep Operations Section Chief informed of operational conditions that may affect emergency responders.

Non-Affected Operation's Complex Managers

1. Reports to the Control Room.
2. Assist Chief Operator in decision making regarding unit operations.

TABLE 6.3

INCIDENT COMMAND CHECKLIST

YES	NO	
_____	_____	1. Have emergency notifications been made?
_____	_____	a. Advise Security Scale House of the classification, degree and location of emergency.
_____	_____	b. State the number and type of injuries, type of material released and wind direction.
_____	_____	c. Advise Security to stop all non-essential traffic from entering the refinery if conditions warrant. (Security will stop traffic on all 2nd and 3rd degree incidents without IC instructions).
_____	_____	d. Determine if EOC is necessary. If necessary notify security Post2 Scalehouse
_____	_____	2. LAFD must be notified regarding ALL fires including 1st degree fires.
_____	_____	3. Runner sent to accompany outside agencies to emergency site.
_____	_____	4. ICS Post established. Advise Security of location.
_____	_____	5. Medical attention for injured. Are paramedics or life flight required? (Refer to the supervisors Guide for Handling Work Related Injuries).
_____	_____	6. If a Safety Dept. Rep. is not on site appoint an FD/ERT III as a Safety Officer to ensure Emergency Response is monitored for safe actions.
_____	_____	7. Are all the personnel accounted for, this should include a census form all Building Wardens Valero _____ Contractor _____
_____	_____	8. Building evacuations initiated. Contractor evacuations initiated. Notify Security to monitor designated escape routes including those from truck loading racks.
_____	_____	a. Did you request security to run Gate Log Entry Report for onsite refinery personnel?
_____	_____	9. FD/ERT personnel monitoring perimeter of refinery in the event of toxic gas release.

YES	NO	
_____	_____	10. Will surrounding community, area roads or freeways be affected? If so, have Logistics Dispatcher notify LAFD and LAPD.
_____	_____	11. If the BP Calciner, Harbor Cogen, Toyota Terminal, SSA Terminal, Long Beach Port Police, Air Products, Union Pacific R/R or Tidelands Oil Production Co. are affected by the incident, have a Valero Representative inform them of the particular hazard. If evacuation is requested, ensure these companies understand our reasons for evacuation.
_____	_____	12. Does any roadway within the refinery need to be closed?
_____	_____	13. Does any equipment involved contain a radioactive device? If so, have Security contact the Radiation Safety Officer. (Inspection or Safety Department)
_____	_____	14. Are fire pumps needed? If pumps are to be running, have Logistics standby to monitor.
_____	_____	15. Has Wastewater to LACSD been shut down?
_____	_____	16. Map the incident area and plot the positions of equipment and FD/ERT personnel.
_____	_____	17. Is off shift FD/ERT call-out required?
_____	_____	18. Are extra operators needed?
_____	_____	19. Is additional equipment necessary such as:
_____	_____	a. Respiratory protection
_____	_____	b. Fire Fighting Equipment
_____	_____	c. Chemical suits
_____	_____	d. Rescue equipment
_____	_____	20. Inter-refinery mutual aid response needed?
_____	_____	a. Additional foam
_____	_____	b. Fire equipment

YES NO

_____ _____ 21. Ensure emergency units are responding, if necessary?

_____ _____ 22. Operators advised not to talk to news media.

_____ _____ 23. If other areas aren't affected, allow work to re-start after permits re-checked.

_____ _____ 24. After incident clears make an inventory of fire/safety equipment that will need service or inspection.

_____ _____ 25. Was emergency equipment readily available?

_____ _____ 26. Was emergency equipment functioning properly?

_____ _____ 27. Was an emergency critique completed with all involved? Ensure LAFD is involved, if appropriate.

_____ _____ 28. Questions and recommendations forwarded to management.

_____ _____ 29. Incident report completed and distributed.

_____

Name of Person completing this form Date: _____

6.4 OPERATIONS PROCESS CONTROL

6.4.1 In incidents involving or exposing process units, action will need to be taken to shutdown, isolate, bypass or divert specific equipment or complete process units. All such, activities which can be performed from a safe distance, are categorized as operations process control. Initial activities at the incident site by unit operators including activation of fixed safety systems prior to the arrival of the Operations Section Chief (if such actions can be safely carried out) are classified as operations process control. Other control activities at the immediate location of the incident are emergency response and are carried out by the FD/ERT.

6.4.2 Operations Process Control is performed by the unit operators under the supervision of the Chief Operators of the affected units. Each Chief Operator will perform a head count of his operators in person or by radio at this time. As soon as Incident Command is established, Chief Operators will report to and be directed by the Incident Commander.

6.4.3 Chief and outside operators of affected operations who are also FD/ERT members will report for and stay assigned to Operations Process Control until otherwise instructed by the Incident Commander.

6.4.4 Detailed emergency procedures are specified on a unit-by-unit basis in the Process Unit Manuals as listed in Appendix G.

6.5 SECURITY

SECURITY OFFICER

6.5.1 The Security Officer is responsible for initial emergency notifications and call-outs, maintaining perimeter security and coordinating evacuation and personnel accounting. Duties are delegated as indicated below.

6.5.2 The Security Officer reports to the Incident Commander and liaisons with outside law enforcement authorities as needed. He/She also establishes communication with the Human Resources Coordinator in the EOC and provides him with pertinent facts of any breaches in Security Control and requests for assistance.

6.5.3 The Security Officer is normally the Contract Security Sergeant who works normal business hours. In his absence the Contract Security Officer from Post 2 will serve as Security Officer.

SECURITY SERGEANT

6.5.4 The Security Sergeant will supervise building and refinery evacuations and head counts as directed by the Incident Commander. He/She will also ensure perimeter access control and assist as needed in the assembly of the news media. Duties are detailed in Table 6.4.

SECURITY GUARDS

6.5.5 Security Scale-House has the automatic responsible for notify Valero management during a emergencies, notifications include:

6.5.5.1 Send out a text cell phone page to all EOC member's (First, Second and Third Degree Emergencies)

- Access the Microsoft Outlook email program.
- Click on the icon that says **"New"**
- Type the text message, up to 140 characters, example; **"Third Degree fire in Unit 13. Establish EOC at Refinery. Enter through Post 1".** Then click on the prompt **To....** *This will take you to the* **"Select Names"** *screen, which will display a list of email recipients that may be selected.*
- In the box right to the section that says **"Show Names from the:"** click onto the box.
- Cursor down to the end of that section onto the address named **"Outlook"**.
- Under the address **"Outlook"** click on the sub-address **"Contacts".**
- Click on the address **"EOC Phones".**

6.5.5.2 Rolling in-coming company phone line into the EOC voicemail phone tree (for some second degree emergencies and for all third degree emergencies).

- After Security Scale-House guard makes the notifications listed above, he/she will forward his in-coming phone line along with the already forwarded receptionist's phone line, into the Emergency Response Voice Mail Box, extension **6888**. To forward these in-coming phone lines:
  a) **Activate ext. 6795**
  b) **Depress "call forward" button and listen for two (2) confirmation beeps**
  c) **Enter extension 6888 and listen for two (2) confirmation beeps**

6.5.5.3 Notifying and keep updated the following neighbors by phone whenever the alarm is sounded: (first, second and third degrees)

SSA Security main gate (24 hrs)		(562) 491-4072
Long Beach Port Police		(562) 590-4185
Toyota Terminal		(562) 901-1239
BP Calciner Kiln		(562) 499-3231
Harbor Co-Gen		(562) 491-0585
Tidelands	Main Office	(562) 436-9918
	Mech. Shop (west side of refinery	(562) 436-8770
	Operator's Station	(562) 436-1749
UPRR	Mech. Shop (N/W side of refinery)	(562) 490-7090
	Commerce Yard -LA	(562) 490-7069
Air Products		(310) 952-9172

6.5.6 The Post 1 Security Guard is responsible for ensuring clear access is available for incoming emergency units. He also is responsible for holding other governmental agency and media personnel at the gate until instructed otherwise.

6.5.7 Duties of both guards are detailed in Table 6.5.

BUILDING WARDENS

6.5.8 Building Wardens are assigned to all buildings as set forth in Part 3 of this manual. Building Wardens are responsible for carrying out head counts of personnel, returning to their offices and work stations in a refinery emergency and for effecting safe and orderly evacuation to a designated assembly point outside the refinery if evacuation is ordered by the Incident Commander. Building Wardens also play a key role in handling an internal building emergency.

CONTRACT SECURITY SERGEANT (MOBILE PATROL) DUTIES

1. Assume responsibilities as defined in security orders and the emergency response plan.
2. Transport injured or ill personnel to medical clinic, as requested.
3. Assist in building evacuations as directed by the Incident Commander. This will require notification to Building Wardens of the proper evacuation route and collection point.
4. Assist the Public Affairs Manager in assembly of the news media, as required. Have all media directed to Post 1 or Post 2. The PIO will look after assembling media personnel.
5. Ensure all refinery security posts maintain access control.
6. Ensure perimeter control is maintained.
7. Be available for emergency use by the Operations Section Chief, Incident Commander, or Emergency Operations Center upon completion of Security priorities.
8. Fax MSDS information to CHP if requested by Operations Section Chief or Incident Commander. CHP fax number is (310)662-5647. CHP 24 hour phone number is (310)736-3305. Confirm that Post 1 has already made initial phone contact and provide update on material released, area to be isolated, and other information requested by CHP.

TABLE 6.4

CONTRACT SECURITY GUARD DUTIES

SCALE HOUSE GUARD

1. Monitor channel "1" for classification, degree, and location of the emergency, number and type injuries or type material released.
2. Make notifications as required by emergency response plan in accordance with the degree of emergency. Notify Incident Commander when all notifications have been made.
3. During first, second and third degree emergencies, secure entrance to all traffic, except designated refinery personnel and emergency equipment.
4. Prepare for incoming emergency units. Notify the Incident Commander of the arrival of emergency units.
5. Continue to implement necessary access control and perimeter security procedures.

POST 1 GUARD

1. Monitor channel "1" for classification, degree, and location of the emergency, number and type injuries or type material released.
2. When the emergency alarm sounds, secure entrance to all traffic, except designated refinery personnel and emergency equipment. If necessary, request Union Pacific to clear track of rail cars.
3. Provide a refinery radio to the first responding Fire Department emergency unit.
4. Hold news media and governmental agencies at the gate until met by the appropriate management personnel or as directed by the Security Sergeant.
5. Continue to implement necessary access control and perimeter security procedures.

TABLE 6.5

6.6 INCIDENT SAFETY

SAFETY OFFICER

6.6.1 The Incident Safety Officer is responsible for monitoring and assessing the incident and emergency response activities in order to ensure that the threat to the health and safety of response personnel, other refinery employees and the public is minimized.

6.6.2 The Incident Safety Officer will use Valero's **"Site Safety Plan"** document to ensure safety is achieved at the incident. (See Appendix I – "Site Safety Plan" and "ICS Forms 204")

6.6.3 The Incident Safety Officer reports to the Incident Commander, but acts independently as an advisor to the Incident Commander. The Safety Officer Liaisons works directly with the LAFD Safety Officer.

6.6.4 The Incident Safety Officer is normally a Department Representative who works normal business hours. The Safety Department person on-call will be called out by Security Scale-House in anything other than a minor emergency. Until arrival of the first Safety Department representative, an FD/ERT member who is qualified and trained to serve the role as the Incident Safety Officer will be assigned by the Incident Commander to act as Incident Safety Officer. The position will transfer to arriving Safety Department personnel based on order of seniority given in the Resource Guide Book.

6.6.5 All Safety Department personnel arriving will report initially to Incident Command for assignment.

SITE SAFETY OFFICER

6.6.6 All incidents require a Site Safety Officer who is responsible to monitor site safety. This person reports to the Safety Officer but acts independently as an advisor to the Operations Section Chief and has the authority to alter, suspend or stop a site entry if it is unsafe. The Operations Section Chief will request a Site Safety Officer through the Incident Commander. Until such a time as a Safety Department representative is available on site, the Operations Section Chief will assign a qualified FD/ERT member to this position.

RADIATION SAFETY OFFICER

6.6.7 In the event of an incident involving a radioactive source, a Safety Department Radiation Safety Officer will be appointed to assess radiation hazards and where appropriate, take corrective measures to prevent personnel exposures.

6.6.8 Once assigned, the Radiation Safety Officer will report to the Site Command to assess any damages to a radioactive source. He will survey the affected area and take corrective measures to prevent personnel exposures, if applicable.

6.6.9 If applicable, he will notify the appropriate Regulatory Agency and/or the manufacturer of the radioactive source, if applicable.

ENVIRONMENTAL MONITORING

6.6.10 Safety representatives may be assigned to monitor for contaminants around the emergency site and along refinery perimeter roadway. Any findings of hazardous material release are to be documented and reported to the ICP.

PARAMEDIC ASSISTANCE

6.6.11 Safety representatives may be assigned to the Medical Officer to assist in the care of injured or ill.

6.7 MEDICAL

MEDICAL OFFICER

6.7.1 The Medical Officer is responsible for initial emergency medical treatment outside the immediate area of the incident. Medical response within an area which may be unsafe is classified as rescue and is only performed by the FD/ERT and/or LAFD personnel.

6.7.2 The Medical Officer reports to the Incident Commander for assignment and coordinates the response of incoming medical units (paramedics, ambulance, and life flight) and the offsite transportation and care of injured employees. This will include coordinating with the Operations Section Chief and/or Safety Officer to establish a safe area for treatment of injured and possibly movement of injured or ill in preparation for life flight.

6.7.3 The Medical Officer is normally the Safety Department Health Services Specialist who works normal business hours and is on call at other times. Callout is performed by Security Scale House. Until the arrival of the Health Services Specialist an FD/ERT member with advanced first aid and CPR qualifications will be designated Medical Officer by the Incident Commander.

6.7.4 The Medical Officer will request assignment of qualified FD/ERT personnel for onsite assistance in the care of casualties through the Incident Commander. The nature and severity of all injuries and illnesses are to be reported to the Incident Commander.

6.7.5 Assistance in looking after casualties transported to hospitals and offsite medical facilities will be requested from the Human Resources Coordinator in the EOC.

6.7.6 The Medical Officer will notify the Human Resources Manager and the company-designated physician of the condition of injured employees. He will also advise the Human Resources Coordinator and Insurance Claims Administrator of employer or third party injuries and illnesses.

6.7.7 Medical Treatment for Accidental Human Exposure.

Blood borne Pathogens training is conducted annually by the Health Services Department for all Emergency Responders and building maintenance personnel. Refer to Safety Procedure #708.01 Section VII. **"POST EXPOSURE EVALUATION AND FOLLOW-UP".**

A. **General**

1. Valero shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

2. If Health Services Dispensary personnel act as the evaluating health care professional, employees (following an exposure incident) shall be advised that the employee may refuse to consent to post-exposure evaluation and follow-up from the healthcare professional. When consent is refused, Valero will make immediately available to the employee a confidential medical evaluation and follow-up from a healthcare professional other than Valero's.

3. All first aid trained personnel shall be given the opportunity to receive the hepatitis B vaccine regardless of their being involved in an exposure incident. Provisions for appropriate post-exposure evaluation, prophylaxis and follow-up, is provided to any employee who has experienced an exposure incident.

4. In addition to Valero's standard reporting protocol for a first aid incident the following information shall also be reported immediately no later than two hours from time of exposure to a member of the safety department or Health Services personnel:
   A. Names of all first aid providers who rendered assistance regardless of whether personal protective equipment was used, and a description of the first aid incident, including time and date.
   B. A determination of whether or not, in addition to the presence of blood or other potentially infectious material, an exposure incident occurred.

5. The report shall be recorded on a list of first aid incidents and readily available to all employees.

6. The reporting mechanism will be included in the annual training program.
7. All medical evaluations and procedures including the hepatitis B vaccine and vaccination series plus post-exposure evaluation and follow-up. Prophylaxis will be provided to the employee and made available at a reasonable time and place and performed by or under the supervision of a licensed physician, provided according to current recommendations of the U.S. Public Health Service, and all laboratory tests will be conducted by an accredited laboratory.

Hepatitis B Vaccination-

1. Hepatitis B vaccinations shall be made available to all employees with potential for exposure within 10 working days of initial assignment unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

2. Hepatitis B vaccinations will be made available as soon as possible but, in no event later than 24 hours, to all unvaccinated first aid responders who have rendered assistance in any situation involving the presence of blood or other potentially infectious material, regardless of whether or not a specific exposure incident has occurred.

3. Participation in a prescreening program is not a prerequisite for receiving hepatitis B vaccination.

4. Employees who decline to accept the hepatitis B vaccination will sign a declination notice (Appendix A). If an employee initially declines the hepatitis B vaccination but at a later date while still employed by Valero decides to accept the vaccination, the vaccination will be available at that time.

Post-exposure Evaluation and Follow-Up-

1. Employees suspected of exposure to Blood borne Pathogens will be sent to the care facility with the completed Blood borne Pathogen Evaluation request (See Appendix B). The original goes to the care facility, second copy stays with the Incident Report or Injury/Accident Report, the last copy goes to Health Services for the medical file.

2. Following a report of an exposure incident, Valero will make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
   - Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
   - Identification and documentation of the source individual, unless that identification is infeasible or prohibited by state or local law.

3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Hepatitis B, Hepatitis C and HIV infectivity.

4. If consent is not obtained, Valero shall establish that legally required consent cannot be obtained. When the source individual's consent is required by law, the source individual's blood if available shall be tested and the results documented.

5. When the source individual is already known to be infected with Hepatitis B, Hepatitis C or HIV, testing for the source individual's known Hepatitis B, Hepatitis C or HIV status is not needed.

6. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

7. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
8. Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.

9. Post-exposure prophylaxis, when medically indicated is recommended by the U.S. Public Health Service.

Information Provided to the Healthcare Professional-

1. Valero will provide the healthcare professional responsible for the employee's hepatitis B vaccination with a copy of General Industry Safety Orders, Section 5193.

2. Valero shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:
   - A copy of General Industry Safety Orders, Section 5193
   - A description of the exposed employee's duties as they relate to the exposure incident Documentation of the route(s) of exposure and circumstances under which exposure occurred
   - Results of the source individual's blood testing, if available.
   - All medical records relevant to the appropriate treatment of the employee including vaccination status

Healthcare Professional's Written Opinion-

1. Valero will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

2. The healthcare professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

3. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

   That the employee has been informed of the results of the evaluation,

   That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment,

   All other findings or diagnoses will remain confidential and shall not be included in the written report.

Recordkeeping:

1. Valero will establish and maintain accurate medical records in accordance with General Industry Safety Orders, Section 3204 and include:

   Name and social security number of the employee.

   A copy of the employee's hepatitis B vaccination status including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations as required by the regulation and/or our policy.

   A copy of all results of examinations, medical testing and follow-up procedures

   A copy of the healthcare professional's written opinion

   A copy of the information provided to the healthcare professional.

   All medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as may be required by law.

   Valero will maintain medical records for the duration of employment plus 30 years in accordance with section 3204.

2. Valero will establish and maintain training in accordance with its Injury and Illness Prevention Program that includes:
   Date of the training session.

   - Contents or a summary of the training
   - Name and qualifications of persons conducting the training
   - Names and job titles of all persons attending the training session
   - These records will be maintained for 3 years.

VALERO
WILMINGTON REFINERY

MEDICAL EMERGENCY CRITIQUE AND RESPONSE EVALUATION

(for triage situations multiple patients refer to *TRIAGE CRITIQUE FORM*)

1. How was notification made?

   _____

   _____

2. Did you have sufficient equipment for initial response? YES / NO (explain NO)

   _____

   _____

   _____

3. Was the scene secured prior to patient contact? YES / NO (explain NO)

   _____

   _____

   _____

4. How much time between notification and patient contact? _____
5. How did responder(s) arrive to the scene?

   _____

   _____

6. Was the patient a Valero employee? YES / NO Contract Employee? YES / NO
   Contract company name_____
7. Was patient asked about "medical history"? YES / NO
8. Was contractor's Supervisor contacted? YES / NO (skip this question if the patient is a Valero employee.)
9. Did the patient refuse treatment? YES / NO
10. If treatment was refused, did the patient sign a "Treatment Refusal" form? YES / NO
11. Was transport to the Clinic or Hospital required? YES / NO

12. If transport was made, who made the transport?

_____

_____

13. Upon patient contact, what was the L.O.C.? X1 X2 X3 X4
14. Was a primary assessment made? YES / NO
15. Was a secondary assessment made? YES / NO
16. What was the "Mechanism of Injury?"_____

_____

_____

17. How much time before second set of vitals was recorded? _____
18. Has all equipment been inventoried and secured for the next response? YES / NO

    IF not, why?_____

_____

19. Was the Safety Dept. notified for after hour's incidents? (e-mail, voice mail, etc.)

    YES / NO

(USE THE BACK OF PAGE FOR ADDITIONAL COMMENTS)

Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

6.8 EMERGENCY OPERATIONS CENTER

EOC FUNCTION

6.8.1 In a major incident substantial management support and guidance for the Incident Commander will be required. Neighbors, city officials, employees' families may all be calling with concerns. Injured employees may have been transported to different medical facilities. Other employees may have evacuated and are without transportation. Special equipment or supplies may need to be engineered to control the incident. The media will be pressing for information. Crisis management is required. This is achieved by assembling management personnel in a meeting room equipped for extensive communication with the outside, i.e. an Emergency Operations Center (EOC).

EOC ACTIVATION

6.8.2 The EOC is activated by the Incident Commander who instructs Security Scale House to perform EOC personnel call-out. The first person arriving is required to set up the phone system, inform the Incident Commander that the EOC is activated and begin recording information on the EOC Worksheet included in Part 8 of this manual as activities occur.

6.8.3 All agency notifications other than initial calls for fire/paramedic assistance will be handled through the EOC.

EOC COMMANDER

6.8.4 EOC activities will be directed by the EOC Commander who will be the Refinery Manager or in his absence, the most senior management person present. Command may transfer several times as EOC personnel arrive. Duties are detailed in Table 6.7.

EOC STAFF

6.8.5 EOC Staff in order of seniority are as follows:

Refinery VP & General Manager	EOC Commander
E H & S Director	Command Staff - Govt. Agency
Maintenance Director	Command Staff - Logistics
Controller	Command Staff - Finance
Project Engineering Director	Command Staff - Planning
H.R. Coordinator	Command Staff - Personnel
Corporate Counsel	Command Staff - Legal
Risk Management	Command Staff - Public Information Officer
Security	Command Staff - Security

6.8.6 All management personnel and alternates for each, in order of seniority, are listed in Section B.1 and C.1 of the Resource Guide Book along with their extensions, home phone numbers and cellular phone numbers where applicable.

6.8.7 Duties of EOC Staff are detailed in Table 6.8.

PUBLIC INFORMATION OFFICER

6.8.8 THE EOC Commander will designate one of the EOC Staff as a Public Information Officer. This will be the Corporate Public Affairs Manager if present.

6.8.9 Duties of Public Information Officer are detailed in Table 6.9.

EOC COMMANDER DUTIES
(VP of Refining/ Refinery Manager)

1. Report to Emergency Operation Center.

2. Record and access pertinent information received from Incident Command Post.

3. Coordinate the release of any information to the press, public and government agencies. Any release of information should be coordinated with corporate community and government affairs.

4. In the absence of the Public Affairs Manager, prepare and issue all company releases to the press and public.

5. Notify Valero corporate management.

6. Ensure corporate insurance personnel are apprised of potential losses and liability.

NOTE: EOC Commander;

Refinery Manager or other senior director responsible for organizing and managing overall Emergency Operation Center operation and servers as the primary contact person for all outside parties and agencies with legitimate interest in the mature and status of an incident and incident response operations.

The EOC Commander will establish and maintain contact with Valero Corporate Headquarters, serve as the primary liaison between EOC and community groups that may be impacted by the refinery emergency, receive briefings from the IC command staff and monitors the overall progress and directions of the emergency management process.

TABLE 6.7

EOC STAFF DUTIES

DIRECTOR PROJECT or PROCESS ENGINEERING OR DESIGNATED ALTERNATE (Planning Chief)

1. Report to Emergency Operation Center.
2. Provide EOC/Incident Command Post with operational and technical advice regarding the incident. This may include coordination with the Operations, Process Engineering, Laboratory, Process Control, Loss Control and Economics and Planning Departments.

MAINTENANCE DIRECTOR OR DESIGNATED ALTERNATE (Logistics Chief)

1. Report to Emergency Operation Center.
2. Coordinate the deployment of maintenance resources to assist the FD/ERT and Security (i.e. manpower and call-outs, provide for the equipment availability to transport fire fighting apparatus and spill/release containment, perimeter control, cleanup crews, etc.).
3. Coordinate the assistance of refinery equipment and vehicles such as cranes, vacuum trucks, etc., as requested by the Incident Command Post.
4. Coordinate with Operations Manager plans and execution of temporary repairs for restoration of operation.
5. Coordinate the assistance of utility isolation and temporary power such as portable generators, D.W.P. interface, etc.

HUMAN RESOURCES COORDINATOR OR DESIGNATED ALTERNATE (Personnel)

1. Report to Emergency Operation Center.
2. Identify names of injured or ill and notify relatives.
3. Provide response to all employee family members regarding employee status.
4. Provide assistance, as requested by Health Services or Safety to employees transported for offsite medical care. This may include clothing, transportation, etc.
5. Assist Public Affairs Manager as necessary.
6. Assist Contract Security Superintendent in coordination of refinery security, liaison with responding law enforcement agencies and in bomb threat situation.

E H & S DIRECTOR OR ON CALL REPRESENTATIVE (Govt. Agencies)

1. Report to Emergency Operation Center.
2. In the absence of the refinery manager assumes EOC responsibilities.
3. Coordinate reporting to appropriate governmental agencies and community groups (i.e. EPA, AQMD, OES, NRC, L.A. Unified School District, etc.).
4. Coordinate response of governmental agencies.
5. Coordinate the response to any complaints resulting from the emergency.
6. Direct environmental staff in assisting the Incident Command with spills or leaks in or near waterways.

CONTROLLER OR ON CALL REPRESENTATIVE (Controller)

1. Report to Emergency Operation Center.
2. Serve EOC as primary recorder of incident information.
3. Begin coordination of any administrative functions (i.e. cost accumulation, requests for clerical assistance, etc.).
4. Procure materials and request assistance from vendors, as directed by the Incident Command Post (i.e. breathing air, breathing air equipment, firefighting equipment, foam supplies, chemical suits, additional clothing, meals, toilets, etc.).
5. Coordinate the assistance of outside contractors, as needed.
6. Coordinate Mutual Aid assistance as requested by Incident Command.

TABLE 6.8

PUBLIC INFORMATION OFFICER (Risk Assessment)

OR ALTERNATE COMPANY SPOKESPERSON DUTIES

1. Report to Emergency Operation Center.

2. Investigate the plant situation and prepare company statement to be released to the media and public. Seek technical assistance from Technical Services, Engineering, Operations and/or Maintenance in preparing news releases. Based upon the plant situation, either:

   2.1 For Minor Incident:

   Prepare a written statement (see attached guidelines), review it with the appropriate Managers and corporate community & government affairs following review, approval and release of information.

   OR

   2.2 For Major Emergency:

   Escort news media to a pre-designated location, and advise them that statement is being prepared and will be given shortly. Guidelines are included in Appendix D.

3. Notify Security of the location where media release is to be given, request Security to assemble news media at a primary or secondary news media location.

4. Notify corporate community and government affairs of cases that may involve response of governmental agencies (i.e. death, serious injury, major fire, release of hazardous material).

5. Notify Corporate Management, as required (i.e. death, serious injury, property loss insurance, release of hazardous material, etc.).

REFER TO: Appendix D "Public Statement Guidelines"

TABLE 6.9

PART 7
EMERGENCY RESPONSE SYSTEMS AND EQUIPMENT

7.1 GENERAL

7.1.1 The Valero Energy Corporation Wilmington Refinery is equipped with numerous fixed fire protection systems which, can be used for fire fighting, cooling of exposed equipment and structure, toxic and flammable vapor knockdown and spill blanketing. These systems are supplemented by mobile equipment located throughout the refinery and by truck and trailer mounted systems and equipment which, can be brought to the location of an incident. Systems and equipment are described in Section 7.2 through 7.4 below. Response vehicles are described in Section 7.5. Other emergency systems and equipment include Personal Protective Equipment (PPE) and special HazMat equipment, and emergency medical equipment and supplies that are addressed in Sections 7.6 and 7.7 respectively below. Miscellaneous items not addressed previously such as weather monitoring equipment, etc. are discussed in Section 7.8.

7.1.2 The function and operation of emergency response systems and equipment is detailed in the Valero Wilmington Refineries FD/ERT Training Manual.

7.1.3 The Valero emergency response capability may be supplemented by equipment and supplies made available by other refineries in the Los Angeles area under the Inter-Refinery Mutual Aid Assistance Program. Contact names and telephone numbers and emergency equipment which is made available by each refinery, are listed in VIII of the **Resource Guide Book**. Requests for assistance will be made by the Valero Incident Commander.

7.1.4 Valero Wilmington Refinery has developed a "Operator Safety Inspection Program" #707.01 that clarifies the responsibility for and the proper inspection process of the safety equipment located in the refinery operating units. This inspection is conducted weekly by the assigned unit operator. Equipment that is inspected weekly are; Self Contained Breathing Apparatus, Elsa Escape Packs, Fixed Fire Water Monitors (Elevated Overhead Monitors 6 each) Foam Hose Reel Stations, Fixed Breathing Air Stations, Fire Water Pumps, Oxygen Resuscitators, Safety Cabinets, Burn Packs, Deluge Sprinkler Systems, Portable Monitors and Hose Carts.

7.1.5 The Safety Department has developed and is responsible for the implementation, inspection and repairs of a Preventative Maintenance Program (PM) for all Safety and Emergency Response Equipment.

7.2 FIRE WATER AND FOAM SUPPLY SYSTEMS

7.2.1 The refinery has an extensive above and below grade grid system with lines up to 12" in diameter and a total fire pump capacity of 21,000 gpm. This capacity is provided by 1 electric and 6 diesel driven pumps.

7.2.2 Electric Pumps 91-P-908 (2,000 gpm) is located south of the 86-TK-9010. It takes suction from the city mains.

7.2.3 Pumps 91-P- 9008A & B (2,500 gpm each) are located at Post 1, the contractor entrance gate at the north east corner of the refinery.

7.2.4 Pumps 91-P-916A & B (3,500 gpm each) are located northeast of the Hydrobins. They take suction from the city mains.

7.2.5 Pumps 77-P-001A & B (3,500 gpm each) are located on the south side of the freeway and are approached from Post 2. They take suction from a 2,520,000 gallon tank located at the pumps.

7.2.6 The grid is maintained at >85 psig by 1 electronic jockey pump 91-P-908 (2,000 gpm) located north of the Hydrobins. In the event of a fire, water demand causing pressure to drop below 80 psig the main fire water pumps will start automatically as follows:

91P-908 ② 91P-9008A ② 91P-9008B ② 91-P-916A ②

91-P-916B ② 77P-001A ② 77P-001B

NOTE: These pumps can also be started manually at individual pump control panel.

7.2.7 A system diagram is included as Figure 7.1.

Supply System

7.2.8 Fixed foam supply systems are installed at the Distillate loading rack.

7.3 FIXED PROTECTION SYSTEMS

7.3.1 Fixed deluge systems are located in the following areas. Mode of operation (manual or automatic) is also listed.

LOCATION	OPERATION
Phase O Unit (Crude/Vacuum/Coker)	Auto
Phase I Unit (Crude/Coker)	Auto
Phase O Unit (Ammonia Tank)	Auto
Phase II Unit (FCC North/South)	Auto
Phase II Unit (Butamer)	Auto
Phase II Unit (Alky/Fin Fan/HF Equipment/Hydrocarbon	Auto

Pumps)

South LPG Vessels	Auto
Truck Loading (Jet Rack)	Auto/UV
Truck Loading (Diesel Rack)	Auto/UV
LPG North	Auto
LPG South (Loading Rack)	Auto/UV
Phase I Unit (Unit 60/70)	Auto
Phase I Unit (Unit 80/Fin Fan)	Auto
GOH (Unit 56/Fin Fan)	Auto
Hydrogen Plant (Unit 58/Fin Fan)	Auto
Butane Spheres and pumps	Auto

7.3.2 Fixed fire water and foam monitors are shown as Figure 7.1.

7.3.3 Automatic sprinkler systems are installed in the following building:

Engineering Building

7.4 FIRE EXTINGUISHERS AND VEHICLE-MOUNTED EQUIPMENT

7.4.1 Hand-held and wheeled Purple "K" 20, 30, 150, and 350 lbs. (type/size) fire extinguishers are located throughout the refinery as indicated in the "A" Operator Sunday Safety Checklists and the Safety Department P.M. Schedule.

7.4.2 Hand-held Purple "K", CO_2, Halon, Ansul Floray 5, 10, 20, and 30 lbs. (type/size) fire extinguishers are located in refinery buildings as shown on the building plans included in Part 9 of this manual.

7.4.3 The refinery has a **Foam Tender** Truck with a fixed 2,000 gallon tank filled with AFFF/ATC type foam and two (2) 2,500 gallon Port-A-Tanks mounted thereon. Mobile equipment hardware and supplies carried on this vehicle include:

Stinger for foam eduction	1-½" handline hose fittings
Gated "Y"	2-½" supply line hose fittings
4" x 5" Storz hose adaptor	Fire Axe

7.4.4 The **No. 1 Foam Trailer (FT1)** located in Phase 2 is fitted with 500 gallons AFFF/ATC foam concentrate, 1,250 gpm hydro-foam monitor, a 3% foam

proportioning systems pump. Mobile equipment hardware and supplies carried on this vehicle include:

400' of 5" supply hose	2-½" double female fittings
300' of 3" supply hose	2-½" double male fittings
300' of 1-¾" handline hose	5" Storz fittings & wrenches
2-½" Nozzle	500 gallon Port-a-tank
(3) 1-½" Turbo-Jet nozzles	Foam stinger

7.4.5 The **No. 2 Foam Trailer (FT2)** located at the Fire House is fitted with 500 gallons AFFF/ATC foam concentrate. 1,250 gpm hydro-foam monitor, a 3% foam proportioning systems pump. Mobile equipment hardware and supplies carried on this vehicle include:

400' of 5" supply hose	2-½" double female fittings
300' of 3" supply hose	2-½" double male fittings
300' of 1-¾" handline hose	5" Storz fittings & wrenches
2-½" Nozzle	500 gallon Porta tank
(3) 1-½" Turbo-Jet nozzles	Foam stinger

7.4.6 The **No. 3 Foam Trailer (FT3)** located at the Asphalt Plant is fitted with 500 gallons AFFF/ATC foam concentrate. 1,250 gpm hydro-foam monitor, a 3% foam proportioning systems pump. Mobile equipment hardware and supplies carried on this vehicle include:

400' of 5" supply hose	2-½" double female fittings
300' of 3" supply hose	2-½" double male fittings
300' of 1-¾" handline hose	5" Storz fittings & wrenches
2-½" Nozzle	500 gallon Porta tank
(3) 1-½" Turbo-Jet nozzles	Foam stinger

7.5 EMERGENCY RESPONSE VEHICLES and EQUIPMENT

7.5.1 In addition to the Foam Tender Truck and the Foam Trailers described above the refinery has a dedicated Incident Command Vehicle, a Hazmat Trailer, two (2) pick-up trucks (designated as the Squad Trucks) and Utility Truck used by the Safety Department Technician as maintenance vehicles. The Utilities Lead Process Technician LPT has a crew cab dual rear wheel pick-up truck used for transport of ERT personnel to the incident and for carrying equipment. The Logistics Lead Process Technician LPTs also has a pick-up and the Contract Security Sergeant has a patrol pick-up.

7.5.2 The **Incident Command Vehicle** is a Ford Pick-Up (#14007) equipped as follows:

State Emergency Frequency Channel
Business Plan
Incident Command Tactical Sheets/Maps
Trauma Kit
Refinery Map

Industrial Hygiene Monitoring Equipment
Process Unit Plot Plans/Chemical locations
IC System Vests
Resource Guide Book and Other Resource Information
Safety Department Bunker Gear

It is normally parked in front of Safety Office Building.

7.5.3 The **HazMat Trailer (HT)** is a 16' Wells Cargo Trailer equipped as described in paragraph 7.6.8 below. It is normally parked at the Fire House. The **HazMat Trailer** inventory list is located in Appendix – H.

7.5.4 The **2,000 gallon Foam Tender Truck (FT1)** is normally parked at the Fire House

7.5.6 The **2 each Squad Trucks** are parked outside the Safety Office in the Main Warehouse Building, but are used by the Safety Department. In an emergency, who ever is driving either vehicle is responsible for bringing the HazMat trailer or foam trailers to the location of the incident as directed by the Operations Section Chief.

7.5.7 The **Squirt Snorkel Fire Truck (S1)** has a pumping capacity of 1,500 gpm. It is equipped with a 1,000 gpm aireal nozzle and has 500 gallons of 3 % foam concentrate it is normally parked at the Fire House.

7.5.8 The **Industrial Foam Pumper (E1)** has the pumping capacity of 3,500 gpm at draft and is equipped with a 5,000 gpm nozzle. It has 1,000 gallons on 1 x 3 AR AFFF Foam concentrate on it and is normally parked at the Fire House.

7.5.9 The **2,000 gpm Williams Portable Trailer Mounted Pump (PP1)** has 5" Storz fittings for both inlets and outlets. It is stored at the Safety Emergency Equipment Storage Building.

7.5.10 3 each **2,000 gpm Williams Trailer Mounted Hired Guns (HG)** with a 2,000 gpm self educting nozzle and Jet Ratio Controllers.

7.5.11 A **Hose Trailer** that is divided into 2 hose lays that total 1 mile of 5" fire hose in 100' sections w/Storz fittings. Plus 1,000 feet of 3" hose is stored in between the two 5" hose lays. Primarily used to supply water to the Hired Guns.

7.5.12 3 each 1,500 gpm Daspit Tool w/ baseplate portable monitors are stored at the Fire House

7.5.13 Portable Trailer Mounted High Pressure **Breathing Air Compressor.**

7.6 PERSONAL PROTECTIVE EQUIPMENT

7.6.1 All operations and maintenance personnel, contractors and visitors entering process units wear Nomex clothing, hardhats, and safety glasses.

7.6.2 All ERT members are issued bunker gear. This is kept in individual tote bags which members keep in their assigned areas.

7.6.3 There are 10 each Draeger, 60 minute, 160 each Scott 2.2, 30 minute units and 30 each 4.5 60 minute SCBA units located throughout process areas, in Shift-Supervisors trucks, emergency vehicles, and at Safety Emergency Equipment Storage building which are to be use for emergency.

7.6.4 Spare SCBA cylinder storage racks are located as follows:

Tank Farm Block House	Control Room
Alky Change Room	Conference Station 7
FCC Trailer	HazMat Trailer
Safety Emergency Equipment Storage Building	Coker Change Room
Sulfur Plant Log Station	

7.6.5 There are 5 minute and/or 10 minute type Elsa, 5/10 minute escape breathing packs located as follows:

Control Room	Operation Building
Security Posts	
Emergency vehicles	Warehouse

7.6.6 The refinery has 5 fixed breathing air systems supplied from an air trailer or from 6 pack "J" cylinders. Air systems and outlets are located as follows:

Air System	Outlets
Air Trailer:	
South of Alky Unit	Different locations throughout Alky Process Area
"J" Cylinder:	
Top Cutting Deck Coker	Cutting Decks in Coker Unit
Switch Deck Coker	Switch Deck Coker
Outside Control Room against North wall	Control Board Consoles
South of 48-TK-1	At location of "J" Cylinder
Coker Elevator	Elevator

7.6.7 Safety Showers and Eye Wash Stations are located throughout all process areas.

7.6.8 Portable toxic and flammable gas monitoring equipment is located as follows:

All Operators Workstations
Emergency Vehicles (Squads & IC vehicle)
Safety Office I.H. Room
Instrumentation and Electrical Shops
HazMat Trailer

7.7 EMERGENCY MEDICAL EQUIPMENT

7.7.1 The refinery maintains a dispensary and medical treatment room in the Safety/Warehouse Building. It is equipped as follows:

Dispensary Cabinet #1:

- over-the-counter drugs
- tape
- burn cream
- H.F. Gel
- spill absorbent
- adhesive remover pads
- Gatorade
- dressing material
- assorted wraps
- braces
- personal protection kits
- alcohol preps
- finger splints

Dispensary Cabinet #2:

- assorted braces
- safety razors with shaving cream
- spirometry graft sheets, mouth pieces, suture removal trays
- over-the-counter drugs
- physical exam paperwork
- hose and printout paper

Dispensary Cabinet #3:

- over-the-counter drugs
- cold wraps
- ace wraps

Dispensary Cabinet #4:

- large dressings
- rescue blankets
- spill kits
- digital BP monitor
- knee pads
- paramedic scissors
- kerlex

Dispensary Cabinet #5:

- over-the-counter storage
- eye irritation solution
- dressing materials w/wraps
- H.F. Gel

Dispensary Cabinet #6:

- supplies - tape, bandages, wraps
- H.F. eye wash
- throat lozenges

Dispensary Cabinet #7:

- normal saline
- dressings and wraps

O2 tubing
burn dressings
nebulizer

Dispensary Cabinet #8:
Burn dressings
normal saline

Dispensary Cabinet #9:
safety pins, Stethoscope,
scissors, ointments
small wound care: dressings, tape,
steri strips, finger splints

Dispensary Cabinet #10:
storage of ointments
plastic bottles
adhesive pads
calcium gluconate injection
triangle bandages
cold wraps
molded ear plug materials

Dispensary Cabinet #11:
soaps
tissue
cleaners
soaks
gloves
pails

Dispensary Cabinet #12:
phlebotomy supplies

7.7.2 Trauma Kits containing emergency medical supplies are located as follows:
Emergency Vehicles
Dispensary
Logistics Supervisors Truck
Control Room
Crew Cab Dually
Safety Emergency Equipment Storage Building

7.7.3 Burn Packs are located as follows:
Rescue Truck
Sub Station 1
Sulfur Plant Mix Building
Hydro/Utilities Work Station
Marine Terminal
Asphalt Plant
Control Room
MCC (Sub Station 4)
Lab
Sub Station 7
Marine Tank Farm

7.7.4 Stretchers are located as follows:
Squad Trucks
MCC (Sub Station 0)
Logistics Supervisor Truck

7.7.5 Other emergency medical equipment is kept as follows:
Emergency Vehicles
Control Room
Hydro Work Station
Asphalt Plant
Logistics Supervisors Trucks
Alky Change Room
Heavy Oils Work Station
Marine Terminal

	Marine Tank Farm	Engine -1
7.7.6	AED	
	Engineering Building	Control Room
	Rescue Truck	Crew Cab Dually
	Asphalt Plant	Production Building
	Marine Terminal	Engine -1

7.8 MISCELLANEOUS SYSTEMS AND EQUIPMENT

7.8.1 A meteorological station is located in the Engineering Building. It includes a roof-mounted Weather-Pak met station which provides the following direct readouts in the average wind speed/direction, stability factor, air temperature, instantaneous wind speed and direction. All data is also digitally recorded and statistical information is available through the met station located in the Engineering Building in Room 234.

PART 8
EMERGENCY DETECTION, ALARM AND COMMUNICATION SYSTEMS

8.1 GENERAL

8.1.1 The Valero Wilmington Refinery is equipped with various emergency detection, alarm and communication systems and equipment. These include automatic fire and gas detection systems which act independently or in conjunction with fixed fire protection systems, manually activated alarms systems, and radio, telephone and public address systems to be used in reporting emergencies and instigating emergency response activities, evacuation, etc.

8.1.2 An important distinction must be drawn between emergencies occurring in process areas of the refinery and emergencies occurring in non-process areas including buildings, construction areas, etc. There are three (3) process areas, namely

- West Plant
- East Plant
- Logistics

All other areas are designated as non-process areas and are the responsibility of the Maintenance Supervisor or the Safety Department. While gasoline and other tank vehicles will be found traversing such areas, the activities taking place in non-process areas are similar to those encountered in general industrial facilities and emergencies in these areas are not expected to require a refinery wide alert except under unusual circumstances.

8.1.3 Irrespective of the above distinction, all emergencies will be reported initially using same procedure specified in Part 1 of this manual.

8.2 AUTOMATIC DETECTION SYSTEMS

Process Area

8.2.1 Fusible link fire detection systems are installed in the following process areas:

01	12
02	14
03	16
05N	06
07	18

They are tied into the automatic deluge systems listed in Part 3 of this manual. In each case, fusible link pressure loss causes the deluge system to operate, a bell to

sound locally. The deluge systems can also be triggered manually in which case the same alarms are given.

8.2.2 Ultra-violet type fire detectors are installed in the following units:

Blend Building
Distillate loading rack

Ultra-violet/ In foray type fire detectors are installed in the following unit:

South LPG loading rack

They cause a bell to sound locally, a zone alarm light to annunciate and a common alarm to sound. The fire detectors can also be triggered manually in which case the same alarms are given.

8.2.3 Rexnard LEL type flammable vapor detectors are installed in the following units:

Alkylation Unit	U-69 Butamer
Air Floatation Unit	Butane Spheres
Blend Building	Propane Bullets

They trigger an alarm in the alky change room and at the cat/alky control board.

8.2.4 Rexnard type hydrogen sulfide detectors are installed in the following units:

10	11	20	30	31	39
40	41	42	43	44	45
46	48	49	50	60	80

They cause an audible alarm locally and an alarm back to the control board.

8.2.5 Gas-tech type hydrogen fluoride detectors are installed in and around HF Alkylation unit. They cause an audible alarm locally, alarm Alky Change Room, and an alarm back to the control board, and to AQMD Office.

8.2.6 Closed circuit TV cameras are installed to monitor the following:

- Phase 1 Flare
- Phase 2 Flare
- Acid Gas Flare
- SRU Tail Gas Thermal Oxidizer Stack
- Alky Acid Area

Pictures are displayed on monitors in control room.

8.2.7 The control building itself is equipped with the following fire and gas detection systems which function as follows:

- smoke detection system under floor in control console area alarm to panel on wall

- smoke detection in computer room inside control room also alarm to panel on wall.

8.2.8 Additional information on these systems is found in the Valero Wilmington Refinery ERT Training Manual.

8.2.9 All process units are equipped with process alarms and shutdowns which annunciate in the Control Room or, in the case of crude and product transfer operation, in the Logistics Blend Building or on the Automatic Tank Gauging System (NMC) monitoring system.

8.2.10 A 3-minute, intermittent siren is sounded locally to warn of a Coke Drum blow-down. It is activated by a manual switch that is activated by the operator.

8.2.11 Process alarms and shutdowns are described in each unit operating manual.

Non-Process Areas

8.2.12 Fire sprinkler systems are installed in the Engineering Building.

8.2.13 Fire detection systems are installed in the following buildings:

Engineering Building Alarms
Water flow alarm on sprinkler system (alarm inside and outside Building).
Computer room inside Engineering Building smoke detection system activates Halon.

Drafting office smoke detection system alarm in drafting office and at Post 8

Operations Building Alarms
smoke detection alarm

Laboratory Alarms
smoke detection alarm inside building

Blend Building
UV detection alarm and trip Halon system in Knock Engine room

Each system includes automatic and/or manual alarm pull stations. Activation of either causes an audible alarm to sound locally except in Engineering Building

Preventative Maintenance Program

8.2.14 Valero has established a Preventative Maintenance Program for testing, inspecting, repairing and certification retesting of the detection systems listed above.

- This PM program is initiated through the SAP computer based accounting program. Inspection time frames are based on manufacture's recommendations.

- Emergency "Work Orders" is generated to repair all deficiencies, post inspections.

- When repairs are complete and detection systems are certified the "Work Order" is sign off as complete.

8.3 REFINERY EMERGENCY ALARM SYSTEM

8.3.1 The refinery emergency alarm systems consist of six (6) separate nitrogen-powered whistles which are sounded simultaneously. The whistles are located at different sites chosen to ensure that an alarm will be clearly audible throughout the refinery.

8.3.2 The alarm is activated by use of a keypad in the Control Room. Different alarm signals are given to indicate the refinery area in which the incident has occurred. In each case, the alarm begins with a **6 SECOND BLAST** followed by a repeating pattern as indicated below:

West Plant	1 Long,	1 Short Blasts
East Plant	1 Long,	2 Short Blasts
Logistics	1 Long,	3 Short Blasts
ALL CLEAR	2 Short Blasts	

8.3.3 In each case the alarm is sounded as instructed by the Operations Section Chief or the Incident Commander. Its purpose is to alert all personnel to the existence of the emergency.

8.3.4 On hearing the alarm, all designated personnel are to respond as indicated in Part 5, all non-designated personnel are to take protective action as indicated in Part 3, and all non-refinery personnel are to take protective action as indicated in Part 4 of this manual.

8.3.5 The emergency alarm is tested each Wednesday at 11:30 a.m.

Alternate Alarm Activation

8.3.6 There are 6 Refinery Emergency Alarm Horn Systems that can be activated manually at each system. Manual activation may be required, should the primary activation alarm system located in the control room is not functioning. Refer to GLG-900.04 on page 8-10 in this section.

8.3.7 The Incident Commander will designate competent emergency responders to which emergency alarm horn systems will be manual activated.

8.4 TELEPHONE SYSTEMS

8.4.1 The person discovering an emergency is to report the emergency to the Control Room either by telephone or by radio. The emergency number to be used for any emergency in any part of the refinery is **5911, 6660** or **6662.**

8.4.2 The internal refinery telephone system has a dedicated UPS emergency power supply and will remain functional in a general power failure. It is equipped with a night mode system.

8.4.3 Special telephone numbers are assigned to EOC Staff which are activated only when the EOC is activated in an incident.

8.4.4 Additionally EOC Staff and Incident Command have cellular phones. The Incident Command cellular phone is kept in the Incident Command vehicle.

8.4.5 A general refinery phone list together with separate lists of management, safety department and ERT personnel, complete with normal refinery extension numbers, EOC extension numbers, home phone numbers and cellular numbers are included in Section I of the Resource Guide Book.

8.4.6 Refinery personnel emergency call outs and cell Phone/Paging notification will be performed using the regular telephone system unless the refinery phone system or the neighborhood phone lines are out-of-order, in which case cellular phones will be utilized by Security Post 2 Scale House, EOC, or Incident Command.

8.4.7 Two Emergency Phones have been installed in the Control Room at the Tank Farm Dispatcher's Board. These phone numbers are to be tested every Wednesday at 11:30 AM.

8.4.7.1 Call these numbers, one at a time, using the Cisco Phone on the Dispatcher's Board ext. 6803.

8.4.7.2 Confirm that the phone you're calling rings then answer the phone to confirm that it works.

- **Black Phone** number **(562) 437-3911** will allow incoming and outgoing calls and is primary used by our local surrounding businesses during an emergency, Fire Department for inquiries and other Refineries who may be requesting mutual aid assistance. This numbers allows correspondence to a knowledgeable person 24/7.
- **Red Phone** number **(866) 428-6803** is used for community calls with concerns regarding the refinery operating conditions (flaring events, odors and alarm inquires, etc. etc.). This numbers allows correspondence to a knowledgeable person 24/7. **No outgoing calls can be made from this phone.**

8.4.7.3 If a phone is not working properly, please, contact the "Help Desk" ext. 4357 and report the problem, then notify the Logistics Superintendent of the problem.

8.5 RADIO SYSTEM

8.5.1 The person discovering an emergency is to report the emergency to the Control Room either by telephone or by radio. Radio reporting is to be done on **Channel #1**, which is designated as the primary emergency channel or on Channel 3 which is the West Plant Operating channel.

8.5.2 The refinery radio system is a repeater system with the following channels operating at frequencies of 466 to 469.9625 and assigned as follows:

Channel	Assignment
1	Safety Dept., Refinery Management, Emergency
2	Refinery Maintenance
3	Crude Complex
4	Hydro Complex
5	FCC/Alky Complex
6	Utilities Complex
7	New Construction
8	Logistics
9	Marine Terminal
10	I/E Maintenance
11	Mechanics
15	Crane Operators

8.5.3 In an emergency channels will be assigned as necessary by the Incident Commander, generally as follows:

Channel	Assignment	
1	Emergency	***(Incident Commander has the authority to take over any other radio channel if necessary).***

8.5.4 During emergencies we have the capabilities to communicate with the Fire Dept. and other agencies with the use of the state **White Channel** on freq. 154.280. We have one mobile unit in the I.C. vehicle along with 2 hand held units.

8.5.5 Talk-Around channels do not require a powered repeater and permit. The radios to work radio to radio directly with a span of 2 miles. In the event of lost electrical power:

Channel	Assignment
16	Alt. Emergency and Training
9	Logistics
12	Heavy Oils
13	Hydroprocessing
14	Utilities
15	East Plant

8.6 PUBLIC ADDRESS SYSTEM

8.6.1 A public address system has recently been tied into the refinery phone system. One key feature is that each building has it's own dedicated phone number to access the P.A. system for that building.

8.6.2 In an emergency it will be used as follows:

1. Building Warden will immediately monitor Channel 1 upon hearing the Emergency Alarm.

2. Building Warden will inform personnel of the Emergency and it's status via the P.A. System (access to the P.A. system is in the Building Warden Handbook).

3. Building Warden will call for evacuation via the P.A. system when Incident Commander gives order. Directions will be relayed as to what exit to take, where to assemble and other pertinent information.

8.7 PAGING SYSTEM

8.7.1 Safety Department, on-call and Health Services representatives are issued cell phones. These names and numbers are distributed weekly along with all department on-call personnel.

8.7.2 Other personnel issued cell phones include:

Operations	Maintenance
Inspection	Purchasing
Process Engineering	Environmental
Operations Process Control	Risk Assessment

1.0 PURPOSE AND SCOPE

This purpose of this standard is to establish protocol for the manual activation of the refinery emergency alarm system in the event the main push button activation system, located the Control Room, does not activate the Refinery Emergency Alarm System.

NOTE: This only applies to the Wilmington Refinery Emergency Alarm System.

2.0 GENERAL REQUIREMENTS

The Refinery Emergency Alarm System is activated by pushing a button for the designated area that the emergency is located. There are four buttons located on the southwest wall in the main control room. The refinery alarm system is designated into 3 main areas; West Plant, East Plant and Logistics Area and an "All Clear" Button. Should this main system fail, the alarm can be sounded manually by following the listed steps.

2.1 Incident Commander must designate which alarm system needs to be sounded.

2.2 Priority should be given to the air horn alarm system nearest the emergency site. Evacuation of the unit and surround units is paramount.

2.3 There are 6 air horn alarm systems in the refinery. They are located:

- North east of OCR (Plant N2)
- North of 40-V-512 (Plant N2)
- South of Alky Change Room (Plant N2)
- South of 58-V-24 (Plant N2)
- North of Truck Loading Rack (Six-Pack)
- North of 82-TK-11 (Six-Pack)

2.4 Activation of manual alarm system

2.4.1 Open By-Pass Valve by pushing down on the lever for a six second blast then proceed with the designated number of short blast for the area notification.

West Plant	1 LONG	1 Short
East Plant	1 LONG	2 Short
Logistics	1 LONG	3 Short
ALL CLEAR	2 short	

2.5 Also, use the Radio Beep Tone Notification System to all refinery radios.

PART 9
INCIDENT CRITIQUE

9.1 GENERAL

9.1.1 A post-incident critique shall be carried out after an emergency is over. The critique shall be led by the Incident Commander and shall use the attached Incident Critique Form.

VALERO
WILMINGTON REFINERY

INCIDENT CRITIQUE/DEBRIEFING FORM

A. Nature of Incident: _____

B. Type and Degree: _____

C. Date, Time and Location of Incident: _____

_____

D. Who were commanders?

Incident Commander: _____

Operations Section Chief: _____

Safety Officer: _____

Site Safety: _____

E. Immediately following any emergency, the responding ERT members will assemble and collectively answer the following questions. The ERT Incident Commander will lead the critique.

1. How well was the emergency communicated? _____

2. What were the Area Operator and Lead Process Technician LPT's roles in reporting and responding to the emergency? _____

_____

_____

3. When you arrived at the emergency site, was the proper first response by the unit operators initiated?

_____

_____

4. Where was Incident Command and Site Command Posts established? _____

_____

5. Was the Incident Command Post location adequate? _____

_____

6. Who issued the assignments to ERT personnel? What were the roles of the Operations Section Chief and any Team Leaders designated? _____

_____

_____

7. How was the emergency site secured and how quickly? _____

_____

8. Was a map used to designate the Incident Area and plot the positions of equipment and ERT personnel?

_____

9. Were any evacuations or road barricades required? _____.

_____

10. Were Exclusion Zones established? _____.

_____.

11. Was the refinery perimeter monitored in the event of any toxic gas release? _____

_____.

12. Were the safest routes taken, and where did the ERT responders report? _____.

_____.

13. Did all ERT members respond appropriately and in proper gear? (I.E. Turnouts, SCBA, Accountability Tags) _____.

14. Were all personnel adequately trained and equipped to handle their assignment? _____.

_____.

15. Were adequate equipment and resources available and functioning properly at the emergency site? (i.e., adequate fire water pressure, hoses, nozzles, breathing air, proximity suits, hazmat suits, etc.).

_____

16. Through out the incident, did all personnel have the proper protective equipment on?

_____

17. Describe communication/coordination with Security. _____.

18. Did Security repeat back the emergency designation and initiate any necessary agency notifications?

_____

19. Did security have problems with paging or phone call notifications systems? _____.

_____.

20. Did security have problems notifying local area businesses? _____.

21. Was a runner sent to the Security Gate to accompany the outside agencies? _____.

_____.

22. Where were the various responders escorted to and/or staged? _____.

23. Were any building evacuations necessary? _____.

24. Were escape routes designated? _____.

25. Was a headcount taken by Building Wardens? _____.

26. Was the surrounding community affected? _____.

27. Were municipal agencies (fire dept., police, CHP) requested? _____.

28. What was the outside agencies' response time? _____.

29. Was there clear access into the emergency scene for all responding equipment? _____.

30. Was Inter-Refinery Mutual Aid required? _____.

_____

31. Was the aid provided immediately? If so, what kind? If not, why not? _____.

32. Were there any injuries caused by, or as a result of, this emergency? If so, how many and what kind?

_____.

33. Were all fire and safety equipment secured after the incident _____.

Why Not? _____.

34. Was there a problem with sewers backing-up? _____.

How much water was being used during the emergency? _____ GPM.

35. Was there anything that was done, or was not done, that could have helped to get this emergency under control sooner, or in a more effective manner? _____.

_____.

36. What, if anything, did you see that you feel was handled incorrectly, or in an unsafe manner during this emergency?

_____.

37. What can be done to improve our Emergency Response Program (i.e., pre-planning, additional training, etc.)? _____.

38. Additional Comments: _____

_____.

_____.

_____

THIS CRITIQUE IS TO BE RETURNED TO THE SAFETY DEPARTMENT UPON COMPLETION. REMEMBER, IF YOU DON'T TELL US OF A PROBLEM THAT YOU HAVE ENCOUNTERED -- WE CAN'T CORRECT IT!

Signature _____ Date/Time _____

TURNING IN THIS SURVEY <u>DOES NOT</u> ELIMINATE THE RESPONSIBILITY FOR COMPLETING A PROPERLY FILLED OUT INCIDENT REPORT.

H:\emergency response\icsforms\incident critique form.doc
Revised: 5/04

PART 10
TRAINING

10.1 EMERGENCY RESPONSE ORGANIZATION (ERO) TRAINING

10.1.1 Incident Command

10.1.2 EOC Establishment

10.1.3 Building Warden Training

10.2 EMERGENCY RESPONSE TEAM (FD/ERT) TRAINING

10.3 NEW EMPLOYEE TRAINING

10.4 EVACUATION DRILLS

10.1 EMERGENCY RESPONSE ORGANIZATION (ERO) TRAINING

10.1.1 Incident Command

Annual ICS training is provided for all FD/ERT Lead Process Technician LPTs, FD/ERT 3's and backups. The ten-hour training consists of:

a. Overview of ICS

b. ICS procedures

c. Description of system components

d. Hands on exercise

10.1.2 Emergency Operations Center (EOC) Establishment

Quarterly training is provided for all designated management personnel. The two-hour quarterly training consists of:

a. EOC notification, establishment and responsibilities

b. Media management

c. Hands on drill

d. Follow-up critique

On a monthly basis the EOC phone notification system is tested. Quarterly, the EOC is assembled and established.

10.1.3 Building Warden Training

Annual training is provided for all designated Building Wardens and Alternates. The one-hour training consists of:

a. Building Warden Responsibilities

b. Valero Emergency Action Plan

c. Valero Fire Prevention Plan

d. Refinery Evacuation Plan

10.2 FIRE DEPARTMENT/EMERGENCY RESPONSE TEAM TRAINING

The objective of the FD/ERT Training Program is to develop Fire Department Personnel that can ascertain the safest and most effective way to isolate and contain an emergency. The FD/ERT Officer should monitor and control his FD/ERT personnel within the limits of their training and the stated safety restraints.

Please refer to EPRS-900.01 "Organizational Structure and Staffing Requirements" and EPRS-900.02 "Minimum Training and Progression Requirements".

There are six (6) FD/ERT training core emergency response disciplines that make up the FD/ERT training program.

a. Fire Fighting Response (Exterior and/or Interior)

b. Hazardous Materials Release Response

c. Rescue Response High Angle/Confined Space

d. Medical First Aid and Treatment Response

e. Oil Spill Response (On-Water and/or On-Land)

f. Facility Security Plan Response

10.2.1 FD/ERT quarterly refresher training consists of 80 hours of training annually on one of the core response skills listed above in (section 10.2) Make-up classes are offered in each core response skills to ensure attendance of all FD/ERT members

a. Failure to attend one or more required FD/ERT core skill refresher training would prohibit responder to respond and perform that core emergency response skills. This will be in effect until re-qualification/competency, in that core skill, is achieved.

b. A written letter of non-qualification/competency will be distributed to the individual responder, Supervisors, Superintendents, Senior Management and will be entered in to the individual's FD/ERT training file and posted on the Wilmington Intranet Website

c. Disciplinary action and/or demotion of FD/ERT Level of Proficiency may also be implemented.

d. Each FD/ERT response shift has a minimum of two response drills annually. After completion of the drill, a follow-up critique is held to highlight the lessons learned. One of these drills will require test of individual elements of the facility security plan.

10.2.2 **Live Firefighting** training is conducted annually per response shift. There are four rotating response shifts with approximately 24 responders per shift. On day shift, Monday through Friday, there are an additional 16 emergency responders available to assist with emergencies. On a three-year rotation, each FD/ERT member attends a nationally recognized fire training academy for a week of intense live fire fighting instruction.

10.2.3 **Hazardous Materials Response** training is conducted annually per response shift. All FD/ERT members are trained and certified to the Level of Hazardous Materials Technician to meet the requirements set forth under California Code of Regulations Title 8 Section 5192 (q) Hazardous Waste Operations and Emergency Response Regulation. Annual HazMat refresher training is conduct for all FD/ERT responders.

10.2.4 **High Angle/Confined Space Rope Rescue** team training occurs quarterly, for all four shift rescue teams. Each shift is staffed with 10-man rescue team. Daily shift staffing requires a minimum of six (6) active trained rescue technicians who air available to respond any time to a confined space rescue. Annually, an internal High Angle/Confined Space rescue competition is conducted for all four rescue teams and the team that scores the highest overall rating, will represent this facility in an offsite Industrial Rope Rescue Competition.

10.2.5 Medical First Aid and CPR is provided to all FD/ERT members. Advanced medical training is not a requirement of all FD/ERT members. However, Emergency Medical Technician (EMT) training is an advanced medical training course offered through the California State Fire Marshalls Office. EMT staffing includes a minimum of 2 EMT's per shift. Participation in medical simulations is conducted during FD/ERT quarterly training which will aid in maintaining EMT proficiency and skills. This training is independent of the quarterly training mentioned in Item 10.2.1.a.

Emergency Medical Technician (EMT) training is a California State Fire Marshal approved advance medical training course. Advanced medical training is not a requirement of all FD/ERT members. EMT staffing includes a minimum of 2 EMT's per shift. Participation in medical simulations is conducted during FD/ERT quarterly training which will aid in maintaining EMT proficiency and skills. This training is independent of the quarterly training mentioned in Item 10.2.1.a.

10.2.4 **Oil Spill Response** training is conducted twice annually for on-water and on-shore spill response. Not all FD/ERT members attend this training. Non ERT Marine Terminal Dock Qualified Operators are considered oil spill responders and are required to attend this training.

10.3 NEW EMPLOYEE TRAINING

10.3.1 All employees are given Safety and Security Orientation Training and are issued Employee Safety Response Pocket Guides prior to commencing work. Orientation Training includes review of this material and the Fire Prevention Plan.

10.3.2 All employees, including office staff, are informed of the fire, marsec levels and other hazards of materials handled in the refinery as part of the Basic Hazard Communication Training, which they receive as part of Safety Orientation Training. Those employees which are involved in the handling of hazardous materials or in the maintenance of equipment containing hazardous materials are given more extensive training. Hazard Communication Training is described in the 706.00 Procedure, which is issued and updated by the Safety Department. Training is given by the Safety Department Supervisors or a Computer Based Training (CPT) presentation and exam.

10.3.3 All new operations personnel go through nine (9) weeks of core training prior to assignment to an operating unit. Subject matter includes:

a. Refinery Process Overview

b. Refinery Process Equipment

c. Basic Science

d. Key Refinery Safety Policies and Procedures

e. Environmental Health and Safety Overview.

f. Facility Security Plan Overview

As part of this core training they receive (eight) 8 hours of Basic Emergency Response Training which includes classroom and field instruction in the use of fire extinguishers and operation of fixed fire protection deluge systems, fixed fire monitors, portable fire monitors and foam hose reel stations.

10.3.4 All new maintenance personnel go through 40 hours of core training. Subject's matter includes:

a. Refinery Overview

b. Key Refinery Safety Policies and Procedures

c. Health, Safety and Environmental Overview

d. Facility Security Plan Overview

e. Basic hand tool use and safety

10.4 EVACUATION DRILLS

Evacuation drills are conducted on a quarterly basis in all refinery buildings in

conjunction with FD/ERT Response Drills. All drill documentation including a critique form will be archived at the Safety Department. Incorporated into this drill will be an FD/ERT muster and an EOC drill.

APPENDIX A

ABBREVIATIONS AND ACRONYMS

AQMD	Air Quality Management District
CHP	California Highway Patrol
CPR	Cardio Pulmonary Resuscitation
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERM	Emergency Response Manual
ERO	Emergency Response Organization
ERP	Emergency Response Plan
ERT	Emergency Response Team
HF	Hydrogen Fluoride
I.C.	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
LAFD	Los Angeles City Fire Department
LAPD	Los Angeles City Police Department
LAUSD	Los Angeles Unified School District
LPG	Liquified Petroleum Gas
MetStation	Meteorological Station
MSDS	Material Safety Data Sheet
NRC	National Response Center
OES	Office of Emergency Services
OSHA	Occupational Safety and Health Administration
P.A.	Public Address
PCP	Pipeline Contingency Plan
PIO	Public Information Officer
PPE	Personal Protective Equipment
SCBA	Self Contained Breathing Apparatus
SCP	Site Control Point
SPCC	Spill Prevention Control and Countermeasure Plan
SRU	Sulfur Recovery Unit

APPENDIX B
CAL-OSHA CROSS REFERENCE

1.1 This manual together with the supporting documents referenced herein satisfies the requirements of Section 3220 of Title 8 of the California Administrative Code (Cal-OSHA Emergency Action Plans). The requirements of Section 3220 are as follows:

(a) Scope and Application. This section applies to all emergency action plans. The emergency action p

(b) lan shall be in writing, except as provided in the last sentence of subsection (e) (3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:
(1) Emergency escape procedures and emergency escape route assignments;
(2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
(3) Procedures to account for all employees after emergency evacuation has been completed;
(4) Rescue and medical duties for those employees who are to perform them;
(5) The preferred means of reporting fires and other emergencies; and
(6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.
(1) The employer shall establish an employee alarm system which complies with Article 165.
(2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.
(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
(A) Initially when the plan is developed.
(B) Whenever the employee's responsibilities or designated actions under the plan change, and
(C) Whenever the plan is changed.
(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may

be communicated orally to employees and the employer need not maintain a written plan.

1.2 The emergency escape procedures and emergency escape route assignments are defined in Part 3 of this manual.

1.3 Procedures to be followed by employees who remain to operate critical plant operations before they evacuate are addressed in Part 6 of this manual and specified in detail in the applicable Unit Operating Manual as listed herein.

1.4 Procedures to account for all employees after a building or area evacuation are contained in Part 3 of this manual. Procedures to account for all employees after a refinery evacuation are contained in Part 6 of this manual.

1.5 Rescue and medical duties are defined in Part 2 and 6 of this manual.

1.6 The preferred means of reporting fires and other emergencies is specified in Parts 1 and 3 of this manual.

1.7 The names and regular job titles of persons or departments who can be contacted for further information of duties are listed in Part 3 of this manual.

1.8 The alarm system used in the refinery is described in Part 8 of this manual. Actions to be taken on each type of alarm signal are defined in Part 2 of this manual.

1.9 The types of evacuation to be used in emergency circumstances are described in Part 3 of this manual.

1.10 The duties of personnel with specific emergency response responsibilities including those assigned to assist with the safe and orderly evacuation of non-essential personnel are defined in Part 6 of this manual and training of these personnel defined in Part 10 of this manual.

1.11 Actions and responsibilities of non-essential personnel are addressed in the Building Emergency Action Plans contained in Part 3 of this manual. Each Building Plan is posted in the building to which it pertains.

APPENDIX C

COMPLAINT SUMMARY GUIDELINES

PURPOSE

The Refinery Complaint Summary provides documentation to Management of alleged impacts of the Refinery's operation on its neighbors. The complaint summary also provides a vehicle by which individuals complaining about the Refinery's operation can document their allegations to Management personnel.

OBJECTIVES

1. The Complaint Summary form is to be completed by the person who receives initial notice of a complaint regarding the refinery's operation. The summary must be completed in its entirety with information not supplied by the complainant duly noted.
2. In any case, the Environmental Department should be notified immediately.

PROCEDURE

Most of the Form is self-explanatory. This Procedure provides a quick review of actions, when a complaint is received:

1. Note date and time of complaint and method of receiving complaint.
2. Try to obtain the full name, address and telephone number of complainant.
3. Have complainant describe complaint in detail (i.e. type of odors, color of material, nausea, etc.)
4. Ask complainant if he/she wishes to provide written notification of complaint. Provide mailing address with attention to Environmental Department if a written complaint will be sent to the Refinery.
5. Describe complainants' attitude and indicate whether any threats were made to the facility.
6. Note whether complainant indicated additional notifications to entities not associated with Refinery.
7. Indicate your responses to complainant. Cordial conversational tones are highly recommended. Always indicate to complainant that he/she will be contacted later with follow-up information, if so desired.
8. Terminate conversation and determine wind direction.
9. Notify Environmental (if appropriate).
10. Complete appropriate Complaint Summary sections and have supervisor review and comment.
11. Distribute complete form to persons listed on distribution.

VALERO ENERGY CORPORATION

COMPLAINT SUMMARY FORM

(To Be Completed by Employee Receiving Complaint)

DATE _____ TIME OF COMPLAINT _____

Complaint received by _____

Notification Method:
Telephone Extension:_____
Other _____

Description:_____
_____
_____

Name of Complainant:_____

Location of Complainant:_____

Telephone Number of Complainant:_____

Complaint Description:_____
_____

Complainant's response to request to provide written documentation of complaint:_____
_____

Describe complainant's attitude - circle as appropriate:
ANGRY SLEEPY CORDIAL EXCITED FEARFUL THREATENING

Were any threats made to facility YES / NO
Description:_____
_____

Did complainant mention notification of any other persons or agencies or indicate other actions that will be taken? YES / NO

Employee response to complainant:_____

Wind direction from:_____

Supervisor's action taken in response to complaint:_____

_____ _____
SIGNATURE EMPLOYEE SUPERVISOR

Distribution to following Managers: Refining, Operations, Maintenance, E H & S, and Safety.

APPENDIX D

PUBLIC STATEMENT GUIDELINES

Be Prepared

It is Valero Energy Corporation's goal to be prepared for any serious incident that would endanger public health or the environment, decrease shareholder value, or result in negative exposure for the company. It is simply good business to have plans and programs in place that ensure we have the capability to respond when contacted by reporters during a crisis.

When a crisis occurs, the public's attention is directed at Valero Energy Corporation as a whole and not just the management at the facility involved. The public expects the company to bring all its resources to bear on a problem.

Although an incident may occur at a different operation, journalists and others making inquiries may contact the nearest Valero Energy Corporation office either because it is the facility closest to them or because they are looking for another "angle" for a story. In such cases, refer the caller to the Corporate Community and Government Affairs (see Appendix A).

It is not enough to handle a crisis effectively. We must be prepared to talk about it to print and broadcast journalists. Senior managers at each Valero Energy Corporation facility must inform all employees about the company's news media communications policy and what to do when approached by a reporter or news photographer. Employees not likely to be involved in emergency recovery operations should be trained to escort reporters and photographers to ensure:

a. Their safety.
b. That they get adequate information or photographs/video.
c. That they do not have access to off-limits areas or confidential information.

Media Relations During a Crisis:

In this day of instant information, you can be certain that in any given emergency, the media will be on the scene—demanding to be apprised of the situation. In today's environment it is not enough to effectively handle a crisis; we must be prepared to talk about it to the medial.

In an emergency situation, where there are police officers and/or or regulatory personnel at the scene of the incident, let these officials take the lead with the media, until a trained and authorized company spokesperson arrives. Until that time, an employee may respond to the medial with one of the following:

1. We do not have any details at this time, but will have a statement for you shortly.

2. We are cooperating with the police (or officials in charge) to quickly end the situation.

3. We are cooperating with officials to determine the cause of this incident and will continue to investigate it thoroughly.

In addition, trained and authorized spokespersons at the scene should also:

1. Provide an area for the media away from danger.

2. Allow the medial access to and area from which they can photograph.

3. If many reporters have gathered at the scene, explain that you will issue a statement in a few minutes so that you may speak to them as a group or "pool" and get back to your work (rather than give individual interviews.

4. Give a brief assessment of the situation. (Explain what occurred, giving only known facts).

5. If questions are asked that you do not know (or do not want to respond to), tell the reporter that the information is not available at this time.

6. You may cut the initial media briefing statement off after only two-three questions, and explain that you do not have any more information at this time, but will have another statement in about an hour (or half an hour, depending on the situation). Follow-up as promised.

7. Call Corporate Community and Government Affairs immediately for guidance and assistance.

Once the incident has been resolved, the medial may continue to make follow-up inquiries. At that point, all media inquiries should be referred to the appropriate Corporate Community and Government Affairs office for response. That office will determine which company spokesperson will respond in order to ensure that a consistent message is delivered.

OPERATING STANDARDS FOR MEDIA COMMUNICATIONS:

1. When contacted by the medial, determine the general scope of the interview they are requesting, and then take the reporter's name, station/media outlet represented, phone number, and deadline. Tell them someone will call them back.

2. Employees located in the United States should immediately contact Public Relations. Those in Canada should immediately contact Government and Public Affairs. Discuss the request, the real reason behind the story, how to respond to the reporter, and who specifically will respond.

3. Because the reporter has been assigned by their editor to report on the issue or incident and will generally run a story regardless of whether or not the company participates, we will generally choose to grant an interview. If not, Corporate Community and Government Affairs will contact the reporter or designate you to do so and explain why the company is declining the interview.

4. Any statement issued must be consistent with the company's position on issues. As a company we must have **one voice.**

5. A statement from the highest ranking local personnel (i.e. refinery manager or retail division general manager) may b preferable to a corporate spokesperson (depending on the situation). Decisions on the appropriate spokesperson, will be made by Corporate Community and Government Affairs

6. Only trained and authorized spokespersons should make statements to the media. If an emergency or crisis occurs, the employee on duty should tell the medial that someone will be there shortly to respond. The only exception will be if the employee receives prior approval from the division office and Public Relations. At that time, the employee will be given guidelines to address the specific situation.

7. All requests by media to take photos or shoot video footage on-site must be approved prior to these actions occurring at any company facility. If a reporter/photographer is taking photographs or video inside your plant, facility, or store, and your are unsure about approval status, you should politely ask him or her to leave or wait while you contact the division office (in case of retail stores) or Public Relations to obtain approval. Ask the reporter/photographer which media outlet he or she represents and also advise Public Relations of this information. Also notify Public Relations, if reporters/photographer is taking photographs or shooting video off-site on public property, such as from the street adjacent to the property. Do not interfere with the reporter/photographer in this circumstance.

8. The same is true of reporters interviewing our customers. If the reporter is on-site, the company has the right to ask them to refrain from continuing the interview(s) while you or another employee on duty contacts the Corporate Community and Government Affairs. Often our customers enjoy the media attention, and we will allow the media to speak to them; however, this is only granted with prior approval by Corporate Community and Government Affairs.

9. Company spokespersons shall never:

   a) Say "No Comment" you may say, "We cannot answer at this time" or "We do not have that information available at this time; however we will get back to you as soon as possible." Stating "No Comment" implies that the company has something to hide.
   b) Make "Off the record" comments. The media can usually confirm your "Off the record statements." with another source, and it will become record.
   c) Speculate. Statements must be base on factual and available information.
   d) Release victim's names without specific approval by Public Relations.
   e) Release financial estimates of damage or amounts of product released without prior approval by Public Relations.

10. Spokespersons are always available to the media -- 24 hours a day.

11. Spokesperson shall keep accurate records of all queries received from the media and forward this information to Corporate Community and Government Affairs.

APPENDIX E

VALERO REFINERY
FIRE PREVENTION PLAN

TABLE OF CONTENTS

1.0 General

2.0 Fire Hazards

3.0 Material Handling and Control of Ignition Sources

4.0 Fire Protection Systems and Equipment

5.0 Housekeeping Responsibilities

6.0 General Equipment Inspection and Maintenance

7.0 Inspection and Maintenance of Fire Protection Equipment

8.0 Training

REFINERY

FIRE PREVENTION PLAN

1.0 GENERAL

1.1 This facility is engaged in the refining of crude oil to make a variety of petroleum products including gasoline. Flammable and combustible materials are therefore found throughout the refinery in either processing or storage areas or at loading racks where product is transferred to or from road vehicles. Areas where crude oil or intermediate or final products are present a special ignition hazard and are identified on Figure 1.1 the Refinery Process Area drawing. These areas are hereinafter referred to as "process areas". Other areas of the refinery are referred to as "non-process areas". Non-process areas include office and other buildings found with the non-process areas. Flammable and combustible materials may be found in non-process areas, but the hazard is generally less than that in process areas. Exceptions to this are as follows:

Warehouse - Flammable Gases

Laboratory - Flammable Gases, Liquids

These building areas are subject to similar controls to those for process areas. Conversely, controls may be relaxed in certain buildings within process areas where specifically posted:

1.2 This plan addresses process and non-process areas separately. All personnel not normally assigned to process areas should pay particular attention to restrictions on entry into process areas. All potential sources of ignition, including smoking materials, electrical devices and vehicles are prohibited unless specifically authorized under the refinery Hot Work Permit system or specifically exempted from permit requirements. The Safety Department shall be consulted if there is any doubt as to whether or not any item is a potential ignition source.

1.3 This Fire Prevention Plan is intended to meet the requirements of Section 3221 of the Cal-OSHA General Industrial Safety Orders. Because fire prevention is such an integral part of the design, operation and maintenance of the refinery, numerous programs and procedures exist to prevent fires. These programs and procedures are incorporated by reference herein.

2.0 FIRE HAZARDS

Process Areas

2.1 The fire hazards of crude oil and petroleum products are described in the Refinery Operating Manuals, which are maintained and updated by the Operations Training Department. Additional information on these materials and on other materials hazardous handled in process units is contained in the Materials Safety Data Sheets (MSDS). MSDSs for all hazardous materials used in the refinery are available for review at any of the following locations and on the in-house website:

Main Control Room
East Plant Maintenance Office
West Plant Maintenance Office
Marine Terminal
Operations Building
Purchasing Department
Safety Department
Tank Farm Office
Engineering Building
Warehouse

Non-process Areas

2.2 Fire hazards in office buildings include paper and paper products and combustible materials used in furniture, carpeting, etc. Small amounts of flammable or combustible office products including some glues, solvents, thinners, and cleaners may also be found. Other fire hazards include faulty electrical equipment, overloaded electrical circuits and improper wiring. Christmas trees and other decorations may also create a hazard. Additional information may be found on product labels.

2.3 Special hazards may arise in the auto shop and other building where maintenance, repair or fabrication takes place. Flammable or combustible liquids, including gasoline, solvents, thinners and cleaners may be found in these areas. Batteries may give off flammable vapors. Additional information on such materials may be found on product labels or on the MSDSs for these materials which are available for review at any of the following locations:

3.0 MATERIAL HANDLING AND CONTROL OF IGNITION SOURCES

Process Areas

3.1 Crude oil and petroleum products are handled by systems and equipment designed and constructed in accordance with applicable codes and standards. Proper handling and storage procedures are specified on a unit-by-unit basis in written safe operating procedures contained in the following Unit Operating Manuals which are listed in Appendix G, Table 1 of the Refinery Emergency Response Manual.

3.2 The above procedures include special procedures addressing such activities as product sampling, equipment purging prior to maintenance or re-introduction of flammable or combustible material. Additional safety requirements are found in the following Special Safety and Loss Control Procedures contained in the Wilmington Refinery and Marine Terminal Safety Policy and Procedure Manual:

712.01	Construction Tie-Ins to Operating Equipment
712.02	Safe Performance of Electrical Work
712.03	Working from a Crane Suspended Personnel Platform
712.04	Handling of Asbestos Materials
712.05	Flare Inspection or Repair
712.06	Work Performed On Atmospheric Storage Tanks
712.07	Clearing, Entering, and Cleaning Tanks
712.08	Smoking Policy
712.09	Cold Cutting and Gas Barrier Pipe Plugging
712.10	Plant Hose Policy
712.11	Pressure Relief Valve Work for In-Service Equipment
712.12	De-pressuring of pipelines or vessels to Vacuum Trucks
712.13	On Line Valve Packing Repair
712.14	Installation of Leak Repair Devices
712.15	Crane Safety
712.16	Servicing Con Roof Tank Vacuum Breakers
712.17	Inert Vessel Entry
712.18	Work Involving Opening East Plant Flare Header
712.19	Nitrogen Handling
712.20	Preventing Pyrophoric Scale Fires in Distillation Equipment

3.3 Ignition sources within the process areas are controlled by the designation of hazardous (classified) locations and by the installation of suitable electrical equipment and wiring within these locations and the use of a Safe Work Permit System to restrict ignition sources in such areas. The hazardous (classified) locations are delineated on the process area drawings.

3.4 The Safe Work Permit System is specified in the following Subsections of the Safety Policy and Procedure Manual:

704.00	Safe Work Permit
704.01	Hot Tapping and Machine Plugging
704.02	Permit Required Confined Space Entry
704.03	Hot Work
704.04	System Steering Committee – Risk Management / Safety Review
704.05	Vehicle Entry
704.06	Excavation Safety Standard
704.07	Hazardous Energy Source Control Lock Out / Tag Out
704.08	Equipment Blinding & De-blinding
704.09	Job Safety Analysis JSA Guideline
704.10	Access Control for Non-Operating Personnel

3.5 Smoking within the refinery is restricted in accordance with Subsection 712.08 of the Safety Policy and Procedure Manual, Smoking Policy.

Non-process Areas

3.6 Flammable materials including solvents, cleaners or thinners shall not be stored or used in any office buildings except where specifically allowed by the Safety Department. Non-combustible office and cleaning products shall be used wherever possible. If a specific product needs to be used, the designated Building Warden should be contacted. He or she will refer the matter to the Safety Department. All products shall be used in accordance with the manufacturers' instructions. Approval is also required for Christmas trees, lighting and decorations.

3.7 All flammable and other hazardous materials stored or used in maintenance, repair shops or other non-process areas shall be approved by the Safety, Environmental, and Purchasing Departments and the Maintenance Supervisor. This is coordinated through the Hazardous Communications Procedure. Quantities of such materials shall be minimized and an inventory maintained. Flammable materials shall be stored in specially constructed cabinets and shall be handled in approved containers only. Handling shall be performed in accordance with manufacturers' instructions as stated on the products labels and MSDSs and in accordance with the following procedures:

Maintenance Procedure Manual

713.0200 - Inspection and Training

3.8 Handling of flammable and other hazardous materials in the Lab shall be in accordance with the following procedures:

Laboratory Daily Order Book

Laboratory Testing Procedures Manual

3.9 Electrical equipment shall be maintained in good working condition at all times. Faulty equipment and equipment with frayed cables or wires shall be removed from service. Circuits shall not be overloaded by connection of too many devices to one outlet. Electrical cable shall not be run underneath carpets and floor mats. Use of extension cords, except those specifically designed for and used with power tools, requires approval from the Safety Department. Contact your Building Warden. Electrical equipment used in all areas shall be approved by the Safety Department.

3.10 Welding, brazing and other hot work shall be carried out in specifically designated areas only or in accordance with a written permit.

3.11 Smoking is only perinitted in specifically designated areas, where ashtrays are at hand. Matches and cigarette butts shall not be discarded on the floor or in wastebaskets.

4.0 FIRE PROTECTION SYSTEMS AND EQUIPMENT

Process Areas

4.1 The refinery has an extensive internal fire water system which includes fire pumps and a fire water tank from which two of the pumps can draw suction in the event of a loss in city mains supply. The fire water system includes fixed automatic water spray systems, fixed monitors and hose connections in and around the process units, tank foam and loading racks. The fire water system is shown on the Fire Water Plot Plan which is included as Figure 7.1 of the Refinery Emergency Response Manual.

4.2 Fixed fire-fighting foam systems are installed in the distillate loading rack loading bags.

4.3 Hand-held and wheeled fire extinguishers are located throughout the process areas. They are generally 20 lb., 30, 150, 300 type dry chemical.

4.4 The refinery maintains an around-the-clock Emergency Response Team (ERT) made up of personnel trained in fighting hydrocarbon fires. The following truck and trailer-mounted firefighting equipment is maintained ready for use:

Assorted hardware, nozzles, adaptors, etc.
1 - Foam Tender with 2000 gallons A.F.F.F./ATC and (2) 2500 gallon port-a-tanks.
3 - 1250 gpm foam trailer with 500 gal. A.F.F.F./ATC, 1%, 3% proportioning, 1250 gpm monitor, 500' of 5" hose with Storz fittings, 300' of 3" hose and 300' of 1-3/4" hose.
11,000 gal. A.F.F.F./ATC in 305 gal. Totes.
1000 lbs. purple "K" in 50 lb. pails.
3 - 2000 gpm trailer mounted monitor with self educting nozzle, (Williams Fire & Hazard Control).
1 - 2500 gpm portable pump.
5 - 750 gpm portable monitors with self educting nozzles, (Williams Fire & Hazard Control).
2 - 1000 gal. Port-a-tanks.
5100' x 5" high volume hose with Storz fittings.
500' x 2-1/2" Double jacket.
1 - 5" Storz x 3 - 2-1/2" Gated Portable Hydrant.

Non-process Areas

4.5 The Engineering Building is equipped with automatic sprinkler systems.

4.6 The following buildings are equipped with special automatic fire protection systems:

Blend Building knock engine room

Computer room in Engineering Building

4.7 All buildings are equipped with 20 lb. type Halon or 20 lb. type dry chemical fire extinguishers. Extinguisher locations are shown on posted building Emergency Evacuation Plans.

5.0 HOUSEKEEPING

5.1 All employees are responsible for keeping work areas free from the accumulation of flammable or combustible waste materials and residues including combustible dusts. Flammable and combustible liquid containers shall be sealed and properly stored when not in use. Leaks and spills shall be cleaned up immediately if safe to do so or, if not, reported immediately as specified in the Emergency Response Manual. Oil or solvent-contaminated rags, etc. specifically must be placed in closed metal containers.

5.2 All hazardous waste shall be collected, stored and prepared for transportation to an approved treatment or disposal facility.

5.3 Office and domestic trash shall be collected each weekday by the janitorial service and placed in dumpsters for pick up by contracted waste company.

5.4 Non-hazardous waste arising from construction, maintenance and similar activities shall be disposed of properly.

Process Areas

5.5 Overall responsibility for housekeeping in process areas is as listed below:

Heavy Oils	-	West Plant Lead Process Technician LPT
East Plant	-	East Plant Lead Process Technician LPT
Tank Farm and Truck Rack	-	Logistics Lead Process Technician LPT
Hydroprocessing/Utilities	-	Hydrotreating/Utilities Lead Process Technician LPT

5.6 Each unit Lead Process Technician LPT and Chief Operator is responsible for proper housekeeping during his shift. Housekeeping is part of each outside operator's rounds. Specific duties are defined in the Unit Operating Manuals.

5.7 Each construction or maintenance crew supervisor is responsible for clean up of the crew's work area at the end of each shift.

5.8 Proper housekeeping is verified as part of the Operations Lead Process Technician LPT Weekly Inspection.

Non-process Areas

5.9 Responsibility for housekeeping in maintenance shops rests with the Maintenance Supervisors who assign specific housekeeping duties for each work area. Proper housekeeping is verified by monthly safety and housekeeping inspections performed by the Superintendents using the Monthly Safety/Housekeeping Inspection Checklist for Maintenance Shops.

5.10 Responsibility for housekeeping in office and other building areas rests with the managers or supervisors of the staff working in those areas. Proper housekeeping is verified by monthly safety and housekeeping inspections performed by the Building Wardens.

6.0 GENERAL EQUIPMENT INSPECTION AND MAINTENANCE

Process Areas

6.1 Each unit Operator is required to perform a walk through inspection of equipment, valves and instrumentation on each shift, noting items in need of correction, maintenance or repair. When the problem can not be corrected, by an operator a maintenance work order shall be prepared by the unit operator and forwarded to the Lead Process Technician LPT. If the deficiency constitutes an imminent danger, the deficiency is classified as an Emergency Work Order. The Maintenance Work Order System is set forth in Subsection 713.0101 of the Maintenance Procedure Manual.

6.2 The Maintenance Department performs predictive and preventative maintenance inspections of equipment as described in Maintenance work orders are generated as described above.

6.3 The Inspection Department carries out non-destructive testing of vessels and piping as described in Maintenance work orders are generated as described above.

6.4 Depending on the nature of the required maintenance or repair, work may be performed immediately or as part of the normal work routine, or deferred to annual turnaround.

Non-process Areas

6.5 Equipment in maintenance shops is inspected by the Maintenance Supervisors and Superintendents in accordance with the Monthly Safety/Housekeeping Inspection Checklist for Maintenance Shops.

6.6 Building mechanical and electrical equipment is inspected and maintained by the Maintenance Department in accordance with #713.00.

7.0 INSPECTION AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

7.1 Inspection, testing and maintenance of all fire protection equipment found in both process and non-process areas of the refinery are the responsibility of the Safety Department Specialist Miguel Garcia, Jr. This work includes daily, weekly, monthly or annual inspection and preventative maintenance of fixed and portable equipment by an in-house Safety Representative and annual fixed system functional testing and fire extinguisher service by a state-licensed service company. Inspection and maintenance procedures and schedules are contained in the Safety Department P.M. Standard Operating Procedures.

7.2 In addition to the periodic inspections carried out as described above, fire protection systems and equipment in process areas are subject to weekly inspection by the unit operators in accordance with the Operations Sunday Safety Checklist for each process unit. Safety equipment in buildings is checked on a monthly basis by the Building Wardens.

8.0 TRAINING

8.1 All employees are given Safety Orientation Training and are issued Employee Safety Response Pocket Guides prior to commencing work. Orientation Training includes review of this material and the Emergency Action Plan.

8.2 All employees, including office staff, are informed of the fire and other hazards of materials handled in the refinery as part of the Basic Hazard Communication Training which they receive as part of Safety Orientation Training. Those employees which are involved in the handling of hazardous materials or in the maintenance of equipment containing hazardous materials are given more extensive training. Hazard Communication Training is described in the 706.00 Procedure which is issued and updated by the Safety Department. Training is given by the Safety Department and Supervisors.

8.3 All new operations and maintenance personnel go through ten (10) weeks of core training prior to assignment to an operating unit or maintenance group. Subject matter includes:

Refinery Process overview

Refinery Process equipment

Basic Science

Key Refinery Safety Policies and Procedures

Environmental Health and Safety overview.

Facility Security Plan Response

As part of this core training they receive four (4) hour of Basic Emergency Response Training which includes instruction in the use of fire extinguishers and fixed fire protection systems.

PREPAREDNESS BEFORE THE EARTHQUAKE

1. The Refinery has a three-day supply of food, water and other essential items for all employees. This will allow refuge for those employees who wish to stay. Any employee who wants to leave may do so unless directed to stay, by Supervision, to safely shut Units down. After Units are shut down employees may leave.

CAUTION: HOME TRAVEL DURING MAJOR EARTHQUAKES MAY BE IMPOSSIBLE.

2. Employees will not be able to function at work effectively if they are concerned about their families.

   a. Develop a plan for your family. Make sure they know what to do. The Health and Safety Department has literature to assist in this effort.
   b. Develop a buddy system with family, friends, and neighbors.
   c. Communication by phone to employee families may not be possible. Phone service may be possible with a friend or relative that resides out of the affected area. Establish a procedure with family members to contact a distant friend or relative for updates and safety reports.
   d. Distribute "zip code lists" to assist those who wish to car pool.

3. The following are general guidelines for refinery/marine terminal offices:

   a. Ensure blinds are installed on all windows to prevent spreading of broken glass.
   b. Secure all desk computers with Velcro or other means to prevent them from sliding off.
   c. Secure bookcases to walls.
   d. In Warehouse and Maintenance shops secure bins/shelving to walls and/or each other if more than one is in use.
   e. Store heavy material on lower shelves or bins and pallet racks.

4. Operations plan will include:

   a. Quick control shutdown (30 minutes).
   b. Controlled shutdown (2 hours).

5. Operations plan will include the callout of off-shift workers in order that on-shift employees can get home to check on their families as conditions allow. If the affected area phone systems are down, contact outside the area may be possible with cellular phones.

(As a result of the San Francisco Loma Prieto earthquake, emergency responders were allowed to go home to check on their families. They returned to the emergency and were able to work for an extended amount of time until the emergency phase was completed.)

6. Operations plan will account for product transfers in and out of the Refinery and Marine Terminal.

APPENDIX G

CROSS REFERENCE OF RELATED DOCUMENTS
VALERO ENERGY CORPORATION

1.1 This manual is laid out in several parts. This part provides an overview of the manual and the supporting documents referenced herein. It is important that the information in all relevant documents remains accurate and consistent. Procedures should be contained in one document only. The same applies to detailed information relating to a specific aspect of emergency response. This should be kept in mind when updating documents.

1.2 Other documents relating to or containing procedures for emergency response are listed in Table 1. These documents are discussed briefly below and are referenced specifically in individual parts of this manual. The person responsible for review and revision of each document or parts thereof is also listed in Table 1.

1.3 The Emergency Response Coordinator is a holder of all documents listed and shall be provide all revisions in a timely fashion. In addition, the person responsible for each document listed shall advise the Refinery Safety Manager of any change in a referenced document which may result in it and this manual being inconsistent so that this manual may also be revised as appropriate.

1.4 The importance of everyone using up-to-date information in an emergency cannot be overemphasized. The Emergency Response Coordinator will check that documents are being properly revised in a timely fashion and that holders of documents are keeping their copies current by periodic safety audit.

1.5 The **"Resource Guide Book"** is a support document to this manual. It contains current Valero Wilmington Refinery organization charts, employee rosters and telephone lists. It also contains emergency phone numbers including home phone numbers and cellular phone numbers for key personnel. It lists outside notifications to be made in various types of emergency and provides information on emergency assistance available through various outside sources including hospitals, ambulance services, equipment vendors, etc. It also describes mutual aid available from other refineries and how this aid may be accessed. Copies of them are kept in the Safety Department Library, Incident Command Vehicle and Refinery Emergency Operations Center.

1.6 The **"Refinery Business Plan"** is a document required to be submitted to the Los Angeles Fire Department (LAFD). It contains a complete inventory of all hazardous materials including flammable materials, water treatment chemicals, etc. handled in the refinery together with computer-generated site maps showing location of these materials within each unit of the refinery. In addition, the Business Plan contains a description of how emergency response will be carried out in the event that an incident occurs in the refinery (Element 6 - Response Plan), how incidents are prevented (Element 7 - Prevention Plan), how new employees are trained to prevent

or respond to incidents (Element 8 - New Employee Training), and what ongoing training is provided (Element 9 - Refresher Training). The inventory report forms and the site maps are primary documents which will be used by LAFD when responding to an emergency. The Response Plan and succeeding elements are informational only and merely describe the emergency response procedures specified herein.

1.7 The **"Pipeline Contingency Plan"** is a document required by the State Fire Marshal under the California Pipeline Safety Act. It specifies in operational detail how response to a pipeline emergency outside the refinery will be carried out.

1.8 The **"Spill Prevention, Control and Countermeasure (SPCC)"** Plan is a document required by all facilities that could discharge oil in harmful quantities into or onto navigable waters or adjoining shorelines. It specifies in operational detail how response to an oil spill by the refinery will be cleaned up.

1.9 The **"Emergency Response Team (ERT) Training Program Manual"** defines the hands-on response activities to be performed by ERT members at the scene of the emergency. This includes fire fighting per Section 3411 and emergency response to hazardous substance releases per Section 5192, Subsection (q) of Title 8 of the California Administrative Code. The Fire Brigade Organizational Statements and the hazardous substance release Emergency Response Plan which include the elements required by respective sections of the Cal-OSHA regulations are contained in the ERT Training Program Manual, except that those elements common to this manual are not duplicated.

REFERENCE DOCUMENTS

DOCUMENT TITLE	RESPONSIBILITY FOR REVIEW AND REVISION
Emergency Response Resource Guide Book	Fire Chief / Emergency Response Coordinator
Refinery Hazardous Materials Business Plan	Risk Assessment Manager
Pipeline Contingency Plan	Pipelines Supervisor
Spill Prevention, Control, and Countermeasure (SPCC) Plan	Environmental Manager
Emergency Response Team (ERT) 40 Hour Training Program Manual	Fire Chief Emergency Response Coordinator
Logistics Unit Operations Manuals (each manual listed individually below):	Logistics Training Department Representative
Effluent Water Treatment Process Overview	Pipeline Movement System
Effluent Water Treatment System	Marine Terminal System
Oil/Water/Solids Separation System	Truck Rack System
Effluent Water Treatment Process	Gasoline Blending Process Overview
Safety Health Environmental	Gasoline Blending Process S.H.E.
Feed/Production Movement Process Overview	Gasoline Blending
Feed Production Movement Process	Gasoline Blending
Safety Health Environmental	Ten Job Specific Modules
Tankage and Transfer System	
East Plant Unit Operations Manuals (each manual individually listed below):	East Plant Operations Training Department Representative
Alkylation Process Overview	Isomerization Process Overview
Reactor/Settler System	Butamer Isomerization System
Alkylation Safety Health Environmental	Isomerization and Merox S.H.E.
Iso-Stripping System	F.C.C. Process Overview
Depropanizing/H.F. System	F.C.C. Safety Health Environmental
Neutralization System	Reaction/Regeneration System
Merox Process Overview	Fractionation System
Field C4 Merox System	Gas Con. Compression System
F.C.C. Merox System	Gas Con. Fractionation System
Caustic Oxidation System	Eight Job Specific Modules

TABLE 1

REFERENCE DOCUMENTS CONTINUED

DOCUMENT TITLE	RESPONSIBILITY FOR REVIEW AND REVISION
Heavy Oils Unit Operations Manuals (each manual individually listed below):	Heavy Oils Operations Training Department Representative
Distillation Overview Desalting and Heating System Vacuum Distillation System Coking and Fractionation System Light Ends Recovery System	Coke Cutting and Handling System Coking Process, Safety Health & Environmental Eight Job Specific Modules
Hydro-processing Unit Operations Manuals (each manual individually listed below):	Hydro-processing Operations Training Department Representative
Unibon Overview Unibon Reaction System Unibon Fraction System Unibon Safety Health Environmental S.R.U. Process Overview	S.R.U. Safety Health Environmental Reforming Process OverviewUnifiner Process System Reforming Reaction System CCR System Depropanizer System Seven Job Specific Modules
Utilities Unit Operations Manuals (each manual individually listed below):	Utilities processing Operations Training Department Representative
Amine Treating System Sour Water Treating System	Seven Job Specific Modules
Contractor Safety Orientation Procedure (Procedure 714.01) Loading Rack Procedures and Safety Regulations	

TABLE 1 CONTINUED

APPENDIX H
HAZARDOUS MATERIALS DECONTAMINIATION

1.0 HAZARDOUS PROTECTION LEVELS

LEVEL A: Wear "LEVEL A" encapsulated acid suits with positive pressure SCBA when the highest level of respiratory, skin and eye protection is required

LEVEL B: Wear "LEVEL B" protection when highest level of respiratory protection (SCBA) but lesser level of skin protection is needed

LEVEL C: Wear "LEVEL C" protection when the type of airborne substance is known and the concentration is measure. Wear coveralls, rubber boots, splash eye protection and full face respirator

2.0 DECONTAMINATION DESCRIPTION

2.1 Decontamination "DECON" is the process of removing or neutralizing any contaminants which may have accumulated or collected on:

- Personnel
- Clothing
- Equipment

While engaged in emergency response, control or stabilization activities.

2.2 The first step in decontamination is the established standard operational procedures that minimize contact with spilled materials.

2.3 All personnel, clothing and equipment leaving an active chemical emergency area must be decontaminated.

3.0 DECONTIMATION PROCEDURE

3.1 Drop tools and equipment which will be utilized during the ongoing response

3.2 Wash and rinse entrants and equipment with water and soap using long handle brushes in 1st decon pool

3.3 Re-wash and rinse entrants with water and soap solution using long handle brush in 2nd decon pool

3.4 Rinse off all remaining residue chemical exposure and soap solution in 3rd decon pool

3.5 Have entrants step into plastic bag and open suit.

3.6 Remove SCBA

3.7 Remove outer boots and gloves

3.8 Have entrant exit suit including stepping out of inner suit booties

3.9 Seal suit in plastic bag for disposal of garment or for transport to washing area.

3.10 Provide medical check-up

4.0 DECONTAMINATION DISPOSAL

4.1 Clothing not completely decontaminated bus be placed into plastic bags for further decontamination or place into disposal container

4.2 All equipment must be decontaminated or placed into properly labeled disposal container

4.3 All spent chemical neutralization solution or wash water must be collected and disposed of :

- As hazardous waste, or
- Into disposal drums, or
- Through a proper waste water treatment facility

5.0 DECON TEAM LEADER RESPONSIBILITIES

5.1 Don "Decon Team Leader" vest (in Haz Mat trailer).

5.2 Obtain briefing from Haz Mat Group Supervisor / S.C.
- Identify product / chemical involved.
- Identify level of protection needed, equal or 1 level lower than Entry Team.

5.3 Determine level and location of Decontamination Station and Reduction Corridor.

5.4 Maintain control of movement of people and equipment within the Decontamination Reduction (Warm) Zone.

5.5 Supervise the operations of the Decontamination Team, in the Decontaminating people and equipment.

5.6 Maintain communication and coordinate operations with the Entry Team Leader.

5.7 Maintain 214 Log.

5.8 Assist with break down of Decontamination Station, clean or properly dispose of all contaminated Haz Mat equipment.

6.0 HAZARDOUS MATERIALS REPONDERS PHYSICALS

6.1 All Valero employees that join or become part of the Hazardous Materials Response Organization shall complete an FD/ERT physical prior to attending Hazardous Materials Technician Training Course.

6.2 All Wilmington Facilities Hazardous Materials Technicians shall receive an annual physical.

6.3 Upon retirement from the Hazardous Materials Response Organization all Hazmat Techs will be offered post medical screening.

Valero Haz Mat Trailer Inventory

Red = Top Shelf, Blue = Middle Shelf, Violet = Floor

Location	Qty.	Description
(1)	4	Level 'A' CPE suits in orange bag.
(2)	10	Draeger 4.5 cylinder
(3)	22	Scott 4.5 cylinder
(4)	2	E-Z-UP canopy
	8	Metal sit-stools
(5)	3	Collapsible Decon Pool
(6)	2	Portable SAR manifold w/ Scott 4.5 cyl.
(7)	1	Shovel and Broom
(8)	20	Absorbent Pads, 16X16
(9)	3	5 Gal. Bucket AFFF
(10)	2	Draeger 4.5 SCBA
	1	5 point air hose manifold
	4	25' air hose
	3	50' air hose
(11)	3	Draeger 4.5 SCBA
(12)	3	Draeger 4.5 SCBA
(13)	6	Size 13 Orange boot / tub – size 13
	4	Size 11 Brn/Grn boot / tub – size 11, 13, 15
	1	Size 13 Grn boot / tub – size 11, 13, 15
	1	Size 15 Grn boot / tub – size 11, 13, 15
	4	Size 10 Brn boot / tub – size 10, 9, 8
	1	Size 9 Brn boot / tub – size 10, 9, 8
	1	Size 8 Brn boot / tub – size 10, 9, 8
(14)	6	Size 11 Orange boot / tub – size 11
	1	Size 9 Orange boot/ tub – size 11
	4	Size 12 Orange boot / tub – size 12
	2	Size 9 Orange boot / tub – size 12
	2	Four Gas Monitor
	4	Strobe light
(15)	4	24" Traffic cones
	8	Size 10 Orange boot / tub size 10
	1	Size 9 Orange boot / tub size 10

Location	Qty.	Description
(16)	7	XL Green suits w/ hood
	4	XXL Green suits w/ hood
	4	XXXL Green suits w/ hood
	12	Large ChemMaster gloves – black/ blue
	11	XL ChemMaster gloves – black/ blue
	31	Medium ChemMaster gloves – black/ blue
	3	Boxes, Nitril gloves
	12	Pr. Hvy. Dty. Green "Alky" gloves
	20	Seal cuffs
(17)	1	Gray plastic tool box
	1	Red metal too box
	1	Blue tub w/ air bags
	6	Face shield assemblies
	3	Face shield frames
	4	Face shield lenses
(18)	1	Emergency kit 'C' for chlorine
	1	Gray plastic tool box
	1	Black Case – APRs / Face Shields
	4	Expandable Barricades
(19)	1	Green ground tarp
	1	Red Decon tarp
	4	'Cone' sand bags
	12	'Tarp' sand bags
(20)	4	Green Decon Team bags w/ SCAT Pack
	4	Level 'B' fully encapsulated gray suits
(21)	1	Trauma Kit – Orange Box
	1	Spill Response Kit – Yellow trash can w/ lid
(22)	1	Plastic hose manifold for Decon hoses
(23)	1	20# Dry Chemical Extinguisher
(24)	1	CO2 Extinguisher

Valero Haz Mat Trailer Inventory

Red = Top Shelf, Blue = Middle Shelf, Violet = Floor

Location	Qty.	Description
(25)	5	Red Duty vests
	1	Bull horn
	2	Box of Ear Plugs
	1	Orange vest
	2	Air horn
	13	Colored Identification ribbon
(26)	1	HT 1000 Battery rack
	6	HT 1000 Battery
	2	HT 1000 Radio
	3	CHRIS manual
	1	MSDS manual
	1	Haz Mat Notebook/manual
		Misc. drawer contents
(27)	2	E-Z-UP sand bag kit
	2	E-Z-UP cover (new)
(28)	4	Streamer Pole
	6	Plugging / Patch Kit – red box
	2	Roles of black rubber
	4	Sanitizing spray
	1	Large bottle of dish soap
	3	Large bottle of baby powder
(29)	1	Box of tape – duct, flashing, etc.
	1	Box – epoxy kits
	4	Silicone in tube
	1	Haz Mat patch kit – red plastic box
	1	Haz Mat test kit
	1	large blue tub – wooden plugs
	1	Wypalls

Location	Qty.	Description
(30)	1	Spill Response Kit – Yellow Trash can w/ lid
	1	Absorb-It
	1	Plug 'n' Patch – 5 gal. Bucket
	1	Box of trash bags
	1	Tarp clips – 5 gal. Bucket
(31)	4	Yellow barricade tape
	6	Red barricade tape
	2	Decon foot tub – black
	3	Decon wands
	3	5 gal. Bucket
	3	Round scrub brush
	4	Red scrub brush
	2	Tan scrub brush
	3	Sponges
	25	Small traffic cones
		Misc. paper flange gaskets
(32)	2	Sked Stretcher – Yellow
(33)	2	Hydrant wrench
	2	11/2" Nozzle
	1	3X11/2" Gated 'Y'
	1	Eductor w/ pick-up tube
	2	11/2" mXm coupling
	2	11/2" fXf coupling
	1	Stores X 3" fitting
	2	3" mXm coupling
	1	Garden hose nozzle
	2	11/2" Fire fighting hand line
(34)	3	Decon / garden hose
	9	Garden hose gaskets
(35)	1	Gas powered generator