

TONTITOWN EMERGENCY MANAGEMENT PLAN

This plan has been developed as a guide for all personnel during an emergency situation. It is the responsibility of the facility's management to instruct all personnel in their responsibilities as defined by this plan. It is the responsibility of all personnel to know their responsibilities and to react to all alarms and signals during an emergency in a swift, yet safe, manner. For more information on this plan contact your supervisor.

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HAZMAT RESPONSE TEAM / EMERGENCY TELEPHONE NUMBERS
ALL FACILITIES:

2.0 COORDINATION WITH LOCAL AUTHORITIES

For an Emergency Response Plan to be a viable one, everyone involved with the plan must be familiar with it. This includes outside local civil authorities. Because of this, the entire Emergency Response Plan will be reviewed with the appropriate authorities. At a minimum, the following agencies will be contacted and asked to review our plans.

- 2.1 Tontitown Police Department
The police department shall place a roadblock one-mile upwind they will also allow no media to cross on to the property.
Phone (479) 361-9706 (479) 444-5700
Oscar Henson (police@tontitown.com)
- 2.2 Tontitown Area Volunteer Fire Department
The fire department shall be responsible for the evacuation of the community and areas affected in the case of a spill or leak and will be assisted by the police department.
Phone (479) 361-2185 (479) 263-4808
Mike Zulpo (mikezulpo@cox.net)
- 2.3 Central Emergency Medical Service
The EMS will be responsible for the medical emergencies and transportation of any victims and responders to the hospital for medical treatment.
Phone (479) 444-0600 (479) 521-5800
Steve Harrison (sharrison@centralems.org)
- 2.4 Washington County Office of Emergency Services
Phone- (501) 444-1722
John Luther (jluther@co.washington.ar.us)

3.0 COMMUNICATION

- 3.1 NO COMPANY EMPLOYEES ARE TO DISCUSS OR RELEASE INFORMATION ABOUT AN ONGOING EMERGENCY RESPONSE WITH THE NEWS MEDIA. All information requests are to be directed towards the **Public Information Officer**. The Public Information Officer will disperse information that has been channeled through the Incident Commander that he has deemed OK for release.
- 3.2 Communication during an emergency response, between the Hazmat team and civil authorities will be coordinated through the Incident Command.
- 3.3 **Employee/Hazmat Team Emergency Information**

Emergency Information about employees or Hazmat Team members will be channeled through the Incident Commander. The Incident Commander will

give the information to the corporate Privacy Officer. The Privacy Officer will then convey the information through the appropriate channels.

3.4 **Civil Responders Emergency Information**

Emergency Information about Civil Responders will be channeled through the Incident Commander to Fire Chief. The Fire Chief will then convey the information through the proper channels.

4.0 EMERGENCY TEAM MEMBER DESCRIPTIONS

The following is a description of each position as shown in the “Incident Command Chain-of-Command.” These descriptions will loosely address the responsibilities and duties of each position. In some instances personnel may be required to fill more than one position until additional personnel arrive.

- 4.1 Incident Commander - Manages the incident and develops strategic decisions. There must be an incident commander at every incident. The most qualified Maintenance personnel at the facility will assume this position.
- 4.2 Scribe - The scribe is responsible for recording decisions, actions taken, readings, times, and all events as accurately as possible.
- 4.3 Safety Officer - This position is responsible for the safety of all personnel involved in the incident and to help implement the Emergency Response Plan. This position is to be filled by the Corporate Safety Officer if possible. This person can stop the response at any time due to what he feels is unsafe or endangerment of the Hazmat team or anybody involved in tile response.
- 4.4 Operations Officer - This position directs the response activities of the team with direction from the Incident Commander.
- 4.5 Logistics Officer - This position is responsible for assisting the Operations Officer and Hazmat team by providing the services, facilities, equipment, and materials for the incident.
- 4.6 Public Information Officer - This position is responsible for releasing accurate and timely information concerning the incident to the media. This position will he the ideally be filled by the General Manager of the facility or President of the Corporation.

- 4.7 Medical Team - Personnel trained in CPR and First Aid will provide care until EMS arrives on the scene.

5.0 EMERGENCY RESPONSE AND NOTIFICATION PROCEDURE

- 5.1 When an employee notices fire, smoke, medical emergency or chemical spill, they are to notify their Supervisor/Management immediately. (Give the type of emergency, location, injuries, status of the emergency, and any other pertinent information.)
- 5.2 If the emergency is a fire or ammonia release, the Supervisor shall initiate an evacuation according to the department evacuation procedures. Office personnel shall notify the fire department by calling 911. After all employees and visitors have been evacuated, management shall notify the employees listed for that facility on the haz-mat call list.
- 5.3 If there is a medical emergency, the supervisor must ensure trained employees provide care until EMS arrives at your location.
- 5.4 When an employee notices an ammonia smell, they are to immediately contact their Supervisor. Once the employee has notified their Supervisor, they are to evacuate according to established evacuation procedures.
- 5.5 Once the Supervisor receives a complaint of ammonia odor, they will immediately notify Maintenance. Maintenance will take an air sample to determine exposure levels and respond accordingly.

6.0 EMERGENCY EVACUATION PROCEDURES

At the time of an emergency, all personnel must know when a total and immediate evacuation of all personnel will be necessary. The evacuation will be communicated to all personnel through the means described below:

FIRE EVACUATION PROCEDURES - TONTITOWN, AR

All Personnel: All employees will be alerted by a loud continuous bell/buzzer or verbal command in all areas in case of fire. Management or ADT will call the fire department, but if you see a fire or smell ammonia, report it to your supervisor immediately. All employees must immediately exit the building and gather in the parking lot in front of the office entrance for head count by the supervisors.

Office: All employees in the office should exit through the main door or the break room exit, whichever is closer and not blocked by fire or other hazard. **The supervisor or lead on duty will make a sweep thru the men’s and women’s restrooms to evacuate any personnel who may be in the building.**

The Facility Maintenance department will determine the reason for the evacuation at the time of the alarm. Facility Maintenance will gather at a point determined by the Maintenance Supervisor or Lead on duty by radio to determine the cause for alarm.

Facility Maintenance will then determine if they can fix the problem or evacuate and initiate the Emergency Response/Action Plan.

6.1 DIAGRAMS

A diagram (floor plan) of the facility showing the primary, and where necessary, the secondary exit routes from each department has been developed.

7.9 PERSONNEL ACCOUNTING PROCEDURE

- 7.1 Once an emergency has occurred and an evacuation has been initiated, all Supervisors will instruct their group to the safe zone in the building or to the exterior gathering point, as shown on the evacuation map.
- 7.2 Once the group has gathered at their assigned place, the Supervisor is to account for all employees assigned to his/her department, and report the status of all the employees to the IC.
- 7.3 The information given should include the following:
 - A. Name the department and shift.
 - B. Whether or not all employees have been accounted for and the exact number of employees that have not been accounted for.
 - C. If any employees are not accounted for, the following information must be given:
 1. The name(s) of any missing employees.
 2. The last known location(s) of missing employees.
 3. The last known job that the missing employee(s) was performing.
 - D. The number of injured employees (if any), a description of their injuries, and the care being given.
 - E. The name(s) of any employee(s) that are not assigned to the supervisor's department. Also includes the department they should be located in.

8.0 NOTIFICATION OF RESPONSE GROUPS

- 8.1 The Incident Commander will determine whether or not individuals are still in the plant, as indicated from the supervisors. This information will be provided to the Operations Officer so that the Hazmat Responders can conduct search and rescue activities as needed.
- 8.2 The Incident Commander shall initiate all Rescue/Hazmat response activities.

- 8.3 All off-site communication with federal or slate regulatory agencies will be handled through the Corporate Safety/Environmental Manger.
- 8.4 All emergency actions, as defined by this procedure, will be immediately communicated to the appropriate Corporate Officials,

9.0 SEVERE WEATHER

- 9.1 Office personnel will monitor severe weather conditions, Tornado, Thunderstorms, and Flooding. Personnel will be alerted by intercom, radios, or computer when threatening conditions warrant movement to a place of safety,
- 9.2 Severe weather shelter at the Tontitown facility will be inside _____ or inside _____. Employees should gather at _____ or _____ warm-up. Supervisors will then communicate by radio or telephone to confirm that all employees are accounted for.

10.0 BOMB THREAT

Evacuate building during a bomb threat using the Evacuation guidelines in 6.0 of this plan.

11.0 FIRE and/or EXPLOSION

Evacuate building during a fire or threat of explosion using the Evacuation guidelines in 6.0 of this plan.

12.0 MEDICAL,

Employees trained in CPR/First Aid will provide care until EMS arrives amid takes over.

13.0 HAZ-MAT

- 13.1 K&K Vet Supply has Trained Haz-Mat Response Teams at each facility. Haz-Mat teams will respond in accordance with section 4.0 of this plan.
- 13.2 K&K Vet Supply Haz-Mat Teams are trained for chemical response.
- 13.3 K&K Vet Supply Haz-Mat Teams are trained in Level A suits and Self Contained Breathing Apparatus (S.C.B.A.)

14.0 CRITIQUE OF EMERGENCY RESPONSE/ACTION PLAN AND FOLLOW-UP.

K&K Vet Supply shall begin a critique as soon as practical after a response.