

5.EMERGENCY PROCEDURES

Colonna's Shipyard Inc.
EMERGENCY PROCEDURES

5.1 PURPOSE

Establish a system for the planning and implementation of emergency procedures.

5.2 OBJECTIVES

Provide for the recognition, evaluation, and proper response in the event of an emergency.

Provide minimum guidelines for employee involvement in emergency preparedness.

5.3 PROCEDURE

Planning for Emergencies:

The company, under the direction of the Safety Manager, will establish an emergency plan. The supervisor and Safety Manager will be in charge of the following:

1. Supervising the development of plans and coordinating the planning with appropriate authorities.
2. Setting up cooperative emergency plans and arrangements with the customer's plans, if any.
3. Consulting with local police and fire department as applicable.
4. Putting the basic procedures in written form.
5. Keeping the plans simple and up-to-date.
6. Arranging for special training of employees as needed.
7. Instructing personnel in the company, in their responsibilities in case of fire or any emergency.

5.4 GENERAL EMERGENCY PROCEDURE GUIDELINES

The Safety Manager will follow the Emergency Procedure guidelines listed below, at minimum, when completing the procedures for the company. The following procedures, when appropriate, can be established for any **job** as may be applicable or amended as necessary to meet their needs.

EMERGENCY ACTION PLAN

5.5 NOTIFICATION

The person first encountering the emergency condition should notify a supervisor or any member of management and give the **LOCATION** and **DESCRIPTION** of the emergency. (See the "Site Emergency Phone List") **Upon verification of the need to evacuate the facility by a company official, the Evacuation Plan will be set in motion.**

5.6 FIRE EMERGENCY, EXPLOSION, OR CHEMICAL SPILL

If a fire is discovered or an explosion occurs, the supervisor must:

1. Remove their people from the immediate area of the fire and evacuate to the **pre-designated safe area (Muster Area)**. **The Muster area for the Main, East & South Yards is located adjacent to the main gate and IMS. The West Yard Muster area is inside the gate across from the security office. Spotico yard will muster at the waterside (North side) of the security office. All Muster areas are marked with high visibility signs.**
2. Notify Security at ext. 2860/2000 OR CHANNEL 2 on the radio (or call 911 as instructed), stating the location of the fire and what is burning or the actual emergency.
3. Make a head count/Record of employees at the assigned assembly area to ensure personnel are accounted for.
4. Do not return to the fire and attempt to extinguish if it is beyond an incipient stage level.
5. Security will meet and direct the fire department to the location of the fire.
6. Notify the Safety Manager, and/or Executive Director of Water front Operations of any fire that involved personnel, equipment, or liability.

If a chemical/oil spill occurs, in addition to the above steps make every effort to contain and confine the spill without endangerment to health or the environment.

5.7 SUPERVISOR'S RESPONSIBILITIES

1. Inspect the site for any possible hazardous conditions, i.e., fires, electrical shorts, plumbing leaks, structural damage, etc.

2. Determine casualties, provide any assistance possible, and review with the Safety Manager Information and status to make notifications to the emergency services as needed.
3. Notify Management, of your situation and status.
4. DO NOT ATTEMPT AN EVACUATION OF THE AREA UNLESS ORDERED BY THE COMPANY OFFICIALS, LOCAL FIRE OR POLICE DEPARTMENT.

5.8 EMERGENCY OFFICER'S RESPONSIBILITIES

Whenever there is an imminent or actual emergency the Security Officer or one of the alternates shall immediately:

1. Notify all personnel and evacuate the buildings.
2. Notify the Fire Department if their help might be needed.
3. Make every reasonable effort to contain the fire or chemical spill to as small an area as possible, and keep incompatible chemicals separated without further endangerment to human health or the environment.
4. Identify what caused the emergency (which chemical or fire), exact source, and amount of released material.
5. Assess all possible hazards to human health or the environment, considering direct and indirect effects of the release, fire or explosion, such as toxic or irritating gases, water runoff from chemical agents used to control the emergency, etc.

5.9 EMERGENCY CONTINGENCY PLAN

If the emergency situation could threaten human health or the environment, and assessment indicates evacuation of the local areas is advisable, Security will contact the Norfolk Fire-Rescue @ 911 immediately and assist them however possible.

1. When the emergency situation is under control, cleanup or neutralization can begin using appropriate tools, safety equipment, and outside services as necessary, depending on the type of emergency. All hazardous materials must be cleaned up, stored properly or hauled to an appropriate dump sight for disposal.
2. Before normal operations begin again, all tools, emergency equipment and devices listed on the Emergency Equipment List must be operational and ready for use.

EMERGENCY OFFICERS

PRIMARY OFFICERS

NAME John Shaw (Director of Water front Operations)

WORK# 757-545-2414 ext. 3840

CELL# 757-335-8082

NAME Chris Kenney (Safety Manager)

WORK# 757-545-2414 ext. 3600

CELL# 757-762-8457

SECOND ALTERNATE

NAME Mike McStamp (Yard Manager/Superintendent)

WORK# 757- 545-2414 ext. 3060

CELL# 757-644-9181

One of the Emergency Officers will be available at all times. The Primary Officer is to notify one of the alternates if he will be out of town, on vacation, etc.

FIRE PREVENTION AND EMERGENCY PREPAREDNESS

5.10 FIRE AND EXPLOSION HAZARDS

There are three (3) elements necessary for a fire:

1. **Fuel** - Combustible material, i.e., wall coverings, paper products, furniture, etc. Flammable liquids, i.e., paints, thinners, lacquers, gasoline, and others.
2. **Heat** - Sufficient to raise the material to its ignition temperature. Primary causes can be cigarette smoking, electrical fires, grease fires, and fires caused by explosions.
3. **Oxygen** to sustain combustion. Oxygen is the one element that could be controlled by closing doors and isolating the fire as much as possible.

5.11 FIRE AND EXPLOSION PREVENTION

Each supervisor will be responsible for the following fire prevention activities:

1. Make routine inspections of fire prevention and protection systems and keep in good operating condition.
2. Review evacuation routes, as applicable with employees on a regular basis for each work area. Follow the designated routes and know the pre-designated safe areas previously established.
3. Train key employees, if necessary, in the use of fire protection equipment (extinguishers hose, etc).
4. Be familiar with known hazards that may affect your operations inside and outside any building.
5. Coordinate with the public fire department on pre-fire plans, training and evacuation procedures, as they may apply.

5.12 FIRE EXTINGUISHERS & EQUIPMENT

General Requirements

1. Portable fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times when they are not being used.
2. Extinguishers must be conspicuously located where they will be readily accessible and immediately available for use.
3. The selection of fire extinguishers for a given situation will depend upon the characteristics of a potential fire, the construction and occupancy of the individual property, the vehicle or hazard to be protected, ambient-temperature conditions, and other factors.
4. The number of extinguishers required must be determined by reference to the layout criteria included in this manual.
5. Only UL or FM approved fire extinguishers are permitted.
6. Only employees who have been trained in their proper use are permitted to use fire extinguishers.

Maintenance

1. At regular intervals, not less than annually, or when specifically indicated by an inspection, extinguishers must be thoroughly examined, recharged and/or repaired to ensure operability and safety, or replaced as needed.
2. Extinguishers removed from their locations to be recharged must be replaced by spare extinguishers during the period they are gone.
3. Each extinguisher must have a durable tag securely attached to show the maintenance or recharge date and the initial or signature of the person who performs this service.

5.13 FLAMMABLE AND COMBUSTIBLE LIQUID AND MATERIALS

1. Flammable liquid containers must be clearly labeled and stored in a protected, separate area.
2. Flammable liquids must be used only in small quantities and in **approved (UL or FM)**, self-closing containers.
3. Do not refuel a hot or running engine. Clean up spills before restarting.

4. Never use gasoline as a cleaner or solvent. Anyone who may do so is subject to immediate discharge.
5. Only use approved containers for the transportation of flammable liquids, especially gasoline.
6. Never use air or machines to pump flammables out of barrels.

5.14 SCRAP RECEPTACLE - TYPE, LOCATION AND USE

This procedure outlines types, location, and use of containers for trash, scrap metal, and similar materials.

Type

1. All receptacles must be constructed of metal or other suitable type containers of non-flammable materials.
2. Paper or pasteboard cartons, wooden boxes or crates, and similar type containers must not be used for collection of combustible materials.
3. Receptacles, located outside of buildings, for combustible trash must be located at least 15 feet from the building or combustible materials.

Use

1. Employees must be instructed to use trash receptacles for the disposal for paper, food remnants, and all small scraps of a combustible nature.
2. Cigarette and cigar butts, matches, etc., should never be thrown in trash receptacles.
3. Glass (broken, empty jars, etc.), scrap metal, and similar material should be placed in special trash containers or wrapped in paper before being placed in the trash for disposal or recycling.

5.15 SPECIFIC HAZARDS

Smoking

Smoking is permitted in designated areas only. Shops, vending machine areas, lunch rooms and offices are prohibited smoking areas. Please dispose of associated waste in the proper locations. Do not discharge cigarette butts in the waterways or streets.

Electrical

Make sure that all electrical cords are not frayed and that the connections with the receptacles and the machinery are intact and properly grounded. Do not overload wiring. If cords become warm, this is the first sign of a possible overload. Do not connect multiple cords together unless approved by the manufacture.

Housekeeping

1. Do not allow excess paper, materials or combustible products to pile up in the open, near equipment, or buildings.
2. Do not allow materials or boxes to be placed in the way of exit.
3. Keep material away from access to electrical panels of a minimum of 36 inches.
4. Take pride in our facility and perform daily housekeeping.

5.16 Active Shooter Guidelines

1. Evacuate - If there is an accessible escape path, attempt to evacuate the premises. Be sure to: Have an escape route and plan in mind Evacuate regardless of whether others agree to follow. Leave your belongings behind. Help others escape, if possible. Prevent individuals from entering an area where the active shooter may be. Keep your hands visible. Follow the instructions of any police officer. Do not attempt to move wounded people. Call 911 when you are safe.

2. Hide out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should: • be out of the active shooter's view • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door) • Not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place: • Lock the door • Blockade the door with heavy furniture If the active shooter is nearby: • Lock the door • Silence your cell phone and/or pager • Turn off any source of noise (i.e., radios, televisions) • Hide behind large items (i.e., cabinets, desks) • Remain quiet. If evacuation and hiding out are not possible: • Remain calm • Dial 911, if possible, to alert police to the active shooter's location • If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take action against the active shooter As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: • Acting as aggressively as possible against him/her • Throwing items and improvising weapons • Yelling • Committing to your actions.

4. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers usually arrive in teams of four (4)

Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with rifles, shotguns, handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands, and may push individuals to the ground for their safety. How to react when law enforcement arrives: Remain calm, and follow officers' instructions. Put down any items in your hands (i.e., bags, jackets). Immediately raise hands and spread fingers. Keep hands visible at all times. Avoid making quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming and/or yelling. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises. Information to provide to law enforcement or 911 operator: Location of the active shooter. Number of shooters, if more than one. Physical description of shooter/s. Number and type of weapons held by the shooter/s. Number of potential victims at the location.

5. Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to: Take immediate action: Remain calm. Lock and barricade doors. Evacuate staff and customers via a preplanned evacuation route to a safe area.

6. Indicators of Potential Violence by an Employee Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies): Increased use of alcohol and/or illegal drugs. Unexplained increase in absenteeism; vague physical complaints. Noticeable decrease in attention to appearance and hygiene. Depression / withdrawal. Resistance and overreaction to changes in policy and procedures. Repeated violations of company policies. Increased severe mood swings. Noticeably unstable, emotional responses. Explosive outbursts of anger or rage without provocation. Suicidal; comments about “putting things in order”. Behavior which is suspect of paranoia, (“everybody is against me”). Increasingly talks of problems at home. Escalation of domestic problems into the workplace; talk of severe financial problems. Talk of previous incidents of violence. Empathy with individuals committing violence. Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes.

5.17 West Yard & Spotico Creek VA Natural Gas Monitoring System

1. Gas Monitoring System is installed in the West Yard & Spotico Creek facilities. The installation of this system will provide an added degree of protection to continually ensure the safe operations of hot work within the facility.

2. Why the system is necessary – A Virginia Natural Gas high-pressure transmission line was installed on Colonna's property at the terminus of South Main Street. This line operates at a much higher pressure than normal distribution lines and any underground release of gas may spread for hundreds of feet before surfacing. Due to the numerous ignition sources inherent to a shipyard environment (welding, cutting, brazing, etc.) and the inherently dangerous nature of such large quantities of natural gas moving through the

property, we are taking initial safety steps to minimize the risk to our employees from the hazards of this line. This gas detection system, along with training, no hot work zones, and other operational and physical measures mitigate the risks posed by this high-pressure transmission line, while enabling us to meet our obligations to the various stakeholders in our projects, including our employees and their families, the U.S. Navy, and regulatory agencies like OSHA.

VA Natural Gas Emergency Number: 877-572-3342

3. The System – This system continually monitors the atmosphere around the yard in 15 different locations for any explosive or flammable gasses. The system controls are located within the 150 South Main Street office building, but are remotely monitored to ensure system redundancy in the case of an emergency.

4. Procedure:

First Level Alarm – Illuminated Strobe Lights:

If the system detects flammable gasses above 10% LEL – the lower limit of dangerous or explosive gasses – two red flashing strobes will illuminate and continually flash until the gasses dissipate. These red strobe lights are located on the antenna pole above the 150 South Main Street building.

In the event that an alarm has occurred an email notification must be sent to all the following personnel:

Frank Wheatley-fwheatley@colonnaship.com
Forn Armstrong...farmstrong@colonnaship.com
John Shaw... jshaw@colonnaship.com
Chris Hartwig...chartwig@colonnaship.com
Jimmy Nicastro...jnicastro@colonnaship.com
Fred Pinkney...fpinkney@colonnaship.com
Tim Ward... tward@colonnaship.com
Bob Szczepanski...szczepanski@colonnaship.com
Vince Campbell...vcampbell@colonnaship.com
Troy Avert...taverett@colonnaship.com
Bob Boyd ...bboyd@colonnaship.com
Ricky Julien... rjulien@colonnaship.com

When these strobes are illuminated, the Spotico Creek Security Officer will notify personnel via yard two way VHF radio that **“Hot Work” operations within the West Yard and Spotico Creek locations are to stop immediately.** All “hot work” is to be stopped. This will also require the shutdown of all motorized vehicles, cranes, generators, etc. until a Shipyard Competent Person (SCP) or Security Officer certifies the area using a hand

held flammable gas detector is in the safe range. The Security Officer will give the announcement that it is safe to resume “Hot Work Operations”.

The SCP or Security Officer will remotely log into the system to determine the location of the reading. They will then go to the sensor and manually take readings to determine if the cause of the alarm can be identified. If the alarm is a false indication, the gas emission is determined to be local only, or if the gas emission dissipates, the SCP/Security Officer will notify the Spotico Creek Security Officer who will make the all clear call. Hot work may resume **ONLY** after a SCP/Security Officer makes the all clear.

If the SCP/Security Officer surveys the area and determines that “hot work” should cease for an extended period, he or she will notify the Spotico Creek Security Officer and Yard Supervision of the condition. John Shaw Executive Director of Water front Operations, Chris Hartwig Director of Trades and Frank Wheatley the Director of Compliance are authorized to determine what to do should the alarm not silence.

Upper Level Alarm – Audible Siren:

If the monitoring system detects the upper alarm limit – 20% UEL at more than one location, a loud audible siren will sound. This siren is also located at the 150 South Main Street building, but will be loud enough to hear throughout the entire facility.

If the siren sounds, **ALL** personnel within the yard, to include customers, office staff, and ship’s force, shall immediately proceed to the closer of two predetermined muster locations.

The first muster location is the Lunch Room in the Main Yard, the second location is the Helicopter Building within the Spotico Creek Facility.

Once at the muster location, role will be taken and the Security Officer in charge will give employees further instructions. No one, other than trained emergency personnel, will be allowed to enter the facility for any reason while the audible alarm is sounding.

When the alarm sounds, the Spotico Creek Security Officer shall notify the Main Gate Security Station of the siren, secure the gate and immediately proceed to the Muster Area. The Main Gate Security Officer in charge shall immediately notify Norfolk Fire & Rescue of the alarm, secure the gate and proceed to the Muster Location. At this time, all gates shall be closed and no one shall be authorized to enter the facility with exception to Fire and Rescue personnel, Gas Company representative or other qualified personnel without the permission of a Director Level position or higher.

Verification of the System & Hot Work at Pier 11:

All hot work occurring on vessels moored at Pier 11 in the Spotico Creek Facility will have specialized “hot work” procedures.

1. When performing Competent Person checks on vessels moored at Pier 11, the SCP will first verify that the Gas Monitoring System is operational by either remotely logging into the system or by physically going to the control station to verify operation. Once that additional check is performed, it should be noted on the SCP Log on the vessel.

2. When certifying the vessel or space for hot work, the Marine Chemist is to designate the requirement that the daily checks performed by the certified SCP shall include verification that the gas monitoring system is operational at the time of inspection.

5.18 SITE EMERGENCY TELEPHONE LIST

Federal

National Response Center
1-800-424-8802 or 1-202-267-2675

U.S. Coast Guard
757-668-5555 ext. 2 or 757-638-6635

U.S. Environmental Protection Agency Hazardous Waste Hotline
800-424-9346

U.S. Environmental Protection Agency Region III
215-814-5000 or 800-438-2474

State

Virginia Department of Environmental Quality
757-518-2000 (Tidewater Regional Office)
757-518-2179 Pollution Response Coordinator (24 Hours)

Dept. of Emergency Services
757-886-2801 (24 hours) (area 3)
757-683-9594 (area 8)

Bureau of Agricultural and Consumer Services (Pesticides)
804-371-6559

Bureau of Toxic Substances (Information)
804-786-1763

Emergency Medical Services Section (Disease causing agents)

804-864-7026

Norfolk Epidemiologist
757-355-5670

Occupational Health
757-455-0891 (Federal 800-457-9808)

Radiological Health Services
804-864-8150

State Emergency Response Commission
800-468-8892 (24 hours)

State Police
804-674-2000 (Explosives)

Ambulance - 911

Fire – 911

Police – 911

Fire Marshall (Hazardous Material) - 804-371-0220

Fire Marshall Supervisor - 757-727-4710

Emergency Operation Center - 757-441-5610 or 441-5600

Hampton Roads Sanitation District
757-460-2261
800-460-2372 (fax)

PetroChem Inc.
757-627-8791
800-723-6951

Hepaco (formerly IMS)
757-543-5718 (Norfolk office)
800-888-7689 (24 hr. emergency number)

Local Emergency Planning Committee
757-441-5600 (LEPC contact Ron Keys)

Non-Emergency Police Response
757-441-5610

Sentara Norfolk General Hospital
757-388-3000

Southeastern Public Service Authority
757-420-4700

MARMC Technical Services Duty Officers (TSDO)
757-400-0000

Local Water Supply
757-664-6701
757-823-1000 (Emergency)

Television / Radio
WTKR-446-1000
WVEC-625-1313
WAVY-393-1010
WNOR-366-9900
WAFX-366-9900

Colonna's Shipyard, Inc. has entered into an agreement with Hepaco formerly IMS Inc. (Norfolk), for their support in the event of a discharge. Their preloaded equipment can be on the scene in the shortest feasible time.