WABTEC CORPORATION
MOTIVEPOWER
BOISE, IDAHO

CONTINGENCY & EMERGENCY RESPONSE PLAN

Main Complex
4600 Apple Street
Boise, Idaho 83716

Phone: (208) 947-4800

Revised: August 2015
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I. PURPOSE

This document explains, in detail, the Contingency & Emergency Response Plan, which has been implemented for the MotivePower. This plan is consistent with the State of Idaho, Hazardous Materials Bureau, Hazardous Waste Management regulations and the Federal Resource Conservation and Recovery Act (RCRA) regulations.

II. NOTIFICATION REQUIREMENTS

Notification includes internal and external emergency contacts and, when applicable, external regulatory agency notification/reporting.

In the event of a hazardous material/waste spill, The Emergency Coordinator shall immediately be contacted. He will make an immediate initial verbal report to the Production Manager. The Production Manager, with assistance of the Emergency Coordinator, shall determine further notification requirements. Notification might include:

A. Internal Contacts

1. Emergency Coordinator
   Name: Amanda Lundgren
   Home Phone: 590-5751
   Work Phone: 947-4861
   Address: 3736 Riva Ridge Way
             Boise, ID. 83709

2. Spill Response Team Leader
   Name: Fabiola Urena-Boeck
   Home Phone: 484-2850
   Work Phone: 947-3080
   Address: 3331 N. Stone Creek Road
             Boise, ID 83703

3. Consultant, Idaho Engineering & Geology
   Name: Rich Reed
   Home Phone: 385-9030
   Work Phone: 381-0108

   Name: David Perry
   Work Phone: 724-733-7000
   Cell Phone: 724-600-9890
5. Production Manager  
   Name: Open  
   Cell:  
   Work Phone:  

B. External Contacts  
1. Boise Fire Department  
   Phone: 911  
   Non-emergency: 384-3950  

2. Police Department  
   Phone: 911  
   Non-emergency: 377-6790  

3. Ambulance Service  
   Phone: 911  
   Ada County Paramedics 375-7048  
   Ada Boi 362-2973  

4. St. Luke's Regional Medical Center  
   Phone: 381-2344  

C. Regulatory Notification  
1. National Response Center  
   Phone: (800) 424-8802  

2. Bureau of Hazardous Materials  
   Phone: 334-3263  

3. Local Emergency Planning Committee  
   Phone: 377-6645  

(For off-site releases of SARA listed hazardous substances, the Local Emergency Planning Committee and the Bureau of Hazardous Material must be notified.)  

III. REPORTING CONTENT  

When reporting spills/releases to emergency services and regulatory agencies and when completing written reports, the following information should be provided:  

A) Name of individual making report  

B) Type of incident and spill or release -- spill/release into water, air or soil of hazardous substance (thinner, solvent, paint, etc.)
C) Location -- MotivePower work area involved.
D) Source of spill -- drum, tank, vehicle, etc.
E) Time spill was first observed -- hour, day, month, and year.
F) Estimate of spill volume -- gallons, barrels, pounds, kilograms, etc.
G) Any injuries, fires or explosion.
H) If spill has been contained or controlled.
I) Remedial action being taken -- absorbent pads, plugs, valves closed, etc.
J) Meteorological data -- temperature, precipitation, wind speed/direction, etc.

As soon as clean-up is complete or well underway, a written Spill Incident Report shall be prepared by the Emergency Coordinator and the Environmental Manager, or their designated alternates. A copy of this form is appended.

IV. FACILITY EMERGENCY MATERIALS AND EQUIPMENT

A. Internal Communications and Alarms

1. Two-way radio communication is available and utilized by supervisory and safety personnel. These radios are carried with the respective individuals while on site.

2. Telephones are located in administrative, production, and other miscellaneous support locations. The telephone shall be the primary source of communication for notification of external parties such as fire department, ambulance, etc. It shall also be the primary means for communicating detailed internal information concerning emergency notification, response and coordination.

3. If the incident involves the LNG Fueling Facility having a leak or a fire, then 2-way radios and cellular phones shall not be allowed within 50 feet of it. Presently not in service.

B. Fire Protection

1. Portable Fire Extinguishers

Dry chemical and CO2 fire extinguishers (20 lb., Class ABC) are located throughout the facility. Only dry chemical extinguishers may be used on an LNG fire. Locations of fire extinguishers are shown on the attached plant Fire Protection Systems diagrams. Fire extinguishers are inspected annually by an external contract inspection service and monthly by designated MotivePower employees.
2. Water Availability

The water supply for the MotivePower is supplied by an on-site production well. The supply includes a 500,000-gallon water storage tank with primary electric fire pump rated at 1500-gallon-per-minute discharge and a diesel powered emergency back-up pump. The fire water system is inspected monthly and tested annually.

Water shall not be used to extinguish an LNG fire.

C. Safety Equipment

1. Safety equipment for the use of individuals working with hazardous materials and/or handling hazardous wastes is immediately available at point of use. This equipment includes, but is not limited to, the following:

   a) Full-face and half-face cartridge respirators.
   b) Splash goggles and face shields.
   c) Industrial safety glasses.
   d) Chemical resistant coveralls (Tyvek or equivalent).
   e) Chemical resistant gloves.
   f) If handling an incident involving LNG, cryogenic PPE must be worn.

D. First Aid Equipment

1. First Aid Kits

   Industrial quality first aid kits are strategically located at various locations around the facility.

2. Eye Wash Stations

   Emergency eye wash stations and showers are located around the facility. Portable eye wash stations are located near hazardous material and hazardous waste storage areas. Portable eye wash materials are also available for use when work is being conducted with hazardous materials.
E. Spill Control and Containment

Spill control equipment is located within the facility and includes spill absorbent material. Details of the available quantities, storage location, and the use of these materials, is described in the attached Oil and Hazardous Material Spill Response Plan.

F. Additional Material and Equipment Availability

Additional supplies of communication, fire, safety, and first aid equipment as well as spill control and containment materials are immediately available from the Truck and Engine Annex Shops located approximately one mile away.

V. ARRANGEMENTS WITH LOCAL AUTHORITIES

The local law enforcement and emergency response agencies will have jurisdiction and shall be notified in the event of any serious injuries, fires, explosions and/or uncontrollable hazardous materials spills.

Medical services, in the event of serious injury, will be provided through local ambulance services and the hospital.

To assure that the local responding authorities are made fully aware of the arrangements set forth in this Contingency & Emergency Response Plan, a copy of the plan will be transmitted to each of the following agencies:

Boise Fire Department
150 N. Capital Blvd.
Boise, Idaho 83702

Ada County Sheriff
Attention: Commander Vogt
7200 Barrister Drive
Boise, Idaho 83704

St. Luke's R. M. C. - Emergency Room
Attention: Ms. Pat Wager-Burton
190 East Bannock
Boise, Idaho 83712
Idaho Bureau of Homeland Security  
Attention: Mr. Bill Bishop  
4040 W. Guard St. Bldg. 600  
Boise, Idaho 83705-5004  

Ada County Emergency Management Office  
Attention: Mr. Doug Hardman  
7200 Barrister  
Boise, Idaho 83704  

Any revisions or modifications to this plan are to be forwarded to the same authorities upon implementation.

VI. EVACUATION

The physical location of the MotivePower and surrounding properties requires that prevailing wind direction be considered prior to any evacuation order. Winds from the northeast will likely not require evacuation.

Please refer to the Fire and Emergency Action Plan. Figures located in Appendix C of the attached Fire and Emergency Action Plan illustrate the locations of fire extinguishers, evacuation assembly areas, emergency equipment, and shut off areas for water, gas and electric.

A. On-Site Employees and Workers

If evacuation of any areas of the facility are deemed necessary, MotivePower employees will assemble in the parking lot located immediately northwest of the worker entrance gate. Employees will be accounted for by each supervisor reporting on the presence or absence of employees in their work group to the Emergency Coordinator.

B. Area Residents and Off-Site Industrial Facility Occupants

No residences are located within a one-half-mile radius of the facility. However, an industrial population lies immediately to the north and northeast of the facility while an additional industrial population is located about 200 yards to 300 yards to the south and west. If evacuation of these facilities is necessary, the appropriate authorities will coordinate the respective activities. The evacuated area will be checked for compliance by local authorities and secured against unlawful entry.
Re-entry: In all cases of evacuation, permission to re-enter the affected area will only be given after a thorough inspection by the local authorities to assure that any present or potential threat to human health or to the environment has been identified and controlled or eliminated.

VII. PERSONAL INJURY/ILLNESS

A) If any injury involving hazardous material/waste occurs at the facility, the Emergency Coordinator and/or his designated alternate shall be immediately called. The injured shall be given first aid treatment and transported to St. Luke's Regional Medical Center. To the extent immediately available, the following information must be sent with the injured:

1. Identity and hazards of the hazardous material/waste, including container labels or tags, MSDS, and emergency contact numbers.

2. An estimate of the contact quantity involved in the incident.

The Emergency Coordinator and Spill Response Team Leader shall assist the hospital staff with information concerning the chemical constituents of the contaminating material, the hazards, and any other pertinent information.

The Emergency Coordinator with Spill Response Team Leader shall perform a complete inspection of the facility to assure that the accident resulting in personal injury has not created a situation which could result in further harm to human health and/or the environment. Any such situation must immediately be resolved and a written report of any actions taken must be maintained on file.

B) If an employee becomes ill as a result of acute or chronic exposure to hazardous material/waste, he/she must be removed from the job until a physician's medical release is received. All appropriate medical help must be obtained consistent with applicable laws and regulations.

The Emergency Coordinator and the Spill Response Team Leader shall review the incident to identify the cause of the illness. Based on this review, they shall identify engineering modifications to the operation or revisions in the personnel protective equipment requirements, if applicable, to mitigate any potential future exposures. A written summary of this review and any actions taken must be maintained on file.
VIII. ENVIRONMENTAL INTRUSION

Environmental intrusions from external sources into the MotivePower site shall be treated as spills and/or releases. Emergency response, spill clean-up and reporting shall be consistent with the MotivePower emergency response procedures.

IX. INCIDENT REVIEW AND FOLLOW-UP

A. Start-Up Requirements
Prior to resuming normal operations, the Emergency Coordinator shall ensure:

1. No process material that may be incompatible with the released material is to be treated, stored or processed until clean-up and decontamination procedures are completed.

2. All emergency equipment listed in this CONTINGENCY & EMERGENCY RESPONSE PLAN is cleaned and fit for use.

B. Post-Incident Review
A review meeting shall be held following completion of spill control activities to summarize the quality and effectiveness of the respective clean-up and control activities.

Minutes, attendance records and action item follow-up to this meeting shall be maintained in the facilities files.
SPILL INCIDENT REPORT

Location: ___________________________ Date & Time _________________________

Estimated Quantity of Spill: ___________________________ (Gallons/Pounds)

Description of Incident:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Clean-up Description/Plan:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date & Time of Completion _________________ (Actual/Estimate)

Damage Estimate:
________________________________________________________________________

Steps Taken or to be Taken to Prevent Recurrence:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Prepared by: ________________________
Oil & Hazardous Spill Response Plan
Fire and Emergency Action Plan
MOTIVEPOWER

COMPREHENSIVE CRISIS

MANAGEMENT AND

EMERGENCY RESPONSE PLAN

December 2014
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**NOTE:** There are other program manuals maintained at this Site that should be referred to during or after an emergency. These are as follows:

- Accidental Spill Prevention Control Plan
- Accidental Spill Response Plan
- Blood Borne Pathogens Program
- Lockout/Tagout Program
- Confined Space Entry
1.0 INTRODUCTION/PURPOSE

A. Management Philosophy

Management believes that when an emergency situation occurs on company premises, it must take the necessary action to safeguard its associates, to protect the general public, and to minimize damage to company property, the environment, and the effect on facility operations. Management understands that such action should be preplanned in writing, prior to such an emergency and should be consistent across all locations. This, to the extent reasonable under the Comprehensive Crisis Management Plan, is part of management's effort to meet this objective.

Our organization should be prepared to evaluate and respond appropriately to emergency situations, to prevent injury or illness to facility personnel and the general public, and to minimize resulting damage. This will be accomplished by using in-house personnel and/or with assistance of outside emergency response agencies depending upon the severity of the situation.

In-house personnel will limit their response as follows:

- Injuries: First Aid - The Facility will rely on local EMS services and hospitals for injuries/illnesses beyond first aid, CPR – AEDs.
- Fire: Incipient Stage (non-structural) - The Facility will rely on the services of the local Fire Departments to respond to fires beyond the incipient stage (that which can be normally extinguished with a hand held fire extinguisher).
- Hazardous Material Spills: Awareness Level – Outside contractors will be used to contain and clean-up hazardous material spills, which are not contained or are of levels beyond those for which facility personnel have been trained.

Beyond these capabilities, we are prepared to request and coordinate assistance by municipal emergency response units (i.e., fire department, ambulance, Local Emergency Response Planning Committee, outside contractors, etc.)

In the event that a situation exceeds in-house personnel capabilities, we will assign appropriate classification, implement necessary evacuation plans, and alert outside emergency response agencies, as necessary, for assistance.

Our primary concern in the event of an emergency is the safety and well being of personnel (company and general public).
This plan is intended to act as a guide in actual emergency situations, assign responsibility for implementation of the plan in the event of an emergency and to familiarize facility personnel with local emergency response authorities, the location of the potential hazards and the plan to control emergency situations, should they arise.

B. Scope/Elements of the Plan

1. This Comprehensive Crisis Management and Emergency Response Plan (CCNERP) is intended to provide facility response personnel with the direction needed to effectively respond during the initial minutes and hours of an emergency incident regarding:
   a. Initial Action
   b. Establishing Incident Command
   c. Emergency Call Lists
   d. Incident Specific Action Flow Charts
   e. Internal & External Notification
   f. Site Specific Response Information
   g. Termination and Follow-up

2. This plan is designed to support response decisions during the initial stages of an emergency incident.

3. This plan describes procedures to address incidents that may occur at this facility, including:
   a. Medical emergencies
   b. Workplace violence
   c. Confined space and entrapment rescue situations
   d. Fire and explosion
   e. Hazardous material release

4. This CCMERP does not include, but is intended to interface with the facility’s other regulatory required programs, such as the:
   - Storm Water Pollution Prevention Plan (SWPPP)
   - Spill Prevention Control and Countermeasure Plan (SPCC)
   - Bloodborne Pathogens Program
   - Lockout / Tagout Program
   - Confined Space Entry
2.0 GENERAL FACILITY INFORMATION

A. Facility Identification: MotivePower, Inc. A WABTEC Company

B. Physical Address: 4600 Apple St. Boise, Idaho 83716

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C. Municipality: Boise City

D. County: ADA

E. Mailing Address: 4600 Apple St. Boise Idaho 83716

F. Facility Main Phone Number: (208) 947-4800

G. Facility Main Fax Number: (208) 947-4820

H. Identifying Information: Position of the person making the call

I. Standard Industrial Classification (SIC) Code: 3743

J. Site Location (general description of property):

Main facility is a 44 acre industrial site with approximately 15 metal buildings located in East Boise between Federal Way and the Interstate 84.

K. General Description of Industrial Operations:

Manufacture and remanufacture locomotives and components for the railroad industry.

L. Emergency Manager is:

John Howard
VP & General Manager
4163 E Arborvitae Court
Boise, Idaho 83716
Phone | 208. 947.2929
Mobile | 208. 781.0164
Comprehensive Crisis Management and Emergency Response Plan
4600 Apple St., Boise, Idaho

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Emergency Coordinator is:

Amanda Lundgren, CSP
EH&S Manager
3736 Riva Ridge Way
Boise, ID 83709
Phone | 208.947.3080
Mobile | 208.484.2850

Alternate Emergency Coordinator

Fabiola Urena Boeck
EH&S Engineer
3331 N. Stone Creek Road
Boise, ID 83703
Phone | 208.947.4861
Mobile | 208.590.5751

M. Site’s Pre-designated Incident Command Center (ICC) Location: Security Station.

N. Plan Updating and Maintenance: This plan should be thoroughly reviewed at least once a year. The facility’s senior management person is responsible to ensure that this CCMERP is updated and maintained by person(s) having the following titles in this facility:

- General Manager  John Howard
- EH&S Manager  Amanda Lundgren
- Human Resources  Pam Nielsen
- Maintenance Leader  Jerry Floyd

When printed this becomes an uncontrolled document
3.0 Emergency Management System

A. Purpose

The purpose of establishing an Emergency Management System is to enable this facility's management to effectively plan for and respond to any emergency or disaster that affects the facility and/or its personnel.

Through an Incident Management System approach, the Emergency Response Team will support the Incident Commander (person to be decided during the incident) in all aspects of a critical incident response.

B. Emergency Response Team Organization

1. Organizational Structure

The chart on the following page shows the organizational structure of the Emergency Response Team. The Emergency Response Team Organization is made up of the following:

   i. Emergency Manager
      The Site Emergency Manager is the facility's senior management person with operating knowledge of the facility and operations and who has the most day-to-day authority over the operations of the facility. In most cases the facility's Emergency Manager will be the Plant Manager. The Emergency Manager is ultimately responsible for ensuring that this CCMERP is maintained and updated at least once per year.

   ii. Emergency Coordinator
      The Emergency Coordinator is an individual with the experience, knowledge and training in emergency management systems. This individual is responsible for the day-to-day administration of the facility's CCMERP. In most cases, the Emergency Coordinator will be the facility's Facility Manager, Safety Manager, or Security Manager. The Emergency Coordinator in most cases:
         - Will maintain and update this written CCMERP.
         - Is also responsible for the review of new construction and process changes relative to this plan.
         - Evaluate the effectiveness of this overall plan and makes recommendations.
iii. *Emergency Response Team Members*

The Emergency Response Members are a cross-section of management from the facility. These members represent the company’s concern in the area of life safety, property conservation, and environmental protection.

Refer to Section 5.1 *Plant Emergency Response Team* for titles and telephone numbers of individuals within Motive Power complex.
C. Emergency Response Team Roles and Responsibilities

A. Site Emergency Manager

The Site Emergency Manager is the facility's senior management person with operating knowledge of the facility and operations and who has the most day-to-day authority over the operations of the facility. His/her roles and responsibilities are:

1. Pre-Response:
   i. Has overall responsibility for the Emergency Management System.
   ii. Ensures that a budget has been established for the Emergency Management System (including training and drills).
   iii. Ensures that the CCMERP exists and is being maintained (including up-to-date notification call lists).
   iv. Maintains a current copy of the CCMERP
   v. Communicates Emergency Management System readiness to appropriate Corporate personnel.
   vi. Verifies that exercises/drills of the CCMERP are conducted at least annually. Actual response incidents can be treated as an exercises/drill (i.e. unannounced fire alarm and evacuation over the past year).
   vii. Establishes a strong bond with the private sector so that they can be utilized in a time of need, and vice versa.
   viii. Assigns emergency response and decision-making authority to an alternate in his/her absence from the facility. This could include evacuation and total shut down of the facility's operations, if the emergency warrants.

2. Response:
   i. Reports to the Incident Command Center, or the scene of the emergency.
   ii. Keeps Public Relations abreast of the situation.
   iii. Refers all media inquiries to the Facility Spokesperson.
   iv. Notifies the Divisional and Corporate Management of the Emergency. This should include the General Manager, Divisional President, Legal and Safety & Environmental Manager.
   v. Provides support to the Incident Commander and the Emergency Management System.
3. Post Response:
   i. Ensures that the Incident Commander completes a thorough report of the incident
   ii. Communicates Incident Commander reports to appropriate Corporate personnel.
   iii. Communicates need for funding (critical stress debriefing, decontamination, repairs to equipment, etc.) to Corporate Senior Management.
   iv. Refers all media inquiries to the Facility Spokesperson.
   v. Immediately notify Wabtec Corporation’s Safety & Environmental Manager Department of any incident involving:
      1. Any death
      2. Hospitalization of any person
      3. Estimated costs exceeding $50,000
      4. Regulatory agency penalty or citation
   vi. Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
      1. Take corrective action to minimize losses and prevent recurrence of a similar type incident
      2. Debrief personnel
      3. Provide critical stress debriefing if needed
      4. Review lessons learned

B. Emergency Coordinator

The Emergency Coordinator is an individual with the experience, knowledge and training in emergency management systems. In most cases this would be the Facility Manager, Safety Manager, or Security Manager of the facility. This individual is responsible for the day-to-day administration of the facility's CCMERP.

1. Pre-Response:
   i. Maintains an up-to-date CCMERP (including up-to-date notification call lists).
   ii. Distributes updates of the CCMERP manual to Emergency Response Team members, the Site Emergency Manager and outside emergency response agencies as appropriate.
   iii. Coordinates all activities of the Emergency Response Team, including drills of the CCMERP.
iv. Ensures that the Incident Command Center and Alternate Command Center are prepared with emergency equipment and updated copy of CCMERP manual and utility drawings.

v. Be familiar with his/her responsibilities and actions as identified in the flowcharts and Incident Response sections.

vi. Be familiar with the incident command system.

vii. Participates in training and in drills to prepare for emergency response and maintains documentation of all emergency training.

viii. Works closely with government agencies to build rapport and ensure they are fully aware of the CCMERP and their roles and responsibilities.

ix. Establishes a Media Communication Center, if appropriate.

x. Ensures good maintenance and repair of all Communication Systems as well as the Emergency Notification System.

xi. Ensures that contingency plans for any handicapped persons are developed including notification, evacuation and shelter.

xii. Ensures that evacuation route drawings are posted as to current facility layout.

2. Response:

i. Reports to the Incident Command Center, or the scene of the emergency.

ii. Makes decisions/Issues directives in relation to the emergency situation.

iii. Maintains open lines of communications between the Incident Command Center and the Emergency Response Team members.

iv. Activates emergency warning and/ or notification systems when required.

v. Provides or obtains medical care to injured persons including transport when necessary.

vi. Coordinates emergency medical services with local medical care facilities.

vii. Keeps senior management abreast of the situation.

viii. Keeps the Public Relations Department abreast of the situation.

ix. Refers all media inquiries to appropriate personnel.

x. Keeps the Incident Commander and Site Emergency Manager abreast of media requirements.
xi. Directs appropriate measures to contain the Hazardous Material and prevent the material from spreading into drains, sewers, etc.

xii. Maintains a written record of all incidents that occur including actions taken, decisions made (by whom), personnel involved, costs incurred, etc.

3. Post Response:
   
i. Ensures that the Incident Commander completes a thorough report, including post-incident critique of the incident using all verified information collected from the incident.

   ii. Ensures that the ER team members participate in a post-incident critique.

   iii. Provides emergency repair/power services as necessary.

   iv. Provides damage inspection and building re-entry guidelines.

   v. Immediately notify Wabtec Corporation’s Safety & Environmental Manager Department of any incident involving:

      1. Any death
      2. Hospitalization of any person
      3. Estimated costs exceeding $50,000
      4. Regulatory agency penalty or citation

   vi. Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):

      1. Take corrective action to minimize losses and prevent recurrence of a similar type incident
      2. Debrief personnel
      3. Provide critical stress debriefing if needed
      4. Review lessons learned

A. Emergency Response Team Members

   The Emergency Response Team includes individuals who have knowledge, experience and training in emergency management systems and whom have operational/functional skills as required by the incident command system. This would include: planning, safety, security, procurement, finance, legal, operations, environmental, liaison, facilities, public information, production, medical, and command.

   Pre-Response:

   a. Maintains a current copy of the CCMERP.
b. Be familiar with his/her responsibilities and actions as identified in the flowcharts and incident aids.

c. Be familiar with the incident command system.

d. Participates in training and in drills to prepare for emergency response.

e. Participates in the annual review and revision of the CCMERP manual.

Response:

a. Reports to the Incident Command Center, or the scene of the emergency.

b. Assists the Incident Commander.

c. Activates emergency warning and/or notification systems when required and assists in the evacuation process of the facility.

d. Uses available resources to assist responding Fire and Police Departments as required, including meeting and escorting the Police/ Fire/ EMS to the emergency scene.

e. Identifies the proper handling procedures (MSDS).

f. Refers all media inquires to appropriate personnel.

g. Prevents unauthorized entry into hazardous or secured areas, the Incident Command Center, Medical Center and other areas as necessary.

h. Provides for emergency housing and/or feeding arrangements for personnel isolated at the site due to an emergency situation.

i. Utilizes in-house emergency response equipment to minimize losses.

Post Response:

a. Assists Incident Commander in conducting a post-incident critique of all situations.

b. Assists in the collection of all verified information on the incident

c. Replenishes, repairs and/or replaces emergency equipment after the emergency.

D. ARRANGEMENTS WITH LOCAL AUTHORITIES

The local law enforcement and emergency response agencies will have jurisdiction and shall be notified in the event of any serious injuries, fires, explosions and/or uncontrollable hazardous materials spills.
Medical services, in the event of serious injury, will be provided through local ambulance services and the hospital.

To assure that the local responding authorities are made fully aware of the arrangements set forth in this Comprehensive Crisis Management Plan, a copy of the plan will be transmitted to each of the following agencies:

Boise Fire Department
150 N. Capital Blvd.
Boise, Idaho 83702

Ada County Sheriff
7200 Barrister Drive
Boise, Idaho 83704

Idaho Bureau of Hazardous Material
4040 W. Guard St. Bldg. 600
Boise, Idaho 83705-5004

Ada County Emergency Management Office
Attention: Mr. Doug Hardman
7200 Barrister
Boise, Idaho 83704

Any revisions or modifications to this plan are to be forwarded to the same authorities upon implementation.
E. Facility Emergency Materials and Equipment

a. Internal Communications and Alarms

1. Two-way radio communication is available and utilized by supervisory and safety personnel. These radios are carried with the respective individuals while on site.

2. Telephones are located in administrative, production, and other miscellaneous support locations. The telephone shall be the primary source of communication for notification of external parties such as fire department, ambulance, etc. It shall also be the primary means for communicating detailed internal information concerning emergency notification, response and coordination.

3. If the incident involves the Liquefied Natural Gas (LNG) Fueling Facility having a leak or a fire, then 2-way radios and cellular phones shall not be allowed within 50 feet of it. (Presently not in service)

b. Fire Protection

1. Portable Fire Extinguishers

Dry chemical and CO_{2} fire extinguishers (20 lb., Class ABC) are located throughout the facility. Only dry chemical extinguishers may be used on an LNG fire. Locations of fire extinguishers are shown on the attached plant Fire Protection Systems diagram (Appendix B). Fire extinguishers are inspected annually by an external contract inspection service and monthly by designated MotivePower employees.

2. Water Availability

Fire sprinkler systems, standpipes and fire hydrants are located throughout the facility. The locations of the sprinkler standpipes and the fire hydrants are identified on the attached plant Fire Protection Systems diagrams.

The water supply for the MotivePower is supplied by an on-site production well. The supply includes a 500,000-gallon water storage tank with primary electric fire pump rated at 1500-gallon-per-minute discharge and a diesel powered emergency back-up pump. The fire water system is inspected monthly and tested annually.

Water shall not be used to extinguish LNG fire.
c. Safety Equipment

   1. Safety equipment for the use of individuals working with hazardous materials and/or handling hazardous wastes is immediately available at point of use. This equipment includes, but is not limited to, the following:

      a) Full-face and half-face cartridge respirators.
      b) Splash goggles and face shields.
      c) Industrial safety glasses.
      d) Chemical resistant coveralls (Tyvek or equivalent).
      e) Chemical resistant gloves.
      f) If handling an incident involving LNG, cryogenic PPE must be worn.

d. First Aid Equipment

   1. First Aid Kits

      Industrial quality first aid kits are strategically located at various locations around the facility.

   2. Eye Wash Stations

      Emergency eye wash stations and showers are located around the facility. Portable eye wash stations are located near hazardous material and hazardous waste storage areas. Portable eye wash materials are also available for use when work is being conducted with hazardous materials.

e. Spill Control and Containment

      Spill control equipment is located within the facility and includes spill absorbent material. Details of the available quantities, storage location, and the use of these materials, is described in the attached Oil and Hazardous Material Spill Response Plan.

f. Additional Material and Equipment Availability

      Additional supplies of communication, fire, safety, and first aid equipment as well as spill control and containment materials are immediately available from the Truck and Engine Annex Shops located approximately one (1) mile away.
E. EVACUATION

The physical location of the MotivePower and surrounding properties requires that prevailing wind direction be considered prior to any evacuation order. Winds from the northeast will likely not require evacuation.

a. On-Site Employees and Workers

If evacuation of any areas of the facility are deemed necessary, MotivePower employees will assemble in the parking lot located immediately northwest of the worker entrance gate. Employees will be accounted for by each supervisor reporting on the presence or absence of employees in their work group to the Emergency Coordinator.

b. Area Residents and Off-Site Industrial Facility Occupants

No residences are located within a one-half-mile radius of the facility. However, an industrial population lies immediately to the north and northeast of the facility while an additional industrial population is located about 200 yards to 300 yards to the south and west. If evacuation of these facilities is necessary, the appropriate authorities will coordinate the respective activities. The evacuated area will be checked for compliance by local authorities and secured against unlawful entry.

Re-entry: In all cases of evacuation, permission to re-enter the affected area will only be given after a thorough inspection by the local authorities to assure that any present or potential threat to human health or to the environment has been identified and controlled or eliminated.

F. INCIDENT REVIEW AND FOLLOW-UP

a. Start-Up Requirements
Prior to resuming normal operations, the Emergency Coordinator shall ensure:

1. No process material that may be incompatible with the released material is to be treated, stored or processed until clean-up and decontamination procedures are completed.

2. All emergency equipment listed in this CCMERP is cleaned and fit for use.

b. Post-Incident Review

A review meeting shall be held following completion of spill control activities to summarize the quality and effectiveness of the respective clean-up and control activities.

Minutes, attendance records and action item follow-up to this meeting shall be maintained in the facilities files.

G. Training

1. The Emergency Response Team Members will review the contents of this CCMERP manual, annually.

2. A training schedule for the various sections contained in this CCMERP manual must be developed to match the positions assigned and their associated responsibilities. This training should be of a frequency to maintain the appropriate skills required to carry out the duties as described in this CCMERP.

H. Incident Command System

1. Introduction

Emergency incidents, regardless of size or nature, should be managed by the most appropriate or most qualified person, or group, available. The Incident Command System (ICS) is intended as a flexible system, designed for the management of all incidents at the Facility, up to and including area-wide disasters. The system is designed to maintain the command and control of necessary resources and provide an orderly transition for the purpose of protecting life and minimizing the damage to property.
2. **Philosophy**
   This Incident Command System (ICS) has been developed to assist in assuring that the response to emergencies by facility personnel is carried out in a manner that:
   
a. Minimizes the danger to associates, responding agencies, public, and surrounding community.

b. Reduces the damage or loss of property.

c. Meets government regulations and applicable standards.

The theory of this management system is premised upon an individual with the most emergency response knowledge or authority assuming the Incident Commander role in each incident, until he/she is replaced by someone having greater authority and/or emergency response knowledge of the incident.

3. **Implementation**
   The Incident Command System will be utilized when an emergency has the potential to affect production, associates, or the environment at this Facility. The ICS will be utilized to command and control resources involved in the response.

   In the event of an emergency incident, the Incident Commander maintains authority over all aspects of the incident and personnel affected, or potentially affected, by the incident until otherwise relieved of one or more responsibilities by appropriate company authority or authority of an outside emergency response agency. The Incident Commander is normally the first response person on the scene. This can be an area supervisor, 'first-aid', Security, one of the facility’s Emergency Response Team Members, etc. This Incident Commander will remain at this position until he/she is replaced by someone with greater authority or by someone having greater knowledge of emergency response techniques for the particular incident.

4. **Organization Principles**
   The ICS is designed to:

a. Provide structure, coordination and consistency to the management of emergency response operations.

b. Contain the principal functions of command, operations, planning, logistics and finance/administration.
c. Facilitate multi-agency coordination.

d. Be the basic, everyday operating system for all emergency incidents within the Company, requiring a minimum of effort while transitioning from local incidents to large or multi-agency, multi-level operations.

The basic organizational structure begins with the Incident Commander. As mentioned earlier, the theory of this management system is premised upon an individual with the most emergency response knowledge or authority assuming the Incident Commander role in each incident, until he/she is replaced by someone having greater authority and/or emergency response knowledge.

The extent of the structure utilized is based on the specific needs presented by the incident.

- As an example, in discovering an incident, the individual making the discovery is technically the Incident Commander of that incident and is responsible for all decisions made to respond to that incident until relieved by an individual higher in authority. If the discoverer finds a listed Emergency Response Team Member responds to the scene, the incident command is relinquished to the Emergency Response Team Member. This Emergency Coordinator may call other individuals to respond, who may take over the incident command if they have more authority or response knowledge.

- An incident may require only an Incident Commander and emergency responders organized into one or more work crews with a designated team leader for each crew. As an incident grows in size and complexity, more functions of the model organization may need to be utilized.

- Each of the functions will be performed to some degree at every incident. When the ability of one person to perform the duties becomes strained, additional persons should be added. These additions should be made as early as possible, to provide the necessary safety, support, and continuity.

5. **System Structure**

The Incident Command System (ICS) is utilized when an emergency has the potential to affect facility assets, production, or associates.

6. **System Functions**

As an incident develops, resources are added as necessary to address specific incident needs. One individual or a limited number of individuals may complete multiple activities, during the
initial phases of an incident. When an incident becomes more involved and the management of specific functional areas becomes necessary, additional individuals should be brought into the incident management structure.

The following listed functions are not necessarily an individual’s day-to-day job title, but are functional roles for emergency response situations only. The same person may fill one or more of these roles.

a. **Incident Commander** - Responsible for overall incident activities and should co-locate with the Fire Department Incident Commander, if appropriate for the incident. Specific duties include:

1) Identifying the scope of the incident

2) Developing and assigning objectives

3) Developing an effective command structure to carry out the plan and assigning personnel within the command structure

4) Developing the strategy and incident action plan

5) Reviewing and evaluating achievements of the action plan

b. **Operations Chief** - Responsible for the management of the incident response operations. Specific duties include:

1) Directing management of all emergency activities

2) Maintaining the health, safety and welfare of the personnel working in the operations section.

3) Assigning personnel to evacuate facility as necessary.

4) Assure fire protection water supplies are in service.

5) Assure utility (electric, natural gas, etc.) supply control equipment (valves/switches) is manned.

6) Assure automatic sprinkler control valves are open and in service.
c. **Safety Officer** - Responsible for the monitoring of safety considerations involving all personnel and equipment. Specific duties include:

1) Assessing hazardous and unsafe conditions with the authority to stop and/or prevent unsafe acts.

2) Developing measures for assuring personnel safety.

d. **Environmental Officer** - Responsible for the management of hazardous material elements within the incident. May personally complete or assign the following activities to additional personnel (this would mostly involve the facility’s Spill Response Team):

1) **Entry Team Management** - Responsible for the performance of tactical tasks assigned regarding entrance to environmentally hazardous area.

2) **Backup Team Management** - Responsible for the backup support of the Entry Team.

3) **Decontamination Management** - Responsible for the performance of decontamination of patients, personnel, equipment, etc.

e. **Medical Officer** - Responsible for the medical services management of the incident (Because medical response is limited to minor first aid, this control will be headed by outside medical response personnel). May personally complete or assign the following activities to additional personnel:

1) **Triage**: Systematic sorting of patients by priority of injury or illness, and for coordination of evacuation of patients to a treatment area or medical collection site.

2) **Site Officer**: Establishment of a field treatment area and the delivery or effective patient care in the treatment area.

3) **Medical Transportation**: Organizing transport vehicles in preparation for loading patients and for assigning transport destination based on the injury classification and capabilities and capacities of receiving hospitals.
f. **Legal Officer** – Ascertain that all actions taken are in compliance with regulations and that all required notifications are made.

g. **Planning** - Responsible for understanding the current situation and predicting the probable course of the incident. Specific duties include:

1) Gathering, assimilating, analyzing, and processing information needed for effective decision-making.

2) Gathering accurate and complete information regarding the incident.

3) Disseminating the information to appropriate recipients.

4) Recordkeeping for the incident command team.

h. **Procurement** - Responsible for providing services and support for all of the organizational components, including transportation, supplies, and communications.

i. **Finance** - Responsible for the financial support to provide food, fuel, clothing or similar materials. Also responsible for managing insurance claims.

j. **Liaison** - Serves as the point of contact to the command staff for representatives from other responding or assisting agencies and outside emergency operation centers.

k. **Security Officer** - Responsible for managing communication systems, perimeter controls, and pathfinder functions.

l. **Public Information** - Responsible for disseminating and monitoring pertinent information to the public. Includes communications with the media and families of associates.

m. **Production** - Responsible for communicating production implications associated with an incident, or the response to it. Ultimate authority on decision-making rests with the Incident Commander throughout the response duration. Any response activities conflicting with production issues should be brought to the attention of the Production Manager, Engineering Manager, Manager Operations & Maintenance, or, in their absence, highest available production-oriented facility-wide manager for discussion with the Incident Commander.
7. Transfer of Command

Transfer of command should be done as follows:

a. When municipal emergency responders arrive to perform fire fighting or other emergency incident activities, joint command of the incident should be established with the highest ranking officer of the responding agency.

b. Once joint command has been established, the facility’s Incident Commander will co-locate with the responding agencies’ Incident Commander(s).

c. The facility ICS structure should be maintained throughout the emergency incident. Any total transfer of command to an outside agency must be reviewed with facility management prior to transfer.

8. Incident Command Center (ICC)

This facility’s pre-designated Incident Command Center (ICC) is located at:

The Security Guard Station.

An alternate location would be:

Designated by the responding Boise Fire Department Incident Commander.

Communication numbers for this command center are:

Telephone: (208) 947-4907

A safer ICC location will be selected if this pre-designated ICC location is affected by the emergency.
4.0 Initial Action

Upon discovery of an emergency incident, or potential situation, which could lead to a crisis, associates are instructed to contact their supervisor or manager. If this is not possible call 911. All emergency actions are dispatched through the Supervisor, Manager, Security Guard, Main Receptionist, or Emergency Coordinator.

The Supervisor or Receptionist will immediately notify one of the facility’s Emergency Response Team Members who will establish Incident Command. All emergency actions will be dispatched either through the Receptionist or the Emergency Response Team.

During off hours (outside normal business hours), associates are instructed to contact their Supervisor either by radio or Page (111) or direct verbal communication. The Supervisor will immediately establish Incident Command.

Initial Emergency Call Worksheet

The Guard/Receptionist/Emergency Coordinator Dispatcher, in receiving information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001) on the following page. A supply of these forms should be maintained at the Security Station so they are readily available in an emergency.

The Guard/Receptionist/Emergency Coordinator Dispatcher should complete this form for all emergencies. Copies of the completed forms should be forwarded to the following persons, within 24 hours of receiving the call:

- Site Emergency Manager
4.0 Initial Action

- Emergency Coordinator

The Site Emergency Manager should maintain a permanent file of all completed Initial Emergency Call Worksheets.

Some emergency scenarios (such as a fire) may require the Discoverer to activate an alarm or use another device (such as the Public Address System) to report the emergency. At this facility, the following alarm/reporting systems are available:

- Pull station fire alarm
- Public Address System
- Hand held radios.

Incident Commander Form

The Incident Commander uses the Incident Commander Form (Form ERP 002) and the Flowcharts and Incident Response sections in this CCMERP to manage the response to the emergency. Extra copies of these forms, flowcharts and Incident Response sections should be readily available for response to an emergency incident. Extra supplies should be distributed and maintained by Emergency Response Team members.

The Incident Commander should complete this form for all emergencies. Copies of the completed forms should be forwarded to the following persons, within 24 hours of receiving the call:

- Site Emergency Manager
- Emergency Coordinator

The Site Emergency Manager should maintain a permanent file of all completed Incident Commander Reports.
INITIAL EMERGENCY CALL WORKSHEET
To be completed by the Guard/Receptionist/Emergency Coordinator at the time of the incident.
This report form should be used to document the overall incident.
This form does not replace any insurance forms that may have to be completed.

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td>Date of Incident:</td>
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<tr>
<td>Time:</td>
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<tr>
<td>Discoverer’s Name:</td>
</tr>
<tr>
<td>Discoverer’s Telephone No.: ☐</td>
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<tr>
<td>Radioed In</td>
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<td>Discoverer’s Location:</td>
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<tr>
<td>Location of Incident (be specific: building/area/floor):</td>
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<tr>
<td>Incident Involves:</td>
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<tr>
<td>☐ Others:</td>
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<tr>
<td>Plant Emergency Contacts who have been notified:</td>
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</table>
### Type of Incident (this may be a combination of the below):

- [ ] Fire/Explosion
- [ ] Medical Emergency
- [ ] Emergency Requiring Evacuation
- [ ] Confined Space Rescue
- [ ] Entrapment/High Angle Rescue
- [ ] Other:
- [ ] Violence in the Workplace
- [ ] Severe Weather
- [ ] Bomb Threat
- [ ] Electric Utility Loss
- [ ] Chemical/Substance Release

### Media into which release occurred:

- [ ] Soil
- [ ] Air
- [ ] Storm Drain
- [ ] Public Sewer
- [ ] Surface Water
- [ ] Other:

### Spill

#### Material Spilled:

#### Quantity Spilled:
Source of Spilled Material:

☐ Hazardous Waste (RCRA)

☐ Hazardous or Extremely Hazardous Substance (SARA) ________ Reportable Quantity (As listed in 40 CFR 302)

☐ Oil Spill (SPCC)

Spill reached navigable waters: ☐ Yes ☐ No

Cause of Spill:

Spill caused personal injuries: ☐ Yes ☐ No

If so, describe:
<table>
<thead>
<tr>
<th><strong>Extent of property damage:</strong></th>
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<tr>
<th><strong>Material involved in fire/explosion:</strong></th>
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<tr>
<th><strong>Source of fire/explosion:</strong></th>
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<tr>
<th><strong>Source of ignition:</strong></th>
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<th><strong>Incident involved:</strong></th>
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<tr>
<td>☐ Hazardous Waste (RCRA)</td>
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<tr>
<td>☐ Hazardous or Extremely Hazardous Substance (SARA)</td>
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<td>☐ Oils (SPCC)</td>
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<tr>
<th><strong>Spill of material involved in the incident:</strong></th>
<th>☐ Yes</th>
<th>☐ No</th>
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If yes, complete Spill Section.

<table>
<thead>
<tr>
<th><strong>Cause of fire/explosion:</strong></th>
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<tbody>
<tr>
<td>Corrective Actions/Response</td>
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<tr>
<td>-----------------------------</td>
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<tr>
<td>Fire/explosion caused personal injuries: ☐ Yes ☐ No</td>
</tr>
<tr>
<td>Extent of property damage, if any:</td>
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<tr>
<td>Corrective Action Taken:</td>
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<tr>
<td>Plant personnel/response team(s) involved in the response:</td>
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<td>Outside agencies/spill contractors involved in the response:</td>
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<td>Permanent corrective action taken to prevent a reoccurrence of a similar type incident:</td>
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## Injury/Illness

<table>
<thead>
<tr>
<th>Symptoms:</th>
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<tbody>
<tr>
<td>Treatment Received:</td>
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<td>Transported to Hospital:</td>
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<td>□ ALS □ BLS</td>
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## Evidence

<table>
<thead>
<tr>
<th>Evidence Collected: □ Yes □ No</th>
<th>Collected By (Name, Position, Agency):</th>
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<tbody>
<tr>
<td>Chain of Custody:</td>
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<tr>
<td>Location:</td>
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<td>Disposition:</td>
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## Notification of Incident

<table>
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<tr>
<th>Notification Date:</th>
<th>Time: □ a.m. □ p.m.</th>
<th>Contact (Name &amp; Position):</th>
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<tbody>
<tr>
<td>□ Police □ Fire □ EMS □ Other:</td>
<td>Telephone No.:</td>
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<tr>
<td>Responding Officer, Chief, EMT, etc.:</td>
<td>Arrival Time:</td>
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<td>Incident Details and Actions Taken</td>
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<tr>
<td>Include additional incident details and action(s) taken to minimize the effects of this incident:</td>
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Form No. ERP 001
Issued: 03/01/04
Revised: October 13, 2015
<table>
<thead>
<tr>
<th>Completed By</th>
<th>Name of person completing this report (Print):</th>
<th>Telephone No.:</th>
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<tbody>
<tr>
<td></td>
<td>Name of person completing this report (Signature):</td>
<td>Date Signed:</td>
</tr>
</tbody>
</table>

Submit completed copy within 24 hours to: Site Emergency Manager and Emergency Coordinator
INCIDENT COMMANDER FORM

This form is prepared for use by the facility's Incident Commander, to assist he/she in managing response to an emergency incident.

This report form is intended to assist in managing the response to an incident.

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Date of incident:</th>
<th>Time of incident:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>☐ a.m. ☐ p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First</th>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td></td>
<td>Telephone no.:</td>
<td>Telephone no.:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Commander(s)</th>
<th>Internal</th>
<th>Outside Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Telephone no.</td>
<td>Telephone no.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident</th>
<th>Incident Command Center established at:</th>
</tr>
</thead>
</table>

1 of 10
<table>
<thead>
<tr>
<th>Type of Incident</th>
<th>(This may be a combination of many of the following.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fire/Explosion</td>
<td>☐ Violence in the Workplace</td>
</tr>
<tr>
<td>☐ Medical Emergency</td>
<td>☐ Severe Weather</td>
</tr>
<tr>
<td>☐ Emergency Requiring Evacuation</td>
<td>☐ Bomb Threat</td>
</tr>
<tr>
<td>☐ Confined Space Rescue</td>
<td>☐ Electric Utility Loss</td>
</tr>
<tr>
<td>☐ Entrapment/High Angle Rescue</td>
<td>☐ Chemical/Substance Release</td>
</tr>
<tr>
<td>☐ Other:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical(s) involved:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Risks/Losses involved:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Injury to Employee(s)</td>
<td>☐ Fire</td>
</tr>
<tr>
<td>☐ Injury to Contractor Employee(s)</td>
<td>☐ Explosion</td>
</tr>
<tr>
<td>☐ Fatalities</td>
<td></td>
</tr>
<tr>
<td>☐ Other:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will incident likely require evacuation?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If yes, has Safety Representative been designated?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will surrounding properties have to be evacuated?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

| Weather Condition | Describe: |

| Source Shut Off | Yes | No | N/A |
| Vibration Sources Turned Off | Yes | No | N/A |

| Source Shut Off | Yes | No | N/A |
| Containment | Yes | No | N/A |

| Vibration Sources Turned Off | Yes | No | N/A |
| Ignition Sources Eliminated | Yes | No | N/A |

| Sample Analysis Ordered | Yes | No | N/A |
| Energy Sources Eliminated | Yes | No | N/A |

| Sample Analysis Ordered | Yes | No | N/A |

| Energy Sources Eliminated | Yes | No | N/A |

| Other Controls Established: |

<table>
<thead>
<tr>
<th>Site Incident Command Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the Incident Command Organization members:</td>
</tr>
<tr>
<td>Assigned to:</td>
</tr>
<tr>
<td>Incident Commander</td>
</tr>
</tbody>
</table>

---

Form No. ERP 002  
Issued: 03/01/04  
Revised: October 13, 2015
<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Chief</td>
</tr>
<tr>
<td>Safety Officer</td>
</tr>
<tr>
<td>Medical Officer</td>
</tr>
<tr>
<td>Environmental Officer</td>
</tr>
<tr>
<td>Security Officer</td>
</tr>
<tr>
<td>Legal Officer</td>
</tr>
<tr>
<td>Planning</td>
</tr>
<tr>
<td>Logistics</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Liaison</td>
</tr>
<tr>
<td>Incident</td>
</tr>
<tr>
<td>Public Relations</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard Evaluation</th>
<th>MSDS’s (Attach MSDS’s for all chemicals involved in the incident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5 of 10
The following additional hazards exist on-site in the area of the incident. (i.e., confined spaces, high elevations, high voltage, etc.):

In addition to the materials involved in the incident, the following substance(s) are known or are suspected to be near the incident site. The primary hazards of each are identified below:

<table>
<thead>
<tr>
<th>Substances</th>
<th>Concentrations</th>
<th>Primary Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 of 10
The designated Safety Officer is directly responsible to the Incident Commander for safety recommendations in and around the emergency site.

Emergency Medical Care for this incident will require the following:

<table>
<thead>
<tr>
<th>Ambulance Service:</th>
<th>Ph. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital:</td>
<td>Ph. #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid Supplies</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Eye Wash</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Shower</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Decontamination</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment to Burns</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Termination of Incident</td>
<td>Incident declared to be terminated at:</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>p.m.</td>
<td></td>
</tr>
<tr>
<td>Terminated by whom:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debriefing of personnel conducted by:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Critique response to incident:
5.0 Emergency Telephone Directory

Contents This Section

- 5.1 Plant Emergency Response Team Telephone Numbers
- 5.2 Corporate Emergency Telephone Numbers
- 5.3 External Emergency Telephone Numbers
5.1 PLANT EMERGENCY RESPONSE TEAM Telephone Numbers

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>WORK PHONE</th>
<th>CELL PHONE</th>
<th>HOME PHONE</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Manager</td>
<td>John Howard</td>
<td>(208) 947-2929</td>
<td>(208) 781-01649</td>
<td>Available in HR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility General Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Coordinator</td>
<td>Amanda Lundgren</td>
<td>(208) 947-4861</td>
<td>(208) 590-5751</td>
<td>Available in HR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EH&amp;S Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Spokesperson</td>
<td>John Howard</td>
<td>(208) 947-2929</td>
<td>(208) 781-0164</td>
<td>Available in HR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility General Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Media Spokesperson</td>
<td>Pam Nielsen</td>
<td>(208) 955-8688</td>
<td>(208) 297-0756</td>
<td>Available in HR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER PLANT EMERGENCY RESPONSE TEAM MEMBERS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Details</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Shift Emergency Coordinator</td>
<td>Supervisor on site</td>
<td>Radio</td>
<td></td>
</tr>
<tr>
<td>3rd Shift Emergency Coordinator</td>
<td>Supervisor on call</td>
<td>(208) 890-7742</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Officer on Duty</td>
<td>(208) 497-4907</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>On Call</td>
<td>(208) 947-2994, (208) 947-4809</td>
<td>Available in HR or Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Available in HR or Security</td>
</tr>
</tbody>
</table>
5.2 Corporate Emergency Telephone Numbers

A. Internal Notification

1. For any incident involving:
   - Any death
   - Hospitalization of three or more persons
   - Estimated costs exceeding $50,000
   - Regulatory agency penalty or citation

2. The Site Emergency Manager immediately notifies:
   - Wabtec Corporation’s Safety & Environmental Manager

3. Wabtec Corporation’s Safety & Environmental Manager will assure that the following individuals have been notified:
   - Wabtec Corporation’s President
   - Wabtec Corporation’s VP of Operations
   - Wabtec Corporation’s Legal Counsel
   - Wabtec Corporation’s Human Resources
   - Wabtec Corporation’s Investor/Public Relations

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety &amp; Environmental Manager</td>
<td>Todd Shingleton</td>
<td>(412)825-1609</td>
</tr>
<tr>
<td>VP Human Resources</td>
<td>Scott Wahlstrom</td>
<td>(412)825-1418</td>
</tr>
</tbody>
</table>
5.3 External Emergency Telephone Numbers

a. External Notification
   1. The Emergency Coordinator makes appropriate notification to local, state and federal regulatory agencies as required and noted on the Incident Commander Form (Form ERP 002).
   
   2. Specific notification requirements would be included in regulations such as OSHA, EPA, etc.

B. Contents This Section
   This section contains emergency telephone numbers for the following:
   
   - City/Local Services
   - Regional/County Services
   - State Services
   - Federal/National Services
   - Outside Contractors

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone No.</th>
<th>Service</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Dept.</td>
<td>(208) 384-3950</td>
<td>Water Department (United Water)</td>
<td>(208) 362-7325</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After hours</td>
<td>(208) 362-1300</td>
</tr>
<tr>
<td>Police Dept.</td>
<td>(208) 377-5991</td>
<td>Public Works Dept.</td>
<td>(208) 384-3901</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lander St.</td>
<td></td>
</tr>
<tr>
<td>Ambulance</td>
<td>(208) 375-7048</td>
<td>Intermountain Gas company</td>
<td>(208) 377-6800</td>
</tr>
</tbody>
</table>
## Service Directory

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone No.</th>
<th>Service</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital 1/ST. ALS</td>
<td>(208) 367-3221</td>
<td>Electric Utility/ Idaho Power Dispatch</td>
<td>(208) 388-2535</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(208) 388-2200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(208) 388-2147</td>
</tr>
<tr>
<td>Hospital 2/ST. LUKES</td>
<td>(208) 381-2344</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(208) 381-1200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional/County Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheriff’s Dept.</td>
<td>(208) 377-6790</td>
<td>Poison Control</td>
<td>1-800-860-0620</td>
</tr>
<tr>
<td>County Health Department</td>
<td>(208) 375-5211</td>
<td>American Red Cross</td>
<td>(208) 947-4357</td>
</tr>
<tr>
<td>ADA County Emergency Management Office</td>
<td>(208) 377-6645</td>
<td>Local Emergency Response Planning Committee (LEPC)</td>
<td>(208) 377-6645</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bureau of Hazardous Materials</td>
<td>(208) 334-3263</td>
</tr>
<tr>
<td>State Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Police</td>
<td>(208) 884-7200</td>
<td>Idaho Emergency Response Commission</td>
<td>(208) 334-3263</td>
</tr>
<tr>
<td>State Fire Marshal</td>
<td>(208) 334-4370</td>
<td>Idaho Emergency Operations Center</td>
<td>1-800-632-8000</td>
</tr>
<tr>
<td>Idaho Bureau of Idaho</td>
<td>(208) 334-3460</td>
<td>EPA</td>
<td>(208) 378-5771</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air Pollution Control</td>
<td></td>
</tr>
</tbody>
</table>
## Comprehensive Crisis Management and Emergency Response Plan

### Issue Date: 08/30/04  
### Rev. Date: 04/21/2015  
### Page: 5 of 5

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone No.</th>
<th>Service</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster service</td>
<td></td>
<td>Idaho Solid Waste Management Branch</td>
<td>(208) 345-1265</td>
</tr>
<tr>
<td>EPA Hazardous Waste Management Branch</td>
<td>(208) 378-5761</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Federal/National Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone No.</th>
<th>Service</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(All Acts of terrorism)</td>
<td>(215) 566-3255</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(202) 426-2675</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Hazardous materials bureau</td>
<td>422-5725</td>
<td>U.S. Secret Service</td>
<td>334-1403</td>
</tr>
<tr>
<td>National Weather Service</td>
<td>334-9860</td>
<td>U.S. Marshals</td>
<td>334-1298</td>
</tr>
<tr>
<td>Fed. OSHA or State OSHA</td>
<td>321-2960</td>
<td>U.S. Customs</td>
<td>334-9062</td>
</tr>
<tr>
<td>Army Corps of Engineers/Lucky Peak dam</td>
<td>343-0671</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(FEMA – Information (answered 24 hrs.)</td>
<td>(202) 646-4600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Bureau of Investigation</td>
<td>344-7843</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other External Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone No.</th>
<th>Service</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Health</td>
<td>344-4391</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Idaho Northern</td>
<td>365-6353</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Medicine Associates</td>
<td>367-4197</td>
<td>Industrial Hygiene resources</td>
<td>323-8287</td>
</tr>
</tbody>
</table>
Incident Response and Notification

911 (as needed)

Incident Discoverer/Employee
- follow response procedures
- make verbal notification to

Supervisor* - Provide initial verbal report - description, people, property, etc.

SUPERVISOR ON CALL
208-899-7342

Incident Investigation and Report (24 hour)

- Director
- Safety
- IT

- Staff on Call - Provide initial report - description, people, property, etc.

- Security (as needed)
  - Bld. 4907
  - Call 914-3257

- Safety
  - Bld. 4561
  - Call 590-3751

- Facilities* (as needed)

- QA & Staff

- Corporate (as needed)

*If incident occurs at night without supervisor:
  - production supervisors will rotate on-call responsibility,
  - utilizing production phone/contact #
  - Facilities on-call rotation must be provided to management team
6.0 Emergency Incident Categories

A. Introduction

1. The Flow Charts, Potential Exposures, Incident Response, and Roles and Responsibilities in Sections 5.1 through 5.18 will assist Emergency Response Team members in activating an emergency response system in an orderly manner. The Flow Charts and Incident Response sections can be taken out of the manual and referred to during the incident response. New pages should be printed and inserted back into this manual immediately after the incident is considered to be terminated. It is recommended that these pages be preprinted, and stored in a packet so they are readily available in an emergency. The forms will be available at the information center at each shop across the facility.

2. Additional notification information (emergency telephone numbers) can be found in Section 5.0 Emergency telephone directory of this plan.

3. Response to address Evacuation and Communication with the Media can be found in Sections 7.0 Evacuation and 8.0 Media Communications respectively.

4. Emergency Response should follow the Incident Command system when possible.

Note: Emergency response forms have been inserted where appropriate (i.e. Bomb Threat forms in Section 6.7)
6.1 Medical Emergency

Emergency personnel at this site can effectively respond to medical emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Additional Information
  - Foreign Travel – Before You Leave

Note:

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.
### 6.1 Medical Emergencies

#### A. Potential Exposures

- Allergies - food, insect, or medicine
- Amputation
- Assault (shooting, stabbing, blunt trauma)
- Burns (thermal or chemical)
- Carbon Dioxide (CO2) asphyxiation
- Carbon Monoxide (CO) poisoning
- Confined Space Incident
- Drowning
- Electrocution
- Exposure to gases (oxygen, argon, fuel gases, nitrogen, chlorine, sulfur dioxide)
- Eye Injuries
- Fall from elevated level
- Falls
- Fatality - employee(s), visitor(s), contractor(s)
- Heat/Cold Stress/Dehydration
- Illnesses - heart attack, epileptic seizure, stroke
- Infectious disease (bloodborne pathogens, epidemic)
- Infectious disease introduced by incoming equipment units for repair
- Injury due to powered equipment (entrapment)
- Intoxication
- Legionella disease
### 6.1 Medical Emergencies

- Multiple injuries - employee(s), visitor(s), contractor(s)
- Run over by vehicle (train, trucks, autos, etc.)
- Struck by lightning
- SARS
- International Travelers (Quarantine)
- West Nile virus or Huanti virus
6.1 Medical Emergencies

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered

GENERAL

- Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper protective clothing (safety goggles, latex gloves, etc.)
- If an ambulance may be needed, call as soon as possible.
- Maintain accurate records of the names, medical history and medical progress of all injuries in the plant.
- Dispatch a responsible person to direct the ambulance when it arrives.
- Summon first aid or medical responders via plant communications system.
- Make a detailed report of the injury. A statement is to be taken from any person(s) that witnessed the incident.

DECONTAMINATION

- Assure all contaminated clothing is turned over to the plant environmental personnel for proper treatment and disposal.
- The Safety Coordinator should serve as the focal point transferring information (including MSDS’s) to the hospital emergency staff about the properties of the hazardous substances or conditions at the scene.

CLEANUP

- Cleanup immediately by persons trained in decontaminating procedures.
- Identify infectious material spills with a warning sign.
6.1 Medical Emergencies

- Disinfect work surfaces, parts, materials, equipment and flooring that were involved.
- Associates not involved in the decontamination process should not handle any items before they are disinfected.

C. Roles and Responsibilities

1. Discoverer
   Any person who discovers a situation, which will require medical attention, is termed the "discoverer." The following steps must be taken immediately by the discoverer:
   - Evaluate situation. Ask yourself, “Is the area safe for me to provide basic medical attention.” Determine how many people are involved in the incident and the extent of injuries. Prepare for exposure to blood borne pathogens if providing first aid and use proper personal protective equipment (PPE) such as goggles, latex gloves, etc. and refer to facility’s Bloodborne Pathogens Exposure Control Plan (under separate cover).
   - Notify the Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher. If involved in providing medical attention, designate someone to notify the Supervisor or the Guard Dispatcher.

2. Supervisor or Dispatcher
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish Incident Command. The Guard Dispatcher or person receiving the information regarding the incident completes the *Initial Emergency Call Worksheet* (Form ERP 001).

   Be prepared to provide the following information, to the extent possible:
   - Exact location and number of associates involved,
   - Seriousness of injuries,
   - Hazardous materials involved, if any.
   - Action taken (i.e. medical attention being provided, etc.)
6.1 Medical Emergencies

**NOTE:** If personal safety is at risk, leave the area immediately.

Generally, personnel in the area can undertake the following defensive actions:

- Keep unnecessary people away,
- Disengage equipment if life safety is not threatened,
- Keep the victim calm until emergency responders arrive; watch for signs and symptoms of shock...skin is pale, cool, clammy, lightheaded, breathing is slow and shallow, confused.
- If minor injuries are involved, stabilize and send to clinic for evaluation by qualified medical staff.

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area.
   - Activate internal alarms or communication systems.
### 6.1 Medical Emergencies

- Contact appropriate outside response agencies (e.g. fire, police, ambulance) if assistance is needed.

- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.

- Designate an employee to wait for the arrival of emergency responders and direct them to the emergency location.

- If the injuries are due to exposure to hazardous materials, provide copies of MSDS to medical personnel.

- Coordinate on-site evacuations, if required.

- If a hazardous material has been released, refer to Section 6.15 *Hazardous Chemical/Substance Release* or appropriate response procedures.

#### b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 *Hazardous Chemical/Substance Release* for appropriate post-incident response procedures.

- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.

- If bodily fluids have been released, utilize appropriate PPE. Sterilize or dispose of all materials or equipment that has come into contact with bodily fluids. Use an appropriate disinfectant (10% bleach and water). This should be done by trained personnel only.

- Contaminated bio-medical materials must be disposed of in an appropriate manner and stored in suitable containers marked appropriately as to contents. This should be done by trained personnel only.
6.1 Medical Emergencies

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000/retention
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned

The EH&S Department will provide medical transport for non-life threatening injuries. A lead person, supervisor, or manager will provide transport in the event that the EH&S staff is not available. The goal is to ensure an injured employee receives prompt medical attention.
6.1 Medical Emergencies

Call 911 for employees with major injuries and illnesses or if the injury is life threatening. If in doubt, call 911. The employee will be transported by ambulance to the nearest emergency department. Contact Human Resources and they will contact family members of the injured employee.

CALL 911 for Major Injuries and Medical Conditions

- Chest pain.
- Difficulty breathing.
- Loss of, or change in level of consciousness.
- Severe burn.
- Head or neck injury.
- Penetrating wound of chest or abdomen.
- Amputation.
- Severe bleeding.
- Allergic reaction with tightness in throat, difficulty breathing, or dizziness.
- Numbness in more than one body part.
- Obvious fracture with deformity.
- Penetrating eye injuries.
- Toxic chemical exposures (swallowing, inhalation, skin contact); send MSDS.
- Multiple injuries.
- Psychiatric disturbances (hallucinations, delusions). Also contact the Boise Police Department.
- Seizure.
- Lacerations (cuts exceeding 2 to 3 inches in length. Any uncontrolled bleeding.

MINOR INJURIES AND ILLNESSES (Non life threatening)

- Minor lacerations (under 2 to 3 inches in length) that may need suturing with bleeding under control.
- Limb injuries without deformity.
### 6.1 Medical Emergencies

- **Minor eye injuries** (when required, flush chemicals from eyes prior to transport)
- **Back pain** (except if unable to walk or in an extreme amount of pain)
- **Skin disorders** (rashes, ulcerations, minor burns, reddening, pigment change, thickening, growths, abrasions)

Non-emergency injuries shall be transported to:

**Occupational Medicine Associates**

6533 Emerald St.

Boise, ID 83704

Phone: 367-4197

Monday-Friday 8 a.m.-5 p.m.

Transport to

**St. Alphonsus Regional Medical Center**

1055 North Curtis Road, Boise, ID. Phone: 367-2121

After 5 p.m. or before 8 a.m. weekdays or weekends.

The Incident Packet contains information for employees, supervisors, physicians and others on the required procedures, documentation and actions for handling accidents, incidents and events that may occur at MotivePower.
6.1 Medical Emergencies

It is recommended that all managers, supervisors and employees review and make themselves familiar with the information in the Incident Packet. Additional information can be found in the Motive EH&S Handbook Manual and in the MotivePower Incident Reporting Policy.

When using the Incident Packet, please read all instructions very carefully. The instructions contain explicit information regarding protocol and document routing. Before proceeding with the Incident Packet, make sure your Supervisor and the EH&S Department have been informed - they can assist you.

It is the employees responsibility to immediately notify the Supervisor of any accident, injury or incident requiring a physician visit or time loss so the employee can receive treatment and the Worker’s Compensation Claim can be initiated.

Once you have used any portion of the Incident Packet, notify the EH&S Department to have it replenished.

The paperwork includes the following forms:

- Incident Report Form
- Workers Compensations Questionnaire
- Substance Abuse Testing Consent Form
- Physician Letter
- Return to Work Release
6.1 Medical Emergencies

Company Vehicle for Medical Transport

The EH&S pickup is usually parked on the east side of the Administration building or by the Security Station on Swing Shift. When the EH&S pickup is not available, please contact Maintenance Department personnel for a replacement vehicle.

Medical Facility Instructions:

Upon arrival at the medical facility inform the receptionist that you are employed by MotivePower and our worker compensation insurance information is:

Carrier: Travelers Property Casualty Company of America

Claims Administered by: Constitution State Services

Claims Address: P.O. Box 7427 Boise, ID 83707

Claims Reporting: 800 243 2490

Policy Number: TC2J UB 466K5286-10

Pharmacy

Prescriptions may be filled at the Walgreen Pharmacy located at 3395 South Federal Way in the Fred Meyer shopping complex. Inform the Pharmacist this is a MotivePower workers’ compensation claim and the contact information is:
6.1 Medical Emergencies

Travelers Insurance

Janis Smith
Sr. Claims Manager
P.O. Box 7427
Boise, ID 83707
208-383-5277 (phone)
208-388-1905 (fax)
866-512-9198 x2 (toll free)

If questions arise please contact Emergency Coordinator at 947-4861

Medical information shall be faxed to 947-2920.

*Discuss medication side effects with the Pharmacist.

Note: Do not allow the injured worker to take any medication that may impair his/her ability to drive home, unless you are providing transportation to their home.

Return the injured worker to the responsible supervisor or manager with the paper work.

The supervisor or manager will complete the Supervisor Accident Investigation Report preferably before end of shift and submit the documents to the EH&S Department. Return to Work will be dependent on the work restrictions placed on the injured associate by the medical provider and the pharmacist. The supervisor,
6.1 Medical Emergencies

EH&S Department, and Human Resources will make the determination if a position is available for the injured associate.

D. Additional Information

1. Foreign Travel

   a. Before you leave:
      
      • Assemble a travel health kit containing basic first aid and medical supplies. Be sure to include a thermometer, household disinfectant, a supply of surgical masks and disposable gloves (for use if you or someone you are traveling with becomes ill with SARS), and alcohol-based hand rubs for hand hygiene.

      • Inform yourself and others who may be traveling with you about SARS.

      • Be sure you are up to date with all your shots, and see your health-care provider at least 4 to 6 weeks before travel to get any additional shots or information you may need. For information on CDC health recommendations for international travel, see CDC's Travelers' Health site http://www.cdc.gov/travel/.

      • You may wish to check your health insurance plan or get additional insurance that covers medical evacuation in the event of illness. Information about medical evacuation services can be found at this U.S. Department of State page.

      Identify in-country health-care resources in advance of your trip. CDC Website: http://www.cdc.gov/travel/
# Near Miss, Property Damage, and First Aid Record

## Work Related and Non-Work Related Injuries

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date of Incident</th>
<th>Supervisor</th>
<th>Type of Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Near Miss/Close Call Other:</td>
</tr>
<tr>
<td>Badge Number</td>
<td>Time of Incident</td>
<td>Witness</td>
<td>Property Damage</td>
</tr>
<tr>
<td>AM PM</td>
<td></td>
<td></td>
<td>Employee Incident – first aid OR no treatment</td>
</tr>
<tr>
<td>Position/Job</td>
<td>Shop/Dept.</td>
<td>Incident Location</td>
<td>Contract</td>
</tr>
</tbody>
</table>

**Description of injury/incident events and actions prior to event:**

**Cause(s) of incident (environment and behavior):**

**Corrective action taken to prevent similar incidents in the future:**

**Other Comments:**

**If reporting a first aid injury, do you consider injury to be work related?**

<table>
<thead>
<tr>
<th>First aid treatment provided and/or comments:</th>
</tr>
</thead>
</table>

**Date this form was completed on:**

**Reviewed by:**

**Date reviewed on:**

---

**Provide as much detail as possible. Turn in completed form to your supervisor. Supervisor will review and forward to the EH&S Department.**

Rev. 02/03/15
# Near Miss, Property Damage, and First Aid Record

**Work Related and Non-Work Related Injuries**

## Initial Investigation Information – Must Be Completed by Lead/Supervisor at Time of Incident

Additional information about work/task being done when incident occurred:

<table>
<thead>
<tr>
<th>Part of Normal Work/Job</th>
<th>Normal Work Area</th>
<th>Time in job performed at time of incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>1-6 months 6-12 months 1-5 years 5-10 years 10+ years</td>
</tr>
</tbody>
</table>

Equipment/tools used for job (crane, welder, manlift, etc.), PPE:

Was a 2 Minute Warning Assessment completed before beginning task?

<table>
<thead>
<tr>
<th>□ Yes □ No</th>
<th>Comments:</th>
</tr>
</thead>
</table>

Root Cause Identification – describe in reverse order of occurrence the events preceding the incident

A. Direct Incident/Injury:

B. Why/How did A happen?

C. Why/How did B happen?

D. Why/How did C happen?

E. Why/How did D happen?

**Contributing Conditions**

**Contributing Behaviors**

Is there a written work instruction for the job? □ Yes □ No

If YES – was it reviewed with the employee? □ Yes □ No

Did work instruction identify hazards & controls? □ Yes □ No

Probability of Occurrence □ Frequent □ Occasional □ Seldom

Potential Loss Severity □ Major □ Serious □ Minor

**Provide as much detail as possible. Turn in completed form to your supervisor. Supervisor will review and forward to the EH&S department.**

Rev. 02/03/15

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INCIDENT PACKET – MEDICAL TREATMENT

Call 911 for employees with major injuries and illnesses or if the injury is life threatening. If in doubt, call 911. The employee will be transported by ambulance to the nearest emergency department. Contact Human Resources and they will contact family members of the injured employee.

CALL 911 for Major Injuries and Medical Conditions including, but not limited to:
- Chest pain.
- Difficulty breathing.
- Loss of, or change in level of consciousness.
- Severe burn.
- Head or neck injury.
- Penetrating wound of chest or abdomen.
- Amputation.
- Severe bleeding.
- Allergic reaction with tightness in throat, difficulty breathing, or dizziness.
- Numbness in a body part.

Obviously fracture with deformity.
Penetrating eye injuries.
Toxic chemical exposures (swallowing, inhalation, skin contact); send MSDS.
Multiple injuries.
Psychiatric disturbances (hallucinations, delusions).
Also contact the Boise Police Department.
Seizure.
Lacerations (cuts exceeding 2 inches in length).
Any uncontrolled bleeding.

The EH&S Department, supervisor or manager will provide medical transport for non life threatening injuries. The goal is to ensure an injured employee receives prompt medical attention.

MINOR INJURIES AND ILLNESSES (Non life threatening)
- Minor lacerations (under 2 inches in length) that may need suturing with bleeding under control.
- Limb injuries without deformity.
- Minor eye injuries. When required, flush chemicals from eyes prior to transport.
- Back pain, except if unable to walk or in an extreme amount of pain.
- Skin disorders rashes, ulcerations, minor burns, reddening, pigment change, thickening, growths, or abrasions.

Non-emergency injuries shall be transported to:

St. Alphonsus Occupational Medicine
3587 S. Federal Way, Boise, ID 83705
367-4185
Monday through Friday, 7 am – 7 pm
Saturday & Sunday, 8 am - 3 pm (injury management).
Monday through Friday, 8 am - 5 pm (screening).
Holidays 8 am - 1 pm

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As an Associate, I have received a copy of the Company’s Substance Abuse Prevention Program ("Program"). As an Applicant, I understand I will receive a copy of the Program upon being hired. I further understand that the use of illegal drugs, unauthorized alcohol, or other prohibited substances is in violation of the Program provisions. I understand that I am subject to disciplinary action up to and including discharge, or not being hired, if I am found to be in violation of this Program as a result of this test. Adulteration of a specimen by the donor is considered a refusal to be tested, which will preclude hiring an applicant, and will initiate disciplinary actions, and may include termination of an associate. This test is being administered as it relates to one or more of the following situations:

- Pre-Employment
- Random
- Return to Work
- Routine, Periodic, or Intermittent
- Accident/Incident
- Reasonable Suspicion
- Other

I hereby authorize the collection/testing agencies to provide the results of this test to the Company or its representative(s).

FULL NAME ______________________ SS # __________________________
SIGNATURE ______________________ DATE ______ MM DD YYYY
ADDRESS ______________________ STREET ______________________ CITY ______________________ STATE ______ ZIP ______
TELEPHONE WORK (208) 947-4300 HOME (208) __________________________
PROJECT NAME/Location MotivePower/Boise JOB TITLE __________________________

DRUG TEST MUST BE COMPLETED BY: __________________________ Failure to be tested within the specified time will subject the associate to disciplinary action, which may include discharge (time specification at the discretion of the MotivePower Representative, not to exceed 24 hours from receiving testing consent form).

Associate must present valid picture identification i.e. driver’s license, MotivePower ID

Collection Site: Return Part 4 of COC and this Consent Form to: MotivePower, 4600 Apple Street, Boise, ID 83716

SIGNATURE OF ATTENDANT __________________________
CHAIN OF CUSTODY CODE ID 

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INCIDENT PACKET – REFUSAL OF TREATMENT

Employee Name
Employee ID Date of Birth
Job Title Department
Date of Injury Time of Injury
Injury Description

I am an employee of MotivePower and have been involved in an accident/incident/event while at the MotivePower Main Complex located at 4600 Apple Street, Boise, ID. ______

My employer has recommended that I be seen by a physician with regards to this incident. ______

My employer has provided training regarding universal precautions, safe working practices and personal protective equipment. I have full knowledge of the possible consequences related to this incident. ______

I, of my own free will and volition, despite my employer’s recommendation, have declined to receive medical treatment by a Physician. Therefore, no Workers Compensation claim will be processed at this time. I will inform my employer if decide to seek treatment at a later time. ______

Employee Signature Date Signed

Supervisor Signature Date Signed

EH&S/HR Signature Date Signed

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INCIDENT PACKET – RETURN TO WORK RELEASE

Full Name: ________________________________  Badge Number: ____________

Date of Incident: ________________________  Time of Incident: ____________

Department/Shop: ________________________  Shift Start Time: ____________

Job Title: ________________________________  Shift End Time: ____________

Supervisor: ______________________________

Description of work duties: ____________________________________________

Physician/Provider: ______________________

Hospital/Clinic: _________________________

Date of Treatment: ________________  Phone Number: ____________

Description of Injury: _______________________________________________

Return to Work? YES NO  Date of Return: _______________________

Restrictions/Limitations? YES NO  If YES, please explain below:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

Length of restrictions: ______________________  Date of next appointment: ____________

Signature of Physician: ______________________  Date: ____________

Additional Paperwork Attached/Included YES NO

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6.2 Workplace Violence

6.2 Violence in the Workplace

Emergency personnel at this site can effectively respond to violence in the workplace emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.
- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

**Violence in the Workplace** - any act of aggression, verbal or physical assaults or threats to which an employee is subjected in the course of employment. The act may involve, but is not limited to, name calling, swearing, use of a weapon, sexual harassment, assault, battery or threats. The source of aggression may come from co-workers, guests, families, visitors, and other personnel.
6.2 Workplace Violence

A. Potential Exposures

- Employee fatally injuring other employee(s)
- Employee injuring other employee(s)
- Employee threatening other employee(s)
- Former employee making threats
- Bloodborne Pathogen (needle stick)
- Handgun
- Other weapons
- Rape
- Spouse on-site threatening employee
- Visitor(s) threatening employee(s)
- Opposing gang members
- Opposing ethnic races

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

OUTSIDE ASSISTANCE

Since workplace violence cases have been known to escalate into very serious emergencies, consideration should be given to notifying the local Police department as soon as possible to respond.
6.2 Workplace Violence

**OBSERVE**

- Where there is any outward sign of intoxication, hallucinations, and unusual or bizarre speech. Simply listen to the complaint, do not try to explain actions taken or provide rational explanations.
- Employee involved? If yes, who is the employee?
- If no, give general description (height, weight, hair color, male or female, clothing, etc.) in the space below.
- Does the person have a gun? How many?
- Type of gun(s): Handgun? Rifle?
- Can you estimate how much ammunition this person currently has?
- Are other weapons or explosives present? Describe them (i.e., type, number, etc.) in the space below.

**LISTEN**

- The angry person needs to know that you are there to solve their problem and that you are willing to help. Tell the person you will do everything in your power to help.

**AVOID DEFENSIVENESS**

- Do not defend the actions of the company. Do not provide a defense. “Hear” the complaint without placing responsibility on the employee.

**ACKNOWLEDGE THEIR EMOTION THROUGH SUPPORT**

- The person is expecting confrontation, do not fuel their emotion.

**AVOID AN AUDIENCE**

- Discuss the problems with the person in private. This will help avoid a psychological ripple effect by upsetting other people and will make the irate person feel they are getting special attention.
6.2 Workplace Violence

ESTABLISH BORDERS

- Keep to the subject...explain what you need to assist the individual with his or her problem. Do not lash back.

SPEAK SLOWLY, SOFTLY AND CLEARLY

- Slow down your pattern of speech to help reduce anxiety.

ASK QUESTIONS

- Ask relevant questions to the specific problem. Repeat their answers so they know they are being understood.

STATE CONSEQUENCES

- If the individual persists with threats, advise them of the consequences of their continued threatening behavior.

C. Roles and Responsibilities

1. Discoverer

Any person who discovers a situation which involves workplace violence is termed the "discoverer." The following steps must be taken immediately by the discoverer:

- Evaluate situation. Is there a life threatening situation for you or others? Can you safely notify your supervisor or security without endangering the life of you or others? If you can safely notify your supervisor/security, determine how many people are involved in the incident and the extent of injuries if any.

- If you cannot safely notify someone to provide assistance and your life may be in danger, listen to the complaint. Do not try to explain actions taken or take the side of the company. Stay objective and listen. Do not get defensive! Speak slowly, softly and clearly and remain calm. The victim may be expecting a confrontation. Do not make the situation worse. Wait until help arrives.

- Notify the Area Supervisor or use the nearest telephone to call the facility’s Guard Dispatcher.
6.2 Workplace Violence

2. **Supervisor or Guard Dispatcher**

   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command. The Guard Dispatcher or person receiving the information regarding the incident, completes the *Initial Emergency Call Worksheet* (Form ERP 001).

   Be prepared to provide the following information, to the extent possible:

   - Exact location and number of associates involved,
   - Seriousness and type of injuries (if any),
   - Potential life threatening situation (i.e. weapon involved?) if applicable.
   - Description of incident.

   **NOTE:** If personal safety is at risk, leave the area immediately.

   Generally, personnel in the area can undertake the following defensive actions:

   - Keep unnecessary people away.
   - If minor injuries are involved, stabilize and send to clinic for evaluation by qualified medical staff.

3. **Incident Commander**

   a. **Incident Management**

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.
## 6.2 Workplace Violence

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

- Keep all unnecessary people away from the area. Have spectators removed if necessary. Do not create an audience.
- Activate internal alarms or communication systems.
- Observe the situation. Are there any outward signs of intoxication, hallucination, unusual or bizarre speech? If the Incident Commander is dealing directly with the individual(s) involved in the incident, listen to the complaint. Do not try and provide explanations or actions taken by you, others or the company.
- Listen. The angry person(s) needs to know that you are there to assist them with their problem and that you are willing to help them.
- Avoid Defensiveness. Do not provide a defense for you, others or the company. Listen to the complaint without placing blame on those involved.
- Establish discussion areas. Do not stray away from the subject. Explain what is needed to assist the individual(s) with the problem.
- Speak softly, clearly and slowly. Slow down your pattern of speech to help reduce anxiety.
- Ask questions. Repeat the answers so the individual(s) knows he/she is being understood.
- If the situation is not life threatening, state the consequences of their continued threatening behavior if the situation persists.
- Contact appropriate outside agencies (e.g., police, ambulance) if assistance is needed.
- Ensure that any injured personnel will be given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
### 6.2 Workplace Violence

**b. Post-Incident Management**

- If bodily fluids have been released, utilize appropriate PPE and refer to the facility’s Bloodborne Pathogens Exposure Control Plan (under separate cover). Sterilize or dispose of all materials or equipment that have come into contact with bodily fluids. Use an appropriate disinfectant (10% bleach and water).

- Contaminated bio-medical materials must be disposed of in an appropriate manner and stored in suitable containers marked appropriately as to contents.

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.

- Monitor all operating equipment, including transfer lines, after restarting operations.

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

**4. Site Emergency Manager and Emergency Coordinator**

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
6.2 Workplace Violence

- Debrief personnel
- Provide critical stress debriefing if needed
- Review lessons learned
6.4 Entrapment/High Angle Rescue

6.3 Confined Space Rescue

Emergency personnel at this site can effectively respond to confined space rescue emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Confined space - means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
6.4 Entrapment/High Angle Rescue

2. **Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and**

3. **Is not designed for continuous employee occupancy.**

NOTE: When work is performed in permit or non-permit required confined spaces by an outside contractor, the outside contractor’s personnel are required to be confined-space trained and the contractor must provide their own rescue team and equipment when work is in progress.

A. **Potential Exposures**

- Contractor employee(s) overcome in confined space
- Death or multiple deaths
- Drowning
- Employee(s) overcome in confined space
- Entrapment
- Hazardous/toxic exposure
- Oxygen deficiency

**Confined Space Areas**

- Trenches
- Manholes
- Process Equipment
- Utility Raceways
- Tanks
6.4 Entrapment/High Angle Rescue

- Pipes
- Vaults

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- Identify the entrant and get an accurate count of personnel.
- **DO NOT ENTER THE CONFINED SPACE IN AN ATTEMPT TO “RESCUE” THE PERSON(s) IN THE SPACE.**
- Call for Fire Department/Emergency Rescue to be on stand by.
- Rescue from outside the confined space can be attempted.
- Insert an air line (if available) into the confined space (from outside the confined space).
- Monitor the atmosphere in the confined space.
- Keep unnecessary personnel away.
- Coordinate with plant security or other responsible individuals to direct the rescue team to the site.
- Once rescued, provide medical treatment immediately.

C. Roles and Responsibilities

1. Discoverer

Any person who discovers a situation which will require response to a confined space is termed the "discoverer." The following steps must be taken immediately by the discoverer:

- Evaluate situation. **DO NOT ATTEMPT TO ENTER THE SPACE FOR RESCUE.** Determine how many people are involved in the incident and the extent of injuries.
6.4 Entrapment/High Angle Rescue

- Notify the Area Supervisor or use the nearest telephone to call the facility’s Guard Dispatcher.

2. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish Incident Command. The Guard Dispatcher or person receiving the information regarding the incident completes the Initial Emergency Call Worksheet (Form ERP 001).

Be prepared to provide the following information, to the extent possible:

- Exact location and number of associates involved,
- Seriousness of injuries (if known),
- Hazardous materials involved, if any.
- Action taken (i.e. attempting to provide medical attention or assistance outside of the space, etc.)

NOTE: If personal safety is at risk, evacuate the area immediately.

Generally, personnel in the area can undertake the following defensive actions:

- Keep unnecessary people away,
- Disengage equipment if life safety is not threatened,
- If conscious, keep the victim calm until emergency responders arrive;
- Insert an air line and monitor atmosphere of confined space with remote equipment,
- Attempt rescue from outside the space.

If the injuries involve a contractor working in a confined-space, provide assistance as required.

When printed this becomes an uncontrolled document
6.4 Entrapment/High Angle Rescue

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area.
   - Activate internal alarms or communication systems.
   - Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
   - Designate an employee to wait for the arrival of emergency responders and direct them to the emergency location.
   - Attempt and coordinate rescue from outside the space.
   - Ensure that personnel (other than fire or ambulance personnel) do not enter confined space for any reason.
   - If the injuries are due to exposure to hazardous materials, provide copies of MSDS to medical personnel.
   - Coordinate on-site evacuations, if required.
   - If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release or appropriate response procedures.
6.4 Entrapment/High Angle Rescue

b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.

- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.

- If bodily fluids have been released, utilize appropriate PPE and refer to the facility’s Bloodborne Pathogens Exposure Control Plan (under separate cover). Sterilize or dispose of all materials or equipment that have come into contact with bodily fluids. Use an appropriate disinfectant (10% bleach and water). This is to be done by trained personnel only.

- Contaminated bio-medical materials must be disposed of in an appropriate manner and stored in suitable containers marked appropriately as to contents. This is to be done by trained personnel only.

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.

- Monitor all operating equipment, including transfer lines, after restarting operations.

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

NOTE: When work is performed in permit or non-permit required confined spaces by an outside contractor, the outside contractor’s personnel are required to be confined-
6.4 Entrapment/High Angle Rescue

space trained and the contractor must provide their own rescue team and equipment when work is in progress.

4. Site Emergency Manager and Emergency Coordinator

• Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  ▪ any death
  ▪ hospitalization of three or more persons
  ▪ estimated costs exceeding $50,000
  ▪ regulatory agency penalty or citation

• Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  ▪ Take corrective action to minimize losses and prevent recurrence of a similar type incident
  ▪ Debrief personnel
  ▪ Provide critical stress debriefing if needed
  ▪ Review lessons learned

6.4 Entrapment/High Angle Rescue

Emergency personnel at this site can effectively respond to entrapment/high angle rescue emergencies by utilizing this section of the CCMERP.

Contents This Section

• Flow Chart
• Potential Exposures - Entrapment
• Potential Exposures - High Angle
• Incident Response
• Roles and Responsibilities
6.4 Entrapment/High Angle Rescue

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Entrapment Rescues – A situation where the victim is entrapped by or in equipment such as an elevator, escalator, or machinery and must be moved and/or rescued. This rescue involves locking out energy sources and extraction of the victim.

High-Angle Rescues - A situation where the victim is elevated above the ground greater than 10 feet or below ground and must be moved and/or rescued by the use of rope and/or mechanical advantage systems and rigging. (Low angle rescues such as vehicles over embankments usually do not require the TRT, but call if you are not sure.)
6.4 Entrapment/High Angle Rescue

A. Potential Exposures

1. Entrapment
   - Multiple injuries - Employee(s), Contractor(s)
   - Employee(s), Contractor(s) stuck in elevator
   - Caught in machinery (including trash compactors)
   - Caught in HVAC unit
   - Caught between objects

   Entrapment Areas
   - Trenches
   - Converging Walls
   - Vehicle
   - Machinery
   - Elevator
   - Under suspended loads

2. Potential Exposures - High Angle
   - Multiple injuries - Employee(s), Contractor(s)
   - Employee/Contractor stuck at heights

   High Angle Areas
   - Elevated Walkways
6.4 Entrapment/High Angle Rescue

- Roofs
- Boom Truck
- Man Lifts
- Scaffolding
- Overhead Cranes

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- First responders and well meaning associates should not do anything that could further injure the victim.
- Rescue attempts should only be made under the direction of Facility/Maintenance Manager or designated Maintenance personnel.
- Proper lockout/tagout procedures must be followed during the technical rescue. This should include all potential energy sources that may be present.
- In high angle rescues, the victim should be secured immediately to prevent them from falling.
- Provide medical treatment as appropriate.

C. Roles and Responsibilities

NOTE: If personal safety is at risk, leave the area immediately.
6.4 Entrapment/High Angle Rescue

1. Discoverer

Any person who discovers a situation which will require response to an entrapment or high angle emergency is termed the "discoverer." The following steps must be taken immediately by the discoverer:

- Evaluate situation. Determine how many people are involved in the incident and the extent of injuries.
- Notify the Area Supervisor or use nearest telephone to call the facility’s Guard Dispatcher.

2. Supervisor or Guard Dispatcher

The Supervisor will immediately notify an Emergency Coordinator who will establish the Incident Command. The Guard Dispatcher or person receiving the information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001).

Be prepared to provide the following information, to the extent possible:

- Exact location and number of associates involved,
- Seriousness of injuries,
- Hazardous materials involved, if any.
- Action taken (i.e. medical attention being provided, etc.)

Generally, personnel in the area can undertake the following defensive actions:

- Keep unnecessary people away,
- Disengage equipment if life safety is not threatened; do nothing that could cause further injury.
- Keep the victim calm until emergency responders arrive; watch for signs and symptoms of shock...skin is pale, cool and clammy, lightheaded, breathing is slow and shallow, confused.
6.4 Entrapment/High Angle Rescue

- If minor injuries are involved, stabilize and send to clinic for evaluation by qualified medical staff.

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

- Keep all unnecessary people away from the area.
- Activate internal alarms or communication systems.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
- Initiate proper lockout/tagout procedures during a technical rescue.
- In entrapment rescues, Facility Security Guard / Receptionist / Emergency Coordinator shall also notify Maintenance.
- For high angle, immediately summon the local Fire Department
- Ensure that injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- If the injuries are due to exposure to hazardous materials, provide copies of MSDS to medical personnel.
- Coordinate on-site evacuations, if required.
6.4 Entrapment/High Angle Rescue

- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release or appropriate response procedures.

b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.

- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.

- If bodily fluids have been released, utilize appropriate PPE and refer to the facility’s Bloodborne Pathogens Exposure Control Plan (under separate cover). Sterilize all materials or equipment that have come into contact with bodily fluids. Use an appropriate disinfectant (10% bleach and water). This should be done by trained personnel only.

- Contaminated bio-medical materials must be disposed of in an appropriate manner and stored in suitable containers marked appropriately as to contents. This should be done by trained personnel only.

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.

- Monitor all operating equipment, including transfer lines, after restarting operations.

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
4. **Site Emergency Manager and Emergency Coordinator**
   - Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
     - any death
     - hospitalization of three or more persons
     - estimated costs exceeding $50,000
     - regulatory agency penalty or citation
   - Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
     - Take corrective action to minimize losses and prevent recurrence of a similar type incident
     - Debrief personnel
     - Provide critical stress debriefing if needed
     - Review lessons learned
6.5 Demonstration or Trespass

Emergency personnel at this site can effectively respond to demonstration or trespass emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Trespass - Entry to another's property without right or permission.

Demonstration - A public display of group feelings (usually of a political nature);
6.5 Demonstration or Trespass

A. Potential Exposures
- Public trespassing onto plant property
- Group demonstration at plant entrance(s)
- Adverse Media
- Damage to property
- Interruption of plant operations
- Physical/verbal confrontations
- Physical abuse
- Intentional contamination
- Arson
- Sabotage/industrial terrorism
- Labor dispute

B. Incident Response
The on-site emergency coordinator should immediately collect the following information and report an assessment to the Incident Commander. Where appropriate (see below) take immediate action to contact medical response and/or local law enforcement.

- Has anyone been injured? Contact medical response as needed and local law enforcement?
- Has there been any violence? Contact local law enforcement.
- Has property been damaged, i.e., company, contractor, or employee? Contact local law enforcement.
- Any credible threats of physical violence and to whom? Contact local law enforcement.
- Any threats of property damage, i.e., rock throwing, star nails, etc.? Contact local law enforcement.
6.5 Demonstration or Trespass

- Have there been any fights? Contact local law enforcement.
- Have there been any physical or verbal confrontations?
- Has any trespass occurred – have demonstrators entered the property, parking lot, or inside the facility?
- How many people are involved?
- Is plant ingress and egress disrupted?
- Has shift change been disrupted?
- Have plant operations been disrupted?
- Are deliveries or contractors prevented from ingress and egress?
- Are the demonstrators’ associates?
- Are demonstrators soliciting and distributing materials to associates?
- Are protestors soliciting and distributing materials to customers?
- What is written on any posters, signs, or placards?
- Have the protestors identified any group affiliation?
- Are the protestors chanting or yelling anything, if so what?
- Has a representative of the protestors contacted management?
- Are the protestors requesting any action by the company?

**Emergency Coordinator Action**

- If there has been any violence, property damage, or credible threat, contact local police immediately.
6.5 Demonstration or Trespass

- Record the above information and then contact corporate labor relations and corporate legal immediately - do not delay.

On-Site Emergency Response

- Avoid confrontation. Instruct associates, visitors, contractors, customers, and vendors to avoid confrontation with demonstrators – do not speak with, and avoid eye contact with, and never proceed into or through demonstrators if faced with resistance.
- Inform operations' management of the situation, if necessary, and request an assessment of ability to safely continue operations.
- Inform Facility Mgmt. of the situation, if necessary, and request they ensure that fire suppression, internal alarms, communication and environmental systems are operational.
- Assign a team of individuals (instructed as above) to each gate. Direct those persons to close the gate, control ingress and egress, and observe the demonstration at each gate. Direct the team to report all incidents of violence or other unusual activity back to the Incident Commander immediately, otherwise hourly reports should be submitted.
- Inform local police of the situation and request that they dispatch an officer to observe.
- Meet with a representative of demonstrators and ask that he/she identify him or herself, the organization they represent, and the purpose of the demonstration. Also, request that they conduct a peaceful and non-violent demonstration and remain on public property and refrain from preventing ingress or egress. Ask that the representative provide a contact number.
- Do not negotiate with the representative of the demonstrators.
- Assess pressure points causing the incident and any relief valve to defuse the incident.
- Do not speak with, or agree to speak to the media. Do not speak “on air.” State only that “you will request that a company representative will contact them. Thank you.”
- Keep all unnecessary people away from the area. Move away spectators. Do not create an audience.
- Prevent two-way radio communications from being monitored by others.
6.5 Demonstration or Trespass

- Provide for food, water, sanitation and shelter.
- Any unrest should be handled in a non-confrontational manner.
- Still and video cameras should be used to record unlawful acts. If something is in progress, discretion should be used.
- Facility Spokesperson, in conjunction with Human Resources, should deal with the media.
- Make provisions for vehicle maintenance, including tire repair and replacement.
- Establish a system for reporting damage to personal property.
- Procedures for handling facility emergencies which threaten a plant or future production.
- Ensure that security measures are adequate for the following:
  - Perimeter security
  - Vehicle security
  - Yard storage
  - Unauthorized access to buildings
  - Internal sabotage to alarm systems
  - Protection of isolated equipment
  - Special security lighting
  - Sabotage to bottleneck production areas
  - Protection of unique production equipment
  - Fuel supplies
  - Power supplies
  - Fire protection systems
  - Critical and important records
  - Essential raw materials
  - Intentional contamination exposures
  - Protection of workers
  - Shipments in and out of the plant
  - Assess probable duration.
  - Assess pressure points causing incident or relief valve to defuse incident
6.5 Demonstration or Trespass

C. Roles and Responsibilities

1. Discoverer

Any person who discovers an emergency situation arising out of a demonstration or trespass is termed the "discoverer." The following steps must be taken immediately by the discoverer:

- Evaluate situation. Is there a life threatening situation for you or others? Can you safely notify your Supervisor or the facility’s Guard Dispatcher? If you can safely notify your Supervisor/Guard Dispatcher, determine how many people are involved in the incident and provide as many other details as possible.

2. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Human Resource associates, who will establish the Incident Command. The Supervisor or Guard Dispatcher will also immediately notify local police. The Guard Dispatcher or person receiving the information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001).

Be prepared to provide the following information, to the extent possible:

- Exact location and number of associates involved,
- Seriousness and type of injuries (if any),
- Potential life threatening situation (i.e. weapon involved?) if applicable.
- Description of incident.

NOTE: If personal safety is at risk, leave the area immediately.

Generally, personnel in the area can undertake the following defensive actions:

- Keep unnecessary people away,
- If minor injuries are involved, stabilize and send to local clinic for evaluation by qualified medical staff.
6.5 Demonstration or Trespass

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area. Move away spectators. Do not create an audience.
   - Activate internal alarms or communication systems if appropriate.
   - Avoid defensiveness. Do not provide a defense for you, others or the company.
   - Ask questions. Repeat the answers so the individual(s) knows he/she is being understood.
   - Notify ambulance agency to be on standby.
   - All associates should have company identification cards.
   - Establish channel of communication with local police and request assignment of police car unit to observe.
   - Inform Security Contractor of demonstration/trespass and need for response team.
   - Direct Security Contractor to:
     - Provide for protected facility access for personnel crossing picket line and for deliveries and shipments.
     - Prevent two-way radio communications from being monitored by others.
6.5 Demonstration or Trespass

- Plan for the manning of the gates.
- Plan for routine interior/perimeter patrols.
- Establish procedures for taking picket counts at the gate.
- Pickets should be instructed to stay on public property.
- Any unrest should be handled in a non-confrontational manner.
- Still and video cameras should be used to record unlawful acts. If something is in progress, discretion should be used.
- Ensure that security measures are adequate for the following:
  - Perimeter security
  - Vehicle security
  - Yard storage
  - Hazardous / Non-hazardous waste storage areas
  - Process equipment that has drain valves
  - Unauthorized access to buildings
  - Internal sabotage to alarm systems
  - Protection of isolated equipment
  - Special security lighting
  - Sabotage to bottleneck production areas
  - Protection of unique production equipment
  - Fuel supplies
  - Power supplies
  - Fire protection systems
6.5 Demonstration or Trespass

- Critical and important records
- Essential raw materials
- Intentional contamination exposures
- Protection of workers
- Shipments in and out of the facility.

- Determine how many and which pedestrian and vehicle gates will be opened.
- Arrange for negotiations with demonstration leader(s); refrain from dealing with individual demonstrators.
- Arrange for maintenance of production processes and equipment.
- Arrange for temporary labor force to resume production
- Salaried associates and others authorized to enter gates but are met with resistance should leave and try another gate or leave and call their supervisor.
- Provide for food, water, sanitation and shelter.
- The Facility Spokesperson in conjunction with Human Resources should deal with the media.
- Make provisions for vehicle maintenance, including tire repair and replacement and report damage of private property.
- Stockpile security equipment, such as flashlights, batteries, etc.
- Ensure all fire suppression systems are operational and in good repair.
- In conjunction with Human Resources, establish an understanding with the local union regarding:
  - Union assistance in dealing with unruly pickets.
  - Identification of suppliers approved to enter.
  - Provisions for food.
6.5 Demonstration or Trespass

- Emergency response of police, fire and medical

- Procedures for handling facility emergencies which threaten a facility or future production.

- Develop a good communication plan.

b. Post-incident Management

- If bodily fluids have been released, utilize appropriate PPE and refer to the facility’s Bloodborne Pathogens Exposure Control Plan (under separate cover). Sterilize or dispose of all materials or equipment that has come into contact with bodily fluids. Use an appropriate disinfectant (10% bleach and water).

- Contaminated bio-medical materials must be disposed of in an appropriate manner and stored in suitable containers marked appropriately as to contents.

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.

- Monitor all operating equipment after restarting operations.

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002), obtain a copy of any police reports, file and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
  - Division Human Resources

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
6.5 Demonstration or Trespass

- hospitalization of three or more persons
- estimated costs exceeding $50,000
- regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.6 Terrorism, Kidnap or Threat

Emergency personnel at this site can effectively respond to kidnap, extortion or threat emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Additional Information
  - Homeland Security Alert
  - What To Do When You Receive a Suspected Anthrax Threat By Mail
  - Bio-Terrorism Attack Procedures
  - International Travel

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Terrorism - The State Department defines terrorism as "premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents, usually intended to influence an audience." In another useful attempt to produce a definition, Paul Pillar, a
6.6 Terrorism, Kidnap or Threat

Former deputy chief of the CIA’s Counter-terrorist Center, argues that there are four key elements of terrorism:

1. It is premeditated - planned in advance, rather than an impulsive act of rage.
2. It is political - not criminal, like the violence that groups such as the Mafia use to get money, but designed to change the existing political order.
3. It is aimed at civilians - not at military targets or combat-ready troops.
4. It is carried out by sub-national groups - not by the army of a country.

Kidnap - The unlawful act of forcibly taking somebody away by force and holding him/her prisoner against his or her will, usually for ransom.

Threat - Declaration of an intention or a determination to inflict harm on another.

A. Potential Exposures

1. Personnel
   - Kidnapped employee/family member/contractor/subcontractor
   - Robbery of individual
   - Verbal or written threat to associates/company
   - Assault
   - Mail Threat
   - Anthrax
   - Sabotage of HVAC
   - Bio-terrorism
   - Computer Sabotage
6.6 Terrorism, Kidnap or Threat

- Failure of good background checks of Temporaries and Contract Workers
- International travel exposures

2. Property/Revenue Stream
   - General threat to plant operations, fires, explosions
   - Sabotage
   - Bomb threat
   - Industrial terrorism

B. Incident Response
   If there is an imminent threat to safety or potential for pursuit, immediately call local police.
   If there is no imminent threat to safety or the kidnapping originates outside the U.S., call Wabtec Corporation Legal and Human Resources.

1. Kidnap
   - Realize that the safety of the potential victim is paramount, nothing should be done to increase the danger potential.
   - Over 90 percent of the extortion/kidnap incidents begin with a telephone call stating that an officer, employee, or relative is being held captive and a ransom is made.
   - Calm – While the call is upsetting, it is imperative that you remain calm. To do otherwise will distort critical details of this initial encounter. Your voice should be firm, positive and one of control.
   - Negotiate – enter into a dialogue as much as will be permitted. Use your developed “business” skills to negotiate with the caller. Try to keep the caller on the line as long as possible. Get another person on an extension while a third individual calls the police.
   - Analyze – Get all the details and characteristics of the caller. Attempt to determine identity and condition of the victim. Make notes (time, day, etc.) and ask as many of the following questions as possible:
6.6 Terrorism, Kidnap or Threat

- May I speak to ...(victim)?
- How do I know you have ...(victim)?
- What is the condition of ...(victim)?
- Why are you doing this?
- What do you want?
- What does the victim look like?
- Will you call again?
- When can I expect to hear from you again?
- How will I know it is you calling?

2. Coping with Threats

*For an angry or hostile individual*

- Stay calm. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.

*For a person shouting, swearing, and threatening*

- Signal a coworker, or supervisor, that you need help.
- Do not make any calls yourself.
- Have someone call the contract security or local police.

*For someone threatening you with a gun, knife, or other weapon*

- Stay calm. Quietly signal for help.
- Maintain eye contact.
- Stall for time.
6.6 Terrorism, Kidnap or Threat

- Keep talking—but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

**Telephoned Threats**
- Keep calm. Keep talking.
- Don't hang up.
- Signal a coworker to get on an extension.
- Ask the caller to repeat the message and write it down.
- Repeat questions, if necessary.
- For a bomb threat, ask where the bomb is and when it is set to go off.
- Listen for background noises and write down a description.
- Write down whether it's a man or a woman; pitch of voice, accent; anything else you hear.
- Try to get the person's name, exact location, and telephone number.
- Signal a coworker to immediately call the contract security or the local police.
- Notify your immediate supervisor.

C. Roles and Responsibilities

1. Discoverer

Any person who discovers an emergency situation which involves kidnap, extortion or threat is termed the "discoverer." The following steps must be taken immediately by the discoverer:

- Evaluate situation. Is there a life threatening situation for you or others? Can you safely notify your supervisor or the facility's Guard Dispatcher without endangering the
6.6 Terrorism, Kidnap or Threat

life of you or others? If you can safely notify your Supervisor/Guard Dispatcher, determine how many people are involved in the incident and report it.

- If you cannot safely notify someone to provide assistance and your life may be in danger, listen to the other party. Do not try to explain actions taken or take the side of the company. Stay objective and listen. Do not get defensive! Speak slowly, softly and clearly and remain calm. The other party may be expecting a confrontation, do not make the situation worse.

2. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command. The Supervisor or Guard Dispatcher will also immediately notify the appropriate persons. If there is an imminent threat to safety or potential for pursuit, immediately call police. If an imminent threat to safety or kidnapping/threat originates outside the U.S., call the Legal Department.

If there is an imminent threat to the safety of individuals or property, or if a kidnapping has just occurred within the U.S., such that pursuit might result in capture/rescue, then immediately contact the local police, the FBI or other governmental authority. Then call the Legal Department.

The Guard Dispatcher or person receiving the information regarding the incident completes the Initial Emergency Call Worksheet (Form ERP 001).

In all cases, be prepared to provide the following information, to the extent possible:

- Exact location and number of associates involved,
- Potential life threatening, if applicable.
- Description of incident.

NOTE: If personal safety is at risk, leave the area immediately.
6.6 Terrorism, Kidnap or Threat

Generally, the following defensive actions can be undertaken, by personnel in the area.

- Keep unnecessary people away,
- If minor injuries are involved, stabilize and send to clinic for evaluation by qualified medical staff.

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions. Once local, state or federal law enforcement officers arrive at the scene, they should take over the incident command. Also, notify Wabtec Corporation’s Legal and Safety & Environmental Manager Departments.

1. KIDNAP

   a) Realize that the safety of the potential victim is paramount, nothing should be done to increase the danger potential.

   b) Over 90 percent of the kidnap incidents begin with a telephone call stating that an officer, employee, or relative is being held captive and a ransom is made. Note the originating phone number if you have caller ID (*69). Do not use that phone line after the caller hangs up.
6.6 Terrorism, Kidnap or Threat

c) **Calm** – While the call is upsetting, it is imperative that you remain calm. To do otherwise will distort critical details of this initial encounter. Your voice should be firm, positive and one of control.

d) **Negotiate** - Enter into a dialogue as much as will be permitted with the kidnapper. Use your developed “business” skills to negotiate with the caller. Try to keep the caller on the line as long as possible while another individual contacts the police.

e) **Analyze** – Get all the details and characteristics of the caller. Attempt to determine identity and condition of the victim. Make notes (time, day, etc.) and ask as many of the following questions as possible:

- May I speak to ...(victim)?
- How do I know you have ...(victim)?
- What is the condition of ... (victim)?
- Why are you doing this?
- What do you want?
- What does the victim look like?
- Will you call again?
- When can I expect to hear from you again?
- How will I know it is you calling?
2. FACE TO FACE THREATS

a) For an angry or hostile coworker

- Stay calm. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.

b) For a person shouting, swearing, and threatening

- Signal a coworker, or supervisor, that you need help.
- Do not make any calls yourself.
- Have someone call local police.

c) For someone threatening you with a gun, knife, or other weapon

- Stay calm. Quietly signal for help.
- Maintain eye contact.
- Stall for time.
- Keep talking—but follow instructions from the person who has the weapon.
6.6 Terrorism, Kidnap or Threat

- Don't risk harm to yourself or others.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

3) TELEPHONED THREATS

- Keep calm. Keep talking.
- Don't hang up.
- Signal a coworker to get on an extension.
- Ask the caller to repeat the message and write it down.
- Repeat questions, if necessary.
- For a bomb threat, ask where the bomb is and when it is set to go off. Also refer to Section 5.7 Bomb Threat.
- Listen for background noises and write down a description.
- Write down whether it's a man or a woman; pitch of voice, accent; anything else you hear.
- Try to get the person's name, exact location, and telephone number.
- Signal a coworker to immediately call the local police.

4) SEXUAL HARRASSMENT/STALKING THREATS

- Immediately report all sexual harassment and stalking threats brought to your attention to the Human Resources Department.
6.6 Terrorism, Kidnap or Threat

b. Post-Incident Management

- Obtain copies of any police and/or FBI reports, file and send a copy to Division EH&S.
- Provide critical incident stress debriefing to those who might need it.
- Provide incident debriefing to other personnel involved.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.6 Terrorism, Kidnap or Threat

D. Additional Information

1. Homeland Security Alert

The Homeland Security Advisory System will provide a comprehensive and effective means to disseminate information regarding the risk of terrorist attacks to Federal, State, and local authorities and to the American people.

As part of a series of initiatives to improve coordination and communication among all levels of government and the American public in the fight against terrorism, President Bush signed Homeland Security Presidential Directive 3, creating the Homeland Security Advisory System (HSAS). The advisory system will be the foundation for building a comprehensive and effective communications structure for the dissemination of information regarding the risk of terrorist attacks to all levels of government and the American people.

The Attorney General will be responsible for developing, implementing and managing the system. In conjunction with the development of this new system, the Attorney General will open a 45-day comment period in order to seek the views of officials at all levels of government, law enforcement and the American public. Ninety days after the conclusion of the comment period, the Attorney General in coordination with the Director of the Office of Homeland Security -- will present a final Homeland Security Advisory System to the President for approval. The Homeland Security Advisory System will provide the following:

National framework for Federal, State, and local governments, private industry and the public. There are many federal alert systems in our country -- each tailored and unique to different sectors of our society: transportation, defense, agriculture, and weather, for example. These alert systems fill vital and specific requirements for a variety of situations in both the commercial and government sectors. The Homeland Security Advisory System will provide a national framework for these systems, allowing government officials and citizens to communicate the nature and degree of terrorist threats. This advisory system characterizes appropriate levels of vigilance, preparedness and readiness in a series of graduated Threat Conditions. The Protective Measures that correspond to each Threat Condition will help the government and citizens decide what action they take to help counter and respond to terrorist activity. Based on the threat level, Federal agencies will
6.6 Terrorism, Kidnap or Threat

implement appropriate Protective Measures. States and localities will be encouraged to adopt compatible systems.

**Factors for assignment of Threat Conditions.** The Homeland Security Advisory System will provide a framework for the Attorney General, in consultation with the Director of the Office of Homeland Security, to assign Threat Conditions, which can apply nationally, regionally, by sector or to a potential target. Cabinet Secretaries and other members of the Homeland Security Council will be consulted as appropriate. A variety of factors may be used to assess the threat. Among these:

- Is the threat credible?
- Is the threat corroborated?
- Is the threat specific and/or imminent?
- How grave is the threat?

**Unified system for public announcements.** Public announcements of threat advisories and alerts help deter terrorist activity, notify law enforcement and State and local government officials of threats, inform the public about government preparations, and provide them with the information necessary to respond to the threat. State and local officials will be informed in advance of national threat advisories when possible. The Attorney General will develop a system for conveying relevant information to Federal, State, and local officials, and the private sector expeditiously. Heightened Threat Conditions can be declared for the entire nation, or for a specific geographic area, functional or industrial sector. Changes in assigned Threat Conditions will be made when necessary.

**A tool to combat terrorism.** Threat Conditions characterize the risk of terrorist attack. Protective Measures are the steps that will be taken by government and the private sector to reduce vulnerabilities. The HSAS establishes five Threat Conditions with associated suggested Protective Measures:
6.6 Terrorism, Kidnap or Threat

Low Condition - Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition - Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

Elevated Condition – Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.
6.6 Terrorism, Kidnap or Threat

High Condition - Orange

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce; and Restricting access to essential personnel only.

Severe Condition - Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams;
  Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

2. What You Should Do If You Receive a Suspected Anthrax Threat by Mail

- Do not handle the mail piece or package suspected of contamination.
- Notify Security Guard / Receptionist / Emergency Coordinator.
- The Security Guard / Receptionist / Emergency Coordinator will immediately notify the U.S. Postal Inspection Service, and local 911.
- The Emergency Coordinator and Security will respond to the site and:
  - Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
6.6 Terrorism, Kidnap or Threat

- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- The U.S. Postal Inspectors and/or local Emergency Response Authorities will collect the mail, assess the threat situation and coordinate with the FBI.
- Emergency Coordinator will notify local, county, and state health departments. Designated officials will notify the state emergency manager.
- Emergency Coordinator or his designee will list all persons who have touched the letter and/or envelope, include contact information, and provide the list to the U.S. Postal Inspection Service.
- Emergency Coordinator or designee will place all items worn by individuals when in contact with the suspected mail piece in plastic bags, keep them wherever the potentially contaminated individuals changed their clothes, and have them available for law enforcement agents.
- As soon as practical, all potentially exposed individuals should shower with soap and water.
- If anyone is prescribed medication by medical personnel, take it until otherwise instructed or it runs out.
- All affected persons can notify the Center for Disease Control Emergency Response at (770) 488-7100 for answers to any questions.

3. Bio-Terrorism Attack Procedures

a. What to do During a Bio-Terrorism Attack

The following procedures will be followed when it is learned of a possible bio-terrorism attack that may affect the office building:

1. All potential bio-terrorism threats should be reported immediately to the Emergency Coordinator.
6.6 Terrorism, Kidnap or Threat

2. The Emergency Coordinator will immediately notify the Maintenance.

3. The Emergency Coordinator and Security will listen to the local radio and television stations for instructions from authorities, such as whether to remain inside or to evacuate. Calls to 911 may not be available due to overload of telephone lines.

4. The Emergency Coordinator, will ensure that the following is completed:

   - Direct Maintenance to turn off all ventilation, including furnaces, air conditioners, vents and fans and to close all air ducts.
   - Direct all associates, visitors and guests to seek shelter in an internal room, preferably one without windows.
   - Direct associates, visitors and guests to remain in protected areas where toxic vapors are reduced or eliminated.
   - Take battery-operated radio to protected area for updates.
   - Declare emergency to be over after receiving an all-clear from local authorities.

5. If anyone is caught in an unprotected area (i.e. outside) you should:

   - Attempt to get up-wind of the contaminated area.
   - Attempt to find shelter as quickly as possible inside the office building.
6.6 Terrorism, Kidnap or Threat

b. What to do After a Bio-Terrorism Attack

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel.

If medical help is not immediately available, the Emergency Coordinator will arrange decontamination of those who may have been contaminated in one of the office rest rooms. Decontamination is needed within minutes of exposure to minimize health consequences.

The following decontamination procedures will be followed:

1. Emergency Response Team members will use extreme caution when helping others who have been exposed to bio-terrorism agents.

2. Everyone contaminated will:

- Remove all clothing and other items in contact with the body (contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth).
- Put all contaminated items into a plastic bag and seal.
- Decontaminate affected parts of the body using soap and water.
- Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
- Remove all items in contact with the body.
- Flush eyes with lots of water.
6.6 Terrorism, Kidnap or Threat

- Gently wash face and hair with soap and water; then thoroughly rinse with water.
- Decontaminate other body areas likely to have been contaminated.
- Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes.
- Proceed to a medical facility for screening as soon as it is safe to do so.

C. Recommended supplies to have available to the extent you decide to implement Bio-terrorism Response Plan

- Disposable Coveralls
- Bleach
- Garbage Bags
- Zip-Loc Bags
- Duct Tape
- Bottled Water
- Flash Lights and Batteries

4. International Travel

Travel to High-Risk Areas

If you must travel in an area where there has been a history of terrorist attacks or kidnapping, make it a habit to:

- Discuss with your family what they would do in the event of an emergency. Make sure your affairs are in order before leaving home.
- Register with the U.S. embassy or consulate upon arrival.
- Remain friendly but be cautious about discussing personal matters, your itinerary or program.
6.6 Terrorism, Kidnap or Threat

- Leave no personal or business papers in your hotel room.
- Watch for people following you or "loiterers" observing your comings and goings.
- Keep a mental note of safe-havens, such as police stations, hotels, hospitals.
- Let someone else know what your travel plans are. Keep them informed if you change your plans.
- Avoid predictable times and routes of travel and report any suspicious activity to local police, and the nearest U.S. embassy or consulate.
- Select your own taxi cabs at random. Don't take a vehicle that is not clearly identified as a taxi. Compare the face of the driver with the one posted on his or her license.
- If possible, travel with others.
- Be sure of the identity of visitors before opening the door of your hotel room. Don't meet strangers at unknown or remote locations.
- Refuse unexpected packages.
- Formulate a plan of action for what you will do if a bomb explodes or there is gunfire nearby.
- Check for loose wires or other suspicious activity around your car.
- Be sure your vehicle is in good operating condition in case you need to resort to high-speed or evasive driving.
- Drive with car windows closed in crowded streets. Bombs can be thrown through open windows.
- If you are ever in a situation where somebody starts shooting, drop to the floor or get down as low as possible. Don't move until you are sure the danger has passed. Do not attempt to help rescuers and do not pick up a weapon. If possible, shield yourself behind or under a solid object. If you must move, crawl on your stomach.

Additional Information

For additional travel and SARS information, visit the following websites:

World Health Organization - http://www.who.int
## 6.6 Terrorism, Kidnap or Threat

Center for Disease Control - [http://www.cdc.gov](http://www.cdc.gov)

6.7 Bomb Threat

Emergency personnel at this site can effectively respond to bomb threat emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Bomb Threat Call Worksheet
- Bomb Threat Search Checklist

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Note: Provide copies of Bomb Threat Call Worksheet (Form ERP 003) to Guardhouse / Receptionist / Emergency Coordinator and anyone else who receives a lot of calls from outside the plant. This form should be readily available in case a Bomb Threat call comes in.
Bomb threat - is legally defined as the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.

A. Potential Exposures
   - Injury to personnel
   - Damage to property
   - Interruption of production or services
   - Bomb threat notification
     - Telephone
     - In person
     - Email
   - Suspicious package(s) found
   - Sabotage of equipment
   - Evacuation injuries caused by bomb threat
     - Weather exposure
     - Sniper fire
     - Panic

B. Incident Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.
   - Use the Bomb Threat form in this section of the plan.
6.7 Bomb Threat

- If telephone call, use Caller ID if available.
- Obtain information as to the time of the call and the exact words used. Did the caller or reporter describe what type of bomb it is, where it is and what time it will explode? Did the caller give a motive? Was the caller male or female? Was there any background noise?
- Guard House will immediately notify 911
- Personnel familiar with the surrounding should be able to quietly identify items which appear to be out of place.
- **DO NOT TOUCH OR PICK UP ANY SUSPICIOUS OR OUT OF PLACE ITEMS. REPORT THESE TO THE AUTHORITIES AS SOON AS POSSIBLE.**
- Two-way radios and cell phones should not be used. Therefore, “runners” designated by the Incident Commander must be used to communicate within the plant.
- Designate a control center location, communication procedures and telephone numbers.
- Have master keys available to provide access to secured areas.
- If possible, open windows to assist in venting.

C. Roles and Responsibilities

1. Discoverer

   The person who discovers an unusual package, briefcase, or other device, or receives a phoned-in bomb threat is termed the "discoverer" and must follow the following steps immediately:

   - If the bomb threat is phoned in, note the time of the call and the exact words used. Did the caller describe the type of bomb, location, and what time it will explode? Did the caller give a motive? Was the voice mail or female? Was there any background noise?
   - If you are in immediate danger, move a safe distance away from the area.
6.7 Bomb Threat

- Notify Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.

- Complete Bomb Threat Report in this section of the plan and immediately give to the Incident Commander.

**NOTE:** Do not use two-way radios or mobile telephones for communication purposes. Designate runners to communicate within the facility.

2. **Supervisor or Guard Dispatcher**
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Coordinators who will establish Incident Command.

   The Guard Dispatcher or person receiving the information regarding the incident, completes the *Initial Emergency Call Worksheet* (Form ERP 001).

3. **Incident Commander**
   a. **Incident Management**

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Use the US DOT Emergency Response Guide or appropriate equivalent to establish an appropriate evacuation distance.
6.7 Bomb Threat

- Keep all unnecessary people away from the area.
- Designate personnel to verify a phoned-in bomb threat (i.e. location, etc.).
- Designate a control center area to coordinate communication between runners, etc.
- Provide master keys to runners to check secured areas.
- If a suspicious article is located, leave it alone. Call emergency responders for assistance and evacuate the area.
- Activate internal alarms or communication systems.
- Contact appropriate response agencies (e.g. fire, police) if assistance is needed.
- Coordinate on-site evacuations, if required.

b. Post-Incident Management

- If the bomb has detonated, refer to Section 5.9 Fire/Explosion for appropriate post-incident response procedures for fire/explosion.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001), Incident Commander Form (Form ERP 002), Bomb Threat Call Worksheet (Form ERP 003), and Bomb Threat Search Checklist (Form ERP 004) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any threat that results in business disruption
  - any death
  - hospitalization of three or more persons
6.7 Bomb Threat

- estimated costs exceeding $50,000
- regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
Bomb Threat Call Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Facility Location Address and Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Exact Words of Threat:

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Try to obtain caller’s telephone number through caller I.D.

Questions to Ask: | Caller’s Reply:
--- | ---
1. When is the Bomb Going to Explode? | 
2. Where is the Bomb Right Now? | 
3. What Kind of Bomb is it? | 
4. What Does it Look Like? | 
5. Why did You Place the Bomb? | 
6. What will cause it to explode? | 
7. Where are you calling from? | 
8. What is your name? | 

3 of 5
Complete the Following:

(Circle Appropriate Descriptions)

**Caller’s Identity:**
- Male Adult Age: 
- Female Juvenile 

**Voice:**
- Male Adult Age: 
- Female Juvenile 

**Accent:**
- Local 
- Foreign 

**Speech:**
- Fast Distinct Stutter Slurred 
- Slow Distorted Nasal Lisp 

**Language:**
- Good Fair Poor Foul 
- Message Read Message Taped 

**Manner:**
- Calm Rational Coherent Deliberate 
- Angry Irrational Incoherent Emotional 
- Righteous Laughing Intoxicated Disguised 

**Background Noises:**
- Office Machines Factory Machines 
- Quiet Voices Mixed Airplanes 

**Additional Information:**

**Action to Take Immediately After Call:**
Notify your Supervisor and Facility Security Guard / Receptionist / Emergency Coordinator as Instructed. Talk to No One Other Than as Instructed by your Supervisor or Facility Security /Emergency Coordinator.

<table>
<thead>
<tr>
<th>Person Receiving Call:</th>
<th>Receiving Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>
Bomb Threat Search Checklist

Date       Time       Location Address and Telephone Number:

Area Searched

Check off on the following lines as tasks are completed:

- All general room areas searched.
- All individuals in area confirmed as associates, visitors, with presence being appropriate
- Ceiling panels in place/none removed
- Storage areas searched
- Areas beneath tables, chairs searched
- Cabinets, drawers searched
- Closets searched
- Plumbing fixtures inspected
- Electrical equipment areas searched
- Unopened boxes examined

5 of 5
Fire extinguishers and fire hose cabinets inspected

Stairs and landings (top to bottom) searched

All trash bins and waste receptacles searched

Supply carts searched

Roof searched

Outside perimeter of building searched

Satellite Closets

Building Services

If questionable object is found and the origin not determined, sketch area or room and exact location of device.

________________________________________

Person(s) Completing Search
6.8 Severe WEATHER (HURRICANE, ICE, WIND, LIGHTNING)

Emergency personnel at this site can effectively respond to severe weather emergencies by utilizing this section of the CCMERP.

NOTE: Refer to section 6.8.1 for tornadoes and section 6.8.2 for floods.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Background Information on Hurricanes
- 6.8.1 Tornado
  - Background Information on Tornadoes
- 6.8.2 Flooding
  - Background Information on Flooding

Note:

- Refer to Master Call List in Front Pocket of this Manual.
6.8.1 Tornado

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Heat

*Excessive Heat Warning* - issued when the heat, or combination of heat and humidity, is expected to be dangerous for a large portion of the population.

*Heat Index* - a function of temperature and relative humidity, the combination of which results in what the hot and humid air feels like to the average person.

Thunderstorm

*Severe Thunderstorm Watch* - conditions are conducive to the development of severe thunderstorms in and close to the watch area.

*Severe Thunderstorm Warning* - a severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.
6.8.1 Tornado

**Hurricane**

**Hurricane Watch** - hurricane conditions (sustained winds greater than 73 mph) are possible in your area within 36 hours.

**Hurricane Warning** - hurricane conditions are expected in your area in 24 hours or less.

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**LOCAL RADIO STATIONS FOR WEATHER INFORMATION**

<table>
<thead>
<tr>
<th>Travel Advisories / Cancellations</th>
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<tbody>
<tr>
<td><strong>Radio Station</strong></td>
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</table>
6.8.1 Tornado

A. Potential Exposures
   - Injury to personnel
   - Damage to property
   - Interruption of production or services
   - Lightning
   - Hail
   - High winds
   - Rain (torrential downpour)
   - Extremely hot/cold temperatures
   - Ice / Ice Storms
   - Heavy snow accumulation
   - Wind blown debris
   - Downed power lines
   - Building collapse
   - Microburst
   - Collapse of electric towers
   - Loss of microwave tower

B. Incident Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

   - If there is enough warning, try to secure items that could be affected by high winds.
6.8.1 Tornado

- If necessary, shut down equipment and seek shelter in an orderly fashion.
- Avoid using telephones for other than emergency purposes.
- Associates working outdoors should seek shelter inside buildings. Do not seek shelter under trees, towers or other tall metal or conductive structures.
- Inside each shop. Stay away from windows.
6.8.1 Tornado

C. Roles and Responsibilities

1. Incident Commander
   a. Incident Management

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the emergency will alter the order or need of any of the following listed actions:

   - Activate internal alarms or communication systems.
   - Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
   - Coordinate on-site evacuations or response to shelters, if required.
   - Contact appropriate response agencies (e.g. fire, police, and ambulance) if outside assistance are needed.
   - Contact Corporate EH&S Staff.
   - If a hazardous material has been released, refer to Section 6.15 *Hazardous Chemical/Substance Release* for appropriate response procedures.
6.8.1 Tornado

**Severe Snow Weather** - If applicable, instruct Maintenance Personnel to:

- As the storm passes through, and after the storm while winds are present, monitor roof snow load conditions. Periodic reviews (as determined by the strength of the storm and the speed of snow accumulations) of all roof areas will be completed. Emphasis will be placed on abutting roofs where roof heights differ (this is where drifting is likely). If snow accumulations in any roof areas exceed two feet, accumulations should be decreased to a minimum 1-foot level.
- Provide for the plowing of roadways inside and around facility. Clear paths will be maintained to ensure production traffic can continue and access by outside responding agencies is maintained.
- Shovel/plow pathways leading from emergency exit doors.
- Shovel/plow pathways to fire protection equipment, including fire hydrants, fire protection control valves, and the fire pump house.
- Closing of office

**Hurricane**

- Monitor the eye of the hurricane using radio and televised weather reports.
- The following action should be taken in advance if the hurricane is expected to severely affect the facility.
  - Shut down all processes safely.
  - Secure all exterior-building components that are not adequately fastened (i.e. roof edging strips, gutters, flashing, drains, and siding).
  - Secure (chock) all railroad cars and tractor-trailers.
6.8.1 Tornado

- Secure all trash dumpsters.
- Move finished inventory to the safest location to minimize damage.
- Protect windows from flying debris.
- Protect important records from wind and water damage.
- Back up all important computer files and store at a safe location off-site.
- Fill aboveground and underground tanks to minimize damage.
- Anchor structures in the facility yard (i.e. construction trailers, storage racks).
- Fill emergency generator and fire pump fuel tanks; test systems.
- Inspect all fire protection systems to ensure they are in service.
- Clean out drains and catch basins.

After the hurricane threat has passed, a review of communications should be completed to determine if radio communications, line phone service, and cellular service are available.

- The Incident Commander will determine when the threat has passed and if the facility is safe for associates to return to work.
- If substantial damage has occurred, the local Fire Department will be summoned to address outside service response needs.

b. Post-Incident Management

- If a hazardous material was released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
6.8.1 Tornado

- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

2. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned

D. Background Information on Hurricanes

1. The threat from hurricanes occurs in this order:

   a) **Storm surge, the storm’s worst killer** - The worst thing about a hurricane is a general rise in sea level called storm surge. As the storm moves to shallower coastal waters, decreasing water depth transforms the water dome into a storm surge that can rise 20 feet or more above normal sea level and cause massive flooding and destruction along
6.8.1 Tornado

shorelines in its path. The rise may come rapidly and produce flash floods in coastal lowlands.

The highest and most dangerous portion of the storm surge usually extends from near the center of the hurricane some 50 miles along the coast in the quadrant of the hurricane where winds are blowing toward shore. Hurricane damage is greatest in the northeast quadrant of the storm.

b) Wind Damage - Winds speeds vary greatly from hurricane to hurricane and within each storm. Wind gusts may exceed sustained winds by 25 to 50 percent (i.e. sustained winds of 100 mph may have gusts from 125 to 150 mph).

c) Inland flooding - As the storm moves inland and its winds diminish, the flooding caused by torrential rains then becomes the hurricane’s greatest threat.

2. Hurricane Categories - Hurricane categories are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Winds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74 - 95 mph</td>
</tr>
<tr>
<td>2</td>
<td>96 - 110 mph</td>
</tr>
<tr>
<td>3</td>
<td>111 - 130 mph</td>
</tr>
<tr>
<td>4</td>
<td>131 - 155 mph</td>
</tr>
<tr>
<td>5</td>
<td>Above 155 mph</td>
</tr>
</tbody>
</table>

6.8.1 Tornado

Emergency personnel at this site can effectively respond to tornado emergencies by utilizing this section of the CCMERP.
6.8.1 Tornado

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Background Information on Tornadoes

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Tornado

Tornado Watch - conditions are conducive to the development of tornadoes in and close to the watch area.

Tornado Warning - a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.
### 6.8.1 Tornado

#### A. Potential Exposures
- Injury to personnel
- Damage to property
- Flying debris/projectiles
- Interruption of production or services
- Tornado warning
- Tornado watch
- Tornado strikes plant
- Hail damage
- Loss of communication

#### B. Incident Response
The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

**Tornado Watch** - conditions are conducive to the development of tornadoes in and close to the watch area.

**Tornado Warning** - a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

**IF THERE IS A TORNADO WARNING**
- Proceed to designated shelter area as soon as a tornado warning is received for your area
- Activate tornado warning system. (Announce on PA System)
- If there is sufficient time, shut down equipment and seek shelter in an orderly fashion.
- The tornado shelter for this plant is located in each shop.
6.8.1 Tornado

- If no shelter area is designated, evacuate to an interior hallway.
- Avoid using telephones for other than emergency purposes.
- The evacuation plan may be needed.

**IF A TORNADO STRIKES THE BUILDING**

- Other plants in the area may have been affected also, and response agencies may not be able to respond immediately.
- Take roll to ensure that everyone is accounted for.
- Contact plant maintenance to assess damage to the buildings.

**C. Roles and Responsibilities**

**1. Supervisor**

In the event of a tornado or severe weather an announcement will be made. If a tornado is sighted, personnel will be alerted via the facility PA system. When the severe weather announcement is made, the supervisor shall ensure that:

- Personnel shut-off all power to machines and equipment (if safe to do so).
- Fork lift drivers park vehicles to the side of the aisle and shut-off engines. Liquid propane gas fuel tanks on vehicles are shut-off at the tank valve.
- Personnel take cover in the designated severe weather shelter areas which are located in the interior of any production building in the covered areas, away from outer walls, windows, or glass.
- All of their department’s associates are accounted for and notify the Incident Commander. Anyone with a visitor must inform his or her area Supervisor. The area Supervisors must convey this information to the Incident Commander or designated representative who will account for these individuals.
6.8.1  Tornado

2.  Associates

   • Seek shelter in hallways, or under heavy equipment, furniture or other solid structure if unable to reach designated shelter area.
   
   • Remain calm. Do not run, push, or panic.
   
   • Do not smoke.
   
   • Do not use telephones except to report a facility emergency.
   
   • Do not leave the facility unless directed to do so by your Supervisor.
   
   • Wait for the ALL CLEAR announcement on the PA system.

   **DANGER:** If a tornado strikes without warning, take cover immediately.

3.  Incident Commander

   a. Incident Management

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the emergency will alter the order or need of any of the following listed actions.

   • Activate internal alarms or communication systems.
## 6.8.1 Tornado

- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
- If a hazardous material has been released, refer to Section 6.15 *Hazardous Chemical/Substance Release* for appropriate response procedures.
- Make all required verbal notifications (Refer to flowchart in this section of plan).

### b. Post-Incident Management

- If a hazardous material was released, refer to Section 6.15 *Hazardous Chemical/Substance Release* for appropriate post-incident response procedures.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

## 4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
6.8.1 Tornado

- estimated costs exceeding $50,000
- regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned

D. Background Information on Tornadoes

1. A “tornado” is a violent swirling storm of short duration, with winds of up to 300 miles per hour, with a low pressure area at its center. It appears as a rotating funnel-shaped cloud, from gray to black in color, extending toward the ground from the base of a thundercloud. Tornadoes normally cover a very limited geographical area and usually give off a roaring sound. A tornado is the most concentrated and most destructive form of weather phenomena.

2. Tornadoes often occur out of squall lines and thunderstorms, particularly in the afternoon. Tornadoes may occur in any season but are more prevalent in spring and summer.

3. Whenever weather conditions develop that may indicate tornadoes are expected, the National Weather Service will issue a tornado watch to alert people in a designated area for a specific time period (usually six hours). The tornado watch is upgraded to a tornado warning when a funnel (or tornado) is actually sighted, or radar clearly indicates a funnel cloud.

4. There are two primary hazards associated with tornadoes:
   a) The whirling winds can create a vacuum or low pressure area. This can cause buildings and enclosures to explode.
6.8.1 Tornado

b) Violent winds may project objects through the air. Flying broken glass, building steel, and outdoor debris are common hazards.

5. Secondary hazards include flash flooding, electric power outages, transportation-system and communication-system disruption and fires.
6.8.2 Flooding

Emergency personnel at this site can effectively respond to flood emergencies by utilizing this section of the CCMERP.

Contents This Section
- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Background Information for Floods

Note:

- Refer to Master Call List in Front Pocket of this Manual.
- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates/visitors with updates on a routine basis.

Flood Watch - high flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.
### 6.8.2 Flooding

**Flood Warning** - flooding is actually occurring or is imminent in the warning area.

**Flash Flood Watch** - flash flooding is possible in or close to the watch area. Flash flood watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

**Flash Flood Warning** - flash flooding is actually occurring or is imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.
A. Potential Exposures

- Injury to personnel
- Damage to property
- Interruption of production or services
- Threat of river rising to flood stage
- Heavy rains cause severe flash floods
- Flooding knocks out utilities
- Flooding clogs drainage lines
- Flooding in flammable liquids area
- Sewer backup
- Stranding/drowning of associates
- Associates do not report to work
- Floating tanks
- Electrocution

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- If there is enough time and it is safe to do so, try to relocate items to safer areas, especially items of greater value to plant operations.
- Keep up-to-date with local weather information.
- If the plant is flooded, work with plant maintenance and/or trades to de-energize equipment (if safe to do so).
- Try to account for all personnel.
6.8.2 Flooding

- Report any missing personnel to the Incident Commander.
- If water supply has been contaminated, post signs warning people not to drink the water. Contact the Incident Commander to arrange for flushing, disinfecting and testing of the water lines.
- Turn off electrical supplies
- Do not re-energize power lines or equipment that may still be under water.
- Close emergency valves to sewer drains.
- Check sump pumps to make sure they are in good operating order.
- Shut down flammable liquid and fuel dispensing systems.
- Relocate stock and machinery, particularly high-value items or those critical to continued operations.
- Secure racks and any outside equipment, including storage tanks to prevent them from floating.
- Check potable waters to ensure they are not contaminated.

C. Roles and Responsibilities

1. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the emergency will alter the order or need of any of the following listed actions:
6.8.2 Flooding

- Activate internal alarms or communication systems.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations or response to shelters, if required.
- Contact appropriate response agencies (e.g. fire, police, and ambulance) if outside assistance are needed.
- Contact Corporate EH&S Staff.
- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.

b. Post-Incident Management

- If a hazardous material was released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
6.8.2 Flooding

2. Site Emergency Manager and Emergency Coordinator
   - Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
      - any death
      - hospitalization of three or more persons
      - estimated costs exceeding $50,000
      - regulatory agency penalty or citation
   
   - Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
      - Take corrective action to minimize losses and prevent recurrence of a similar type incident
      - Debrief personnel
      - Provide critical stress debriefing if needed
      - Review lessons learned

D. Background Information for Floods
   The Federal Emergency Management Agency (FEMA) or equivalent may have assigned the area in which the facility is located as in NOT a 100-year flood zone.

The existing site drainage system at this facility has successfully prevented the accumulation of storm water in past years. Incident response actions for flooding of the entire site are not relevant to this CCMERP.

Due to the proximity of the facility to the nearest river, which is two miles from the facility, a flowchart and fact sheet are included to provide basic flood response actions.
6.9 Fire / Explosion

Emergency personnel at this site can effectively respond to fire/explosion emergencies by utilizing this section of the CCMERP.

Explosions could involve non-fire situations, i.e. pressure vessel and chemical reactions.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
  - Fire
  - Explosion

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

A. Potential Exposures

- Injury to personnel
- Damage to property
6.9 Fire / Explosion

- Interruption of production or services
- Fire involving fuel for equipment
- Propane fire/explosion
- Fire involving hazardous chemicals on-site
- Yard equipment fire
- Electric fires (wiring, transformers, cable trays)
- Propane/gas fired heaters
- Fuel gas fire
- Trash/dumpster/compaction fire
- Natural gas release resulting in fire/explosion
- Release from compressed gas cylinder
- Hot works fire - cutting/welding
- Boiler explosion
- Pressure vessel explosion
- Arson
- Incompatible material mixtures
- Molten metal

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- Call 911 as soon as possible for Fire Department response
- Consider the need for additional evacuation, if it is safe to do so
### 6.9 Fire / Explosion

- Identify the impact to human health, the environment or the plant if the fire were to spread.
- What type of fire is it (electrical, chemical, other)?
- Is the right extinguishing agent readily available?
- Keep unnecessary people away from the area.
- Consider if it is safe or desirable to shut off power to the area.
- Contact the Incident Commander to determine if fire control materials (water, foam, etc.) must be treated as a spill material.
- If this may be a case of arson, try to get pictures of persons watching the fire fighting. Arsonists normally want to watch this.
- Monitor equipment and building systems after restart.

### C. Roles and Responsibilities

#### 1. Fire

##### a. Discoverer

Any person discovering a fire/explosion should take the following steps:

- Move a safe distance away from the area. Determine the nature and extent of the situation and identify any chemical materials and equipment involved.
- Use pull station if fire alarms are not automatically set off.
- Notify Area Supervisor or use the nearest telephone to notify the Guard Dispatcher.
- Remain at a safe distance and within a path of an exit.
6.9 Fire / Explosion

b. Supervisor or Guard Dispatcher
The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members and provide the following information, to the extent possible:

- Exact location and extent of the fire, injuries, and hazardous materials involved, if any.
- The Guard Dispatcher or person receiving the information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001).

c. Associates
The following defensive actions can be undertaken, by personnel in the area.

- Secure the area to responders only.
- Stay clear of storage tanks, drum storage areas, and compressed gas storage areas,
- Shut down all feed lines, including power in the area, if safe to do so,
- If trained, use fire extinguishers to control the spread of the fire,

**NOTE:** associates should only use fire extinguishers to fight incipient-stage (non-structural) fires only. Do not attempt to fight the fire unless you have been specifically trained to use fire-fighting equipment. If personal safety is at risk, leave the area immediately.

- Remove ignitable substances and substances that could cause heat-induced explosions from the area, and
- Treat all fire control materials (i.e., water, foam, etc.) as spilled materials. Prevent the movement of these materials to the sanitary and storm drains by diking with adsorbent materials.
d. Incident Commander

The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

1. Incident Management

   Note: The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area.
   - Activate internal alarms or communication systems.
   - Ensure that any injured personnel will be given appropriate medical attention and/or arrange transportation to the hospital.
   - Coordinate on-site evacuations, if required.
   - If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.
   - Contact appropriate outside response agencies (e.g. fire, police, ambulance) if assistance is needed.
   - Make all required verbal notifications.

2. Post-Incident Management

   - If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
   - Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked
apparently as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.

- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form CCMERP 001) and Incident Commander Form (Form CCMERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

e. Site Emergency Manager and Emergency Coordinator
- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation
- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.9 Fire / Explosion

2. Explosion

If the explosion is major, evacuate the building immediately in accordance with the facility's Evacuation Plan (see Section 7.0).

a. Discoverer

If the explosion is relatively minor, notify the Area Supervisor or use the nearest telephone to notify the Guard Dispatcher.

b. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify an Emergency Coordinator and provide the following information:

- Exact location of the explosion,
- Extent of the explosion,
- Injuries, and
- Hazardous materials involved, if any.

Note: The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.
6.9 Fire / Explosion

- Keep all unnecessary people away from the area.
- Activate internal alarms or communication systems.
- Ensure that any injured personnel will be given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
- Make all required verbal notifications.

b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
6.9 Fire / Explosion

d. Site Emergency Manager and Emergency Coordinator
   • Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
     ▪ any death
     ▪ hospitalization of three or more persons
     ▪ estimated costs exceeding $50,000
     ▪ regulatory agency penalty or citation

   • Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
     ▪ Take corrective action to minimize losses and prevent recurrence of a similar type incident
     ▪ Debrief personnel
     ▪ Provide critical stress debriefing if needed
     ▪ Review lessons learned
6.10 Earthquake

Emergency personnel at this site can effectively respond to earthquake emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities
- Background Information on Earthquakes

Note:

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.
Earthquake - An earthquake is the sudden, sometimes violent movement of the earth's surface from the release of energy in the earth's crust.

Earthquake Severity

<table>
<thead>
<tr>
<th>Richter Magnitudes</th>
<th>Earthquake Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3.5</td>
<td>Generally not felt, but recorded.</td>
</tr>
<tr>
<td>3.5-5.4</td>
<td>Often felt, but rarely causes damage.</td>
</tr>
<tr>
<td>Under 6.0</td>
<td>At most slight damage to well-designed buildings. Can cause major damage to poorly constructed buildings over small regions.</td>
</tr>
<tr>
<td>6.1-6.9</td>
<td>Can be destructive in areas up to about 100 kilometers across where people live.</td>
</tr>
<tr>
<td>7.0-7.9</td>
<td>Major earthquake. Can cause serious damage over larger areas.</td>
</tr>
<tr>
<td>8 or greater</td>
<td>Great earthquake. Can cause serious damage in areas several hundred kilometers across.</td>
</tr>
</tbody>
</table>
6.10 Earthquake

A. Potential Exposures

- Injury to personnel
- Damage to property
- Interruption of production or services
- Entrapment from earthquake
- Natural gas releases
- Downed utility lines
- Loss of utilities - electric, water, communications, gas
- Loss of emergency services
- Associates do not come to work
- Loss of access to property
- Severe subsidence and ground disturbance
- Aftershocks

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

During the shaking:

If Indoors:

- A PA system announcement should be made for everyone to remain calm.
- Take cover under a doorway, table, desk or crouch against an interior wall.
- Stay away from windows, shelves and heavy equipment.
6.10 Earthquake

- Do not stand under light fixtures.
- Do not exit buildings until the initial quake has subsided. You can become injured from a falling structure, signs, light fixtures, etc. while exiting during a quake.

If outdoors:

- Move quickly away from buildings and other structures.
- Always avoid power or utility lines, as they may be energized.

After the Shaking:

Direct associates to the following:

- Stay calm and lend a hand to others.
- Remain under cover for a few minutes and prepare for the possibility of aftershocks. Aftershocks often cause more damage to buildings already weakened by the initial shock.
- Damage to building structures, utilities, etc. should be reported immediately to the Emergency Coordinator.
- Watch for falling debris or electrical wires.
- Move to an open area away from trees, buildings, walls and power lines.
- Move away from shelves that may contain objects that could fall
- Cooperate fully with local emergency response agencies and follow instructions.
- No one should return to evacuated areas unless permitted to do so by Emergency Coordinator or local emergency response agencies.
- Do not tie up the telephone lines or radio communication as they may be needed by emergency responders.
- Keep streets, fire lanes, hydrants and walkways clear for local emergency response agencies.
- Assist First Responders as necessary.
6.10 Earthquake

- Check for injuries. Do not move injured individuals unless they are in immediate danger. Notify local emergency response agencies for medical assistance.
- If fire occurs, activate the nearest fire alarm pull station, as systems may still be functional.
- Conduct detailed damage assessment as soon as possible and photograph or video damage.
- Use care to investigate possible damage to the structure and piping systems.
- Check for gas and water leaks, broken electrical wiring or sewage lines. If there is damage, turn the utility off at the source. Immediately report gas leaks to gas utility company. Check for downed power lines; warn others to stay away.
- Escaping gases may present health hazards or could be ignited once they reach an ignition source.
- Exposed wiring could cause electrical shock.
- Secure damaged areas.
- Monitor local radio broadcasts for instructions and news reports.

C. Roles and Responsibilities

1. Associates

During an earthquake, all personnel should evacuate the building using the nearest exit and proceed to the designated assembly area.

If evacuation is not possible, associates should seek shelter under a desk, table, heavy machinery, etc., or in doorways that offer protection from falling objects. After the initial quake, after shocks should be expected.

As soon as possible, shutdown procedures should be implemented, including:

- Facility equipment,
- Nonessential utilities, and
- Facility vehicles.
2. Incident Commander

a. Incident Management

The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

- Activate internal alarms or communication systems.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
- Make all required verbal notifications.

b. Post-Incident Management

- If a hazardous material was released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
6.10 Earthquake

- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

3. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
D. Background Information

WHAT TO EXPECT IN AN EARTHQUAKE

During an earthquake, the "solid" earth moves like the deck of a ship. The actual movement of the ground, however, is seldom the direct cause of death or injury. Most casualties result from partial or total building collapse, falling objects, debris and shattering glass. Earthquakes may also trigger landslides, cause fires, and generate tsunamis (seismic sea waves).

The unique nature of the earthquake threat and potential disruption of life calls for preparedness actions.
6.11 Power Utility Loss

Emergency personnel at this site can effectively respond to power utility loss emergencies by utilizing this section of the ERP.

Contents This Section
- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates/visitors with updates on a routine basis.

A. Potential Exposures
- Injury to personnel
- Damage to property
- Interruption of production or services
- Loss of:
  - Electrical power
6.11 Power Utility Loss

- Heat
- Air conditioning
- Lighting (interior and exterior)
- Emergency electrical power
- Radio communication
- Alarms (fire, security, etc.)
- Security cameras
- Computer information / Email capabilities
- Process water
- Waste water treatment capabilities
- Raw materials/Work in progress/Finished goods

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- Determine if there is a need to evacuate the building, seek shelter, or remain in the work area. Most power losses are short term and associates are safer if they remain in place. If the outage will exceed the capabilities of emergency lighting, then the associates must be evacuated.
- Immediately report the power outage to the utility company, as other properties may not be affected.
- At times when power is lost, control valves (or other equipment) may fail in an open or closed position. Someone knowledgeable within the system should examine equipment in affected areas.
- Some equipment may still have energy sources such as air pressure or hydraulics. This equipment should be identified following lockout procedures.
- Check elevators (if present) for stranded personnel.
6.11 Power Utility Loss

- During the power outage, equipment should be shut down and normal start-up procedures followed.
- If a capacitor or transformer is involved, PCBs may be present.
- Shut off production units that produce waste water streams until discharge treatment can be brought back on line.

C. Roles and Responsibilities

1. Associates

   In the event of a power failure, personnel should take the following actions:
   
   - Remain calm.
   - Shut off all machines and power tools in use.
   - Stand away from the machine or tool(s) / they become re-energized
   - Be prepared to follow instructions to take shelter or evacuate the building.

   Notify Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.

   **NOTE:** If personal safety is at risk, leave the area immediately.

   Generally, personnel in the area can undertake the following defensive actions.
   
   - Keep unnecessary people away from downed power lines or exposed electrical equipment,
   - Shut down all feed lines, including power in the area.
6.11 Power Utility Loss

2. Maintenance
   a. Single Phasing
      - Determine if in single-phase condition or total power loss.
      - If in single phasing, disconnect power at main power supply.
      - Call power company immediately
      - Personnel shut off all critical equipment
      - Maintenance shuts off all internal disconnects.
      - Maintenance checks to see if they lost a fuse somewhere or if animal shorted out the electrical system.
      - If problem is on the Power Company's system, wait for power to come back on.

   b. Total Power Outage
      - Determine if in single-phase condition or total power loss.
      - Call power company immediately
      - Personnel should shut off all critical equipment
      - Shut off power disconnects into the facility
      - Check emergency generators for operation
      - Work on as needed
      - Minimize potential damage to equipment and in-process stock

   c. After restoration of main power
      - Staged reintroduction of power to areas of the facility
      - Continue to monitor electrical system until stabilized
        - Fuses
        - Main Disconnects
      - Investigate for any losses
6.11 Power Utility Loss

- Estimate total cost of incident and submit report to Division EH&S, as this may be an insured incident.

3. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish Incident Command. Be prepared to provide the following information, to the extent possible:

- Exact location of utility loss,
- Hazardous materials involved, if any.
- Exposed electrical equipment or downed power lines

4. Incident Commander

a. Incident Management

The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

- Keep all unnecessary people away from the area.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
6.11 Power Utility Loss

- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.
- Activate internal alarms or communication systems (if there is a threat to personnel or the facility).
- Contact appropriate response agencies (e.g., fire, police, ambulance) if assistance is needed.
- Contact appropriate utility to respond to utility loss (e.g., electric, gas)

b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are, in fact, non-hazardous.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002), file and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
6.11 Power Utility Loss

5. Site Emergency Manager and Emergency Coordinator
   - Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
     - any death
     - hospitalization of three or more persons
     - estimated costs exceeding $50,000
     - regulatory agency penalty or citation

   - Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
     - Take corrective action to minimize losses and prevent recurrence of a similar type incident
     - Debrief personnel
     - Provide critical stress debriefing if needed
     - Review lessons learned
6.12 Natural and Flammable Gas Leak

Emergency personnel at this site can effectively respond to natural gas leak emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.
6.12 Natural and Flammable Gas Leak

A. Potential Exposures
   - Injury to personnel
   - Damage to property
   - Interruption of production or services
   - Natural gas leak detected
   - Oxygen leak
   - Propane leak
   - Hexane leak
   - Natural/flammable gas leak ignites/explores
   - Natural/flammable gas leak results in evacuation

B. Incident Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.
   - Evacuate area or building as soon as possible until you are able to identify and control the leak (Follow Evacuation Plan)
   - Determine source of leak if qualified to do so
   - Isolate or shut off gas supply
   - Eliminate ignition sources
   - Consider the need for additional evacuation.
   - Keep unnecessary people away from the area.
   - Contact the gas utility company or supplier.
   - Consider if it is safe or desirable to shut off power to the area. Electrical switches can spark, providing an ignition source.
6.12 Natural and Flammable Gas Leak

- Try to vent the affected area if it is safe to do so.
- Attempt to remotely identify the location of the natural/flammable gas leak, based on line pressures, detection equipment, etc.
- Attempt to remotely identify any potential ignition sources and point them out to emergency responders and utility responders.
- Do not re-enter the affected areas until the “all clear” signal is given by emergency responders and utility responders.

C. Roles and Responsibilities

1. Associates
   - For all gas leaks, evacuate the area or building immediately in accordance with the facility’s Evacuation Plan.
   - Notify the Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.
   - The discoverer should be prepared to provide location and any action taken to the Supervisor or Guard Dispatcher.

2. Supervisor or Guard Dispatcher
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command.

   The Guard Dispatcher or person receiving the information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001).
6.12 Natural and Flammable Gas Leak

3. Maintenance

- Notify Gas Company or supplier
- Determine source of the leak
- If significant leak is found:
  - Evacuate affected area
  - Isolate or shut off main gas supply
  - Remove ignition sources
  - Manually check furnace and boiler shutdowns/restarts

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area.
   - Activate internal alarms or communication systems.
   - Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
   - Coordinate on-site and/or off-site evacuations, if required.
6.12 Natural and Flammable Gas Leak

- Contact the local gas utility.
- If the gas leak has resulted in a fire or explosion, refer to Section 5.9 Fire/Explosion.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.

b. Post-incident Management

- If a hazardous material was released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are non-hazardous and not in the liquid state.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
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#### 6.12 Natural and Flammable Gas Leak

- hospitalization of three or more persons
- estimated costs exceeding $50,000
- regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
- Review lessons learned
6.13 Water / Sewer Line Incident

6.13 Water/Sewer Line Incident

Emergency personnel at this site can effectively respond to medical emergencies by utilizing this section of the CCMERP.

It should be anticipated that an incident that has its origin in a water or sewer line incident could ultimately involve additional response actions. When such incidents occur, refer to additional charts and aids within this document.

**Contents This Section**

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

**Note:**

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.
6.13 Water / Sewer Line Incident

A. Potential Exposures
   - Injury/Illness to personnel
   - Exposure to infectious diseases
   - Damage to assets
   - Interruption of production or services
   - Water line break knocks out electrical power to part of plant
   - Water line break results in loss of drinking water
   - Major blockage of sewer system
   - Major rupture of sewer line
   - Loss of raw materials, work in progress, finished goods
   - Environmental contamination of site and adjacent property
   - Severe contamination of product
   - Electric shock hazard
   - Loss of communications (telephone/computer/etc.)

B. Incident Response
   This is an aid for responding to a water/sewer line failure incident.

   - If it is safe to do so:
     ▪ Relocate items to safer areas, especially items of greater value to building operations.
     ▪ Work with maintenance and/or outside contractors to de-energize equipment.
   - Contact Power Company for assistance in managing power sources within the affected area.
   - If water supply has been contaminated:
     ▪ Post signs warning people not to drink the water.
6.13 Water / Sewer Line Incident

- Contact the Incident Commander to arrange for flushing, disinfecting and testing of the water lines.
- Contact Public Health Department to determine if the building can remain open if drinking water or toilet facilities are unusable.

• Wear proper personal protective equipment (potential infectious diseases)
• Provide water for sanitary use and drinking.
• Do not re-energize power lines or equipment that may still be under water.
• Assess building systems such as air conditioning that may be affected by the main break. Can business operations continue?
• Cordon off or barricade emergency area.

C. Roles and Responsibilities

1. Associates
   • For all water/sewer line incidents, notify the Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.
   • The discoverer should be prepared to provide location and any action taken to the Supervisor or Guard Dispatcher.

2. Supervisor or Guard Dispatcher
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command.

   The Guard Dispatcher or person receiving the information regarding the incident, completes the Initial Emergency Call Worksheet (Form ERP 001).
6.13 Water / Sewer Line Incident

3. Maintenance

- Notify Water/Sewer Company
- Determine source of the leak
- If significant leak is found:
  - Evacuate affected area
  - Isolate or shut off main supply
  - Remove ignition sources (sewer gas)
  - Manual check of furnace and boiler shutdowns/restarts

4. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area.
   - Activate internal alarms or communication systems.
   - Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
### 6.13 Water / Sewer Line Incident

- Coordinate on-site and/or off-site evacuations, if required.
- Contact the local water/sewer utility.
- If the sewer leak has resulted in an explosion, refer to Section 5.9 Fire/Explosion.
- Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.

### b. Post-Incident Management

- If a hazardous material was released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed *(non-flammable chemicals only / also use GFI protection)* up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the materials are non-hazardous and not in the liquid state.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize *Initial Emergency Call Worksheet* (Form ERP 001) and *Incident Commander Form* (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
4. **Site Emergency Manager and Emergency Coordinator**
   - Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
     - any death
     - hospitalization of three or more persons
     - estimated costs exceeding $50,000
     - regulatory agency penalty or citation
   - Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
     - Take corrective action to minimize losses and prevent recurrence of a similar type incident
     - Debrief personnel
     - Provide critical stress debriefing if needed
     - Review lessons learned
6.14 Major Information Technical / Communication / Systems Failure

Emergency personnel at this site can effectively respond to a major information technology/communication failure emergencies by utilizing this section of the CCMERP.

Contents This Section
- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:
- Refer to Master Call List in Front Pocket of this Manual.
- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.
- Also refer to the facility’s Information Technology (IT) Disaster Recovery Plan.
6.14 Major Information Technical / Communication / Systems Failure

A. Potential Exposures

- Damage to property
- Interruption of production or services
- Loss of:
  - Production
  - Email
  - Accounts Receivable
  - Accounts Payable
  - Inventory
  - Research & Design Engineering
  - Patent Information
  - CAD/Blue print information
  - Company Web Page
  - Telephone System
  - Building Services
  - Computer facilities
  - Employee Scheduling System
  - Door / Card Access System
  - Time Recording System
  - Process computerization
  - Gas monitoring
  - Utility monitoring
  - Alarm panels (fire, medical and security)
  - Loss of critical records (legal, employee information, etc.)
B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- Keep all unnecessary people away from the area. Have spectators removed if necessary. Do not create an audience.
- Protect all computer equipment from further damage.
- Time of the incident?
- Extent of the crash/damage?
- What System(s) went down?
- What does this system(s) service?
  - Production
  - Email
  - Accounts Receivable
  - Accounts Payable
  - Inventory
  - Research & Design
  - Patent Information
  - CAD/Blue print information
  - Company Web Page
  - Telephone System
  - Building Services
  - Other
- What is (are) the potential cause(s) of the system failure/damage?
  - Virus
6.14 Major Information Technical / Communication / Systems Failure

- Hard drive failure
- Sabotage
- Air conditioner failure
- Lightning hit
- Flood
- Loss of electric power
- UPS failure
- Fire/smoke or heat
- Static
- Water damage
- Fire system release
- Earthquake, hurricane, tornado
- Explosion
- Magnetism
- Construction incident
- Other

- Does the incident appear to be more software or hardware in nature?
- Do the software and/or hardware appear to be in danger of further damage?
- Ensure that all data back-ups have been safely protected and have not been affected by this incident.
- An IT Damage Evaluation Team should be organized. Following the incident it is often unknown whether or not the resulting damage to the computer center is serious enough to significantly affect the data processing capability. In such cases, Data Resources should assemble a Damage Evaluation Team to assess the damage. This team should make their assessment as soon as possible in order to minimize further loss. After assessing the extent
of the damage, they should formulate recommendations for recovery operations. An alternate disaster recovery site may have to selected, depending on the amount of damage.

- IT should implement its Disaster Recovery Plan as soon as possible.

C. Roles and Responsibilities

1. Discoverer

Any person who discovers a situation which involves a major computer crash (beyond that of a personal computer) or any major damage to a computer facility, should take the following steps:

- Contact the Supervisor of the Facility's Information Technologies (IT) Department and, to the best of your ability, advise them of the incident. Provide as much detail as possible, including:
  - Time of the incident
  - What System went down
  - What does this system service?
  - What is (are) the potential cause(s) of the system failure?
  - Does the incident appear to be more software or hardware in nature?
  - Do the software and/or hardware appear to be in danger of further damage?

2. IT Department Supervisor or Designee

a. The Supervisor of the IT Department or his/her designee should immediately investigate the incident to determine the following:

1) Potential Causes

- Virus
- Hard drive failure
- Sabotage
- Air conditioner failure
6.14 Major Information Technical / Communication / Systems Failure

- Lightning hit
- Flood
- Loss of electric power
- UPS failure
- Fire/smoke or heat
- Static
- Water damage
- Fire system release
- Earthquake, hurricane, tornado
- Explosion
- Magnetism
- Other

2) The downed system(s) services:

- Production
- Email
- Accounts Receivable
- Accounts Payable
- Inventory
- Research & Design
- Patent Information
- CAD/Blue print information
- Company Web Page
- Telephone System
- Building Services
- Other

b. If the system can be easily brought back on line, and there appears to be no major damage, the incident should be considered corrected. This incident should be reported on a log for future referencing.
6.14 Major Information Technical / Communication / Systems Failure

c. If the system can not be brought back on line, the incident should be reported immediately to the Corporate IT Department and an Incident Command should be established.

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

   - Keep all unnecessary people away from the area. Have spectators removed if necessary. Do not create an audience.
   - Protect all computer equipment from further damage.
   - Notify Corporate IT of the incident.
   - Ensure that all data back-ups have been safely protected and have not been affected by this incident.
   - A Damage Evaluation Team should be organized. Following the incident it is often unknown whether or not the resulting damage to the computer center is serious enough to significantly affect the data processing capability. In such cases, Data Resources should assemble a Damage Evaluation Team to assess the damage. This team should make their assessment as soon as possible to try to minimize further losses. After assessing the extent of the damage, they should formulate
6.14 Major Information Technical / Communication / Systems Failure

recommendations for recovery operations. An alternate disaster recovery site may have to be selected, depending on the amount of damage.

- If an outside hot site has already been prearranged, the hot site should be notified to be on standby until further notice.
- Work with Corporate IT to ensure that its Disaster Recovery Plan is implemented as soon as possible.

b. Post-Incident Management

- Monitor all operating equipment, including transfer lines, after restarting operations.
- Review lessons learned from the incident.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
  - Corporate IT Department
  - Wabtec Corporation’s, Director of Safety & Environmental Manager.

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation
### 6.14 Major Information Technical / Communication / Systems Failure

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.15 Hazardous Chemical/Substance Release

Emergency personnel at this site can effectively respond to hazardous chemical/substance release emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

NOTE: Also refer to following subsections if applicable.

- 6.15.1 Asbestos Release
- 6.15.2 PCB Release – (Polychlorinated Biphenyls)

Note:

- Refer to Master Call List in Front Pocket of this Manual.
- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates/visitors with updates on a routine basis.
6.15 Hazardous Chemical / Substance Release

A. Potential Exposures
   - Injury/illness to personnel
   - Damage to property
   - Interruption of production or services
   - Release of chemical into the air, water, land
   - Release of chemical into public/private sewer system
   - Release of hazardous chemical in immediate area of the plant
   - Offensive odor from material release
   - Release affecting surrounding community
   - Adverse publicity/dealing with the media
   - Contamination of property
   - Exposure to surrounding properties
   - Mercury release from:
     - thermometers
     - thermostats
     - barometers
     - mercury switches
     - light bulbs

B. Incident Response

1. General Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

   - Contact the Incident Coordinator or EH&S to determine what was released, the amount released, and the need for reporting.
6.15 Hazardous Chemical / Substance Release

- Obtain SDS’s and engineering drawings.
- Try to stay out of the direction of travel of the air release.
- Evacuate if it is safe to do so. In some cases, it is better to stay put and not go outside.
- Determine the type of chemical substance/material released. Are there immediate health and/or physical (such as explosion or fire) hazards?
- Stop the release and cover sewer openings if there is not a threat to human health or safety. Utilize equipment available in the nearest spill kit.
- If the air release involves a flammable gas, ignition sources should be eliminated if it is safe to do so.
- Notify the plant’s Environmental Rep. to lead the response. He/She will compute the release of a hazardous substance and the associated reportable quantity and make the appropriate notifications. Volatile organics may vaporize, requiring the computation of release of these compounds to the atmosphere.
- If the Environmental Rep. is not available, contact the hazardous spill response contractor retained by the company for assistance in containing, cleaning and disposing of spilled material.

2. Spills and Releases; Specific Response

Response to spills and releases is to be accomplished by trained personnel only (HAZWOPER, HAZMAT). Any significant spills will involve an outside contractor. The US DOT Emergency Response Guide or equivalent will be used to assist with establishing response action. The evacuation assembly area should be at least 250 feet away from the release area.

a. Oils

- First Action: Absorb...use oil barriers to prevent material from entering drains.
- Minimum Equipment: Protective boots; rubber apron.
6.15 Hazardous Chemical / Substance Release

- Disposal Instructions: Place in properly labeled and sealed containers for disposal.

b. Acetic Compounds
- First Action: Neutralize.
- Minimum Equipment: Protective boots; rubber apron; protective clothing; acid vapor respirator; goggles; face shield.
- Disposal Instructions: Sweep or scrape up; place in properly labeled and sealed drums for disposal.

c. Caustic Compounds
- First Action: Neutralize.
- Minimum Equipment: Protective boots; rubber apron; protective clothing; goggles; face shield.
- Disposal Instructions: Sweep or scrape up; place in properly labeled and sealed drums for disposal.

d. Nonflammable Solvents
- First Action: Absorb.
- Minimum Equipment: Protective boots; rubber apron.
- Disposal Instructions: Sweep or scrape up; place in properly labeled and sealed drums for disposal.

e. Flammables/Combustibles
- First Action: Absorb...use ‘pigs’ or blankets to keep material from entering drains. Eliminate all ignition sources. Use non-sparking tools. Keep fire extinguisher handy.
6.15 Hazardous Chemical / Substance Release

- Minimum Equipment: Protective boots; rubber apron; protective clothing; organic vapor respirator; goggles.
- Disposal Instructions: Place in properly labeled and sealed containers for disposal.

f. Bio/Medical Wastes

- First Action: Use proper PPE. Wipe or mop up. Use an appropriate disinfectant solution (bleach and water). Refer to facility's Bloodborne Pathogens Exposure Control Plan (under separate cover).
- Minimum Equipment: Protective boots; rubber apron; nitrile latex gloves; goggles.
- Disposal Instructions: Place in properly labeled and sealed containers for disposal.

g. Mercury Release

Determine how much mercury has been spilled.

- Determine if the incident is reportable. If so, make appropriate reports.
- Call the chemical response contractor if necessary.
- Keep all unauthorized personnel out of the area.
- All responders must be wearing adequate personal protective equipment.
- Decontamination of personnel should be followed.

3. Employee Contamination

In cases of employee chemical contamination, the first step is to protect yourself with the proper protective equipment and clothing. You will not be much help to an injured employee if you become contaminated and disabled. In addition, the following procedures should be followed:
6.15 Hazardous Chemical / Substance Release

- Remove the contaminated victim well away from the contamination area.
- Remove all contaminated clothing and flush the affected areas with water from the Eye Wash Stations, the Eye Wash/Shower Stations or Decontamination Showers. The key to minimizing harm from chemical contact is to begin the water flush as soon as possible, and to continue flushing affected areas for at least fifteen minutes.
- Administer first aid as appropriate using resources available in the first aid kits. Treat the victim to prevent or reduce shock, and provide comfort and reassurance to the victim.
- Check the appropriate I Safety Data Sheet (SDS). The SDS’s should contain information about symptoms of overexposure and other first aid data. They also contain phone numbers to call for help and advice from the federal government and company that manufactured the material.
- If other than basic first aid steps are required, make arrangements to transport the employee to the hospital.
- When the ambulance arrives to take the contaminated individual(s) to the hospital, make sure a SDS goes with the person to assist medical personnel in their treatment.
- The Incident Commander will maintain liaison with hospital personnel as to the status of casualties sent to outside hospitals.

4. Post-Incident Management

- Arrange for the collection and containment of any fugitive material.
- Properly manage all recovered and contained materials and wastes.
- Provide proper written notification to appropriate outside agencies.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Finalize Initial Emergency Call Worksheet form, file and send a copy to Division EH&S.
- Monitor all operating equipment, including transfer lines, after restarting operations.
C. **Roles and Responsibilities**

1. **Discoverer**
   Any person who discovers a potential or actual hazardous material or waste spill or release is termed the "discoverer." The following steps must be taken immediately by the discoverer:

   - Move a safe distance away from the area.
   - Avoid all personal contact with materials and equipment until the nature of the chemical materials involved is clearly understood.
   - Determine the nature and extent of the situation from this vantage point and identify the chemical materials and equipment involved.
   - Notify your Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.
   - The discoverer should be prepared to provide location and any action taken to the Supervisor or Guard Dispatcher.

2. **Supervisor or Guard Dispatcher**
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish Incident Command. The Guard Dispatcher or person receiving the information regarding the incident, completes the *Initial Emergency Call Worksheet* (Form ERP 001).

   Be prepared to provide the following information, to the extent possible:

   - Present location of the spill and direction of anticipated movement,
   - Has the spill entered the sanitary or storm sewer systems?
   - Material spilled, if known,
   - Estimated quantity of spill,
   - Probable source of the spill, and
   - Time the spill was first observed.
6.15 Hazardous Chemical / Substance Release

3. Associates

NOTE: If personal safety is at risk, leave the area immediately.

Associates who are not trained and/or certified in hazardous material spills/hazard waste response should not enter an area involving a hazardous chemical/substance release area. Instead, they should evacuate to a safe refuge area and notify the facility’s Emergency Response Team.

4. Technicians

Only trained Technicians can perform a clean up of a spilled hazardous substance. If there are no trained Technicians, response will be at an Awareness Level and outside Spill Response Contractors will be notified to respond. Note: Reference should also be made to the facility’s Spill Prevention and Control Plan.

If Technicians are present, they will perform the following:

- Ensure all personnel are evacuated, before approaching the spill.
- Make sure all doorways are guarded.
- From a safe distance ascertain whether help will be required to clean up the spill. If help is required, contact the Incident Commander. The Incident Commander will determine if an outside spill contractor’s assistance is warranted.
- Determine, based on the type of spilled material, if respiratory protection is required.
- Don the appropriate personal protective equipment prior to entering the area of contamination.
- Determine the reason for the spill and attempt to stop any further occurrence.
- Proceed with clean-up using necessary materials located in the spill kits.
- If possible or feasible, stop the spill by shutting down machinery or by closing valves or other methods that may apply.
6.15 Hazardous Chemical / Substance Release

- If the source is a leaking drum, move or turn the drum to stop or reduce the flow of material, if this can be done without personal contact with the material.
- Liquid spills should be contained, if possible, using the available sorbent or other spill control materials.
- Prevent the movement of liquid to sanitary or storm drains by diking with adsorbent ‘pigs’, pillows, booms or granular materials.
- If the material is a powder, close all entrance doors to prevent drafts from spreading the materials throughout the facility, and to the outside environment.
- Place all material used for the clean-up in a US DOT-approved drum. Upon completion of the cleanup, seal the drum and label appropriately.
- Drain sumps will only be pumped out by qualified and approved Waste Haulers. All material will be manifested as required by law and can only be approved by the Incident Coordinator or designee.
- Inspect the area carefully to ensure all material has been removed. After a suitable time period, check the condition of the atmosphere in the area. If all conditions are safe, contact the supervisor, who will notify personnel that they may return to work.
- Return all safety equipment to its correct location after cleaning and/or decontamination. Replace any material used from the spill kits.

5. Incident Commander

The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

a. Incident Management

The Incident Commander will work in conjunction with the technicians and/or outside spill contractors to ensure that the following procedures are followed. Note: Reference should also be made to the facility’s Spill Prevention and Control Plan.
6.15 Hazardous Chemical / Substance Release

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions.

- Keep all unnecessary people away from the area.
- Assess the hazards to human health and the environment.
- Take all reasonable measures to prevent risks to human health or the environment.
- Activate internal alarms or communication systems.
- Contact appropriate outside response agencies (e.g., Spill Contractor, Haz. Mat.) if assistance is needed.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site and/or off-site evacuations, if required.
- If the spilled material has not yet been positively identified, IDENTIFY. Use the Material Safety Data Sheet (MSDS) and container label information.
- Take precautions appropriate for the chemical characteristics specified in the MSDS including selection of minimum personal protective equipment for response personnel.
- Ensure that the release, does not continue, reoccur, or spread.
- If a fire is involved and smoke may be laded with chemical i.e., mercury vapors, all persons responding should wear appropriate respiratory protection.
- Contact with chemical releases should be minimized as much as possible. Some chemical can be absorbed through the skin i.e. mercury.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
6.15 Hazardous Chemical / Substance Release

- If the retrieval and containerizing of the fugitive material can cause a risk of injury or illness to facility personnel involved, contact a "hazardous materials response team" to manage the episode to completion.
- Make all required verbal notifications.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

b. Post-Incident Management

- Arrange for the collection and containment of any released material.
- Properly manage all recovered and contained materials and wastes.
- Provide proper written notification to appropriate agencies.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002), file and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

6. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
## 6.15 Hazardous Chemical / Substance Release

- estimated costs exceeding $50,000
- regulatory agency penalty or citation
- whenever a regulatory agency is notified or shows up at the location

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.15.1 Asbestos Release

Emergency personnel at this site can effectively respond to asbestos release emergencies by utilizing this section of the CCMERP.

Contents This Section
- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Asbestos - Asbestos is a family of naturally occurring minerals, found in serpentine and other metamorphic rock.
6.15.1 Asbestos Release

- Asbestos, when breathed, can lead to diseases such as lung cancer and mesothelioma.
- There is no known safe exposure to asbestos.
- Because of its strength and resistance to heat, asbestos has long been used for insulation, heat resistant clothing, roofing and fire proofing.
- The physical properties of the material also made it an ideal additive to ease the manufacture and application of ceiling and wall finishes, tape joint compounds, floor tiles and mastics.
- Today asbestos is still used in gaskets, brakes, roofing and other materials. Often the labels will not say "asbestos" but will refer to "fibers" or be called "fibrated."
A. Potential Exposures

- Exposure to personnel
- Damage to property
- Interruption of production or services
- Contamination of property
- Exposure to surrounding properties
- Adverse publicity/dealing with the media

**Asbestos can be found in:**

- Insulation
- Floor Tiles (mastic / adhesive also)
- Roof Shingles
- Exterior wall sheathing
- Pipe insulation
- Brake shoes
- Components within older locomotives

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- Contact the Incident Commander and request that he or she takes the proper steps to have the material sampled to confirm that asbestos fiber is present. Also determine if the material is friable.
### 6.15.1 Asbestos Release

- Do not disturb the material that has been released.
- If asbestos insulation has been disturbed by a leaky pipe, determine the ability to turn off the flow of fluid (if safe to do so).
- Evacuate the immediate area. Isolate the area. Close doors and windows to prevent air currents from transporting the fibers.
- Shut off heating and ventilation equipment, air handling units and exhaust fans to prevent the transport of released fibers to other areas of the building.
- Shut off any equipment causing vibrations.
- Set up red “danger” tape to prevent anyone from entering the area.
- The asbestos must be cleaned and removed by qualified professionals. The waste materials must be properly wrapped, labeled, manifested and disposed. Contact appropriate personnel.

### C. Roles and Responsibilities

#### 1. Associates

- For all suspected Asbestos releases (pipe insulation, ceiling tile, etc.), evacuate the area immediately.
- Notify the Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.
- The discoverer should be prepared to provide location and any action taken to the Supervisor or Guard Dispatcher.

#### 2. Supervisor or Guard Dispatcher

The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command. The Guard Dispatcher
6.15.1 Asbestos Release

or person receiving the information regarding the incident completes the Initial Emergency Call Worksheet (Form ERP 001).

3. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   Important Note: The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need for any of the following listed actions.

   • Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
   • Keep all unnecessary persons away from the area.
   • Turn off all air handling equipment in the area.
   • Turn off all equipment that causes vibration in the area.
   • Close all doors and windows to the area.
   • Post asbestos warning signs and segregate area.
   • Contact appropriate outside Asbestos Abatement Contractor if assistance is needed.
   • Make all required verbal notifications.
b. Post-Incident Management

- Arrange for the collection and containment of any fugitive material.
- Properly manage all recovered and contained materials and wastes.
- Provide proper written notification to appropriate agencies.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.15.2 PCB Release (Polychlorinated Biphenyls)

Emergency personnel at this site can effectively respond to PCB release emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Polychlorinated biphenyls (PCBs) - PCBs are mixtures of synthetic organic chemicals with the same basic chemical structure and similar physical properties ranging from oily liquids to waxy solids. Due to their non-flammability, chemical stability, high boiling point and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including electrical, heat transfer, and
### 6.15.2 PCB Release (Polychlorinated Biphenyls)

Hydraulic equipment; as plasticizers in paints, plastics and rubber products; in pigments, dyes and carbonless copy paper and many other applications. More than 1.5 billion pounds of PCBs were manufactured in the United States prior to cessation of production in 1977.

Concern over the toxicity and persistence in the environment of Polychlorinated Biphenyls (PCBs) led Congress in 1976 to enact §6(e) of the Toxic Substances Control Act (TSCA) that included among other things, prohibitions on the manufacture, processing, and distribution in commerce of PCBs. Thus, TSCA legislated true "cradle to grave" (i.e., from manufacture to disposal) management of PCBs in the United States.
6.15.2 PCB Release (Polychlorinated Biphenyls)

A. Potential Exposures
   - Exposure to personnel
   - Damage to assets
   - Interruption of production or services
   - Contamination of property
   - Loss of production capabilities
   - Adverse publicity/dealing with the media
   - Contamination of the environment

PCBs can be found in:

   - Transformers
   - Capacitors
   - Ballast units for fluorescent lighting

B. Incident Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

   - Determine how much PCB-containing material has been spilled.
   - Determine if the incident is reportable. If so, make appropriate reports.
   - Call the chemical response contractor if necessary.
6.15.2 PCB Release (Polychlorinated Biphenyls)

- Proper lockout/tagout procedures must be used if the power supply is deactivated.
- Keep all unauthorized personnel out of the area.
- All responders must be wearing adequate personal protective equipment.
- Decontamination of personnel should be followed.

C. Roles and Responsibilities

1. Associates
   - For all suspected PCB releases (transformers, capacitors, etc.), evacuate the area immediately. If a fire is involved, evacuate the building.
   - Notify the Area Supervisor or use the nearest telephone to notify the facility’s Guard Dispatcher.
   - The discoverer should be prepared to provide location and any action taken to the Supervisor or Guard Dispatcher.

2. Supervisor or Guard Dispatcher
   The Supervisor or Guard Dispatcher will immediately notify one of the facility’s Emergency Response Team Members who will establish the Incident Command. The Guard Dispatcher or person receiving the information regarding the incident completes the Initial Emergency Call Worksheet (Form ERP 001).

3. Incident Commander
   a. Incident Management

      The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.
6.15.2 PCB Release (Polychlorinated Biphenyls)

**Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need for any of the following listed actions.

- Keep all unnecessary persons away from the area.
- Activate internal alarms or communication systems.
- Contact appropriate outside response agencies (e.g. fire, police, ambulance) if assistance is needed.
- If a fire is involved and smoke may be laded with PCB contaminant, all persons responding should wear appropriate respiratory protection.
- If PCB contaminant is in liquid form, contact with the liquid should not be made as PCBs can be absorbed through the skin.
- Reference should be made to the MSDS covering PCBs.
- Ensure that any injured personnel are given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site and/or off-site evacuations, if required.
- Make all required verbal notifications.

b. Post-incident Management

- Arrange for the collection and containment of any released material.
- Properly manage all recovered and contained materials and wastes.
- Provide proper written notification to appropriate agencies.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
6.15.2 PCB Release (Polychlorinated Biphenyls)

- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
  - estimated costs exceeding $50,000
  - regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
### Contents This Section
- Flow Chart
- Potential Exposures
- Incident Response
- Additional Background Information

**Note:**

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Emergency personnel at this site can effectively respond to unannounced access request from government agencies by utilizing this section of the CCMERP.
A. Potential Exposures
   • Visits, fines, citations involving:
     • OSHA (Federal or State agency)
     • EPA
     • State Agency
     • Secret Service
     • County Health Department
     • Coast Guard
     • Law Enforcement
     • Building code officer
     • Department of Transportation
     • Customs
     • Dept. of Justice
     • Dept. of Labor

B. Incident Response

1. Preparation
   Advance notification of an inspection is normally not provided. If it is received, attempt to determine the following:
   • Find reason for the inspection
   • Location of the facility to be inspected – Limit inspection to this.
   • Will industrial hygiene or environmental monitoring be performed? If so, what type, i.e.:
     • Long Term (7-8 Hours)
6.17 Adjacent Facility Incident

- Short Term (Minutes)
- Personal Samples
- Area Samples
- Outfall Samples
- Stack Samples
- If testing/monitoring will be performed, obtain split samples.
- Notify the Plant Manager, Corporate Legal, Corporate Safety or Environmental promptly of visit.

2. Arrival of Compliance Officer
   - Follow established plant sign-in procedures.
   - Notify the Plant Manager, Corporate Legal, and Corporate Safety or Environmental promptly.

3. Opening Conference
   - In presence of Plant Safety or Environmental Representative, the Operations and Facility Manager and an Employee Representative (unionized locations only).
   - Verify Compliance Officer’s credentials.
   - No Media personnel permitted.
   - Obtain copy of any written complaint.
   - Inspection area is normally targeted to the site of the complaint.
   - The Compliance Officer must be escorted.
6.17 Adjacent Facility Incident

- Inspection Warrants – agencies are permitted to inspect without a warrant. However, if Plant Mgt. believes strongly that the inspection should not be conducted; Corp. Legal should be consulted with immediately for direction.

- **Immediately contact Corp. Legal if a warrant has been served.**

- Inspection must be limited specifically to the area of the warrant.

- All safety and health rules, regulations and procedures for the areas being visited.

- Make required OSHA and EPA records available for review and discussion. Corporate Legal should be contacted regarding requests for document copies.

4. Site Inspection

- Compliance Officer is in charge of inspection activities.

- Do not volunteer unnecessary information.

- Plant Rep. should choose route to inspection - the one that exposes the least plant area to the eyes of the Compliance Officer.

- Compliance Officer has the right to question privately any employee including any management employee.

- Do not participate in recorded discussions.

- Management interviews will be conducted in the presence of the Plant Safety or Environ. Rep.

- Detailed notes of any discussions should be kept.

- Plant Safety or Environmental Representative must prepare on-the-spot notes, including time and date; indicating actual conditions or practices the Compliance Officer considers being in violation. These notes should be forwarded to Corporate Legal for review.

- Mgt. Reps. must not express their opinion that a given situation constitutes a violation.
6.17 Adjacent Facility Incident

- Immediately correct findings of the Compliance Officer without admitting a violation exists.
- Plant Mgt. does not have to operate equipment not scheduled to be run that day.
- Compliance Officer must be allowed to confer privately with individual associates.
- Avoid any action which can be construed as directing a wage earner employee to participate in any part of OSHA inspection activities, discussions or meetings.
- Arrange simultaneous industrial hygiene or environmental tests.
- Compliance Officers have the authority to take or obtain photographs and to collect samples. Take the exact same photos as the Compliance Officer.
- Warn the Compliance Officer of any area where safety regulations prohibit smoking, open flames, or flash attachments on cameras.
- Employee Reps. should not be permitted to take photos.
- Collect and analyze same samples of the materials taken by Compliance Officer.
- Arrange for thorough supplementary investigation of all areas alleged as violations.
- The Management Rep. must immediately notify the Operations and Facility Manager or of any alleged imminent danger identified.

5. If a Warrant is Served

- Immediately contact Corporate Legal Dept. before Compliance Officer takes any other action.
- Designate member of management to implement Legal Dept.’s instructions.
- Escort all compliance Officer Team Members.
- Takes complete notes of all items inspected, sampled, reviewed.
- Request receipts for all items taken and request split samples.
6.17 Adjacent Facility Incident

- Send non-management associates in the affected areas home.
- All associates have right to legal counsel. Our company can obtain this.
- The Compliance Officer has the right to speak privately with associates.
- If Compliance Officer does not permit legal counsel, cease inspection and call Corporate Legal. Steps will be taken to contact Judicial Officer who issued warrant to see if legal counsel can be provided.

6. Closing Conference

- Held in the presence of the Plant Manager, Operations and Maintenance Manager or EHS Manager
- The Management Rep. should record:
  - Date and time of the conference.
  - Names and affiliations of all present.
  - Summary of comments by Compliance Officer and Employee Representative (if present).
  - Summary of any Management comments in rebuttal of Compliance Officer’s findings.
- Wabtec Corporation’s Legal and Safety & Environmental Manager Departments should be promptly notified of the results of the Closing Conference.
6.17 Adjacent Facility Incident

Emergency personnel at this site can effectively respond to adjacent facility incident emergencies by utilizing this section of the CCMERP.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Adjacent Facility Incident – An incident at an adjacent facility/property that can affect the operations of other properties in the immediate area.
6.17 Adjacent Facility Incident

A. Potential Exposures

- Hazardous material release from adjacent facility
- Injury/Illness to personnel
- Damage to assets
- Interruption of production or services
- Law enforcement incident
- Fire
- Loss of utilities
- Strike, picket, access to facility
- Smoke migration into building air intakes (HVAC)

B. Incident Response

The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.

- If the incident is discovered and reported by an employee, contact the source of the concern and request specific information regarding the incident.
- Try to determine wind direction if the incident involves a chemical or gas release.
- Request MSDS’s for released materials.
- Consider the impact on the facility if there are any releases to ground water.
- Do not evacuate if it is not safe to go outside.
6.17 Adjacent Facility Incident

C. Roles and Responsibilities

If evacuation of the facility becomes necessary due to an emergency at an adjacent facility, associates will be instructed to follow the Evacuation Plan (see Section 7.0).

NOTE: It should be noted that there may be times when it is safer to stay in place inside, instead of evacuating to the outside. The Incident Commander will have to make this decision based on information that he obtains from the adjacent facility.

1. Incident Commander
   a. Incident Management

   The Incident Commander uses the Incident Commander Form (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the emergency.

   Important Note: The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions. The Incident Commander will take directions from and cooperate with the Incident Commander at the adjacent facility in emergency situations.

   If applicable, duties will include:

   - Activate internal alarms or communication systems (if there is a threat to personnel or the facility).
   - Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
   - Contact Corporate Safety & Environmental Manager.
6.17 Adjacent Facility Incident

- Ensure that any injured personnel will be given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.

b. Post- Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the residual materials are, in fact, non-hazardous.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator

4. Site Emergency Manager and Emergency Coordinator

- Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
  - any death
  - hospitalization of three or more persons
6.17 Adjacent Facility Incident

- estimated costs exceeding $50,000
- regulatory agency penalty or citation

- Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
  - Take corrective action to minimize losses and prevent recurrence of a similar type incident
  - Debrief personnel
  - Provide critical stress debriefing if needed
  - Review lessons learned
6.18 Off-Site Transportation Incident

Emergency personnel at this site can effectively respond to off-site transportation incident emergencies by utilizing this section of the CCMERP.

No company vehicles may be used to transport hazardous materials (including hazardous wastes) or liquids from this facility. Outside haulers will be used to transport hazardous materials off-site.

Contents This Section

- Flow Chart
- Potential Exposures
- Incident Response
- Roles and Responsibilities

Note:

- Refer to Master Call List in Front Pocket of this Manual.

- Refer to multiple sections if incident involves numerous Emergency Incident Categories, and provide associates / visitors with updates on a routine basis.

Off-Site Transportation Incident – A transportation incident in the area that can affect the operations of properties in the immediate area.
6.18 Off-Site Transportation Incident

A. Potential Exposures
   - Injury/Illness to personnel
   - Damage to assets
   - Interruption of production or services
   - Railroad derailment in area – release of hazardous chemicals/materials
   - Trailer/Tanker Truck accident in immediate area involving hazardous chemical/material release
   - River shipping incident involving release of hazardous chemical/material
   - Plane/helicopter crash in immediate area
   - Loss of utilities
   - Evacuation of plant and immediate area
   - A need to seek safe refuge
   - Loss of access to and from the plant
   - Plant in flight landing path

B. Incident Response
   The following is an aid to assist in emergency response. This information is not a complete list of all factors required to be considered.
   - Notify the Wabtec Corporation’s Director Safety/Environmental of the incident.
   - The plant is responsible for providing information about the material being transported by supplying information from waste manifests, the results of chemical analysis on the material and/or MSDS’s.
   - The driver of a vehicle involved in an off-site transportation incident should:
     - Call 911 if there is immediate danger.
6.18 Off-Site Transportation Incident

- Notify the facility’s Environmental Department and environmental agencies as required.
- Provide documentation to emergency responders.

- Provide Emergency Response Information to Outside Transporters

Under the Department of Transportation (DOT) Hazardous Materials Transportation Act any person who offers a hazardous material (including hazardous waste) for transportation is responsible for providing emergency response information to the transporter. Emergency Response information is defined as information that can be used in the mitigation of an incident involving hazardous materials and which contains the following, at a minimum:

- The basic description and technical name of the hazardous material,
- Immediate hazards to health,
- Risks of fire or explosion,
- Immediate methods for handling fires,
- Initial methods for handling spills or leaks in the absence of fire,
- Preliminary first aid measures,
- The information must be printed legibly and available for use away from the package containing the hazardous material.

- Provide a 24-Hour Emergency Response Telephone Number

In addition, under DOT regulations, any person who offers a hazardous material for transportation must provide a 24-hour emergency response telephone number for use in the event of an emergency. The telephone number must be:

- Monitored at all times while the hazardous material is in transportation,
- The number of a person who is either knowledgeable of the hazardous material being shipped and has comprehensive emergency response and incident mitigation information for that material, or has immediate access to a person who possesses such knowledge and information, and Entered on the shipping paper.
6.18 Off-Site Transportation Incident

C. Roles and Responsibilities

If evacuation of the facility becomes necessary due to an emergency involving an off-site transportation incident, associates will be instructed to follow the Evacuation Plan (see Section 7.0).

**NOTE:** It should be noted that there may be times when it is safer to stay in place-inside, instead of evacuating to the outside. The Incident Commander will have to make this decision based on information that he obtains from outside emergency response agencies responding to the off-site transportation incident.

1. Incident Commander
   a. Incident Management

   The Incident Commander uses the *Incident Commander Form* (Form ERP 002) in Section 4.0, and the Flowcharts, Potential Exposures and Incident Response information in this section to manage the response to the incident.

   **Important Note:** The following activities may occur concurrently with assistance from facility personnel at the direction of the Incident Commander. The particular nature of the incident will alter the order or need of any of the following listed actions. The Incident Commander will take directions from and cooperate with the Incident Commander at the off-site transportation incident site.

   If applicable, duties will include:

   - Activate internal alarms or communication systems (if there is a threat to personnel or the facility).
   - Contact appropriate outside response agencies (e.g., fire, police, ambulance) if assistance is needed.
6.18 Off-Site Transportation Incident

- Ensure that any injured personnel will be given appropriate medical attention and/or arrange transportation to the hospital.
- Coordinate on-site evacuations, if required.
- If a hazardous material has been released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate response procedures.
- Make all required verbal notifications.

b. Post-Incident Management

- If a hazardous material is released, refer to Section 6.15 Hazardous Chemical/Substance Release for appropriate post-incident response procedures.
- Residue mixtures of liquid chemicals and water should be mopped or vacuumed up and stored in suitable waste disposal containers marked appropriately as to contents. Spent sorbent material must be collected in suitable waste disposal containers and will be marked as to contents. Residual materials should never be placed in the facility trash containers until determining that the residual materials are, in fact, non-hazardous.
- Ensure that all response and safety equipment is cleaned and returned to proper working order and expended supplies are restocked.
- Monitor all operating equipment, including transfer lines, after restarting operations.
- Finalize Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) and send a copy to:
  - Site Emergency Manager
  - Emergency Coordinator
4. **Site Emergency Manager and Emergency Coordinator**
   - Immediately notify Wabtec Corporation’s Legal Department and Wabtec Corporation’s Director of Safety & Environmental Manager of any incident involving:
     - any death
     - hospitalization of three or more persons
     - estimated costs exceeding $50,000
     - regulatory agency penalty or citation
   
   - Using the completed Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002):
     - Take corrective action to minimize losses and prevent recurrence of a similar type incident
     - Debrief personnel
     - Provide critical stress debriefing if needed
     - Review lessons learned
7.0 Evacuation

A. Determination to Evacuate

Once the determination has been made that an evacuation is necessary by the Incident Commander, the Site Emergency Manager or any other person, the following procedure will be implemented:

1. Associates

When the evacuation notification is given, associates should do the following:

a. Shut down power tools, machines, smoking, open flames, and fuel sources.

b. Leave your area promptly in single line and in an orderly manner.

c. Proceed out exit doors to your designated assembly area, and remain in this area as directed by your supervisor.

d. Do not stand in aisle ways, roadways, or in front of fire protection equipment.

e. Operators of industrial trucks, on the sounding of the alarm, will park their vehicles so as not to block aisles or fire fighting equipment. Operators are also instructed to shut off propane and fuel tanks. They then follow the personnel in the area they are in and exit the facility.

f. Operators of lift trucks are instructed to lower load to floor and unhook from load when possible, and follow the personnel in the area they are in and exit the facility.

g. Any employee not in his own department at the time of the Evacuation Alarm will evacuate with personnel of that area, then report to the assembly area of their respective department for roll call.
7.0 Evacuation

h. Assemble at the Assembly Area and standby for roll call by your Supervisor. **Do not leave the site or go to your vehicle.**

i. Remain in your evacuation assembly area until the Incident Commander declares an all clear.

j. Once an all clear is given, return directly to your workstation.

k. Your Supervisor or the Incident Commander should debrief you immediately on the emergency, including lessons learned.

**NOTE: Visitors** - All visitors must sign in at the guard shack or reception area and sign out as they leave. Anyone with a visitor must inform his or her area supervisor. The area supervisors must convey this information to the Incident Commander or designated representative who will account for these individuals. During an evacuation incident anyone, including visitors, should follow the same evacuation procedures.

2. Supervisors
   a. Area supervisors will check the restrooms prior to evacuation.
   b. Accompany your associates to the evacuation assembly area.
   c. Take roll call and immediately report all missing personnel to the Incident Commander.
   d. Once the “all clear” signal is sounded, accompany your associates back to their work area.

3. Incident Commander
   The Incident Commander:
   a. Has the authority to modify this plan depending on the conditions at the time of the incident.
7.0 Evacuation

b. Notify all necessary organizations and neighboring facilities, if needed in the incident.

c. Coordinate all fire fighting efforts until proper authorities take over.

c. Ensure that personnel do not re-enter the facility until the all-clear signal is given via a verbal announcement from the Incident Commander or designee.

B. Additional Search and Rescue Procedures

1. Any person(s) suspected to be missing should be reported immediately to the Incident Commander.

2. The immediate supervisor of the missing person(s) will provide information to the Incident Commander on the locations where the missing employee(s) was (were) last seen or where they are suspected to be.

3. The Facility Emergency Response Team personnel and/or the Fire Department, depending on the exposures presented, will conduct a search and rescue. A buddy system will be used on all search and rescues.

4. All rescue personnel are to wear adequate personnel protective equipment for the exposures present in the area of the emergency. Only associates trained in the use of protective equipment shall be allowed to use such equipment during rescue operations.

5. Rescue personnel will be in radio communication with the Incident Commander.

6. Outside medical response personnel must be put on alert that persons are reported missing, and search and rescue procedures are being conducted.

7. All search and rescue personnel must be accounted for in pairs after search and rescue procedures are completed.

8. All search and rescue personnel should be debriefed immediately on the emergency, including lessons learned.
7.0 Evacuation

C. Evacuation Drills
   • Evacuation drills will be held annually for all associates.

D. Evacuation Maps
   • Evacuation maps with designated assembly areas are posted throughout the facility.
8.0 Media Communications

Introduction

Associates who are not authorized Spokespersons for Wabtec Corporation must refrain from any other comment to the media besides a grateful acknowledgment of interest and referral to the Spokesperson at the location or to the Wabtec Corporation Communications Group.

The Wabtec Corporation’s and Wabtec Corporation Communications Groups must handle all press releases for serious incidents. These groups will prepare the release and will be responsible for facilitating appropriate senior management approval and routings.

The facility spokesperson person should work with this group before releasing any information about the incident. For this facility the local spokesperson(s) are General Manager and Director of Human Resources as describe on Section 5.1 of this manual.

These persons are responsible for:

- Providing a source point for local media;
- Assuring immediate notification to the Wabtec Corporation Division and Wabtec Corporation Communications Groups; and
- Referring inquiries of any nature from the news media to the Wabtec Corporation Division and Wabtec Corporation Communications Groups.
8.0 Media Communications

Appended to this section of the CCMERP is a copy of Wabtec Corporation’s Media Relations Policy. The document must be referred to in an emergency situation, prior to meeting with the media.
8.0 Media Communications

**Internal Use Only**

A. Introduction

Associates who are not authorized Spokespersons for Wabtec Corporation must refrain from making any comments to the media besides a grateful acknowledgment of interest and referral to the offices local Facility Spokesperson or Wabtec Corporation’s Executive Management, including:

- President
- Sr. Vice President
- Vice President, Human Resources

Wabtec Corporation Executive Management must prepare all press releases for serious incidents.

The Facility Spokesperson person should work with Executive Management before releasing any information about the incident. The Facility Spokesperson and Alternate Spokesperson for the office are identified on the Emergency Response Team table (Section 3.0 in this plan).

Spokespersons are responsible for:

- Providing a source point for local media;
- Assuring immediate notification to Wabtec Corporation Executive Management; and
- Referring inquiries of any nature from the news media to Executive Management.

B. Policy Statement – Media Communications

This policy outlines Wabtec Corporation guidelines for communicating with the local, trade and national media in a manner that is informative, consistent, responsive and focused on reinforcing Wabtec Corporation’s reputation as a leader in the electronic security industry.
8.0 Media Communications

C. Purpose
The Media Communications Policy ensures that Wabtec Corporation consistently provides prompt, clear, accurate information to the media. Ultimately, the Company must speak with one voice.

Wabtec Corporation strives to be an honest, candid and credible resource on matters relating to its services, operations, industry, policies and issues of public interest. Recognizing that the media influences public perception and is also a valuable channel for presenting information about Wabtec Corporation, it is in the Company’s best interest to ensure information is communicated effectively and within a unified framework. That is why all media inquiries, according to this policy, must be referred to designated Wabtec Corporation’s Spokespersons or Executive Management.

D. Scope
These guidelines apply to all Wabtec Corporation associates at all of the company’s facilities.

E. Policy Implementation
1. This Media Communications Policy will be available to all District and Office Managers.

2. Managers are to brief each member of his or her team with regard to the existence and availability of the Media Communications Policy.

3. District Managers will identify the Spokesperson for each location. In most cases, the Office Manager will be the primary contact and the Human Resource Administrator or AVP is the alternate spokesperson.

4. Associates will be instructed by their manager or supervisor that all inquiries, questions or requests for information by the press, should be directed to the Spokesperson at that location immediately. Associates should be instructed to thank the reporter for his or her interest, and then offer the name of the Spokesperson who will be contacted immediately.
8.0 Media Communications

In the event of an inquiry at the office, and if the Facility Spokesperson is not available, the Alternate Facility Spokesperson should be notified.

5. Associates who are not authorized Spokespersons for Wabtec Corporation must refrain from any comment to the media other than a grateful acknowledgment of interest and referral to the Spokesperson at the location or to Executive Management.

An example of an appropriate response is:

“Thank you for your interest in Wabtec Corporation. Mr./Ms. Jones (add Spokesperson or Alternate Spokesperson’s name here) would be happy to talk with you. I’ll locate him/her for you right away.”

F. Responsibilities of the Spokespersons

Each office will have a designated Spokesperson and Alternate Spokesperson, whose responsibility it is to provide a source point for local Media and to immediately notify Executive Management.

The Spokesperson should be familiar with the overall guidelines in this section.

When a reporter calls, the Spokesperson should ask the following information:

Name, telephone number and specific media affiliation of the reporter.

“The Times” may mean the New York Times or the Times Reporter of Summit County. Wabtec Corporation will need to know this to determine the level of response required.

What information are you looking for? How may I help you?

A reporter may be calling for many reasons. Find out what information he or she is interested in receiving, e.g. photos, statements, etc.
8.0 Media Communications

What is your deadline (day, date, and time of day)?

Reporters often work within very short time constraints. Getting the answers to this question ensures that Wabtec Corporation will provide a response that meets the reporter’s timeline, while indicating to them that you may not be responding immediately, without actually having to say this to them.

Who have you already talked with on this matter? Who do you plan to talk with? Since there may be other associates, customers, competitors, etc.

Getting this information enables Wabtec Corporation to provide the level of detail necessary for the reporter to accurately prepare his or her story.

Any other information offered by the reporter should be carefully noted.

G. Responsibilities of Executive Management

Executive Management is responsible for:

- ensuring prompt, positive, informed and cohesive responses to media inquiries.
- providing or assisting the Spokesperson in gathering the pertinent data with which to respond in preparing his or her answers to questions, and in providing follow-up information.
- assisting the Spokesperson in proactively establishing a relationship with the local and regional Media, and assisting with community relations' projects in which the facility is involved.

H. Responding to a Media Question on a Case-by-Case Basis

If it is determined that the Spokesperson will respond to the media inquiry, the Spokesperson will formulate a written response with the assistance of Executive Management.

If it is determined that Executive Management will respond to the media inquiry, the Spokesperson and other facility representatives should be prepared to provide information and assist in the preparation of a response to the reporter. The Spokesperson should be briefed as
to the response that will be given in all cases where the Executive Management follows up on an inquiry received at a Wabtec Corporation facility.

In addition to preparing the response to the direct inquiry, the Spokesperson will review the available information and prepare anticipatory responses based on the inquiry, in the event the reporter asks for any clarification.

Once the reporter has been contacted and Wabtec Corporation has made its response, the Spokesperson should log the time and response to the question and forward this information to Executive Management. If Executive Management made the response, the time of call and response will also be logged for reference. All contacts with the Media should close with an acknowledgment of gratitude for the reporter’s interest and an offer to assist with any additional information in the future.

I. Responding to a Request to be Interviewed

Process

As with media inquiries, requests for interviews must be cleared with Executive Management. When a request is made for an interview, the reporter should be asked to provide a list of questions, which will be asked of the interviewee. The questions should then be sent to Executive Management.

Together with the Spokesperson, the interviewee is responsible to assist in preparing responses to the questions, and should follow direction of Executive Management in preparing his or her replies. The interviewee should also prepare his or her own list of questions in the event clarification on a point is required or a follow-up question arises. All interviews should close with an acknowledgment of gratitude for the reporter’s interest and time and an offer to provide follow-up information.

After the interview, the interviewee should note all the questions asked and all responses given and forward this to Executive Management.
8.0 Media Communications

J. Effective Media Communications Tips

Once the Spokesperson has informed Executive Management about a media inquiry and has been assigned to respond to the request, there are a few general guidelines that should be considered.

1. Know the Company’s policies and procedures.

2. Read any recent Company press releases and publications. Be familiar enough with these documents to discuss them in general terms during any discussion with the media.

3. Be honest but guarded. If you don’t know the answer, say so and offer to get the information for the reporter.

“I don’t know the answer to that. But I will research it and get back to you as soon as possible.”

4. Focus on two or three key messages that have been reviewed with the designated communicator. Find ways to repeat or refer back to these messages in your responses to questions.

Media communication will be structured so that four key points are clear, and that these points are consistently reinforced:

- The Company is concerned for all affected individuals
- The Company is committed to resolving the incident
- The Company will take measures to ensure that this does not happen again
- The Company is committed to the community and will act in the public’s best interests.

Example:

“Wabtec Corporation is a leader in the brake subsystems and electronic train-control industry. We honor our promises, uphold our legal responsibilities and treat our colleagues, customers, communities, environment, and our stakeholders with respect. This is one of our core values...highest integrity.”
8.0 Media Communications

5. Use plain language. Explain abbreviations, industry buzzwords or acronyms if you must use them.

“For example, We are an industry leader in the brake subsystems and electronic train-control industry.

6. Keep your answers brief, especially with the broadcast media.

7. Be realistic and positive, but do not over promise or under deliver. Credibility is critical.

8. As a general rule, if you don’t want something repeated and possibly edited out of context, do not say it.

K. Interview Tactics to Watch

Once the Spokesperson has informed Executive Management of the request for an interview, submitted the reporter’s list of potential questions and prepared responses with the guidance of the Executive Management, there are a few interviewer tactics to be prepared for during the interview:

1. **Multiple part questions:** “When did this fire occur and how long have you monitored this site?”

   **Strategy:** Take the questions one at a time, answer the easiest question, or the one you are most prepared to answer.

2. **Hypothetical questions:** “If your competitor were to announce their intent to make an acquisition into a product area you are not currently serving, would you also attempt to enter that product line?”

   **Strategy:** Say that the question is hypothetical and that you don’t think that it would be fair for readers/viewers/listeners to hazard a guess.
3. **Silent pause**: (When a reporter seemingly is looking for you to elaborate on a response to a question).

   **Strategy**: Ask the reporter if you have answered his or her question or assert yourself and state one of Wabtec Corporation’s key strategies or points.

4. **Baiting**: “Why did Wabtec Corporation finally decide to close the ABC office?”

   **Strategy**: Never speak for another Wabtec Corporation location. Tell the reporter to ask Executive Management.

Whenever practical, it is the interviewee’s goal to reinforce the Company’s media objectives and messages and know what they are in advance. Experienced interviewers do this by using the “Acknowledge/Bridge/Key Point” strategy. This involves answering clearly the question that the reporter asks and then tying this response back to a Company’s strengths, strategies or accomplishments.

L. **Authorized Initial Responses to Media Inquiries**

There are three authorized initial responses to media inquiries during an emergency:

1. **IF NO FACTS ARE AVAILABLE**:

   “We are currently investigating reports of a _______(fire, accidental release, fatality, violent crime, etc.) within the _______ office and we will provide you with information when we can.”

2. **IF ONLY THE GENERAL NATURE OF THE Emergency IS KNOWN**:

   “We do have a _______(fire, accidental release, fatality, incident of violence, etc.) at the office, but no details have been verified. We are cooperating fully with all of the proper authorities (Police, OSHA, EPA, Fire Department or other appropriate authorities). We will share additional information with you when we can.”
8.0 Media Communications

3. **OFTEN DETAILS CANNOT BE RELEASED FOR LEGAL, PROPRIETARY OR SECURITY REASONS:**

“The situation is currently under investigation (by authorities, if applicable) and we are not able to provide any further information. As a matter of policy, we do not discuss matters that involve legal/proprietary/security matters.”

M. **Spokesperson Summary**

The Spokesperson should be available around the clock and should be prepared to be briefed by members of the Emergency Response Team at all times during emergency containment, fact-finding and follow-up stages.

**What to Do When a Reporter Calls:**

**Ask:**

- Name, affiliation, phone number?
- What are you looking for? How may I help you?
- What is your deadline?
- Who have you already spoken with on this matter?
- Do you plan to talk with anyone else?

Listen for any other information the reporter shares.

Thank the reporter for the inquiry and assure him or her that they will be called back shortly.

Call Executive Management to notify them of inquiry.

**What Not to Do When a Reporter Calls:**

- Do not discuss matters “off the record.” There is no such thing.
- Do not react to rumors.
8.0 Media Communications

- Do not comment on the competition.
- Do not disclose or discuss your facility’s operating or statistical data.
- Do not over-answer a simple question.
9.0 Termination, Reporting and Follow-Up

A. Procedures

1. The Incident Commander is responsible for the notifications required at the termination of an incident. This must be done in coordination with local, state, or federal authorities, as necessary. The Incident Commander may rely on assistance from the Operations Commander or the Liaison Commander as a part of the Incident Command System.

2. In the case of spills, certain regulations may become effective once the “emergency” is declared over, and these will need to be handled.

3. Follow-up actions such as accident investigation, response review critique, and written follow-up reports are associated with an incident termination.

4. The orderly demobilization of response resources must be conducted.

5. Once the emergency is terminated, the following should be completed under the direction of the Incident Commander:

   - Declare when emergency is over.
   - Fill out incident report(s).
   - Debrief personnel- Wabtec Corporation’s EAP Program should be used to provide this debriefing.
   - Review lessons learned.

B. Critical Incident Stress Debriefing

Critical Incident Stress Debriefing should be provided after a severe trauma, such as an employee suicide, airplane crash fatalities, a major injury accident, violence or death at the work site, etc. Appropriate debriefings for associates traumatized by such incidents are in the best interests of the employee, union, and company. In cases that are more severe, the services of an outside agency specializing in this type of work may have to be brought to the facility site.
9.0 Termination, Reporting and Follow-Up

C. Post Incident Analysis
   Every emergency response should be critiqued to evaluate the quality of the response and to enable the response team to improve. Use the Incident Reports mentioned in #5 above as part of your critique.

D. Incident Response Follow-up
   Use the Initial Emergency Call Worksheet (Form ERP 001) and Incident Commander Form (Form ERP 002) in Section 4.0 to document the incident and critique the response. Use the Incident Assignments and Follow-Up Form (Form ERP 005) on the next page to assign tasks to minimize further losses.

Note: Immediately send copies of all completed emergency reports mentioned above to:

- WABTEC CORPORATION’S LEGAL DEPARTMENT
- WABTEC CORPORATION’S DIRECTOR OF SAFETY & ENVIRONMENTAL MANAGER

Verbal notification by the Site Emergency Manager or Emergency Response Plan Leader should be made immediately in all cases involving:
9.0 Termination and Follow-Up

## Incident Assignments and Follow-Up

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<tr>
<th>Incident Assignment</th>
<th>Est. Cost</th>
<th>Assigned To</th>
<th>Proposed Completion Date</th>
<th>Actual Completion Date</th>
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Form No. ERP 005

Issued: 03/01/04  Revised:
9.0 Termination and Follow-Up

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10.0 Site Specific Response Information

The information contained in this section will support many aspects of a response to an emergency incident. The information may not be needed during every response action but, when utilized, could be critical to the success of that response.
### 10.1 Hazardous Material Inventory / Location

**A. Chemical Inventory**

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Max. Quantity on Site</th>
<th>Storage Location</th>
<th>HMIS Code</th>
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When printed this becomes an uncontrolled document
10.1 Hazardous Material Inventory / Location

Note: If available, provide hazardous material, bulk storage tank and SDS sketches/maps to Section 10.3

B. SDS Reference Locations
   Safety Data Sheets (SSDS’s) are located throughout the facility at the following locations:

   1. Locomotive QA Office
   2. Paint Shop Supervisor Office
   3. Finish Shop entrance to lower office

THE LOCATION OF THE SDS MAY NOT INCLUDE ALL THE AVAILABLE SDS TO THE DATE.
10.2 On-Site Emergency Equipment and Facilities

A. Fire Protection Equipment
   1. Fire Protection Water Supply and Automatic Sprinkler Systems

   Fire sprinkler systems, standpipes and fire hydrants are located throughout the facility. The locations of the sprinkler standpipes and the fire hydrants are identified on the attached plant Fire Protection Systems diagrams.

   The water supply for the MotivePower is supplied by an on-site production well. The supply includes a 500,000-gallon water storage tank with primary electric fire pump rated at 1500-gallon-per-minute discharge and a diesel powered emergency back-up pump. The fire water system is inspected monthly and tested annually.

   **Water shall not be used to extinguish LNG fire.**

   4. Fire Extinguishers -

      Dry chemical and CO2 fire extinguishers (20 lb., Class ABC) are located throughout the facility. Only dry chemical extinguishers may be used on an LNG fire. Locations of fire extinguishers are shown on the attached plant Fire Protection Systems diagram (Appendix B). Fire extinguishers are inspected annually by an external contract inspection service and monthly by designated MotivePower employees.

B. Spill Response Equipment
   1. Spill Response Kit

   2. Oil/water separator

   3. Several 3M Sorbent Booms, Mats, and Rolls

   4. Eight drainage inlet covers
10.2 On-Site Emergency Equipment and Facilities

5. Air diaphragm pump
6. Sand material
7. Exterior riding power scrubber
8. Interior riding power scrubber

C. Confined Space Rescue Equipment –
MotivePower does not have a trained Confined Rescue Team on site. We rely on the Local Emergency Planning Committee for calls. When in doubt call 911. We do have Confined Space Rescue Equipment

The Confined Space Rescue Equipment is stored at Pump house. This equipment includes:

- Tripod
- In-line respirators with air supply
- Harnesses/Ropes
- Backboard
- Movement monitors
- Electric Blower
- Opening barricade
- 110 volt GFI junction-box with light

In addition to above, air monitoring equipment is located Locomotive Administrative offices.
10.2 On-Site Emergency Equipment and Facilities

D.  Entrapment Rescue Equipment
MotivePower does not have a trained Entrapment Rescue Team on site. We rely on the Local Emergency Planning Committee for calls. When in doubt call 911. We do have High Angled Rescue Equipment throughout the site.

E.  First Aid Supplies
First aid supplies are maintained at several locations throughout the facility. This includes the following main supplies and equipment:

- Automatic External Defibrillator (AED)
- Trauma Supplies
- BP cuff/stethoscope
- Personal protective clothing and equipment (goggles, pocket mask, etc.)

G.  EYE WASH STATIONS
Emergency eye wash stations and showers are located around the facility. Portable eye wash stations are located near hazardous material and hazardous waste storage areas. Portable eye wash materials are also available for use when work is being conducted with hazardous materials.

F.  Incident Command Center
The Incident Command Center should be equipped with the following supplies, so they are readily available when the Incident Command Center is placed into action:

- CCMERP Manual
- Set of Plant Drawings
- 2 - Two-way Radios
- Electric Lanterns
- Material Safety Data Sheets (MSDSs)
10.2 On-Site Emergency Equipment and Facilities

- Plant Telephone Directory
- Tablets/Pencils
- Clip Charts to write on
- Magic Markers and Highlighters
- Masking and Duct Tape
- First Aid Kit (located in Kitchen)
- Disposable Cameras
- Bloodborne Pathogen Kit
- Dictaphone
- Flipchart pad to write on
- Incident Command System Vests or Arm Bands
- Extra Batteries for Equipment
- Labels
- Zip Lock Bags (large)
- Scissors

10.3 Area Sketches and Other Information

The following sketches and information were developed to aid in response of a particular facility area; especially those areas of greatest incident potential.
10.3 Area Sketches and Other Information
10.3 Area Sketches and Other Information
EMERGENCY RESPONSE INSTRUCTIONS

ADMINISTRATION BUILDING

Department managers or their designate are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
**SOUND THE ALARM!** Sound the evacuation alarm by activating a pull station located at each doorway.

The evacuation alarm system in the Administration Building is an audible and visual alarm. Pull stations are located near the entrance and exits of the building. The building is also equipped with smoke and heat detectors. The alarm system reports to Peak Alarm Company.

**CONFINE**
Confine the fire and smoke by closing all doors. If smoke is entering from under a door, stuff wet towels under the door if available.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

**ASSEMBLE**
Proceed to STAGING AREA B-1 located on the west boundary of the employee parking lot or STAGING AREA B-2 located on the east side of the Administration building next to the Fabrication Shop.

During inclement weather managers may direct employees to meet in the Warehouse. Managers will provide further instructions at the meeting location.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
- Open traffic gate located at the south side of the building.
EMERGENCY RESPONSE INSTRUCTIONS

COMPONENT SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
**SOUND THE ALARM!** The alarm pull box is located on a center beam in the south-end of the building. A second pull box is located in the Locomotive Shop between column 7 and 9 on Track 1 Spot 3. The same signal system is used to signify start – stop of shift and lunchtime. An emergency sound will be identified by continual, short, repetitive blasts of the horn. This alarm system does not report to an outside alarm monitoring company.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
**EVACUATE THE BUILDING.** An evacuation of the Component Shop will coincide with an evacuation of the Locomotive Shop.

**ASSEMBLE**
Employees are to go directly to STAGING AREA B-2 located east of the Administration building.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947- 2994 or 947- 4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
- Open traffic gate located at the south side of the building.
EMERGENCY RESPONSE INSTRUCTIONS

FABRICATION SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
**SOUND THE ALARM!** The evacuation alarm system for the Fabrication shop is both visual and audible alarm. Pull stations are located near the emergency exits. A sprinkler system is also located in the Finish Shop and is equipped with heat-activated sprinkler heads. The alarm system reports to Peak Alarm Company and at the Motive Power Security Station.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

**ASSEMBLE**
Employees are to go directly to STAGING AREA C located at the Security Station.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial *verbal* report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
EMERGENCY RESPONSE INSTRUCTIONS

FINISH SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

RESCUE

Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

ALARM

SOUND THE ALARM! The evacuation alarm system for the Finish Shop is an audible alarm. Pull stations are located near the emergency exits. A sprinkler system is also located in the Finish Shop and is equipped with heat-activated sprinkler heads. Only those sprinklers sensing heat will be activated. When the sprinkler system is activated the water gong sounds outside the building and an alarm buzzer will sound inside the building. The alarm system reports to Peak Alarm Company and at the MotivePower Security Station.

CONFINE

Confine the fire and smoke by closing all doors.

EXTINGUISH

Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

EVACUATE

EVACUATE THE BUILDING. Exit the building through the closest clear exit.

ASSEMBLE

Employees are to go directly to STAGING AREA located at the Security Station.

NOTIFY

Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report — description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

ACCOUNT

Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

SECURE

The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
EMERGENCY RESPONSE INSTRUCTIONS

LOCOMOTIVE SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
SOUND THE ALARM! The evacuation alarm pull boxes are located between columns 7 and 9 on Track 1 Spot 3 in the Locomotive Shop, at all door exits except the two northeast corner doors next to Loco maintenance, and on a center column in the south-end of the Component Shop. The same signal system is used to signify the start-end of shift and lunchtime. The emergency alarm will be denoted by continual, short, repetitive blasts of the horn. This alarm system does not report to an outside alarm company.

An evacuation of the Locomotive Shop will coincide with an evacuation of the Component Shop and South Maintenance shop.

*South Maintenance shop is not equipped with an alarm system. Verbal notification will be used.*

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
EVACUATE THE BUILDING. Exit the building through the closest clear exit.

**ASSEMBLE**
The main shop will meet at the STAGING AREA located on the west end of the Locomotive Shop next to the water cistern by the Large Paint Shops.

The Administration offices and lunchroom will meet on the north side of the Locomotive Shop next to the designated smoking area

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- GM Staff on Call
- Security 947-4907 or radio

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
- Open traffic gate located at the south side of the building.
EMERGENCY RESPONSE INSTRUCTIONS

NORTH & SOUTH LARGE PAINT SHOPS

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
**SOUND THE ALARM!** The North Large Paint Shops Fire & Evacuation Alarm System is equipped with pull boxes located by all of the building exit doors. The building is equipped with heat detectors located outside of the paint booths.

An alarm buzzer and strobe lights located outside of the paint booths in the main building structure denotes an evacuation alarm. The lights located in the roof and the walls at each end of the paint booths will blink on and off and the paint air will shut off within three minutes of an alarm to notify painters working inside of the booth. The alarm system is activated when a pull box is tripped, a heat detector is activated or when the fire protection sprinkler system water flow is detected. All alarms in the North Large Paint Shop are signaled automatically to an alarm company and the Security Station. A sprinkler system is located in each of the Large Paint Shops. When a sprinkler system is activated the water flow bell sounds outside the building.

The South Large Paint Shop is not equipped with an alarm or fire detection system. Employees are notified of an emergency evacuation by verbal communication. Water flow detected in the fire sprinkler system is not automatically transmitted to an alarm company or to Security.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

**ASSEMBLE**
All shop will meet at the STAGING AREA located on the located east of the Paint Shops next to the Water Cistern.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
- Open traffic gate located at the south side of the building.
EMERGENCY RESPONSE INSTRUCTIONS

Q-TRON & TRAINING BUILDING

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
**SOUND THE ALARM!** The evacuation alarm system is an audible and visual alarm. Pull stations are located near the entrance/exits of the building. The building is also equipped with smoke and heat detectors. The alarm system reports to Peak Alarm Company.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

**ASSEMBLE**
Employees are to go directly to STAGING AREA located at the Security Station.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
EMERGENCY RESPONSE INSTRUCTIONS

SMALL PAINT SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

RESCUE
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

ALARM
**VERBAL ALERT!** The Small Paint Shop has no alarm system. Verbal communication will be used to notify workers of a building evacuation. The building is small enough to justify alerting workers of emergency situations by verbal communication. It is the responsibility of the employees in the building to make sure the adjacent rooms containing the heater and steam cleaner is free from personnel, if an emergency should arise.

The paint exhaust filters in the Small Paint Shop do have a sprinkler system that is heat activated.

CONFINE
Confine the fire and smoke by closing all doors.

EXTINGUISH
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

EVACUATE
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

ASSEMBLE
Employees are to go directly to STAGING AREA F located west of the Small Paint Shop next to the Fabrication Shop.

NOTIFY
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

ACCOUNT
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

SECURE
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
EMERGENCY RESPONSE INSTRUCTIONS

SOUTH MAINTENANCE SHOP

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
VERBAL ALERT! The Small Paint Shop has no alarm system. Verbal communication will be used to notify workers of a building evacuation. The building is small enough to justify alerting workers of emergency situations by verbal communication. It is the responsibility of the employees in the building to make sure the adjacent rooms containing the heater and steam cleaner is free from personnel, if an emergency should arise.

The paint exhaust filters in the Small Paint Shop do have a sprinkler system that is heat activated.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
EVACUATE THE BUILDING. Exit the building through the closest clear exit.

**ASSEMBLE**
Employees are to go directly to STAGING AREA F located west of the Small Paint Shop next to the Fabrication Shop.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**
VERBAL ALERT! The Small Paint Shop has no alarm system. Verbal communication will be used to notify workers of a building evacuation. The building is small enough to justify alerting workers of emergency situations by verbal communication. It is the responsibility of the employees in the building to make sure the adjacent rooms containing the heater and steam cleaner is free from personnel, if an emergency should arise.

The paint exhaust filters in the Small Paint Shop do have a sprinkler system that is heat activated.

**CONFINE**
Confine the fire and smoke by closing all doors.

**EXTINGUISH**
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**
EVACUATE THE BUILDING. Exit the building through the closest clear exit.

**ASSEMBLE**
Employees are to go directly to STAGING AREA F located west of the Small Paint Shop next to the Fabrication Shop.

**NOTIFY**
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947- 2994 or 947- 4809

**ACCOUNT**
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.
EMERGENCY RESPONSE INSTRUCTIONS

WAREHOUSES

Managers, Supervisors and/or lead people are in command in any emergency.

In the event of a fire, gas leak or other emergency:

**RESCUE**  
Rescue persons from immediate danger if it is safe to do so. Crawl under heat and smoke.

**ALARM**  
**VERBAL ALERT!** The Small Paint Shop has no alarm system. Verbal communication will be used to notify workers of a building evacuation. The building is small enough to justify alerting workers of emergency situations by verbal communication. It is the responsibility of the employees in the building to make sure the adjacent rooms containing the heater and steam cleaner is free from personnel, if an emergency should arise.

The paint exhaust filters in the Small Paint Shop do have a sprinkler system that is heat activated.

**CONFINE**  
Confine the fire and smoke by closing all doors.

**EXTINGUISH**  
Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

**EVACUATE**  
**EVACUATE THE BUILDING.** Exit the building through the closest clear exit.

**ASSEMBLE**  
Employees are to go directly to STAGING AREA F located west of the Small Paint Shop next to the Fabrication Shop.

**NOTIFY**  
Call 911 and report the emergency.

Supervisor or manager will provide initial verbal report – description, people, property, etc. to:

- GM Staff on Call
- Security 947-4907 or radio
- EHS 590-5751 or radio
- Facilities 947-2994 or 947-4809

**ACCOUNT**  
Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

**SECURE**  
The Maintenance Department will:

- Disconnect the Main Electrical Power Supply.
- Shut off the natural gas supply valve.