



**WABTEC CORPORATION
MOTIVEPOWER
BOISE, IDAHO**

CONTINGENCY & EMERGENCY RESPONSE PLAN

**Main Complex
4600 Apple Street
Boise, Idaho 83716**

Phone: (208) 947-4800

Revised: December 2011

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

TABLE OF CONTENTS

- I. PURPOSE
- II. NOTIFICATION REQUIREMENTS
 - A. Internal Contacts
 - B. External Contacts
 - C. Regulatory Notification
- III. REPORTING CONTENT
- IV. FACILITY EMERGENCY MATERIALS AND EQUIPMENT
 - A. Internal Communications and Alarms
 - B. Fire Protection
 - C. Safety Equipment
 - D. First Aid Equipment
 - E. Spill Control and Containment
 - F. Additional Material and Equipment Availability
- V. ARRANGEMENTS WITH LOCAL AUTHORITIES
- VI. EVACUATION
 - A. On-Site Employees and Workers
 - B. Area Residents and Off-Site Industrial Facility Occupants
- VII. PERSONAL INJURY/ILLNESS
- VIII. ENVIRONMENTAL INTRUSION
- IX. INCIDENT REVIEW AND FOLLOW-UP
 - A. Start-Up Requirements
 - B. Post-Incident Review

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

CONTINGENCY & EMERGENCY RESPONSE PLAN

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: Art J. Anderson
Home Phone: 327-0396
Work Phone: 947-4821
Address: 10575 W. Cory
Boise, ID. 83704

2. Spill Response Team Leader

Name: Brandi Williams
Home Phone: 208-346-1283
Work Phone: 947-2958
Address: 12282 W Hickory Dr.
Boise, ID 83713

3. Consultant, Idaho Engineering & Geology

Name: Rich Reed
Home Phone: 385-9030
Work Phone: 381-0108
Consultant, American Geosciences, Inc.
Name: David Perry
Work Phone: 724-733-7000
Cell Phone: 724-600-9890

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

4. Production Manager
Name: Tom Larson
Cell: 208-761-6533
Work Phone: 947-2940

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: 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.)

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

- 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.

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

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.

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

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

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

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.

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

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.

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

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.

MotivePower
CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

SPILL INCIDENT REPORT

Location: _____ Date & Time _____

Estimated Quantity of _____ (Gallons/Pounds)
Spill: _____

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: _____

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CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

Oil & Hazardous Spill Response Plan

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex



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OIL AND HAZARDOUS MATERIAL
SPILL RESPONSE PLAN

Main Complex
4600 Apple Street
Boise, Idaho

October 17, 2011

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL REPSONSE PLAN
Main Complex

TABLE OF CONTENTS

- I. PURPOSE
- II. TRAINING
- III. SPILL RESPONSE MATERIALS
- IV. EMERGENCY RESPONSE
- V. SPILL CONTROL AND COORDINATION
- VI. LEAKING CONTAINER CONTROL
- VII. SPILL CONTROL CONTINGENCIES

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex

I. PURPOSE

The Oil and Hazardous Material Spill Response Plan establishes in detail the actions to be taken and the procedures to be used in the event of a spill of these materials at this facility.

II. TRAINING

All employees receive general hazard communication (HAZCOM) right-to-know and emergency response training as part of their initial employment indoctrination and refresher training at least annually thereafter. Job specific on-the-job training is provided as needed. In addition, personnel generating or handling hazardous wastes must complete the Hazardous Waste Training Program.

The facility maintains a hazardous material (HAZMAT) spill response team trained in accordance with the requirements set forth by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.120. Only personnel who have completed this training will be used to implement the spill response and clean-up actions specified in this plan.

III. SPILL RESPONSE MATERIALS

The facility maintains a limited quantity of absorbent material near each piece of equipment or operation where spills are likely to occur. This material is to be used by the operator for solidification of incidental drippings and for initial response to spills.

The facility further has in storage a quantity of spill response equipment and materials designated for the sole use of the spill response team. A list of this material is appended.

IV. EMERGENCY RESPONSE

In the event of a spill or a leaking container, the following action is to be taken without delay:

- A. Protect people in the vicinity from the hazards of fire, explosion and/or toxic fume by evacuating the immediate area of the spill or the entire facility if necessary. Move all of the people up wind of the spill.
- B. If possible, stop the spill using safe procedures (close shut-off valves, close off drains, plug holes, etc.).
- C. Quickly notify the immediate Supervisor and the Emergency Coordinator.

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex

D. Establish a security area around the spill and control access to the area.

V. SPILL CONTROL AND COORDINATION

The Emergency Coordinator or designated alternate shall organize and coordinate spill response and clean-up actions as follows:

- A. Response personnel shall remain a safe distance up wind from the immediate spill area while donning the appropriate personal protective equipment. The level of protection will depend upon the nature and size of the spill. The Emergency Coordinator shall establish the level of protection to be used.
- B. Identify the spilled material. Be as specific as possible. If necessary to assure identification, remove any documentation from the spilled container to a secure area for inspection.
- C. If appropriate, remove all ignition sources from the area.
- D. Based on the spilled material's MSDS, select an appropriate spill fighting agent and contain the spill. Confine the spill to the smallest possible area using dams, dikes, absorbent, sweeps or booms. Prevent pollutant from entering the drains and/or waterways.
- E. As necessary, contain all contaminated run-off and decontaminate the affected sanitary waste and/or drain lines. If the contaminant enters the public sewer system, immediately notify the Publicly Owned Treatment Works (POTW).
- F. Absorb or otherwise contain all free liquid. Follow any specific directions on the containers of spill fighting agents to neutralize or otherwise detoxify the spilled material.
- G. Collect all spilled material into appropriate salvage or recovery drums, vessels, or containers.
- H. Thoroughly decontaminate the area. Treat all rinsate as contaminated waste.
- I. On completion of the spill response, clean, repair and return to working condition all emergency response equipment.
- J. The Emergency Coordinator with assistance of the Spill Response Team Leader shall inspect the area and certify that it is ready for operation, prior to it being placed back in service.

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex

VI. LEAKING CONTAINER CONTROL

The Emergency Coordinator or designated alternate shall organize and coordinate leaking container response and clean-up action as follows:

- A. Response personnel shall remain a safe distance up wind from the immediate spill area while donning the appropriate personal protective equipment. The level of protection will depend upon the nature and size of the spill. The Emergency Coordinator shall establish the level of protection to be used.
- B. Identify the leaking contents. Be as specific as possible. If necessary to assure identification, remove any documentation from the leaking container to a secure area for inspection.
- C. If appropriate, remove all ignition sources from the area.
- D. If the leaking container contains usable product, salvage as much of the material as practical by transferring the material to another container using an appropriate transfer method (hand pump, siphon, shovel, etc.). For leaking waste containers, if the leaking container can safely be overpacked, into a larger container, do so. If not, carefully unpack the leaking container and place all contents in a new container properly selected to contain the waste. The empty leaking container must be treated as waste and handled appropriately.
- E. Based on the spilled material's MSDS, select an appropriate spill fighting agent and contain the spill. Confine the spill to the smallest possible area using dams, dikes, absorbent, sweeps or booms. Prevent pollutant from entering the drains and/or waterways.
- F. Absorb or otherwise contain all free liquid. Follow any specific directions on the containers of spill fighting agents to neutralize or otherwise detoxify the spilled material.
- G. Collect all spilled material into appropriate salvage or recovery drums, vessels, or containers.
- H. Thoroughly decontaminate the area. Treat all rinsate as contaminated waste.
- I. On completion of the spill response, clean, repair and return to working condition all emergency response equipment.

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex

- J. The Emergency Coordinator with assistance of the Spill Response Team Leader shall inspect the area and certify that it is ready for operation, prior to it being placed back in service.

VII. SPILL CONTROL CONTINGENCIES

In case of a large spill beyond the ability of facility personnel to remedy in a timely fashion, the Emergency Coordinator or his designee shall obtain the services of an experienced spill clean-up specialist from an outside source to assist in the clean-up. The MotivePower Company, Environmental, Safety and Health Department, has immediately available technical and managerial support for spill response operations. This Facility also maintains a standing contract with Specialty Environmental Services, Inc. at 110E. 39TH Street Boise, Idaho 83714 (208) 327-9977 to supply hazardous substance handling support and with Thermo Fluids, Inc., 2801 Brandt Avenue, Nampa, Idaho. (208) 465-4800 for petroleum product management support. If additional response capability is required, the determination of acceptable companies will be based on the following:

- A. A chemical spill clean-up specialties company that carries and maintains the proper state and federal permits and licenses.
- B. A company with the capability and experience to handle the particular chemical spilled. Different companies may be appropriate for different chemicals.
- C. A company whose geographical location lends itself to the most expeditious response to the present spill. The company must also have sufficient equipment, manpower, and material inventories to facilitate any potential need the project may demand.

<p style="text-align:center">MotivePower Company OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN Main Complex</p>

AVAILABLE SPILL RESPONSE MATERIAL & EQUIPMENT

The material and equipment listed below is stored and maintained at the MotivePower Shop for the use of the HAZMAT spill response team. Most of the equipment and material is stored in the 90 Day Storage Area. A transport vehicle has been designated for spill response use.

Spill Response Material

- Sacks of Floor-Dry absorbent
- Top Soil
- Dike-n-Plug
- Rubber mallet

Response Equipment

- Backhoe
- Front-end Loader
- Dump Truck
- Assorted shovels (round point, square point, plastic, etc.)
- Reeled barricade tape
- Wet-Dry Vacuum
- Scavenging pump
- 55-gallon drums (Hazardous material and waste)
- Brooms
- Squeegees
- Plastic Tarps
- Bung wrenches

MotivePower Company
OIL AND HAZARDOUS MATERIAL SPILL RESPONSE PLAN
Main Complex

Personal Protective Equipment

- Chemical resistant coveralls (tyvek or equivalent)
- Rubber Boots
- Rain suits
- Gloves (rubber, chemical resistant, leather, etc.)
- Respirators with assorted cartridges
- Dust particle masks

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CONTINGENCY & EMERGENCY RESPONSE PLAN
Main Complex

Fire and Emergency Action Plan



MOTIVEPOWER

**FIRE & EMERGENCY
ACTION PLAN**

Revised: January 2012

MotivePower
Fire & Emergency Action Plan

FIRE & EMERGENCY ACTION PLAN
Outline

- 1.0 INTRODUCTION**
- 2.0 PURPOSE**
- 3.0 RESPONSIBILITY**
 - 3.1 Management**
 - 3.2 EH&S Department**
 - 3.3 Employee**
- 4.0 EMERGENCY INFORMATION**
- 5.0 EMERGENCY RESPONDENTS**
 - 5.1 Emergency Phone Numbers**
 - 5.2 Emergency Coordinator/Assistant Contact List**
 - 5.3 Medical Emergency Contact List**
- 6.0 EMERGENCY SITUATIONS**
 - 6.1 Bomb Threat**
 - 6.2 Civil Disturbance**
 - 6.3 Natural Disasters**
 - 6.4 Fire**
 - 6.4.1 General Information**
 - 6.4.2 Fire Prevention**
 - 6.4.3 Fire Control**
 - 6.4.4 In Case of Fire**
 - 6.4.5 Emergency Response**
 - 6.5 Gas Leaks**
 - 6.6 Anthrax and other Biological Agent Threats**
- 7.0 EVACUATION OF PREMISES**
 - 7.1 Procedures**
 - 7.2 Emergency Coordinator Responsibilities**
 - 7.3 In Case of Evacuation**
- 8.0 NON-EVACUATION EMERGENCIES**
 - 8.1 Procedures**
- 9.0 HOUSEKEEPING**
- 10.0 PREPAREDNESS AND TRAINING**

Outline Continued

MotivePower
Fire & Emergency Action Plan

APPENDICES:

APPENDIX A:

MAIN COMPLEX DRAWING WITH DESIGNATED MEETING LOCATIONS.
MAIN COMPLEX FIRE HYDRANT & UTILITY MAP.
TRUCK & ENGINE ANNEX BUILDING LAYOUT DRAWING.

APPENDIX B: INDIVIDUAL BUILDING EMERGENCY EXIT INSTRUCTIONS

**APPENDIX C: BUILDING UTILITY & EXIT DRAWINGS. FIRE SYSTEM
INFORMATION**

APPENDIX D: TRAINING GUIDE

APPENDIX E: FIRE EXTINGUISHER CHART

MotivePower Fire & Emergency Action Plan

1.0 INTRODUCTION

Recommended practices and standards of the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and other applicable regulations have been followed in the development of this Fire & Emergency Action Plan for MotivePower's Main Complex and Truck and Engine Annex; hereafter, collectively called MP. Specific OSHA requirements set forth in 29 CFR 1910.38a (Emergency Action Plan) and 29 CFR 1910.38b (Fire Prevention Plan) are incorporated into this document.

According to the OSHA requirements set forth in 29 CFR 1910.38a and 38b, MP must provide all workers with information regarding emergency procedures at the facility. This Plan outlines emergency situations, which may arise at MP and describes how these emergencies shall be handled and how they shall be prevented. The plan identifies designated emergency respondents and establishes the training required for all employees in order for them to effectively respond to emergency situations. MP will provide training to implement this Fire and Emergency Action Plan to all employees.

2.0 PURPOSE

The purpose of Fire & Emergency Action Plan is to provide instructions for employees to follow in an emergency situation and to comply with the applicable standards for responding to emergency situations. Life safety is of primary importance.

3.0 RESPONSIBILITY

This section details the responsibilities for the development, implementation, and review of this Plan. **Personnel failing to follow the procedures described in this document will be subject to disciplinary action in accordance with company policy.**

3.1 Production Management

Production management is ultimately responsible for assuring the development and effective administration of this Fire & Emergency Action Plan. Management may delegate certain areas of their responsibilities to other qualified individuals to facilitate program development or the implementation of this Plan. Management's responsibilities include the following:

- Assuring that this Fire & Emergency Action Plan is developed and revised as necessary to reflect changes to the facility.
- Assuring that all employees are aware of and trained in their responsibilities for implementing the actions identified in this Plan.

Individual shop & office managers are responsible for implementation of this Plan within their jurisdictions. Their responsibilities include:

- Assuring that all-appropriate emergency response equipment is available and in proper working order.

MotivePower
Fire & Emergency Action Plan

- Assuring that all emergency exits are clearly identified and accessible.
- Assuring that each employee has received evacuation training before initial job assignment and whenever the individuals job location changes.

3.2 EH&S Department

EH&S Department personnel are responsible for oversight of the technical aspects of this Plan. Their responsibilities include:

- Conducting a thorough evaluation of MP to define the responses required for each of the identified emergency situations.
- Developing and implementing a program to periodically test the Plan and identify necessary changes.
- Ensuring that all personnel receive the training necessary to respond to any emergency situation.
- Providing periodic inspections of MP to insure that the physical requirements set forth in this Plan are being met.
- Ensuring that this Fire & Emergency Action Plan complies with current regulatory and MP requirements.

3.3 The Employee

MP employees are responsible for working in accordance with the provisions set forth in this Plan and with all instructions and training received.

4.0 BASIC EMERGENCY INFORMATION

1. Scene assessment. Size up the situation. Do not place yourself or others in danger. Can you safely handle the situation?
2. If the situation is dangerous beyond your control, evacuate the building or area.
3. **IF IN DOUBT, LEAVE THE BUILDING OR AREA!**
4. Take a roll call at your designated meeting location. Make sure everyone is accounted for.
5. CALL 911. Use a radio and request a 911 notification when a telephone is not accessible. Other emergency numbers are listed on the following page.

**MotivePower
Fire & Emergency Action Plan**

5.0 EMERGENCY RESPONDENTS

5.1 Emergency phone numbers:

All Emergencies:	911	
MotivePower Security:	947-4907	Cell: 9-724-6928
Boise Fire Department:	9 – 377-6790	
Police Department:	9 - 377-6790	
Ambulance (Ada County Paramedics):	9 – 377-6790	
Idaho Emergency Response Commission:	9 – 422-5723	
Idaho Poison Control	9 - 1-800-222-1222	
State Communications	9 - 1-800-632-8000	
Hazardous Material Incident		
Railroad Incident		
BLM- Grass Fire		

Be prepared to give the following information:

- Identify yourself
- Identify the nature of the emergency
- Identify the facility by address and the building or area of the emergency
- Stay on the line until the operator tells you to hang up

Facility Addresses:

Main Complex
4600 Apple Street
Boise, ID 83716

Truck and Engine Annex
2100 Braniff Street
Boise, ID 83705

Contact Security at 947 4907 or by radio.

- Identify the nature of the emergency.
- Identify the location of the emergency.

Contact your lead person, supervisor, or manager.

MotivePower
Fire & Emergency Action Plan

5.2 Emergency Coordinator/Assistant Contact list

**Emergency Coordinator
Main Complex**

Emergency Coordinator

Art Anderson	EH&S Manager
947-4821	Office Phone
484-0540	Cell Phone
Radio	

Alternate 1

Tom Larson	Director Manufacturing
947-2940	Office Phone
761-6533	Cell

Alternate 2

Security	
947-4907	Guard Station Main Complex

Annex

Dave Zabala	General Manager
389-4971	Office Phone

**Emergency Coordinator Assistants
Main Complex**

Gary Barham	Maintenance Department
947-4809	Office Phone
Radio	

Annex

Earl Preston	
389-4984	Office Phone

MotivePower
Fire & Emergency Action Plan

5.3 Medical Emergency Contact List

MAIN COMPLEX EMERGENCY CONTACT LIST

Lead people, supervisors, and managers are the Emergency Coordinators in case of emergency situations.

TRUCK & ENGINE ANNEX MEDICAL EMERGENCY CONTACT LIST

Lead people, supervisors, and managers are the Emergency Coordinators in case of emergency situations.

MotivePower
Fire & Emergency Action Plan

6.0 EMERGENCY SITUATIONS

Several different emergency situations will be addressed in this section. Actions to be taken in each case are identified.

6.1 Bomb Threat

The following actions will be taken in the event that a bomb threat is received:

- a. The person receiving a threat called into the facility should attempt to obtain as much information from the caller as possible. Try to keep the caller on the line.
- b. The person receiving the threat will immediately notify the Security Department and their supervisor.
- c. The Security Department or supervisor will notify the Police Department and the General Managers office. Subsequent action will be taken in conjunction with the Police Department.
- d. Evacuations, if required, will proceed in accordance with the evacuation procedures set forth in **Section 7** of this Plan.

6.2 Civil Disturbance

In the event of a civil disturbance, such as a riot, strike, or other threat of violence to personnel or equipment, management will declare and identify the emergency. The Emergency Coordinator will direct the following activities:

- a. Notify MP Security and the Police Department.
- b. Alert shop management that an emergency condition exists and identify the emergency procedures to be followed.
- c. For disturbances originating outside MP property:
 - Close and lock the front gates providing access to the shop property.
 - Close and lock all exterior doors and windows of the buildings.
 - Have all personnel vacate areas close to external doors or windows.
- d. For disturbances within MP:
 - Ensure that all personnel have vacated areas close to the disturbances.
 - Close and lock all exterior building doors and windows.
- e. Evacuations, if required, will be coordinated with the Police Department and will proceed in accordance with the evacuation procedures set forth in **Section 7** of this

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Fire & Emergency Action Plan

Plan.

6.3 Natural Disasters

Natural disasters including floods, tornadoes, earthquakes, heavy snowstorms, etc., may cause emergency action to be taken. In the event of a natural disaster, any or all of the following actions shall be taken, as appropriate.

- a. When MP receives advance warning of a natural disaster, supervisors will be notified via phone or two-way radio. They will in turn notify their personnel.
- b. If it is deemed necessary, the facility will be evacuated according to the evacuation procedures stated in **Section 7** of this Plan.
- c. The Emergency Coordinator will notify the fire and medical authorities as appropriate.
- d. Plant personnel are to seek shelter in appropriately safe areas such as in a doorway, under a table, or under a heavy piece of equipment, which offers protection from falling/flying debris if a disaster such as a tornado; earthquake or high winds should strike.
- e. Evacuation from the premises will be conducted at the direction of the Emergency Coordinator, Security or by the fire department.
- f. After a disaster, rescue efforts, first aid, clean up and inspections shall take place at the direction of the Fire Department, Police Department, Emergency Coordinator, Security and Management. They will make determine as to any further action that needs to take place.

6.4 Fire

Almost every fire starts small, but can grow out of control in a matter of minutes. Early detection helps to ensure that a fire can be brought under control. The best fire protection is prevention.

6.4.1 General Information

Good fire protection prevents injuries, keeps insurance costs down and reduces costly loss of property, equipment and materials.

Fires and related injuries usually occur due to one or more of the following discrepancies: poor housekeeping, poor control of heat sources, inadequate quantity or type of fire fighting equipment, improper storage and handling of combustible materials and flammable liquids, lack of or inadequate training of employees with regard to fire prevention and fire fighting and/or faulty electrical installation.

- Boise Fire Department is the Primary Emergency Response unit to both facilities.

MotivePower
Fire & Emergency Action Plan

- Emergency telephone numbers are posted throughout the facility near telephones to be used for emergency notification.
- Fire extinguishers are located throughout the facility and are inspected monthly.
- Emergency respondents have been identified on 5.2.
- Regular inspections take place to ensure the entire facility is in fire-safe condition.

6.4.2 Fire Prevention

Respective shop managers, supervisors and lead people are responsible for all fuel sources, flammable products, oil, paints and grease and shall ensure the containers are properly handled, labeled, stored and maintained to prevent damage and possible ignition, explosion and/or reaction. They are also responsible to ensure clear access is maintained to all fire fighting equipment and exits.

Cleaning Agents: Gasoline and other extremely flammable liquids **will not be** used as cleaning agents. Only approved cleaning agents are authorized for use.

Electrical Equipment All wiring will be maintained in good condition, properly supported and adequately protected from physical damage. All junction, switch, outlet and panel boxes must have properly secured covers. Each circuit must have a fuse or breaker of no greater rated capacity than the circuit conductor. A qualified electrician in accordance with the National Electrical Code must do all electrical installation or repair. Extension and appliance cords are to be the correct size and not frayed or worn. Finally, to help prevent overheating, all motors must be free from accumulations of dust, oil, fibers, etc.

Fire Extinguishers Fire extinguishers are visually inspected each month by the Maintenance Department (or other designated inspectors) responsible for the equipment. If the inspector finds deficiencies in any fire extinguisher or that the equipment has been used, they will have the fire extinguisher immediately replaced with one that is properly filled and in working order. The deficient equipment will be serviced and inspected before re-use.

Annual inspections and servicing are conducted by:

Oxarc
7615 W. Lemhi St.
Boise, ID 83709
(208) 376-0377

Fire extinguisher use training is provided by the Training department.

Smoking Policy Smoking is **allowed** in designated areas only. Everyone shall observe the Smoking policy! In the designated smoking areas, extinguish all matches, cigarettes,

MotivePower
Fire & Emergency Action Plan

cigars and pipe tobacco before discarding them. Do not smoke while fueling equipment or within 50 feet of refueling or flammable product storage areas.

Safety Cans Handling of all flammable liquids by hand containers will be in approved and properly labeled safety containers with spring closing covers and flame arresters. Bonding cables will be used while transferring flammable or combustible liquids to each respective container. This includes containers that are filled while located in pick up beds and transferring flammable paint products in all of the paint operations and distillation units.

Storage Gasoline, solvents, cleaning agents, gases or other similar combustible and/or flammable materials will be stored in secure approved containers and in areas free from ignition sources. Containers are to be properly labeled and stored in well-ventilated, cool places. This includes any and all bulk items such as used oil, diesel, solvents, liquid oxygen, or propane.

Containerized fuel sources and various flammable/combustible products entering MP property are taken directly to the appropriate location where they are either stored or distributed. Containerized fuel sources and flammable products used at the Annex are taken directly to the Annex by the vendor. On occasion, MP employees with a CDL and Hazardous Endorsement transport diesel fuel with the Semi and Tanker Trailer to the Annex.

Bulk flammable products and fuel storage tanks are located to the south of the Steelyard and east of the Component Shop. These products are used for fueling facility equipment. Proper labeling, maintenance, and handling techniques are practiced for these products.

The location of liquid oxygen, acetylene, oxygen, gasoline, diesel, propane tanks and paint and solvent storage are shown on the Main Complex Fire Hydrant and Utility map (see **Appendix A**).

The Warehouse Receiving maintains a record of receipt for all items, including fuel sources and flammable products, entering MP.

Storing flammable substances on equipment or vehicles is prohibited unless such a unit has adequate storage areas designed for such use. Flammable storage rooms and areas surrounding flammable storage cabinets should be clean and contain no other stored materials.

6.4.3 Fire Control

Water Availability and Systems The water supply for the Main Complex is provided by an on-site Production Well supplemented with water from United Water Corporation with a delivery of 1800 gallons per minute. The water is stored in a 200,000-gallon water storage cistern. A 250 gallons-per-minute (gpm) pump normally provides water pressure. Under fire situations, the water is supplied by a 1,000 gpm at 100 pounds-per-square-inch (psi) primary electric fire pump and a 1,000 gpm at 100-psi diesel fired emergency back-

MotivePower
Fire & Emergency Action Plan

up pump supplied from the cistern. Actual fire flow from the cistern has been measured at 3450 gpm with 40-psi residual line pressure.

When a water flow requiring more than 200 gpm occurs or the domestic pump is unable to maintain at least 70-psi system pressure, the electric fire pump comes on-line automatically. When activated, a flashing red light located on top of the water cistern indicates that the electric fire pump and/or the diesel fire pump are operating. Once the electric fire pump has started, it will run at least ten minutes or until the pressure problem is corrected.

Pressing the start button on the front of the control panel can manually start the electric fire pump. If the pump is started by this method, then the stop button must be pressed to turn it off. The pump will not stop automatically if started by the manual method. If the magnetic motor starter will not operate, either automatically or manually, then using the start lever located on the lower right side of the control panel can start the pump. Once the motor starts, the lever must be locked in the run position.

The diesel fire pump is a secondary fire pump. Under most conditions the diesel fire pump will start only when the electric fire pump is unable to supply the system demand. If the system pressure drops below 60 psi, the diesel fire pump will automatically start. When the pump starts, the same flashing light on top of the cistern is activated indicating that a fire pump is running. Once the diesel pump has started it will run for at least thirty minutes and stay running until the electric fire pump can supply the system. The diesel fire pump will also start automatically as soon as there is a power outage and continue to run for thirty minutes after power is restored. The diesel fire pump has a warning siren that will sound if the electric power supplying the pump house is turned off; if the diesel engine is overheating; or if the diesel engine has low oil pressure. According to the National Fire Protection Code, "fire pumps shall be allowed to run until destruction in order to provide water to control a fire."

United Water Corporation through their water distribution system provides water at the Annex.

The fire water systems are inspected monthly and tested annually for both complexes. Individual building and utility exit drawings (that include fire system information) are presented in Appendix B.

Fire Sprinkler System: At the Main Complex, the sprinkler system types and locations are as follows: The Fabrication Shop has a wet sprinkler system located in the office portion only. The North Large Paint Shop has a wet sprinkler system. The South Large Paint Shop has a dry pipe system. The Small Paint Shop has a wet sprinklers system in the paint exhaust filter areas only. The Finish Shop has a wet sprinkler system. The SWB&P Shop has a wet sprinkler system. Finally, the Warehouse has a wet sprinkler system in Warehouse No. 1 & 2 and a dry pipe system in Warehouse No. 3 & 4.

MotivePower
Fire & Emergency Action Plan

Annex Fire Sprinkler System The main building at the Annex is equipped with a fire sprinkler system. The Engine Test Cell and the Lunchroom trailer **are not** protected by a sprinkler system. The production and shop office area are protected by a wet system while the parts storage area attached to the east side of the building is equipped with a dry pipe system. Fire hydrants are located at the entrance to the facility on the southeast corner of the property and on adjacent properties directly south and west of the main building. Fire access gates are present in the property boundary fence across from each hydrant.

Fire Extinguishers Fire extinguishers will be installed, inspected and maintained as per NFPA 10 Standard for Portable Fire Extinguishers. **Appendix E** is a table of information about the different classes of extinguishers and their proper use.

Fire extinguishers are located strategically throughout MP. Do not remove or tamper with fire extinguishers installed on equipment or vehicles or in other locations unless authorized to do so or in case of fire. To use the extinguishers:

- a. Hold upright and **pull** the ring pin.
- b. Stand back the appropriate distance listed on the extinguisher and **aim** at the base of the fire.
- c. **Squeeze** the lever and sweep the extinguisher side to side.
- d. **PASS**.

Fire Fighting Equipment: Fire fighting equipment must be kept free from obstacles, equipment, materials, and debris that could delay emergency use of such equipment. Familiarize yourself with the location and use of the facility's fire fighting equipment.

6.4.4 In Case Of Fire

All employees should perform the following in case of a fire:

- a. Know what to do and where emergency equipment is located before an emergency situation occurs. Do not wait until a fire occurs to find out where the emergency telephone numbers, fire alarm pull stations, nearest exit and fire extinguishers are located.
- b. Size up the situation and then act appropriately with extreme caution.
- c. Someone properly trained may extinguish a small fire if the proper fire extinguisher is accessible. Remember never place yourself or others in danger.
- d. It is important to know what type of fire extinguisher to use. See **Appendix E** for a chart on the types of fires and the appropriate extinguishers to be used. Never use water-extinguishing media on live electrical equipment. Electrical current flowing

MotivePower
Fire & Emergency Action Plan

through the water stream to your body may electrocute you instantly. The EH&S Department provides training for fire extinguisher use.

- e. Activate the evacuation alarm and dial **911** on a phone located in a safe area. **Do not underestimate any fire.**
- f. When necessary, everyone will evacuate the area or building. Supervisors or other designated personnel are to help disabled or other persons in need of help.
- g. Immediately notify the Security Department at 4907 for the Main Complex and by radio or phone at the Annex and give the exact location of the fire. The Security Department will notify the Main Receptionist, Safety Department, and management. The Receptionist will verify the **911** alarms to Dispatch Operator.
- h. Security or other designated personnel are to meet and direct the fire department to the location of the emergency.
- i. **You are responsible for preventing fires, but you are not obligated to fight fires.**
In general, never join in the fire fighting unless a supervisor, lead person, manager or the fire department requests your help and you feel safe doing so.

6.4.5 Emergency Response

The employees in those areas requiring fire department assistance will perform the following activities:

- a. Activate the alarm system, if it has not already been activated.
- b. Evacuate the shop and account for their employees.
- c. Call 911 and report the fire and the Boise Fire Department will respond.
- d. Notify Security to direct the fire department or assign MP personnel to the main gate to direct fire fighters and emergency traffic to the scene.
- e. Maintenance personnel will isolate electrical power, gas and fuel supplies as required.
- f. After the fire has been extinguished, management will interface with Boise Fire Department Command and a determination will be made as to further action.

6.5 Gas Leaks

All acetylene, oxygen, natural gas or propane supply systems will be shut off at the end of each shift. Detectable leaks that cannot be quickly controlled will require a building evacuation and response from the Boise Fire Department similar to a structure fire.

MotivePower Fire & Emergency Action Plan

6.6 Anthrax and Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. What to do next...
 - If you are at **HOME**, then report the incident to local police.
 - If you are at **WORK**, then report the incident to local police, **and** notify Security, Safety Department or an available supervisor/manager.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with **soap and water** to prevent spreading any powder to your face.
4. What to do next...
 - If you are at **HOME**, then report the incident to local police.

<p style="text-align: center;">MotivePower Fire & Emergency Action Plan</p>

- If you are at **WORK**, then report the incident to local police, **and** notify Security, Safety Department or an available supervisor/manager.
- 5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- 6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
- 7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away.)
4. What to do next...
 - If you are at **HOME**, then *dial "911"* to report the incident to local police and the local FBI field office.
 - If you are at **WORK**, then *dial "911"* to report the incident to local police and the local FBI field office, **and** notify Security, Safety Department or an available supervisor/manager.
5. SHUT down air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.

MotivePower
Fire & Emergency Action Plan

- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

7.0 EVACUATION OF PREMISES

7.1 Procedures

In the event of an emergency where it is necessary to evacuate one or more of the facility's buildings, the following procedure will be followed:

- a. Shop Managers, supervisors, and lead people will assist employees with evacuation procedures and check isolated areas such as restrooms, storage closets, locomotive cabs etc., for remaining employees. Employees will follow the emergency exit instructions for their building found in Appendix B.
- b. Shop Managers, supervisors, and lead people will be responsible for ensuring that all personnel have vacated their area of responsibility by taking a roll call at the designated evacuation meeting location. During the head count, the portable radios will be used to verify the employee counts taking place within the designated evacuation areas (shown on the facility evacuation map **Appendix A**). Once totals have been collected, the supervisors and lead people will report to the Emergency Coordinator via radio, telephone or in person to disclose their results and receive further response information.
- c. If there is a power outage affecting the radio repeater, radios will need to be switched to channel two. Channel one will be non-operational and channel two will be used for all communications.
- d. Further instructions will be given to the employees by the supervisor at the designated meeting location.

7.2 Emergency Coordinator Responsibilities

The Emergency Coordinator or assigned alternate will direct any or all of the following activities judged necessary by the nature of the emergency.

- a. Verify the alarm signal.
- b. Notify the fire and police department of the evacuation activity, the condition of the premises and obtain their assistance in providing the safest route for employee evacuations from the general area if required.
- c. Request designated Maintenance Department personnel to shut down building electrical and gas supplies.
- d. Assign personnel to direct traffic leaving company property in an orderly coordinated

MotivePower
Fire & Emergency Action Plan

manner after verification of the head count.

- e. Ensure that MotivePower Security will perform a lock down of the facility or affected area after the emergency is over.

7.3 In Case Of Evacuation

- a. Evacuation Routes - In the event of an emergency, all personnel will follow the evacuation instructions shown on the Emergency Exit Instructions found in Appendix B and posted throughout each building. A facility map found in Appendix A shows the designated meeting locations for each shop. Employees will remain in the designated meeting location until their Emergency Coordinator has provided them with further instructions.
- b. Shop Managers – Shop Managers will be the last to leave the building(s) in evacuation situations. They will ensure that no one remains in the building(s), direct the evacuation of their building(s) and ensure that processes creating a hazard are shut down. The Shop Managers have the main responsibilities noted above and the Emergency Coordinators are to assist the Shop Managers with these duties as needed.
- c. Supervisors/Lead People Tasks - Supervisors/Lead People are responsible for taking a roll call of their crews once in the evacuation area and immediately notifying the Shop Manager if anyone is missing and presumed to be in the building(s). They are responsible for reviewing the evacuation and emergency procedures with their crews during the biweekly safety meetings and making sure the employees know and understand the procedures and how to properly execute an emergency evacuation.
- d. Emergency Coordinator - The Emergency Coordinator or Assistants are to aid the efforts to evacuate the building(s) as predetermined. They are to assist the identified First Aid Providers if qualified and necessary.

8.0 NON-EVACUATION EMERGENCY PROCEDURES

8.1 Procedures

In the event of an emergency where it is feasible to remain on the premises without endangering plant personnel, the following procedure will be used:

- a. An Emergency Control Center is to be established at or near the building evacuation meeting location.
- b. The Emergency Coordinator and Shop Managers will report to the Emergency Control Center to evaluate the situation.
- c. Appropriate actions will be taken, as determined.

9.0 HOUSEKEEPING

It is very important to maintain good housekeeping. Proper housekeeping provides a safe and clean working environment.

MotivePower
Fire & Emergency Action Plan

- a. Clear access to all available fire fighting and safety equipment must be maintained at all times. The hanging of clothes, ropes or other materials over fire extinguishers is prohibited.
- b. Regular clean up and storage of scrap material, sawdust, rags, oil, paint, grease, flammable solvents and other residue of remanufacturing and construction operations will not only remove or reduce the fire hazard, but will promote general safety at the same time.
- c. All outside areas and storage yards should be cleared of weeds, debris and other combustible materials.
- d. All rubbish should be cleared from buildings at least daily and work areas shall be kept free of accumulations of debris.
- e. All rags, waste, etc., soiled by combustible or flammable materials shall be placed in tightly closed metal containers for appropriate disposal or cleaning.
- f. All workstations shall be kept clean and accessible.
- g. Areas beneath and within twenty feet of buildings should be free of accumulation of debris and combustible vegetation.

10.0 PREPAREDNESS AND TRAINING

It is important to be prepared to properly handle any emergency situation, which may arise. The following describes important aspects of preparedness.

- a. Unobstructed Means of Egress - A "means of egress" is a continuous and **unobstructed** way to exit from any point in a building or structure to a public way. It consists of three separate and distinct parts, which must remain clear of debris and obstructions at all times. The "exit access" (portion leading to the exit), the "exit" (the door), and the "exit discharge" (the area between the door and the public way). The "public way" is the evacuation area designated by the facility and/or the local authorities. It is the area in which the roll call takes place.

Routine inspections of all "means of egress" are mandatory to ensure all passageways are clear and accessible at all times.

- b. Drills - In conjunction with the Boise Fire Department and other appropriate authorities, announced and/or unannounced fire and evacuation drills will be executed at least annually to ensure all personnel are familiar with emergency procedures.

MotivePower
Fire & Emergency Action Plan

When applicable, meetings between the Shop Managers, Emergency Coordinators, Supervisors, Lead People, Boise Fire Department, and Security will occur after each drill to discuss the results of the drill and to develop revisions to the Plan to alleviate problem areas as necessary.

- c. Emergency Preparedness Checklist - The checklist contains items to be considered prior to every emergency situation to ensure the facility can efficiently deal with the situation.

1.	Emergency plan operative	y	n
2.	Employee training current	y	n
3.	Responsible parties assigned	y	n
4.	Water, fuel, & power shutoffs Accessible		y n
5.	Interior communications tested	y	n
6.	Fire detection devices tested	y	n
7.	Sprinkler and alarm systems tested	y	n

- d. Employee Training - All employees at MP are to be trained in emergency and evacuation procedures. **Appendix D** shows a training guide outlining the training given in biweekly safety meetings for the employees and their foremen/leadmen.

It is essential that everyone know what to do in emergency situations.

MotivePower
Fire & Emergency Action Plan

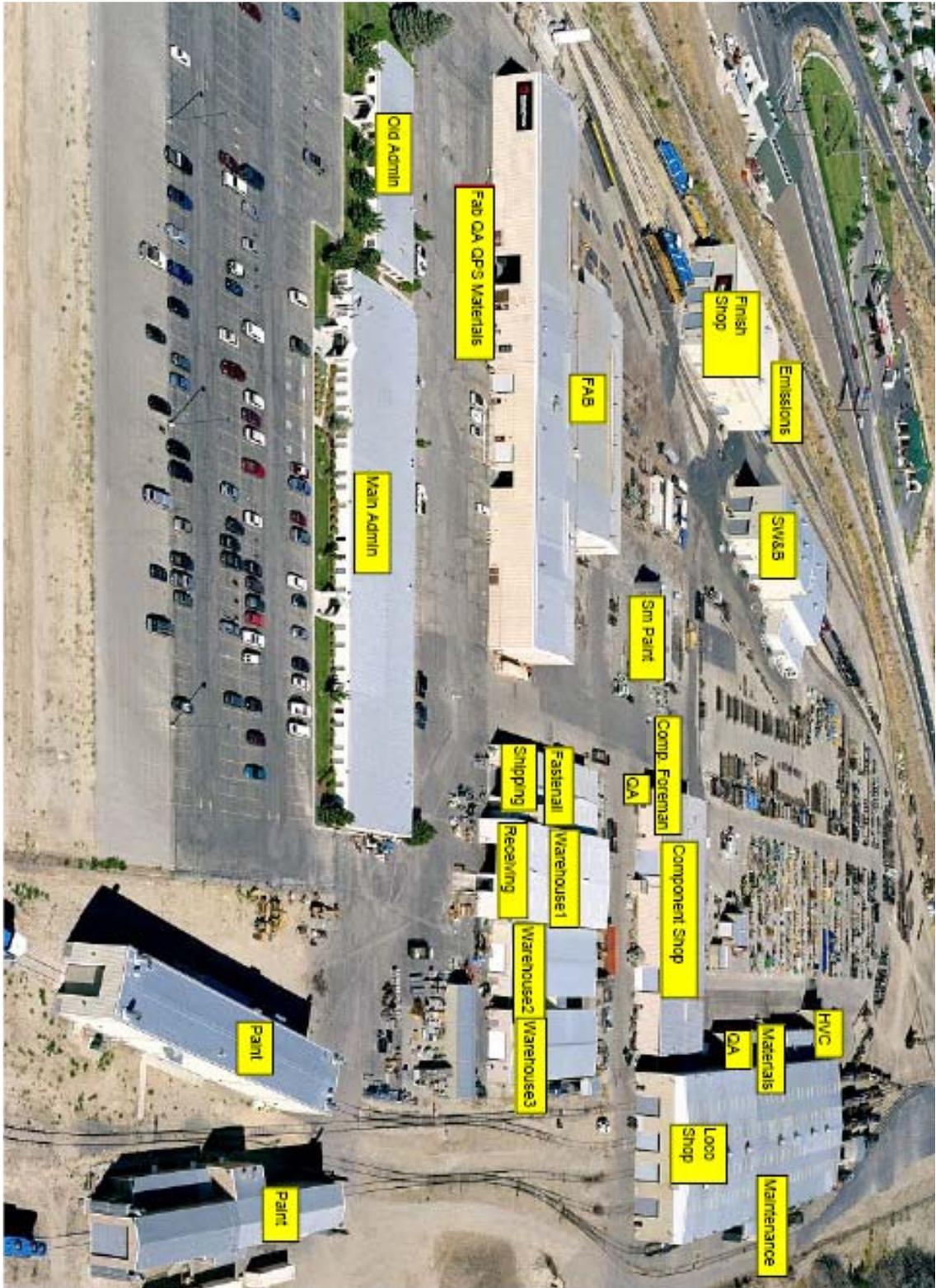
APPENDIX A

Main Complex Designated Meeting Location Evacuation Map

Main Complex Building Locations

Truck & Engine Annex Building Layout Drawing

MotivePower Fire & Emergency Action Plan



MotivePower
Fire & Emergency Action Plan

APPENDIX B
INDIVIDUAL BUILDING EXIT INSTRUCTIONS

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Fire & Emergency Action Plan

ADMINISTRATION BUILDING
EMERGENCY RESPONSE INSTRUCTIONS

Department managers or their designate are in command in any emergency. Verbal communication must be made to the Engineering dept. employees located in the Mobile Engineering Office located at the southeast corner of the Administration building.

In the event of a fire or gas leak in the Administration Building:

- **SOUND THE ALARM!** The evacuation alarm system in the Administration Building 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.
- **Mobile Engineering Office:** Engineering employees will participate in drills and building evacuations following the same instructions as the Administration building.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.
- Sound the evacuation alarm by activating a pull station located at each doorway.

Evacuate the building

- Exit the building through the closest clear exit.

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.

Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

- **A manager will notify Security by calling 947 4907 or by hand held radio and the Maintenance Department at 947 2994 or 947 4809.**

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.**

MotivePower
Fire & Emergency Action Plan

COMPONENT SHOP

The lead person, supervisor and manager are the Emergency Coordinators in command during any emergency.

In the event of fire or emergency in the Component Shop

- **SOUND 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.
- **Evacuate Building.** Employees are to go directly to **STAGING AREA B-2** located east of the Administration building.
- **An evacuation of the Component Shop will coincide with an evacuation of the Locomotive Shop.**
- **Call 911. Emergency Coordinator - Report the emergency.**
- **In case of a fire:** Only attempt to extinguish a small fire that can be controlled with a fire extinguisher. - sound the evacuation alarm and leave if the fire cannot quickly be controlled.
- **Notify Security by radio or call 947 4907.**

Employees are to await instructions from the Emergency Coordinator.
Roll call will be taken to ensure accountability.
Return-to-work or further evacuation instructions will be given.

The Maintenance Department will:

- **Disconnect the Main Electrical Panel.**
- **Shut off natural gas.**

MotivePower
Fire & Emergency Action Plan

FABRICATION SHOP
EMERGENCY RESPONSE INSTRUCTIONS

The lead people, supervisor and manager are the Emergency Coordinators in command during any emergency situation and their instructions must be followed.

In the event of fire or emergency in the Fabrication Shop:

- **Sound the Alarm:** Evacuation alarm pull stations are located at all exit doors. The alarm is both audible and visual. This alarm system reports to an offsite monitoring company responding the Boise Fire Department.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, sound the evacuation alarm and leave by the exit door nearest you that does not place you in danger.

Evacuate the building.

Employees are to proceed too **STAGING AREA C located 15 feet southeast of the Guard Station.**

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be given.

- **Call 911. Emergency Coordinator.**
- **Notify Security by radio or call Extension 947 4907.**

The Maintenance Department will:

- **Disconnect the main electrical supply**
- **Turn off all bulk supplies of flammable or oxidizer gas**

MotivePower
Fire & Emergency Action Plan

FINISH SHOP
EMERGENCY RESPONSE INSTRUCTIONS

The lead person, supervisor and manager are the Emergency Coordinators in charge of any emergency situation and their instructions must be followed.

In the event of Fire or Emergency in the Finish Shop

- **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. This system reports to an outside alarm company and at the MotivePower Security Station.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, sound the evacuation alarm and leave by the exit door nearest you that does not place you in danger.

Evacuate the building.

Employees are to meet in the staging area **located north/east corner of the Fabrication Shop.**

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be given.

- **Notify Security by radio or call Extension 947 4907**

The Maintenance Department will:

- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**

MotivePower
Fire & Emergency Action Plan

LOCOMOTIVE SHOP
Including Offices

Lead people, supervisors and managers are the Emergency Coordinators in charge during any emergency situation.

In the event of a fire or emergency situation requiring evacuation of the Locomotive Shop

- **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.
- **Evacuate the buildings.**
- The main shop will meet at the Staging 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.
- **Call 911. Emergency Coordinator.**
- **Remember in case of a fire:** Only attempt to extinguish a small fire safely controlled with a fire extinguisher. Sound the alarm and evacuate the buildings.
- **Notify Security by radio or call 947 4907.**

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be provided.

The Maintenance Department will:

- **Disconnect the main electrical panel.**
- **Shut off natural gas valve.**

MotivePower
Fire & Emergency Action Plan

NORTH & SOUTH LARGE PAINT SHOPS
EMERGENCY RESPONSE INSTRUCTIONS

The Lead Person, Supervisor and Manager are the Emergency Coordinators in command during any emergency situation and their instructions must be followed.

In the event of a Fire or Emergency Evacuation in the Large Paint Shops.

- **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. 911 emergency notifications will have to be called in.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, sound the evacuation alarm and leave by the exit door nearest you that does not place you in danger.
- **NOTIFY SECURITY by radio or call at 947 4907**

Evacuate the building.

Go directly to the staging **located east of the Paint Shops next to the Water Cistern.**

Await instructions from the Emergency Coordinator or your Supervisor.

Roll call will be taken to ensure accountability for everyone.

Return-to-work or further evacuation instructions will be provided.

MotivePower
Fire & Emergency Action Plan

QTRON and TRAINING BUILDING
EMERGENCY EXIT INSTRUCTIONS

The following people are the Emergency Coordinators in command during any emergency and their instructions must be followed:

Emergency Coordinator - Art Anderson
Assistant Manager - Andy Frahm

- **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.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.
- Sound the evacuation alarm by activating a pull station located at each doorway.
- **Notify Security by radio or call 947 4907.**

Building evacuation and Staging Area.

Employees are to meet at the staging area located by the Security Station at the front gate.

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be given.

The Maintenance Department will:

- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**

SMALL PAINT SHOP
EMERGENCY RESPONSE INSTRUCTIONS

The Lead Person, Supervisor and Manager are the Emergency Coordinators in command during any emergency situation and their instructions must be followed.

In the event of Fire or Emergency in the Small Paint Shop

- **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.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, sound the evacuation alarm and leave by the exit door nearest you that does not place you in danger.

Evacuate the building.

Go directly to **STAGING AREA F** located west of the Small Paint Shop next to the **Fabrication Shop**.

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability for everyone.

Return-to-work or further evacuation instructions will be given.

- **Notify Security by radio or call 947 4907.**

The Maintenance Department will:

- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**

MotivePower
Fire & Emergency Action Plan

SOUTH MAINTENANCE

The lead person, supervisor, and manager are the Emergency Coordinators in command during any emergency situation.

In the event of a fire or emergency:

- **VERBAL NOTIFICATION!** An emergency in the Locomotive Shop will require an evacuation of the Tunnel.
- **Evacuate the building.**
- **Meet at STAGING AREA E: located on the west end of the Locomotive Shop next to the water cistern by the Large Paint Shops.**
- **Call 911. Emergency Coordinator.**
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. Evacuate the structure if the fire cannot quickly be controlled.
- **Notify MP Security by radio or call 947 4907.**

Await instructions from the Emergency Coordinator.
Roll call will be taken to ensure accountability for everyone.
Return-to-work or further evacuation instructions will be provided.

The Maintenance Department will:

- **Disconnect main electrical power panel.**

MotivePower
Fire & Emergency Action Plan

Strip, Wash, Blast & Prime Building
EMERGENCY RESPONSE INSTRUCTIONS

The Lead Person, Supervisor, and Manager will be the Emergency Coordinators in command during any emergency situation and their instructions must be followed.

In the event of Fire or Emergency in the SWB&P Shop

- **SOUND THE ALARM!** The evacuation alarm system for the SWB&P Shop is an audible alarm. Pull stations are located near the exit doors. The pull stations in the Steam Bay have a lexan cover that will need raised to gain access to the pull station. A sprinkler system is also located in the SWB&P Shop and is activated by 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. This system reports to an outside fire alarm monitoring company that will call 911.
- The **Blast Booth** is equipped with a **Man Down** and **Dead Man** alarm systems that report to the MotivePower Security Station.
- The **Man Down** alarm consists of push buttons located in the middle of the booth on the north and south walls that can activate the alarm.
- The Blaster has ten minutes to open a Blast Booth door after having stopped blasting or the **Dead Man** alarm automatically sends an alarm signal.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, sound the evacuation alarm and exit the building.

Building evacuation.

Employees are to meet at the staging area located on the northeast corner of the Fabrication Shop. Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be given.

- **Notify Security by radio or call 947 4907.**

The Maintenance Department:

- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**

MotivePower
Fire & Emergency Action Plan

TRUCK AND ENGINE ANNEX
EMERGENCY RESPONSE INSTRUCTIONS

The Lead Person, Supervisor and Manager are the Emergency Coordinators in charge during any emergency situation and their instructions must be followed.

In the event of fire or emergency at the Truck and Engine Annex:

- **SOUND THE ALARM!** The manual pull box is located at the front entrance area. The alarm system is the same system used for employee breaks. The emergency alarm is indicated by continual, short, repetitive blasts of the break bell. The building evacuation alarm does **not** report to an off-site alarm monitoring company.
- The fire sprinkler system located at the Truck and Engine Annex will activate the fire alarm signaling system. During a fire situation, heat-activated sprinkler heads in the area open and a water gong and siren sounds outside. The production and office areas are protected by a "wet" system and the parts storage area to the east is equipped with a "dry" system. The sprinkler system alarm reports to an off-site fire alarm monitoring company that will call 911.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. If the fire cannot quickly be controlled, sound the evacuation alarm and leave by the exit door nearest you.

Building evacuation.

Employees are to meet in the parking lot.

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability.

Return-to-work or further evacuation instructions will be given.

The Maintenance Department will:

- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**

MotivePower
Fire & Emergency Action Plan

WAREHOUSE
EMERGENCY RESPONSE INSTRUCTIONS

The Lead People, Supervisor, and Managers are the Emergency Coordinators in command during any emergency situation and their instructions must be followed:

In the event of fire or emergency in the Warehouse

- **The Warehouse is equipped with an alarm system.** The alarm system includes audible and strobe lights. A sprinkler system is also located in the Warehouse and is activated by heat-activated sprinkler heads. Warehouse #1 and Warehouse #2 utilize a wet system and Warehouse #3 and Warehouse #4 utilize a dry system. Only those sprinklers sensing heat will be activated. When the sprinkler system is activated the water gong sounds outside the building and sets off the alarm system. This system is connected to an alarm company.
- **Fastenal Employees:** Fastenal employees will participate in drills and building evacuations and follow the same instructions as our employees.
- **Mobile Office Technical Publications Employees:** Technical Publications employees will participate in drills and building evacuations and follow the same instructions as the Warehouse.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher. - If the fire cannot quickly be controlled, evacuate the building. Exit using the door nearest you that does not place you in danger.
- **Notify Security by radio or call extension 4907.**

Evacuate the building.

Go directly to **STAGING AREA D** located on the east side of the Large Paint Shops.

Await instructions from the Emergency Coordinator.

Roll call will be taken to ensure accountability for everyone.

Return-to-work or further evacuation instructions will be provided.

The Maintenance Department will:

- **Disconnect the electrical power supply system.**

Engineering Trailer

EMERGENCY RESPONSE INSTRUCTIONS

Department managers and group leaders or designates are in command in any emergency.

In the event of a fire or gas leak in the Engineering Trailer and the Administration Building:

- **VERBAL ALERT!** The office structure is not equipped with an alarm system. Verbal communication will be used to notify workers of an evacuation. The office structure is small enough to justify alerting workers of emergency situations by verbal communication.
- **Remember in case of a fire:** Only attempt to extinguish a small fire that can be safely controlled with a fire extinguisher.

Evacuate the structure

- Exit the building through the closest clear exit.

Proceed to 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.

Roll call will be taken to account for everyone.

Return-to-work or facility evacuation instructions will be provided.

- A manager will notify Security by calling 947 4907 or by hand held radio and the Maintenance Department at 947 2994 or 947 4809.

The Maintenance Department will:

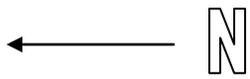
- **Disconnect the Main Electrical Power Supply.**
- **Shut off the natural gas supply valve.**
- **Open traffic gate located at the south side of the building.**

MotivePower
Fire & Emergency Action Plan

APPENDIX C

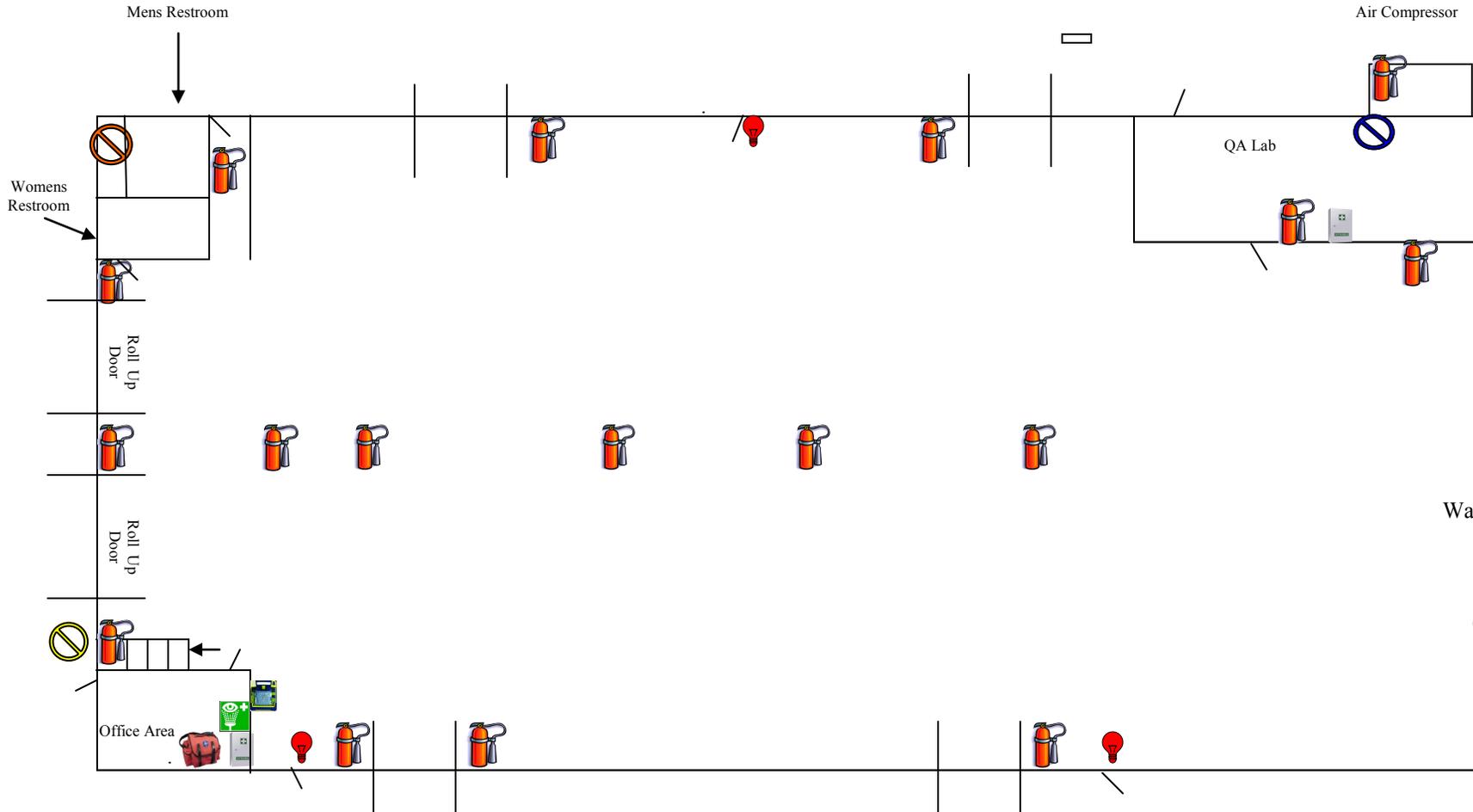
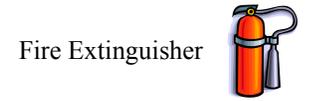
Building Utility and Exit Drawings

Fire System Information



Component Shop

E-lights / Extinguishers

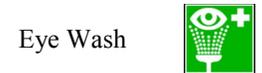
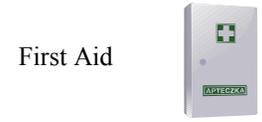
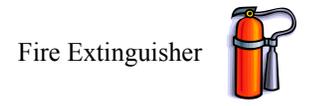
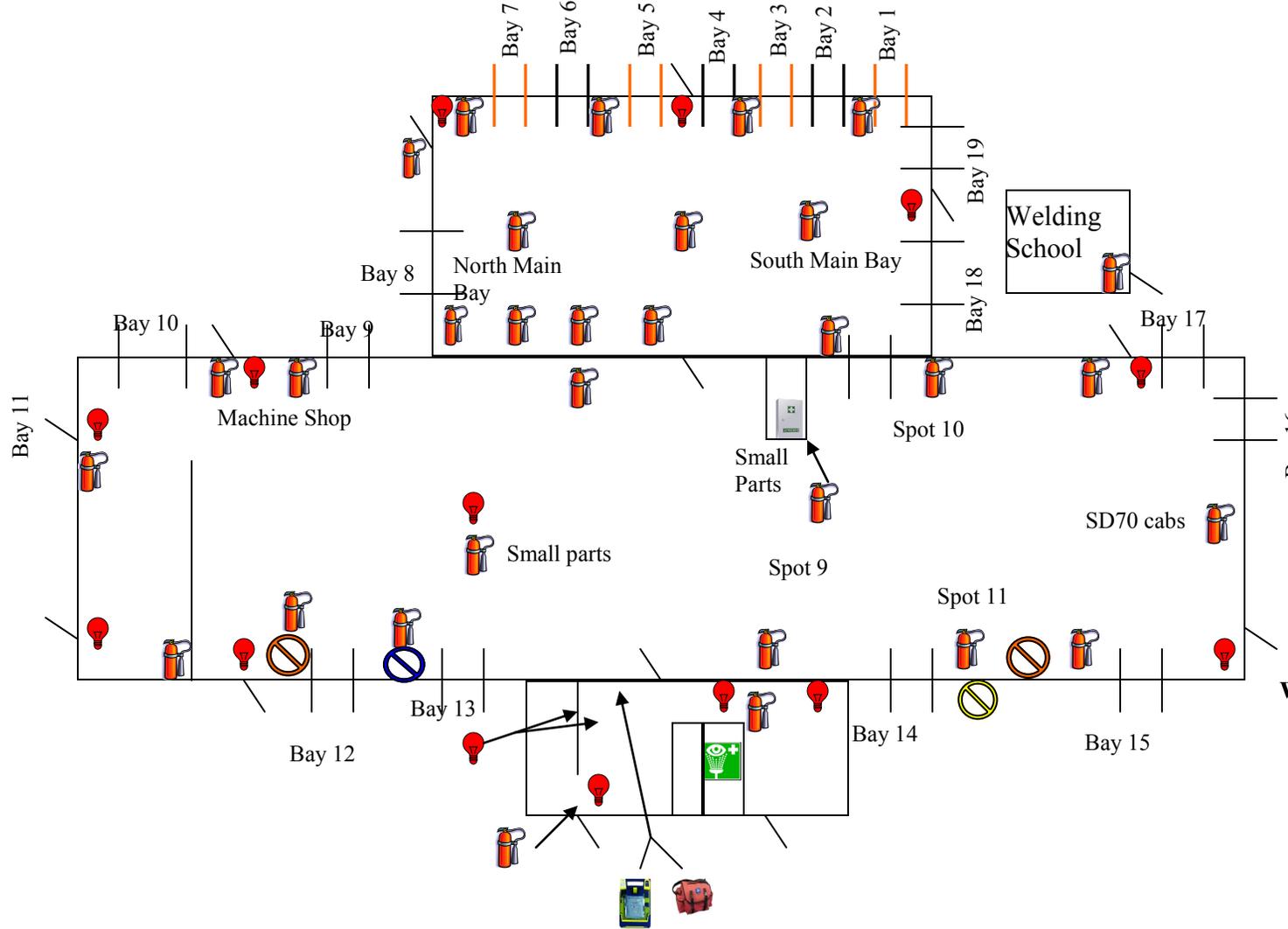


South East Corner of
Fab Shop



Fab Building

E-lights / Extinguishers

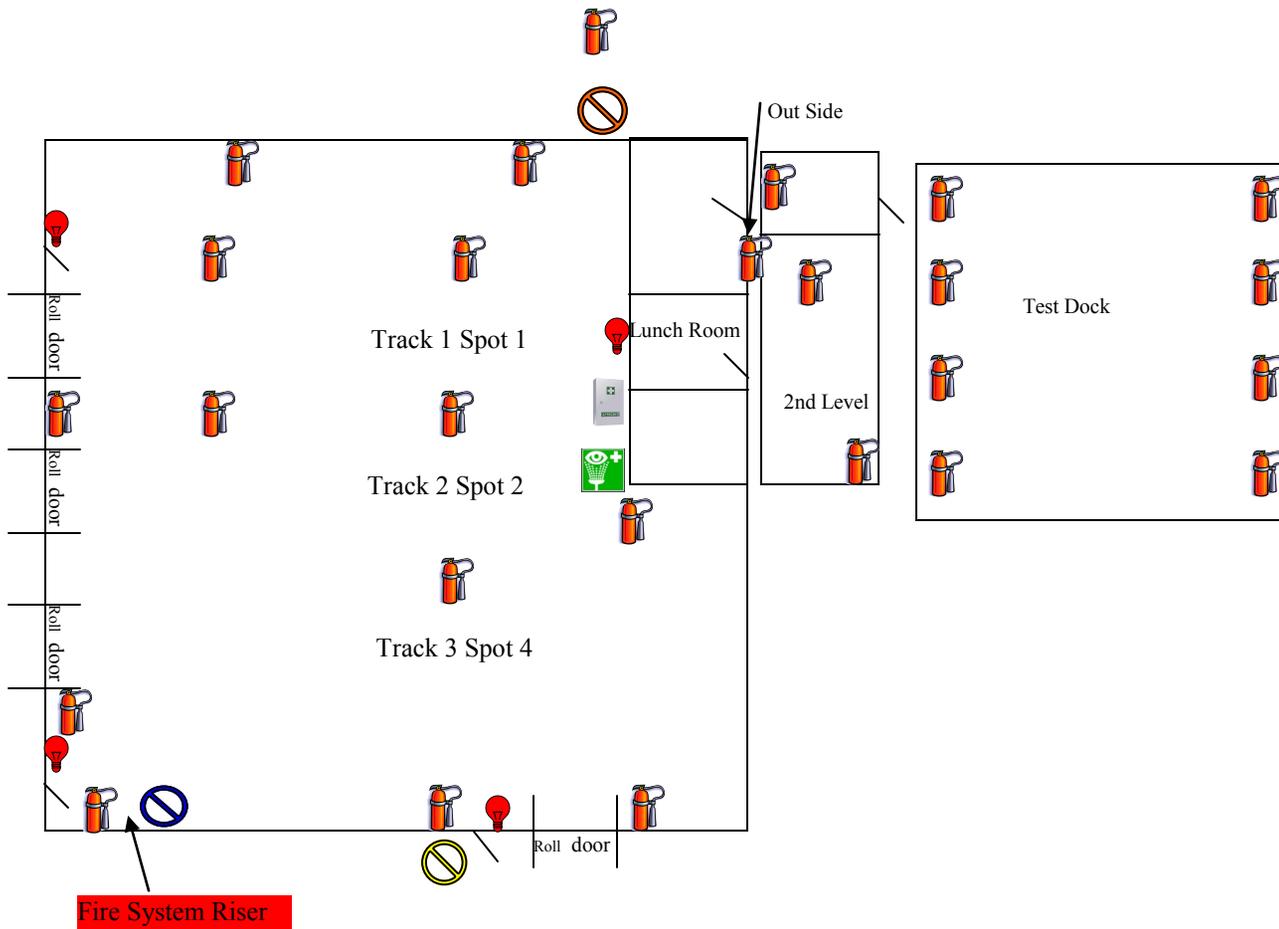


Guard House Area



Finish Building

E-lights / Extinguishers



E-light 

Fire Extinguisher 

 E-light out 

First Aid 

Eye Wash 

Glow in the Dark 

Water Shut Off 

Gas Shut Off 

Electrical Disconnect 

West Side of Small Paint

Small Paint

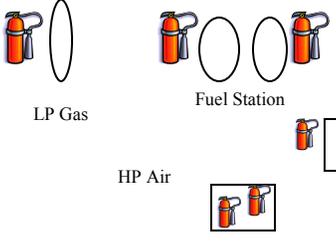
**EVACUATION
ASSEMBLY
AREA**



Comp Shop

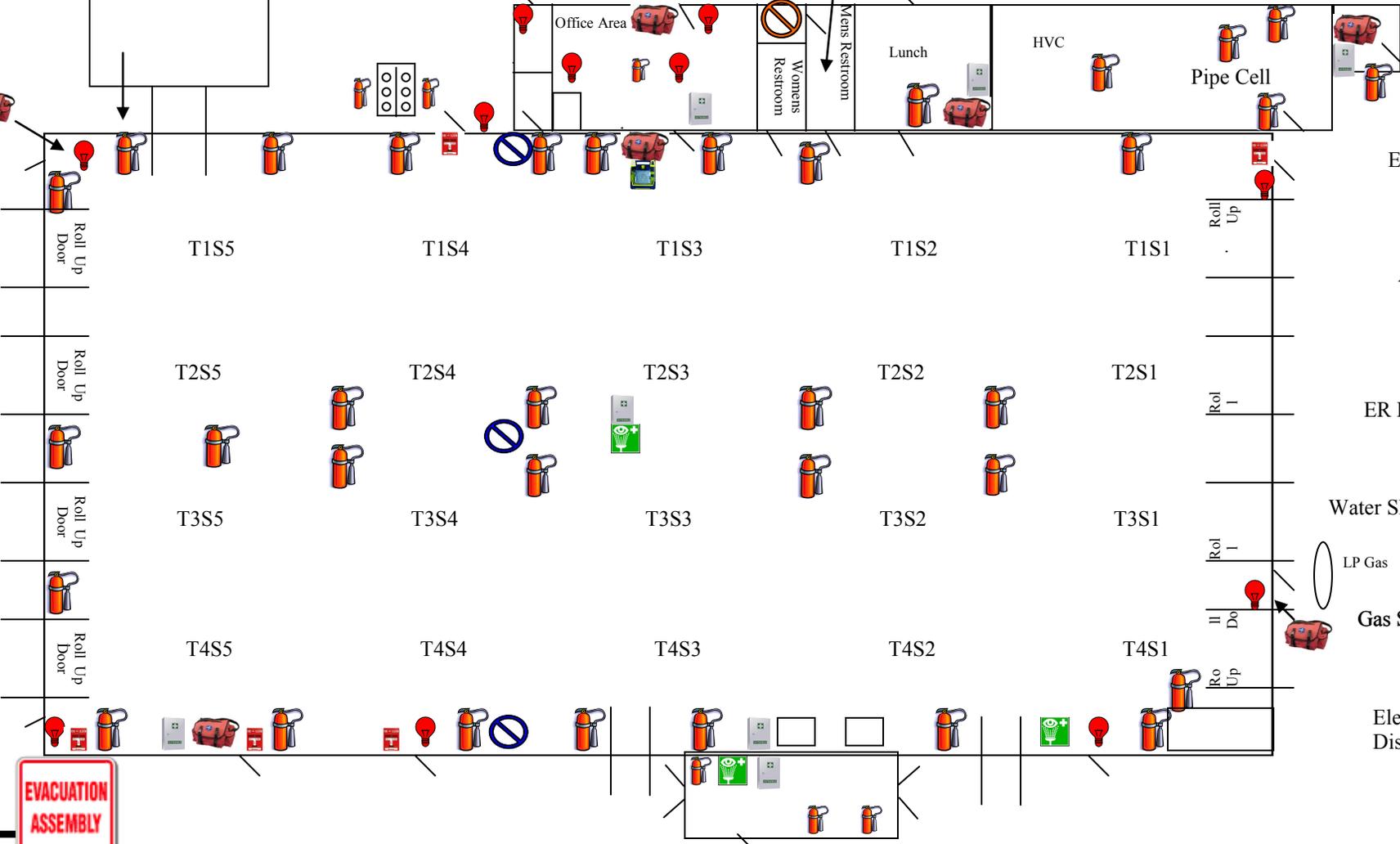
Loco Shop

E-lights / Extinguishers



- E-light
- Fire Pull Box
- Fire Extinguisher
- First Aid
- Eye Wash

West



- AED
- ER Bag
- Water Shut Off
- LP Gas
- Gas Shut Off
- Electrical Disconnect

EVACUATION ASSEMBLY AREA

North of the Pump House

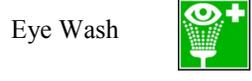
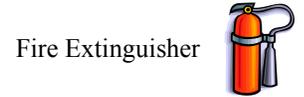
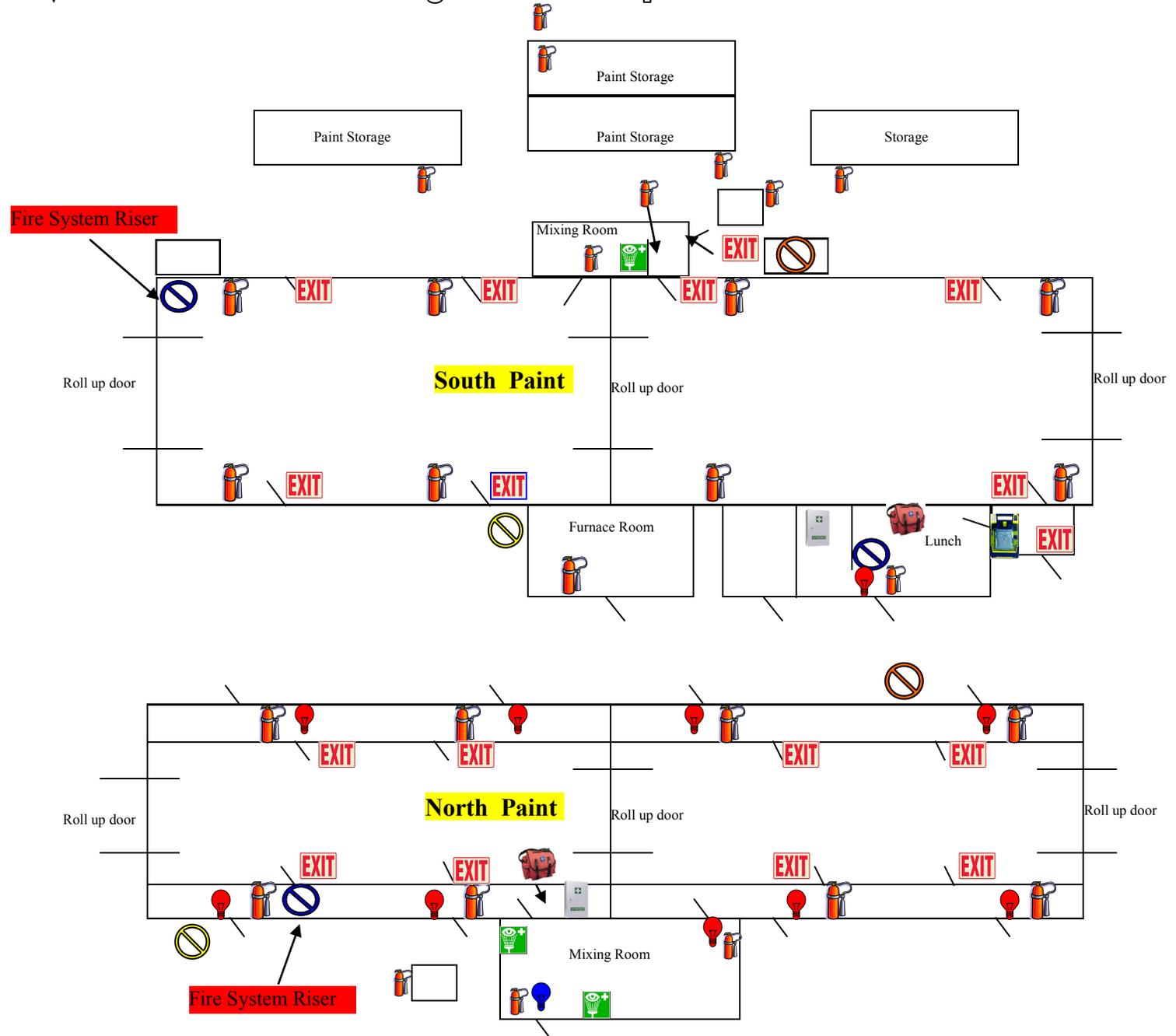


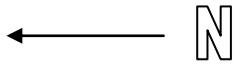
North of the Pump House



Large Paint

E-lights / Extinguishers





Training / QTron Office

E-lights / Extinguishers



E-light



Fire Extinguisher



First Aid



Eye Wash



Glow in



AED



ER Bag



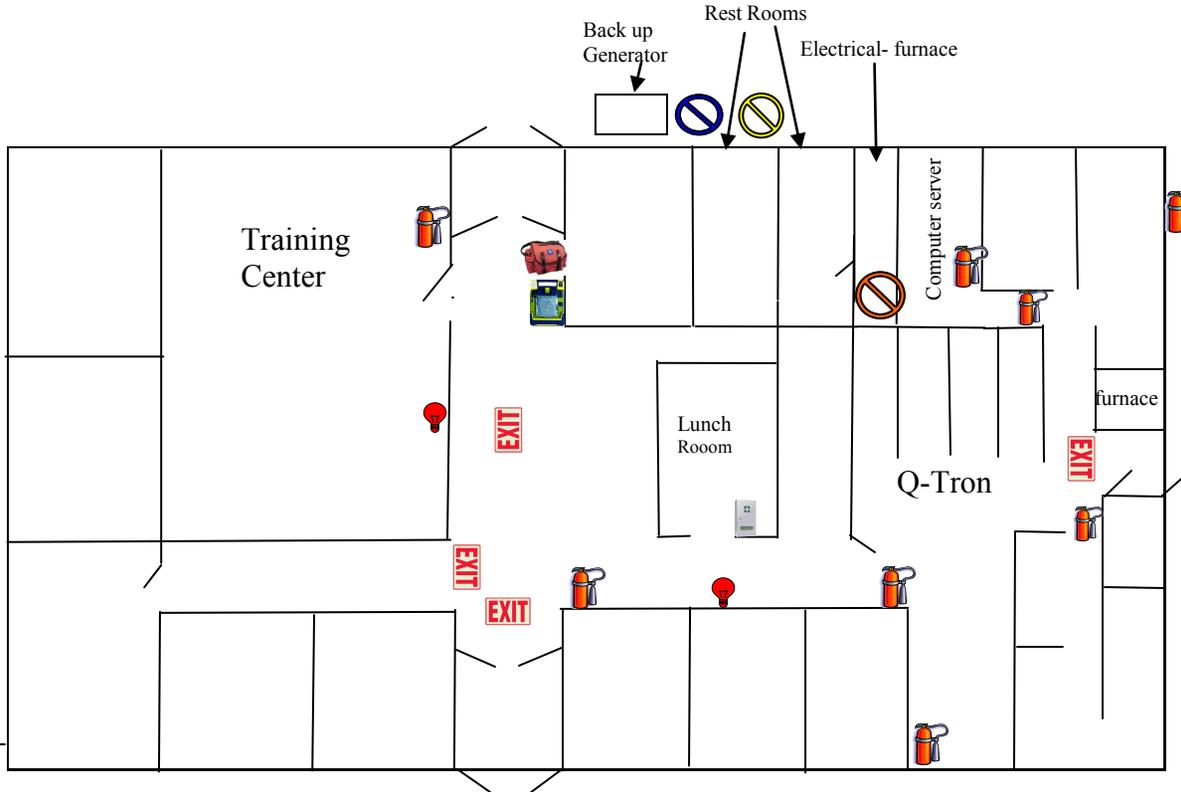
Water Shut Off



Gas Shut Off

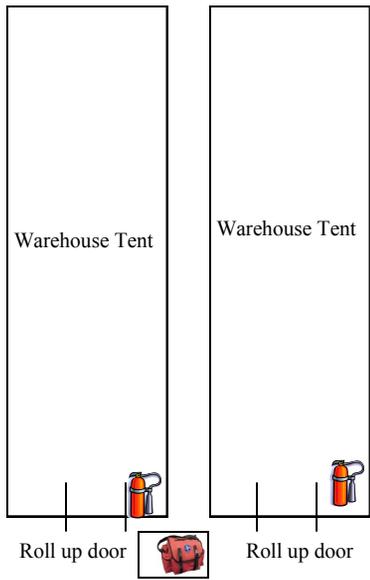
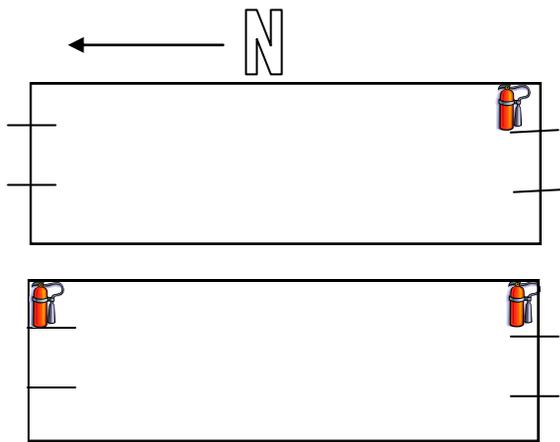


Electrical
Disconnect



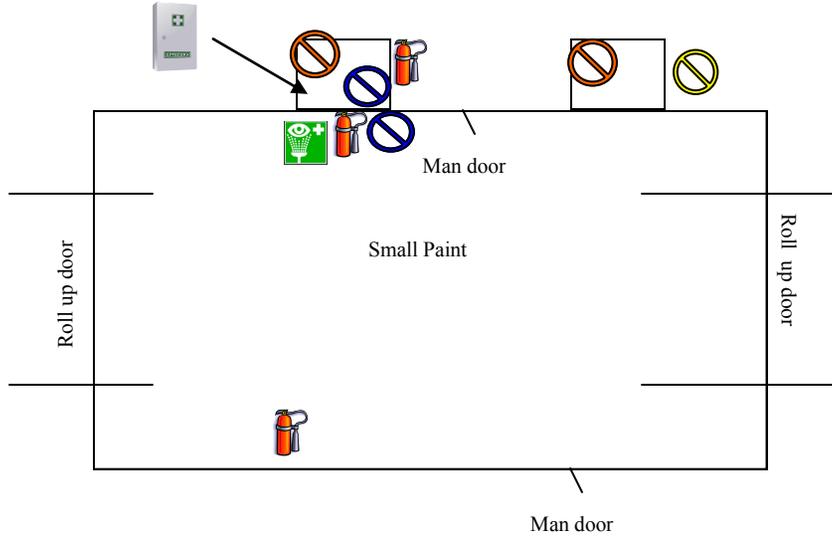
**EVACUATION
ASSEMBLY
AREA**

Main Parking Lot



Small Paint and Tents

E-lights / Extinguishers



E-light 

Fire Extinguisher 

E-light out 

First Aid 

Eye Wash 

Water Shut Off 

Gas Shut Off 

Electrical Disconnect 

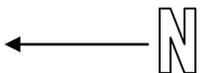
ER Bag 

Corner of the Fab shop



SWB Building

E-lights / Extinguishers



E-light



Fire Extinguisher



ER Bag



First Aid



Eye Wash



Water Shut Off



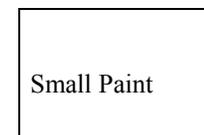
Gas Shut Off



Electrical Disconnect



Small Paint

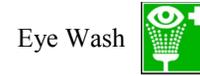
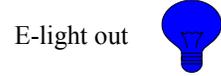
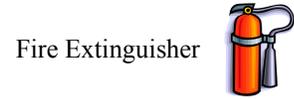
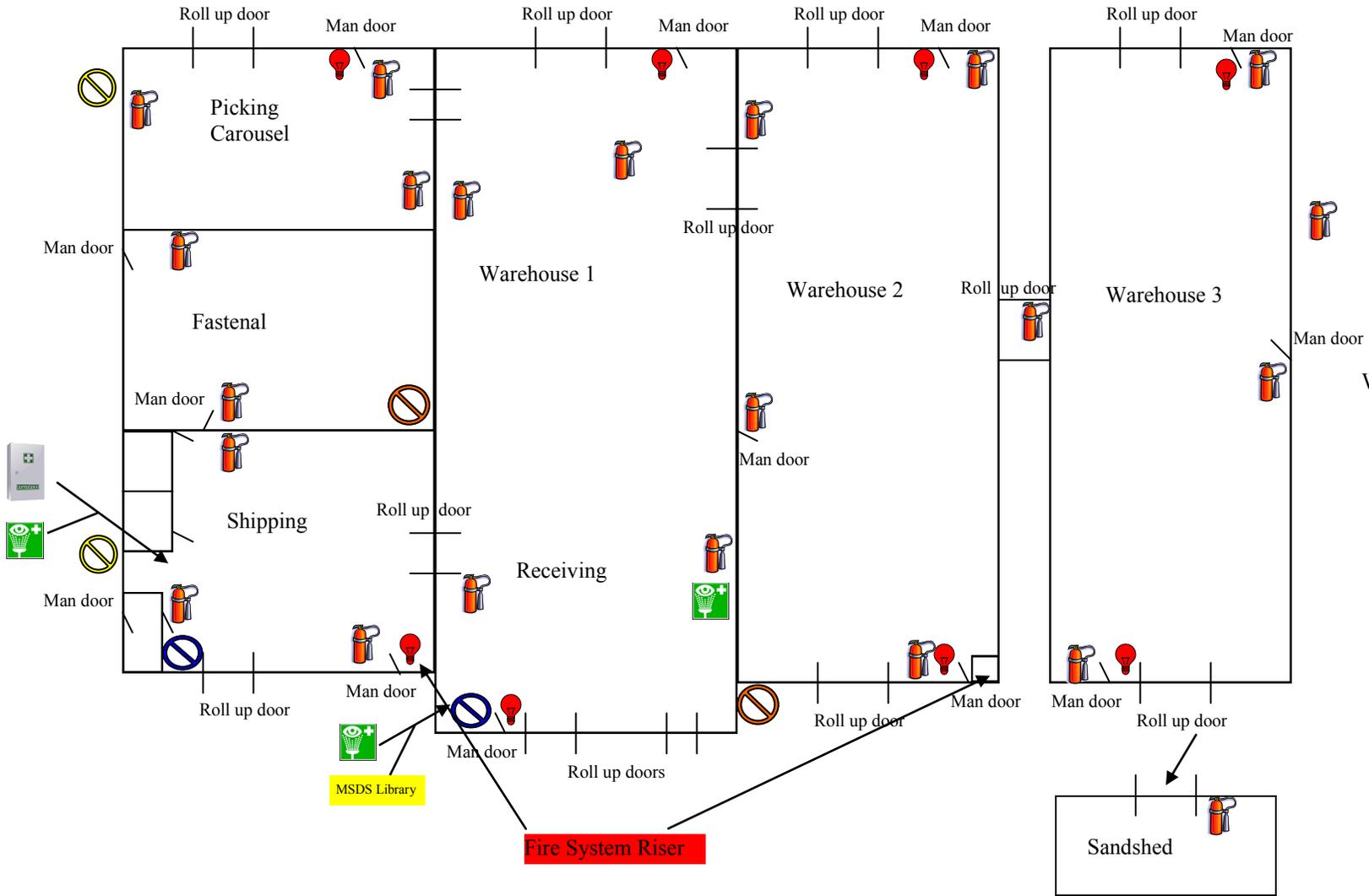
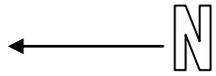


West Side of Small Paint



Warehouse

E-lights / Extinguishers



South of Admin-Building



MotivePower
Fire & Emergency Action Plan

APPENDIX D
TRAINING GUIDE

MotivePower
Fire & Emergency Action Plan

TRAINING GUIDE

- TOPIC:** Fire and Emergency Action Plan Training
- DATE REVISED:** September 2011
- TO BE CONDUCTED BY:** Supervisors, Lead people and Managers.
- CONTENT OVERVIEW:** Review of the expected emergencies and the Fire and Emergency Action Plan.
- OBJECTIVES:** After completion of this training, the employee will:
- a. Know the major emergencies that can occur in the work place.
 - b. Understand their roles and responsibilities in the event of an emergency.
 - c. Know the location of the Fire and Emergency Action Plan.
 - d. Know whom to contact for additional information on each plan.
- HANDOUTS:** Copy of their building emergency exit instructions and facility map.

TRAINING OUTLINE:

1. EXPECTED EMERGENCIES

Prepare for emergencies that may be reasonably expected. This may be a fire, gas leak or natural disasters.

2. FIRE & EMERGENCY ACTION PLAN TRAINING REQUIREMENTS

- Emergency Coordinators are the managers, supervisors and lead people, who assist and direct evacuations and are aware of their responsibilities and the Plan requirements.
- Emergency egress procedures, route assignments and designated evacuation meeting areas for each building
- Procedures to be followed by employees who remain to operate critical plant equipment before they evacuate (monitoring plant water supplies, etc.)
- A Procedure to account for all employees after the evacuation has occurred.

MotivePower
Fire & Emergency Action Plan

- Training for those employees who are to perform medical response.
- Contact the EH&S for further information or explanations of duties under this plan.
- This plan is available on the Safety & Training Intranet site for employee review.
- Hazards review includes the work place fire hazards. Proper handling and storage procedures of combustible or flammable products. Identify potential ignition sources and control procedures. Ensure the proper type of fire protection equipment or systems are in place.
- Housekeeping: The control of accumulations of flammable and combustible waste materials and residues so they cannot contribute or start a fire.
- Maintenance: All equipment and systems installed with heat producing equipment shall be regularly and properly maintained according to established procedures.

3. Training for Emergency Coordinators.

- Be familiar with the plan as it affects your employees or building occupants.
- Be aware of housekeeping, blockage of exits, fire extinguishers and electrical disconnects by materials.
- Never place yourself in harms way.
- Keep calm during emergency situations.
- Help people with special needs, such as hearing impaired.
- Give instructions to people evacuating the building.
- If possible check restrooms, offices, and conference rooms. Remember to feel the closed doors for heat buildup before opening. There could be fire behind closed doors.
- Take a roll call at the designated meeting location.
- Provide instructions to the evacuated employees.
- Please keep everyone out of the way of emergency traffic.
- You may move everyone to the Warehouse or other building not involved in the emergency during inclement weather or if the emergency is going to take longer than 20 minutes to resolve.

<p style="text-align: center;">MotivePower Fire & Emergency Action Plan</p>

Fire & Emergency Evacuation Instructions

Annual evacuation training is required to be performed by all departments. Training will be divided into stages. A training meeting will be held by each department to review the building emergency exit instructions. The emergency alarm system may or may not be activated during this training. Individual building emergency response instructions are posted in each building and can be found in the Fire and Emergency Action Plan located on the Safety & Training Intranet site. Schedule a time to activate the alarm system with all the other departments involved. All employees should be able to recognize an emergency alarm and know the evacuation procedures.

Please provide 48 hours notice to the Maintenance Department before activating an alarm system in order to schedule for a system reset and to provide prior notice to Peak Alarm Company.

Stage One

Items to cover for emergency building evacuation training.

- Lead people, supervisors and managers are the Emergency Coordinators.
- Location of alarm pulls boxes.
- Type of alarm system in the building.
- What the alarm sounds like. Describe the sound if the system is not activated during this stage.
- Location of emergency exits.
- Emergency meeting location(s).
- Handling special circumstances. An example would be if an employee could not hear the alarm and coworkers need to be assigned to notify this employee during an evacuation. Ask employees to see you after the training to discuss any special circumstances.
- Keep emergency equipment clear and accessible.
- Record the training on an attendance roster.

Stage Two

Activating the Alarm System Building Evacuation Drill

- Combine your evacuation drill with other crews, departments, and building occupants.
- Schedule with the Maintenance Department. The alarm will need to be reset.
- Ask Security to notify the alarm monitoring company and request that they place the alarm system in the test mode.
- Notify other building managers and supervisors throughout the facility that you are activating the alarm system.
- Plan around activities that may place employees in danger. An example is during the process of rolling a locomotive frame in the Locomotive Shop.

MotivePower
Fire & Emergency Action Plan

- Activate the alarm.
- Direct employees to leave the building.
- Employees should meet at the designated meeting location(s).
- Take roll call. At this time ask employees to sign the safety meeting attendance roster.
- Ask Maintenance Department to re-set the alarm system.
- Ask Security to notify the alarm monitoring company and request that they place the alarm system back in service.
- Record the training on an attendance roster.

The Maintenance and EH&S Departments will provide assistance. All shifts need to be trained.

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Fire & Emergency Action Plan

APPENDIX E

FIRE EXTINGUISHER CLASSIFICATIONS

**MotivePower
Fire & Emergency Action Plan**

CLASS OF FIRE	A	B	C	D
FIRE TYPE	wood, trash, paper, rubbish	flammable liquids, gas, oil, paints, grease	electrical equipment	combustible metals
MEDIA	water foam or	foam, carbon dioxide, dry chemical	carbon dioxide, dry chemical	special extinguishing agents

EXTINGUISHING MEDIA AND ALLOWABLE USES

DRY CHEMICAL	MULTI-PURPOSE DRY CHEMICAL	FOAM	CARBON DIOXIDE	HALON 1211	WATER
B,C	A,B,C B,C	B	B,C	A,B,C	A

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Fire & Emergency Action Plan

APPENDIX F

Emergency Notification Instructions

MAIN COMPLEX NOTICE IN CASE OF AN EMERGENCY

(1) DIAL 911.

- **Identify yourself.**
- **Identify the facility, address (4600 Apple St.) and building location.**
- **Identify the nature of the emergency.**
- **The Emergency Dispatch Operator may ask for further information.**

(2) Contact Security at 947 4907 or by radio.

- **Identify the nature of the emergency.**
- **Identify the location of the emergency.**

(3) Notify your Lead Person, Supervisor or Manager.

(4) Send available personnel to the Main Gate Security Station to direct emergency traffic.

Day Shift Only

(5) Notify the Administration Receptionist at 947 4800

The Administration Receptionist will notify the following offices:

- **The Director of Manufacturing at 947-2940**
- **EH&S Manager at 947-4821**

ANNEX
NOTIFICATION INSTRUCTIONS IN CASE OF
A MEDICAL EMERGENCY

- (1) DIAL - LINE - 911**
 - Identify yourself.
 - Identify the facility address as 2100 Braniff St.
 - Identify the nature of the emergency.
 - The Emergency Dispatch Operator may ask for more information.

- (2) Notify a Lead Person, Supervisor, or Manager.**

- (3) Send available personnel to the main gate to help direct emergency traffic to your location.**

- (4) Once the immediate emergency is under control notify.**
 - Director of Manufacturing at 947 2940.
 - EH&S Manager at 947 4821.