Emergency Response/Evacuation

It is the desire of SONOCO to conduct its operations so that incidents, which endanger the community, its people, and/or the environment, whether minor or major, be prevented. To this end, all employees are encouraged and directed to practice policies and procedures, necessary to prevent such events. If, in spite of the best care and precautions, an accidental spill, release, fire or explosion does occur, may require immediate coordination of efforts of many SONOCO and contract personnel and facilities, perhaps the assistance of outside agencies, and equipment. This plan is designed as a guide to insure quick and effective response to the problems presented by any incident. Its primary goal is to limit injury to personnel or damage to property, wildlife, and to the ecology. This plan provides affected personnel with procedures for handling such incidents expeditiously and effectively. While work performed by SONOCO does not normally contribute to these types of incidents, our personnel may be affected if we are working on a location where an incident may take place. SONOCO will comply with the customers Emergency plans at all locations. Specific site contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties at each location. Any employee at any time can contact the safety department with questions on additional information pertaining to the plan or to their respective duties.

NOTE: All references to incident refer to spills, releases, fire, explosion accidents, and/or any event that endangers employees, contractors, the community and/or the environment.

Facility Response Plan

All SONOCO employees will comply with site specific customer emergency response plans and drills. Become familiar with station bills and alarms prior to starting work.

All newly hired employees shall be required to attend the New Hire Orientation class both at the Houma office and a site specific orientation at each new location worked according to the customers plan. If an orientation is not provided, notify your supervisor immediately. The new hire will be instructed on the SONOCO Safety Manual and shall be tested at the completion of the class. The new employee is issued an employee handbook with emergency telephone numbers to call for response. In the event of a medical emergency, the employee or his supervision shall contact the Safety Department. If an employee is injured after normal working hours, the employee or supervision is to contact the Safety Department 24/7 at (985) 851-0727. In addition, all new hires shall be classified as short service employees.

In addition to orientation, new hires shall be subjected to drug screening prior to employment or admittance to any facility for work.
Immediate Response by facility personnel
Implement controls; assess the incident for potential hazards, to personnel, the community, and/or the environment. Initiate evacuation procedures as needed. Acquire manpower and equipment necessary to contain and control the incident.

The initial action (alarms) shall be taken by the person discovering the incident. The responsibility for immediate response rests with the ranking employee at the platform level on the scene and he/she shall serve as the Emergency Response Coordinator until relieved. Responsibility for operations shall automatically move to higher levels of management as they arrive and/or as the size and seriousness of the incident increases.

Response to the following emergencies shall be implemented immediately by the Emergency Response Coordinator (ranking employee on the scene until relieved by higher authorities) whenever there is an imminent or actual emergency situation. It is the responsibility of all SONOCO employees to follow onsite direction in the event of an emergency from the emergency coordinator according to the customer emergency plan(s). All emergencies and evacuations need to be reported to the SONOCO Safety Director as soon as practical post accident.

Evacuation
The Emergency Response Coordinator shall have the internal facility alarms activated to notify personnel in the event of a need to evacuate the facility. The alarm for evacuation is site specific. The employees shall remain with their supervisor at all times until everyone is accounted for by matching that days time cards with those present and further instructions are issued. Each supervisor shall be responsible with accounting for all of his/her personnel and shall immediately report findings to the emergency response coordinator or his/her designee. No personnel shall be allowed to leave the facility until all personnel have been accounted for and approval has been given by the Emergency Response Coordinator.

All Emergencies (fire, explosion, accident, etc.)
The ranking employee on the scene shall be responsible with acquiring assistance from authorities (i.e. ambulance, fire department, coast guard) according to the site specific emergency plan.

Threat to Human Health/Environment
Should the ranking employee on the scene determine that the facility has had a release, fire or explosion which could threaten human health, or the environment outside the facility, he/she shall immediately notify the proper authorities according to the site specific emergency plan. Depending on the seriousness of the event, teams of employees may need to be organized to assist and insure that impacted areas are swiftly and safely evacuated. At no time however, are any employees or personnel to jeopardize their own personal safety, health or well being.