Appendix E – Emergency Preparedness, Prevention, and Response Program

APTIM

ZION LANDFILL, INC.
ZION, ILLINOIS

EMERGENCY PREPAREDNESS, PREVENTION, AND RESPONSE PROGRAM

May 2022

I. Introduction

In order to minimize employee injury and property damage in the event a workplace emergency occurs, the Occupational Safety and Health Administration (OSHA) requires that Zion Landfill, Inc. (the Company) has in effect an Emergency Preparedness Program. A written action plan is a major part of this Emergency Preparedness Program and this policy establishes written procedures to ensure uniform compliance with OSHA Standard 1910.38, Subpart E. Additionally, 35 Ill. Admin. Code Part 812.108(s) requires a firefighting and fire safety plan be submitted with any IEPA permit application, and sections of this Emergency Preparedness Program address these requirements.

The best way to prepare to respond to an emergency is before it happens. The best way to protect yourself, co-workers and Company assets is to expect the unexpected. This emergency action plan will guide employees when immediate action is necessary.

II. Types of Workplace Emergencies

A workplace emergency is an unforeseen situation that threatens our employees, customers or the public, disrupts or shuts down our operation, or causes physical or environmental damage. Some examples of workplace emergencies are:

- Severe weather
- Fires
- Toxic gas releases
- Chemical spills
- Radiological accidents
- Explosions
- Civil disturbance
- Workplace violence with potential to result in bodily harm and trauma

III. Action Plan Components

This written action plan is tailored to the Zion Landfill and a hazard assessment was done to determine what, if any, physical or chemical hazards in the workplace could cause an emergency. Employees will receive training on the following:

- Names, titles, departments and telephone numbers of individuals both within and outside this location to contact for information and guidance
- Alarms and their meanings
- A method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments
- Procedures for employees who remain to perform or shut down site operations, operate fire extinguishers, offer first aid
- Accident prevention procedures and practices
- Fire prevention procedures and practices
- Employee training program components

A. Emergency Contacts

Roles of the Emergency Response Coordinator, Evacuation Steward, and Dispatcher during an emergency are:

An **Emergency Response Coordinator (ERC)** is a responsible employee in a management position who was selected to lead and coordinate this emergency plan and evacuation. Responsibilities of the **ERC** are described in Appendix A.

The **ERC** at this facility is:

John Hagopian	Operations Manager	(847) 344-2016
Name	Title	Phone

In the case of the **ERC** being unable or unavailable to fulfill the assigned duties, an Alternate will take his/her place: The **Alternate ERC** at this location is:

Mark Bingham	General Manager	(757) 434-2356
Name	Title	Phone

The **ERC** or **Alternate ERC** is responsible for the following:

- Assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures
- Supervising all efforts in the area, including evacuating personnel
- Directing the shut down of operations and calling back trucks when required
- Turning off water, gas and electricity if instructed by local emergency officials
- Notifying **Evacuation Steward**, or **Alternate Evacuation Steward**, to begin assisting personnel
- Coordinating outside emergency services, such as medical aid and local fire departments and ensuring that they are available and notified when necessary
- Contacting the Corporate office to give status of employee's health and building condition after an emergency situation

An **Evacuation Steward (ES)** will help to move employees from danger to safe areas during an emergency. The **ES** for this site is:

Shop / landfill operations areas:

Kevin Garrity	Lead Operator	(847) 561-8617
Name	Title	Phone

Office:

John Mahony	Compliance Manager	(262) 894-5662
Name	Title	Phone

In the case of the **ES** being unable or unavailable to fulfill the assigned duties, an Alternate will take his/her place. The **Alternate ES** at this location is:

Shop / landfill operations areas:

Mike Lehman	Equipment Operator	(224) 754-1938
Name	Title	Phone

Office:

Patty Shebesta	Office Manager	(847) 773-0991
Name	Title	Phone

The above employees who have been designated to assist in emergency evacuation procedures have been trained in the complete workplace layout and various alternate escape routes. The **ERC** and **ES** have been made aware of employees with special needs, how to use the buddy system and hazardous areas to avoid during an emergency evacuation.

B. Alarms

Each site will have an alarm system that is distinctive and recognizable by employees instructing them to evacuate. At those sites where the emergency response plan contains multiple contingent responses, the alarm system must provide distinctive and recognizable signals as necessary for proper action as designated in this emergency response plan. In some cases, only a portion of a site may have to be evacuated during an emergency, such as a small fire that is easily contained in a specific area.

This site uses the following alarm systems to warn you of:

TYPE OF ALARM	WHAT IT MEANS
Siren	
Bell	
Buzzer	
Intercom	
Public Address System	
Two-Way Radio / Cell Phone	X Case Specific Instruction
Other	

C. Methods for Reporting, Responding and Evacuating during an Emergency

1. FIRES

- If trained in fire-fighting procedures, attempt to extinguish fire without the risk of personal injury with use of portable fire extinguisher, soil, fire blanket, or other appropriate fire-fighting or fire suppression material
- If the fire is in a garbage load and can be safely dumped without additional loss of property or any risk of injuries to persons, dump the load and inform the office via two-way radio
- If fire cannot be extinguished, evacuate to a safe distance and assist in traffic control until emergency personnel arrive
- Notify first available supervisor of the nature and severity of the incident
- The supervisor will alert the **ERC** and he/she will notify the fire department and other authorities and will call 911
- If evacuation is necessary, the designated **ERC** will notify the **ES** and all personnel through the alarm system
- Shut off all non-essential equipment, if time allows

- Follow the instructions given out by the **ES** who will help guide employees out of the building / away from the area of fire
- If indoors, leave the building by using closest fire exit, closing the door behind you
- Proceed to the assigned safe assembly area where all evacuated personnel are to gather for head count
- The **ERC** will determine if everyone is present and will notify fire department and rescue personnel of such
- If you believe your actions were the result of the fire or you witnessed the source of the fire, contact your supervisor as soon as possible to fill out an incident report

2. EXPLOSIONS

- Follow instructions provided by the **ERC**
- Exit the building or area of concern immediately, if able
- Check for fire and other hazards while exiting
- If you don't have time to safely exit, take shelter against a desk, sturdy table, or other stable object
- Proceed to assigned safe assembly area for head count. If the assigned safe assembly area is now unsafe, go directly to the first available safe area away from dangerous and unstable structures
- If the physical stability of a roadway is compromised, avoid power lines, signs and other hazards
- If a power line falls on your vehicle, stay inside until rescue personnel arrive
- If you are trapped in debris, avoid unnecessary movement so that you don't kick up dust
- Cover your nose and mouth with anything you have on hand
- Tap on a pipe or wall so rescuers can hear where you are
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust

3. ACCIDENTS

- Contact Rescue Personnel / call 911 in the event of a serious injury or incident
- Notify **ERC** or first available supervisor of nature of accident and location
- **ERC** will contact Rescue Personnel if needed when **ERC** has been notified. If **ERC** or alternate cannot be immediately contacted, supervisor will contact Rescue Personnel if deemed necessary
- If first aid is needed, employees trained in providing first aid may administer
- Do not transport seriously injured employees – call 911
- Do not remove injured person unless to protect them from further imminent harm
- Cooperate with supervisor to complete proper incident report
- **ERC** will make contact with the Corporate safety chain of command

4. SEVERE WEATHER

- The **ERC** will notify all employees of the severe weather conditions through the use of the alarm system and/or two-way radios

- If severe weather is reported and you are instructed to seek cover, proceed to your assigned safe assembly area or to the designated area reported by the **ERC**
- If there is no time and the severe weather such as a tornado is imminent, find a ditch or culvert to lie in as far away from any objects that may endanger you such as trees, cars, trucks, buildings, etc.
- If the severe weather condition is a flood:
  - Do not drive into flooded areas. If floodwater rises around your vehicle, abandon the vehicle and move to higher ground.
  - Be aware of where floodwaters have receded. Roads may have weakened and could collapse under the weight of a truck.
  - Do not walk through moving floodwater. The water may be contaminated by oil, gas or raw sewage and may be electrically charged.
- The **ERC** will notify all employees of an all clear weather condition and will assess the damage
- The **ERC** will take roll call to ensure all employees are accounted for
- The **ERC** will notify the authorities and rescue personnel if needed

5. MEDICAL EMERGENCIES

- If emergency assistance is needed, call 911 for assistance
- Eliminate any immediate danger or hazards to yourself and others
- If qualified, administer first aid after donning PPE
- Notify **ERC** or first available supervisor
- If you are not sure of the severity of the injury or condition – DO NOT TRANSPORT, wait for emergency personnel to respond

6. BLOODBORNE PATHOGEN EXPOSURE

Bloodborne pathogen spill kits and sharps containers are located onsite. Only employees trained in the use of these kits and containers are authorized to use them. Included in this part are the instructions and directions for authorized and trained employees to use the kits. In general, the response will include:

1. Cover the spill with the absorbent blanket. If the spill is not completely covered by the blanket, use additional blankets.
2. After the liquid is absorbed, pick up the blanket and dispose of in a properly marker biohazard disposal container or bag.
3. Dispose of the biohazard container or bag in accordance with local, state and federal regulations.

- If you come in contact with occupational exposure to blood or other infectious materials, immediately notify your supervisor.
- Your supervisor will alert **ERC**, who will contact you with the next steps to take and direct you to the nearest medical facility.
- Any medical emergencies where bloodborne pathogens may be present will be handled by trained medical personnel only.
- If you come in contact with a sharp, isolate the sharp and wait for a trained employee to come recover the sharp.

- In an emergency situation when a trained employee cannot come to you, place the recovered sharp in a puncture resistant container for safe transport to the treating physician.
- If you choose to offer first aid or CPR as a Good Samaritan in accordance with the Good Samaritan Act, protect yourself first, treat the victim second.
- Cooperate with supervisor to complete proper incident report

7. CHEMICAL AND HAZARDOUS WASTE SPILL

1. Small quantities of oil products, fuel, ant-freeze, paint, etc.
    - Contain and clean up the spill by using floor dry
    - Notify supervisor of spill
    - The shop manager or supervisor will determine proper disposal

2. Unknown, large quantity or hazardous material spills:
    - Stop the spill, if possible to do so safely
    - Notify the first available supervisor of the nature and severity of the spill
    - Contain the spill by diking the material using sand, floor dry, Hazardous Spill Kit, etc.
    - The supervisor will alert the **ERC**, and the **ERC** will determine if outside emergency help will be needed for containment, clean up and/or disposal
    - The **ERC** will report the spill, if necessary, in accordance with the Company's Environmental Compliance Policy and applicable regulations

8. CIVIL DISTURBANCES

OSHA has published guidance involving the escape and protection of employees from threats associated with a deliberate terrorist action. Depending on your circumstances and the nature of the attack, the first important decision is whether you stay put or get away. Use common sense and available information to determine if there is immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should monitor TV or radio news reports for information or official instructions as they become available. If you are specifically told to evacuate or seek medical treatment, do so immediately.

Whether you are at home or work there may be situation where it's better to simply stay put and avoid the uncertainty outside. A survival process called "Shelter in Place" consists of going into an interior room with few windows, locking doors, closing windows and air vents, turning off fans, air conditioning and forced heating systems, sealing all windows, doors, air vents with plastic sheeting and duct tape.

Procedures to follow in response to specific threats are described below.

1. Nuclear Blast

Advanced Warning:

- Take cover immediately, as far below ground level as possible. Any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.

- Distance yourself as far away from the blast as possible. The further you are away from the blast and the fallout the lower your exposure.
- Stay in a vehicle if you are unable to seek shelter to maintain a shield between yourself and the radioactive materials.
- If a power line falls on your vehicle, stay inside until rescue personnel arrive.

No Warning:

- Quickly assess the situation
- Listen for instructions over the radio, intercom or paging system from the **ERC**.
- Consider if you can get out of the area by the emergency escape procedure or if it would be better to stay inside a building to limit the amount of radioactive material you are exposed to.
- If you take shelter, go as far below ground as possible, close windows and doors, turn off air conditioners, heater or other ventilation systems ("Shelter in Place"). Stay where you are until you hear an all clear message from the **ERC**, rescue personnel or other authorities.
- If location management or other co-workers are unaware of your location, notify the office as soon as possible of your status and whereabouts.

2. Radiation Threat (Dirty Bomb)

- Listen for instructions from the **ERC**. If available, turn on radio, TV, internet connections for official instructions.
- If you are <u>inside</u> and there is an explosion near you or you are warned of a radiation release inside, cover your nose and mouth and go outside via the emergency escape procedure immediately. Look for shelter that has not been damaged and go inside.
- Once inside "Shelter in Place":
  - Lock doors, close windows & air vents
  - Turn off fans, air conditioning and forced heating systems
  - Seal all windows, doors and air vents with plastic sheeting and duct tape
- If you are <u>outside</u> when there is an explosion or a warning of a radiation release nearby, cover your nose and mouth and quickly go inside an undamaged building for shelter.
- If you think you may have been exposed to radiation, remove your clothes and dispose of them
- If location management and co-workers are unaware of your location, notify the office as soon as practical of your status and whereabouts

3. Chemical Threat

- Listen for instructions from the **ERC**. If available turn on radio, TV or internet connections for official instructions.
- If you see signs of a chemical attack, find clear air quickly.
- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- If the chemical is inside a building where you are, get out quickly without passing through the contaminated area.

- If you can't get out of the building or find clear air without passing through a contaminated area, move as far away as possible and "Shelter in Place"
- If you are outside, quickly decide what is the fastest way to find clean air. Consider getting out of the area or "Shelter in Place"
- If your eyes are watering, your skin is stinging, and/or you are having trouble breathing, you may have been exposed to a chemical.
- If you have been exposed, strip all clothing immediately and wash. Look for a hose, fountain or any source of water and wash with soap if possible. Do not scrub chemical into skin.
- If location management and co-workers are unaware of your location, notify the office as soon as practical of your status and whereabouts.

4. Blackouts

- During a blackout, the phone system or other alert systems may not be operating.
- Listen for verbal instructions from the **ERC** and **ES**.
- If the lights are out and you cannot see, stay in voice contact with co-workers. Take turns yelling out your name and location.
- Turn off the electrical equipment you are using.
- Only use a flashlight for emergency lighting, never candles.
- If instructed, evacuate the building and proceed to your assigned safe assembly area to wait for roll call.

9. WORKPLACE VIOLENCE

- If you witness disruptive, threatening or violent behavior, notify the **ERC** immediately.
- If you witness workplace crimes in progress, violent incidents, or specific threats of imminent violence, use a phone out of site / hearing of the threatening individual to call 911. These may include, but are not limited to:
    - Threats of physical harm toward you, others, or himself/herself.
    - Presence of, or suspected presence of, a weapon
    - Behavior that causes you to fear for your own or another's safety.
- If you are confronted with an angry or violent co-worker, calmly listen and if the situation escalates, find a way to excuse yourself and immediately get help.
- Do not mention discipline or police if you fear a threatening response.
- Do not attempt to intervene physically or deal with a situation yourself.
- Get to safety as quickly as possible.
- Stay in a safe place until you hear an all clear message from **ERC** or local authorities.
- If possible, keep a line open to police until they arrive.

D. Evacuation Procedures

Exit route requirements are defined in Appendix B. The primary emergency escape route and exits for this facility are indicated in Appendix D. Evacuation procedures are as follows:

1. If you have been notified to evacuate and leave the building or other area, follow the designated primary evacuation route immediately.

2. Proceed to the designated safe assembly area to wait for rollcall. The area designated for this site is: 9th Street Gate, Green Bay Road Gate, or Russell Road Gate

E. Procedures for Employees Who Remain On-Site During An Emergency Before Evacuating

1. Operation Shut Down

- Normally, the **ERC** will shut down operations of the whole site.
- If you have been designated to shut down a machine or power in your immediate working area, do the following:
    - Listen to emergency alarms and intercom system for instructions on the type of emergency.
    - Determine if you have adequate time to turn off your machine without risking your personal safety.
    - Safely shut down your machine using the "Power Off" button or level.
    - Disconnect power supply from its source, if able to without risking personal safety.
    - Evacuate building using the escape route.
    - Go directly to the assigned safe assembly area and wait for roll call.

2. Fire Extinguisher Use

Portable fire extinguishers are the most common type of extinguisher used in the waste industry. They can be found in the maintenance shops, on vehicles and heavy equipment, and in all buildings and offices. Employees whose job duties would include the use of extinguishers in an emergency must be trained upon initial employment and at least annually thereafter.

A. If you have been designated as an employee to respond to fires in the workplace, follow these instructions:
- Listen for the emergency alarms.
- Listen for **ERC** instructions on the type and scope of fire.
- Determine if you can quickly put out fire without risking personal safety.
- The most effective way to put out or control a fire using an extinguisher is to use the **"PASS"** method.
    P – Pull the pin at the top of the extinguisher (break the thin wire inspection band)
    A – Aim the nozzle or outlet towards the base of the fire
    S – Squeeze the handle to discharge
    S – Sweep the nozzle back and forth at the base of the flames. Make sure fire is out. Look for hot spots.
- After fire is contained, immediately report to supervisor.
- If unable to contain fire, quickly and safety exit the building or area of concern using the designated exit route.
- Report to the assigned safe assembly area for roll call.

3. Medical Assistance

Only employees who have been trained in first aid response will be allowed to remain to offer medical assistance. These employees must follow the procedures below:

- Eliminate any immediate danger or hazards to yourself or others.
- If qualified, administer first aid after donning PPE.
- If you are not sure of the severity of the injury or condition, call 911 – DO NOT TRANSPORT – wait for rescue personnel assistance.
- If the area is unsafe and you are unable to safely administer first aid, immediately evacuate and notify the **ERC** or emergency response personnel of the victim's location.
- Report to the assigned safe assembly area to wait for roll call and to inform **ERC**, medical emergency response workers, or authorities to the victim's situation.

F. Accident Prevention Procedures and Practices

An aggressive program of accident prevention extending through the active site operation, closure and post-closure periods is in place at the facility. The following section describes the principal aspects of the program.

1. Accident Prevention During Site Development

Site development includes the excavation of disposal cells; construction of earth berms; installation of roads, fences, monitoring points, culverts, etc.; landscaping; and various other tasks. This work may be done in part by the personnel and equipment of the facility and, in part, by contractors employed by the operator. When outside contractors are used, the contractor and its on-site employees will be familiarized with this Plan.

The facility will control access by constructing earthen berms and/or fencing as required. The berms and fences are designed to restrict access by animals and unauthorized persons. Gates with locks have been established at the access points and only persons with authorization will be provided keys.

Electrical service and telephones will be available to provide security, lighting, and emergency communications.

To ensure on-site and off-site roadway conditions are maintained to provide safe travel throughout construction periods, measures will be taken to prevent mud-tracking onto adjacent roads by cleaning the on-site roadway and directing trucks to travel appropriate interior roadways prior to exiting the Landfill. Trucks delivering earth or rock materials to the site or removing earth materials from the site will be loaded in a manner that avoids spillage and appropriate signs will be placed on the area roadway, if required, alerting vehicles to construction traffic.

2. Accident Prevention During Active Site Operation

The active site operation period extends from the present through the date of final closure. During this time, traffic bearing waste materials, and potentially, other vehicle movements, will enter and leave the site. All truck traffic will utilize the site access at N. Green Bay Road; employees and maintenance vehicles may also utilize secondary site access points on 9th Street and Russell Road.

The site design includes a site access road extending from the site entrance to the disposal area. This road has an all-weather surface which allows trucks exiting the disposal area to shed mud before entering the public roadway. The site operator will maintain equipment at the site capable

of cleaning mud from the roadways. This equipment will be used as necessary to maintain safe conditions on-site and at the site entrance.

No scavenging will be allowed on the landfill. Notice will be posted at the site entrance. Also, during icy conditions, traction and/or deicing agents will be used as appropriate.

3. Accident Prevention During Post-Closure

For a period of at least thirty years after closure of the landfill, the Company is required to maintain and monitor the site under current regulations. During this period, the site will occasionally require work by end-loaders, trucks, bulldozers, and other heavy equipment. The same procedures used during the active site life will be used during post-closure to prevent mud-tracking onto public roads.

4. Equipment Operating Safety

The following safety procedures will be used when operating equipment:

- Monitor locations of customers and employees near working area
- Check equipment before starting
- Use steps and hand holds
- Keep steps clean
- Inspect area before moving
- Operate from driver's seat
- Wear seat belts
- Never mount moving equipment
- Authorized passengers only
- Keep bucket or blade low
- Check blind areas
- Keep enough clearance
- Avoid excessive speed
- Do not crush sealed containers
- Proceed carefully over bulky items
- Check work area
- Park on level ground
- Lower attachments to ground when parked
- Never jump from equipment
- Avoid leaving equipment unattended
- Always have adequate lighting
- Clean equipment before repairing
- Remain in seat during equipment adjustments
- Use of audible vehicle reverse movement warning devices

G. Fire Prevention Procedures and Practices

To minimize the threat of fire at the facility, numerous steps will be taken. This will include but not be limited to: maintaining distance when welding or performing hot work, monitoring equipment for overheating, restricting public access, prohibiting smoking of personnel and visitors of the landfill, and maintaining a gas detection system. Each of these items will be discussed separately.

1. Open Flames and Hot Work

Welding and flame cutting shall occur at least 10 feet away from combustible materials. When combustible materials are present and it is not possible to keep at least 10 feet of separation between the materials and welding or flame cutting operation, combustible materials must be protected by a flameproof cover, curtain or other appropriate barrier.

2. Load Checking

Checking of incoming loads is discussed in the Load Checking Program Section of the Operating Plan, which addresses 35 IAC 811.323. To prevent fires, all incoming trucks will be observed at the gatehouse for smoke and/or any other indicators of potential fires. Since most packer trucks are tightly compacted, they normally smother fires. However, vehicles that appear to contain hot or burning material that are not safe to transport any further shall be immediately isolated in an area accessible to the Fire Department. If the **ERC** deems safe, the vehicle shall be driven to an area of the landfill that has been covered with at least 6 inches of soil cover and is safe distance from the active waste placement area, landfill gas extraction wells and piping, leachate piping, etc.

Once necessary equipment has been assembled to address the hot load, the load can be dumped onto the landfill surface. Appropriate actions, such as isolating the burning/hot materials from other flammable or combustible materials, and/or covering the burning/hot materials with soil, spraying the burning/hot materials with a fire extinguisher or water, etc. shall be performed at the direction of the **ERC**. The Fire Department shall be called in the event these activities do not adequately control the fire hazard. Once the materials have adequately cooled and no longer pose a threat, the materials can be moved to the active face. Alternatively, the materials can be covered in-place with soil daily cover to provide further assurance that the materials do not threaten the landfill.

3. Equipment and Facility Maintenance

Equipment shall be well maintained such that oil leaks are minimized to the extent possible. Equipment with fuel leaks shall not be used and shall be promptly repaired. All electrical components shall be properly maintained, well insulated and grounded as appropriate. Furthermore, equipment shall be routinely cleaned such that oil and other flammable materials do not contact to engine and exhaust components. All flammable and combustible materials (oils, paints, solvents, fuels, oily rags, etc.) shall be emptied on a routine basis.

4. Restrict Public Access

The means for controlling site entry will include natural barriers and/or a minimum eight-foot high fence. This site's entrance road will be controlled by a gate which will be locked when unattended. These measures are adequate to prevent unauthorized access to the facility during its daily operational hours as well as closed hours. Signs identifying hours of operation, visitor information, safety policies, littering, and prohibited waste types are posted at the site entrance. Other signs will be posted to direct traffic within the facility as necessary.

5. Prohibit Smoking

Smoking will only be allowed in designated areas nearby buildings. Smoking will be prohibited in all other areas of the facility.

6. Gas Detection System and Disposal

A landfill gas collection system is in place to control gas migration from the landfill. A gas monitoring system is designed and operated to confirm the effectiveness of the gas collection system, or identify areas that require additional measures. These systems comply with requirements of 35 IAC 811.310 and 811.311 and will be expanded as necessary as the facility develops.

7. Fire-Fighting Equipment and Supplies

Mobile/portable equipment that is on-site and available for use in response to a fire at the landfill includes:

- Water wagon or truck
- Excavator capable of excavating soil and/or refuse
- Bulldozers capable of pushing/spreading soil
- Fire extinguishers

All of the equipment listed above is stored on-site at the landfill near the working face or near the maintenance building. While in use, the equipment listed above can be immediately dispatched by the **ERC** for use in responding to fires and other emergencies.

In the event of a fire, employees who have received fire extinguisher training are authorized to use portable fire extinguishers to control the fire to the extent that this may be accomplished without endangering the health or physical safety of the employee or any other person. Employees may also use portable fire extinguishers on an incipient stage fire. Under no circumstances shall any employee attempt to control a structural fire. Facility personnel will be responsible to conduct monthly inspections of extinguishers.

H. Employee Training Program

Elements of the employee training program include the following, based on the responsibilities of each employee.

1. Random Load Inspections

In accordance with 40 CFR 258.20, the landfill performs random waste load inspection for detecting and discouraging attempts to dispose of hazardous and other unauthorized wastes at the facility. All personnel involved in the random inspection program receive training in conducting random inspections prior to initial assignment and annually thereafter. Training topics include hazardous and other unacceptable wastes covering the following topics:

- Identification
- Management
- Handling Procedures
- Personal protective equipment
- Safety precautions
- Record keeping requirements
- Release reporting

2. Storm Water Pollution Prevention Plan (SWPPP)

Employees shall receive training prior to initial assignment and annually thereafter on the requirements of a site specific SWPPP. The SWPPP, which is required by 40 CFR 122.28, identifies potential sources of storm water pollution and outlines Best Management Practices (BMP's) to minimize pollution in storm water discharges.

3. Hazardous Waste Recognition

Employees shall receive training prior to initial assignment that will review identification of hazardous materials through typical markings/labels of hazardous material containers and appropriate response procedures.

4. Spill Prevention Control and Countermeasure Plan (SPCC)

In accordance with 40 CFR, Part 112, an SPCC Plan outlines the procedures a facility will take to prevent, contain and prohibit the release of petroleum products into waters of the State. Employees will receive training prior to initial assignment and annually thereafter on the Plan.

5. First Aid/Cardiopulmonary Resuscitation (CPR)

Selected employees will receive First Aid/CPR training prior to initial assignment and as required thereafter to maintain their certification. This training will include appropriate measures to be taken by a first responder to the scene of an accident/injury to assist the ill and/or injured until trained medical help arrives.

6. Lock Out/Tag Out

In accordance with 29 CFR 1910.14 (c)(7), all appropriate employees are instructed in the purpose and use of the energy control program/procedures. This includes employees who remove guards or place any part of their bodies into the danger zone of a machine or piece of equipment. Employees must be trained before initial assignment, when procedures change, and when a violation is observed.

7. Confined Space Entry

In accordance with 29 CFR 1910.146(g), all employees who enter permit-required confined spaces are trained to safely perform their duties. Training is conducted prior to initial assignment and annually thereafter.

8. Hazard Communication/Right-To-Know

In accordance with 29 CFR 1910.1200(h), all employees will be trained prior to initial assignment annually thereafter of the hazardous chemicals they may be exposed to in the workplace. The training includes familiarizing employees with the written Hazard Communication Program and the location(s) of the MSDS's.

9. Emergency Procedures/Response Plan

In accordance with 29 CFR 1910.38, the Emergency Preparedness Program will be reviewed with each employee prior to initial assignment. The review will cover locations of alarms, first aid supplies, firefighting equipment, and spill response equipment. Evacuation routes, assembly instructions and reporting responsibilities will also be reviewed.

10. Personal Protective Equipment (PPE)

Employees will receive training prior to initial assignment and annually thereafter to make them aware of the dangers that may be present in their working environment. Training will identify and describe appropriate personal protective equipment and outline procedures for use, handling and care of this equipment.

11. Hearing Conservation

In accordance with 29 CFR 1910.95(k), all employees exposed to noise at or above an 8-hour time weighted average of 85 decibels attends a training program on hearing conservation prior to initial assignment.

12. Fire Extinguisher Use

In accordance with 29 CFR 1910.157(g), all employees are trained on the general use of fire extinguishers and the hazards involved with incident firefighting. Training is given upon initial employment and annually thereafter.

13. Electrical Safety

In accordance with 29 CFR 1910.332, all employees who face a risk of electrical shock that is not reduced to a safe level by the electrical installation are trained in electrical safety. Employees are familiarized with the safety-related work practices that pertain to their respective assignment.

14. Accident Prevention Signs and Tags

In accordance with 29 CFR 1910.145(c), all employees are instructed that danger signs indicate immediate danger, caution signs indicate a possible hazard, and safety instruction signs provide general safety instruction. All employees are trained prior to initial assignment.

I. Annual Education Program

In accordance with the conditions of the Siting Ordinance, the owner/operator of Zion Landfill shall invite the City of Zion Police Department, Fire Department, and other first responders to the facility, and host, at least annually, a safety and education program for responding to fires, spills, and other operational accidents.

APPENDIX A

EMERGENCY RESPONSE COORDINATOR (ERC) RESPONSIBILITIES

If you are chosen to be the **ERC** of this facility, your duties are to:

1. Be familiar with this written policy and be able to provide training on the procedures herein to employees.
2. Assign an Alternate to take on the responsibilities in your absence.
3. Assign an Evacuation Steward (**ES**).
4. Create an area for a communication center during an emergency.
5. Keep an update list of any employees who may need assistance during an emergency or evacuation due to a handicap. Keep **ES** informed.
6. Ensure a system is in place where you can quickly access the home contact numbers and addresses of employees.
7. Make contact with local fire departments, police departments, Haz-Matt teams, EMC's hospitals and clinics to develop a relationship and facility familiarity between these entities and the Company should their services be needed in the event of an emergency.
8. Have emergency contact phone numbers readily accessible in case of an emergency.
9. Direct the shutdown of operations if needed.
10. Develop an emergency escape and exit route.
11. Make sure that all exits are clearly marked and conduct inspections as needed.
12. Declare a safe assembly site for employees during an evacuation.
13. Take a head count on all employees, customers, contractors after an evacuation and notify authorities if anyone is missing.
14. Make sure that a first aid kit is on hand and employees know where to find it. Suggested contents of this kit are identified in Appendix C.
15. If you are more than 3 to 4 minutes away from an infirmary, clinic or hospital, designate at least one person per shift to be trained in first aid.
16. Determine how your employees will be notified during an emergency such as, plant intercom system, telephone intercom system, radios and alarm systems.
17. Ensure that training on the written plan is done when employees are hired and when their job changes, and at least annually for all employees.
18. Additional training is needed when new equipment, materials or processes are introduced, when the layout or design of the facility changes, when procedures have been updated or revised, or when exercises show that employee performance is inadequate.

APPENDIX B

SHELTERING AND EVACUATION DEFINITIONS

What is an exit route?

An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. An exit route consists of three parts:

1. Exit access - portion of an exit route that leads to an exit.
2. Exit - portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge.
3. Exit discharge - part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with an access to the outside.

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees and other building occupants during an emergency. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke. However, if the number of employees or size of building allows all employees to evacuate safely during an emergency, only one exit route may be needed.

- Exit routes must be permanent parts of the workplace.
- Exit discharges must lead directly outside or to a street, walkway, refuge area, public way or open space with access to the outside.
- Exit route doors must be unlocked from the inside.
- Side hinged exit doors must be used to connect rooms to exit routes.
- Ceilings of exit routes must be at least 7 feet, 6 inches high.
- All exit access must be at least 28 inches wide at all points.
- Exits must be separated by fire resistant materials.
- Exit routes must be free of explosives or highly flammable furnishings and other decorations.
- Exit routes can not travel through a high hazard area.
- Exit routes must be unobstructed such as by material, equipment, locked doors or dead-end corridors.
- Adequate lighting must be in place in exit routes.
- Signs should be posted around the exit route directing the employee which way to travel.
- Mark doors along an exit route that are not exits (such as a closet) as **NOT AN EXIT**.
- An emergency detection and alert system (e.g., smoke detector) must be installed and working.

What is shelter in-place?

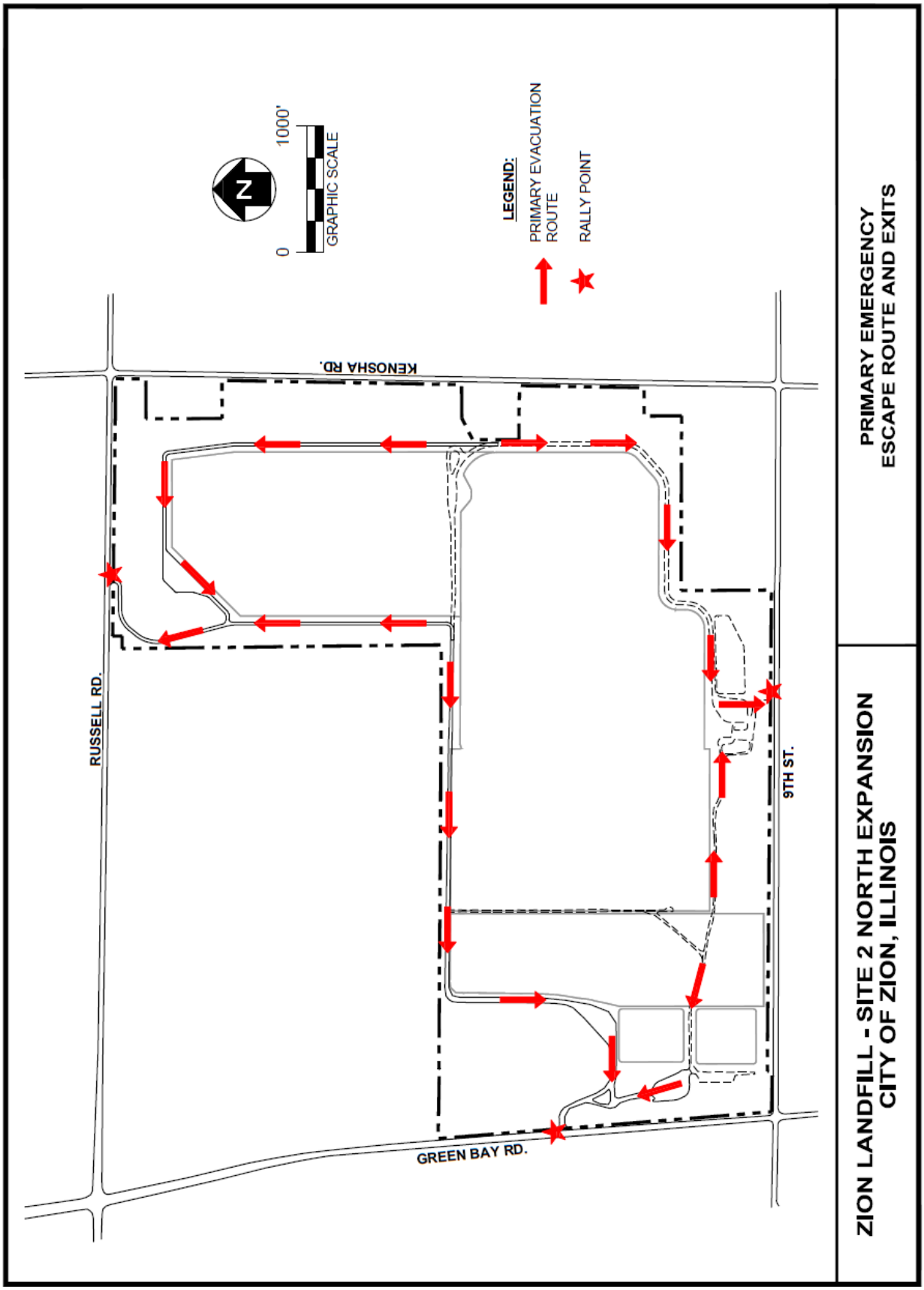
Whether you are at home or at work there may be a situation when it's better to simply stay put and avoid the uncertainty outside. A survival process called **"Shelter-In-Place"** consists of going into an interior room with few windows, locking doors, closing windows and air vents, turning off fans, air conditioning, and forced air heating systems, and sealing all windows, doors, and air vents with plastic sheeting and duct tape.

APPENDIX C

SUGGESTED FIRST AID KIT CONTENTS

Suggestions for what should be in a first aid kit include:

- **First aid manual**
- **Two pairs of latex or other sterile gloves**
- **Sterile dressings** to stop bleeding
- **Cleaning agent**/soap and antibiotic towelettes to disinfect
- **Antibiotic ointment** to prevent infection
- **Burn ointment**
- **Adhesive bandages** in a variety of sizes
- **Eye wash solution** to flush eyes
- **Thermometer**
- **Scissors**
- **Tweezers**
- **Tube of petroleum jelly**
- **Potassium Iodide** anti-radiation pills
- **Aspirin or non-aspirin** pain relievers
- **Anti-diarrhea medication**
- **Antacid**
- **Syrup of Ipecac** (to induce vomiting)

APPENDIX D

PRIMARY EMERGENCY ESCAPE ROUTE AND EXITS