

HSSE Toolbox Talk

See HSSE Web at <http://tcs-hse.bpweb.bp.com/> for more HSSE Resources

HSSE Procedure EPR-2 - Emergency Action Plan

Sheltering-in-Place

SHELTER-IN-PLACE

1. If it is safe to do so, evacuation from an affected area is preferred over sheltering-in-place.
2. Personnel must **NEVER** shelter to escape from a flammable or explosive vapor cloud.
3. Non-essential personnel who are outside should evacuate crosswind and upwind of the incident to a safe Muster Point
4. Toxic gas releases may require essential personnel to shelter-in-place. For shelter-in-place locations see EPR-2 Emergency Action Plan Attachment 3.

a. Operating Units

- i. Essential operations personnel will return to the control room for instructions.
- ii. Operations personnel will advise the SOC via telephone, Ext. 21762, of any non-essential personnel in their unit control room.

b. Buildings

- i. The Building Monitor or person in charge of the building will activate the shelter-in-place system.
- ii. Building Monitors will advise the SOC via telephone at Ext. 21762 of all non-resident personnel in their building.
- iii. Personnel in the building at the time the Shelter-in-Place is sounded will remain in the building.

Buildings must meet minimum requirements to be considered a Shelter-in-Place facility. See HSSE Policy "EPR-2 -Emergency Action" Attachment 3 @ <http://tcs-hsepolicy.bpweb.bp.com/default.htm> for these requirements.

SHELTER-IN-PLACE LOCATIONS

The following can be used as shelter-in-place locations:

Chemical Plant

Administration Building
Operations Building
Maintenance Building (designated areas only; refer to posted building diagram)
Central Control Building

Unit Control Rooms

No. 1 Paraxylene Unit Control Room (MCC not included)
No. 2 Paraxylene Unit/No. 1 Metaxylene Control Room
No. 3 Paraxylene Unit/No. 2 Metaxylene Control Room
Satellite PCU Control Room
Styrene Unit Control Room (includes MCC)
Dock House (downstairs restroom included)
Utilities Control Building

REFINERY

General Office Building	Garage - Lunchroom only
North Office Building	Main Gate
Medical Building	Laboratory
South Office Building	
Main Warehouse - Safety Equipment Area only	
Central Shop - First Floor office only	
Craft Training Building - Training Classroom 6 and two Building Maintenance rooms only	
Analyzer Building (Old Training Building) - Lunchroom only	
Fire Station - Office and Bunker Room	

Unit Control Rooms

FCCU#2	SRU
FCCU#3	Cokers
Alky#2/Acid Plant	PS #A/B
Alky#3	RHU Shelter
Power Station #2	UU #4/DDU
AU2/NDU/ISOM	ULC shelter
UU #3/ARU/ULC	WIF
Cracking Division Control Center (CDCC)	
Crude Control Center (RHU/CFHU)	
Oil Movements Control Center (OMCC)	
Environmental Facility	

For more information, see your site's HSSE Policy "EPR-2 Emergency Action Plan" on the HSSE WEB page @ <http://tcs-hsepolicy.bpweb.bp.com/default.htm> or contact your HSSE Department.