



SARNIA REFINERY

**USE OF REFINERY EMERGENCY SIREN &
ALERT NOTIFICATION SIGNAL**

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STANDARD

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Document Owner: Manager, EH&S

Document Contact: Emergency response Coordinator

SCOPE AND PURPOSE:

This Standard identifies management controls to ensure proper use of the Refinery Emergency Siren and the Alert Notification Signal.

ROLES AND RESPONSIBILITIES:

Employees and Contractors - are accountable to this Standard and to follow operating procedures and work practices.

Refinery Leaders - are accountable to ensure compliance to this Standard.

Refinery Vice President - is accountable to approve, maintain and ensure compliance to this Standard.

EXCEPTIONS:

There will be no exception to this Standard without the written permission of the VP, Refining. Approval will be considered only after completion of a formal risk assessment. Our Management of Change process will be employed to document mitigating actions, assign accountabilities and track the abnormal condition. The Management of Change document must be reviewed and approved by the VP, Refining before permission is granted.

Initiating Alarms

Any incident, which cannot be IMMEDIATELY mitigated by the reporting person and could affect the safety of site or offsite personnel, must be reported to Security.

Methods for reporting:

- In person
- By radio
- Calling emergency telephone(ext 2222)
- Contact operations who will notify Security

Security will activate the siren based on the caller's information. (If security does not deem the situation an emergency they will immediately contact the Shift Supervisor, who will then decide if activation of the emergency siren is required). After the Emergency siren has been activated, Security will give a brief announcement over the public address system describing the incident and wind direction. The Emergency siren is heard in the air and through buildings and radios as part of the site public broadcast system.

When the Emergency Siren sounds:

- All site personnel will report to a Emergency Assembly Area
- All work will be left in a safe state
- All vehicles not clearly marked as Suncor Emergency Response will be parked in a safe area, not blocking any fire access and left with the keys in the ignition..
- The siren sounding initiates assistance from the Refinery Emergency Organization
- All safe work permits are canceled and must be reissued after the all clear

Emergency Siren Communication

After the Emergency Siren has sounded the On Scene Commander will assess the situation and announce over the public address system these further instructions:

- The type of incident
- The location of the incident
- Wind direction
- Direction of safe approach
- Location of the Mobile Command Unit
- Instructions for radio use

The On Scene Commander will also:

- Initiate CVECO notification
- Initiate call out system as required

Alert Notification Signal

The Alert Notification Signal will be initiated by Security under direction of the Shift Supervisor. The Alert Signal is heard through buildings and radios as part of the site public address system. The Alert Signal can be used for:

- Announcing the all clear
- Activating the rescue team or first aid team
- Noticeable disturbances
- Important announcements within the Refinery
- Advising of severe weather
- Announcing critical lifts
- Advising personnel of a minor release, where it is and to keep out of the area until further notice

Testing of the Emergency Siren and Alert Notification Signal

The Siren and Alert Notification Signal shall be tested every Monday at 12:30 hours. Testing of public address system will take place at same time. Testing the Emergency siren at other than the stated time requires the direct permission of the VP, Sarnia Refinery.

Emergency Drills

When the emergency siren is used for initiating a drill:

- The permission of the Sarnia Refinery VP is required
- All safe work permits will remain valid after the drill is complete..
- A plan will be put in place to call off the drill if a real emergency occurs
- The neighbors and CVECO will be informed prior to the drill.
- If critical work is underway during the drill, it will be the Operations managers discretion if work should continue.

Public Address System

Use of the Public Address System is restricted to Security, On Scene Command, VP, Refining or their designate.

END OF STANDARD



REVISION LOG

Date MM/DD/YYYY	Revision	Section	Comment
7/25/2009	Original		
3/19/2010	1		Transferred into "Standard" template. Revision #Original. Replaces S.O. #2.021
7/14/2010	2		Site alert signal added All clear siren removed and minor edits throughout
6/29/2012	3		Shift Supervisor replaces OSL On-Scene Command replaces Incident Command
07/11/2012	4	All	Updated format, but content was NOT altered.
09/20/2013	5	All	Complete content review.

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The following individuals have approved and signed this document.

UserName: Peter Lynch (PLYNCH)

Title:

Date: Sunday, 29 September 2013, 01:45 PM Mountain Time

Meaning:

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