

Appendix G

Fire Protection Plan

Fire Prevention/Fire Safety Plan

Prepared for Alco Iron & Metal



by
AP Triton, LLC

Update
December 04, 2021



**AP Triton, LLC
Fire Prevention Plan
Alco Iron and Metal**

DISCLAIMER

This report is property of Alco Iron & Metal and was prepared exclusively for use by Alco Iron & Metal for the storage and occupancy conditions described in this report.

Alco Iron & Metal facility conditions and storage operations addressed herein are based on information provided by Alco Iron & Metal. Any discrepancies between the information presented in this report and actual conditions and operations are the responsibility of Alco Iron & Metal.

Compliance with the code requirements and provisions addressed herein is outside the scope of this report and is the responsibility of Alco Iron & Metal.

This Safety Plan shall not be used for the purpose of construction.

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Executive Summary

AP Triton has completed an extensive review of:

- Alco Iron and Metal physical sites (San Leandro)
- Policies, Procedures, and Processes
- Fire Prevention Inspections and Mitigation
- Training
- Fire Protection Systems
- Materials Stored
- Notifications
- Needed Fire Protection Systems

Alco has increased facility safety and fire resistance by putting processes into place that provide additional safety measures and less exposure to fire ignition. Alco has eliminated receiving lithium-ion batteries. Improvement in fueling operations, welding, torch cutting, and compressed gas use have been made, and training for the employees is being conducted.

Alco has committed to purchasing a Compressed Air Foam System (CAFS) to be mounted on a truck to be available at the site to prevent, contain, or extinguish any potential fire that may occur. Training will be provided when they receive this unit.

It is AP Triton's opinion that this facility is safer and less likely to ignite a fire, and in the event a fire does occur, on site personnel will be able to keep the fire small or extinguish it before the Fire Department arrives. With the expansion of the site, Alco will be able to provide additional distancing of materials to further enhance the fire protection of this site.

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FIRE PREVENTION PLAN
Established 04.20.2021

Section 1 – Policy

It is the policy of Alco Iron and Metal (“Alco” or “Company”) to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this fire protection program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees.

Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This fire prevention plan complies with the requirements of 29 CFR 1910.39. This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace.

Prevention of fires in the workplace is the responsibility of everyone employed by the Company but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the Company to identify those hazards that might cause fires and establish a means for controlling them.

The fire prevention plan will be administered by Management who will compile a list of all major workplace fire hazards, the locations of all fire extinguishers in the workplace, and the names or job titles of personnel responsible for fire control, prevention, equipment maintenance, and control of fuel source hazards. The plan administrator, or safety officer, must also be familiar with the behavior of employees that may create fire hazards as well as periods of the day, month, and year in which the workplace could be more vulnerable to fire.

This fire prevention plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up to date with current fire protection codes.

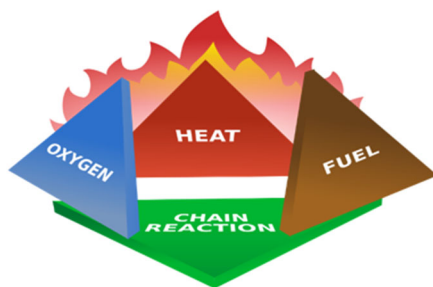
Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

This plan will be available for employee review at any time during all normal working hours.

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Section 2 – Classification of Fires

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below in the tetrahedron. This is described by the following illustration:



The first component of the tetrahedron is fuel. Fuel can be any combustible material such as a solid (i.e., wood, paper, or cloth), liquid (i.e., gasoline) or gas (i.e., acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16% oxygen.

Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain. When these components are brought together in the proper conditions and preparations, fire will develop.

Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C, and D. The classifications of fire are described below, which can be used in making hazard assessment.

Class A - Ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

Class B- Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

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Class C - Energized electrical equipment and power supply circuits and related materials.

Class D - Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

Section 3 – Determining Fire Hazards

This section consists of two steps: first, identifying the existing fire hazards in the workplace and second, taking action to resolve them. The inspection checklist (Appendix A) provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in Appendix E. Also in Appendix E is a list of the measures that are taken to address these hazards.

Material hazards shall be identified, as evident on the specific Material Safety Data Sheets (MSDS) and labeled on containers as soon as they arrive in the workplace. The identification system **shall also include incorporation into the Company's hazard communication program.**

Oxygen-enriched Atmospheres (if any)

Oxygen-enriched atmospheres involve operating rooms and anesthesia machines; oxygen tents as used by ambulances, fire, and police or rescue squads; hospitals and laboratory supply systems; and cutting and welding. If practical, nonflammable anesthetic agents will be used. To prevent dangerous adiabatic heating of flammable anesthetic gases, the cylinder valves will be opened very slowly to allow the gradual introduction of the high-pressure gas downstream from the cylinder valve. This will permit a slow buildup of pressure and hence temperature. An aid to the identification of hazards associated with medical agents and gases is found in NFPA 704, Standard Systems for the Identification of the Fire Hazards of Materials.

Industrial Trucks

The type of industrial truck being used shall be approved for use within any building storing hazardous materials. All refueling operations shall be conducted outside and away from storage of flammable materials. Areas that are used for maintenance and battery charging of electrical trucks should be separated from storage areas.

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Section 4 – Storage and Handling Procedures

The storage of material shall be arranged such that adequate clearance is maintained away from heat sources.

Sorting, cutting, loading, and removal of waste materials and scrap

Management shall remove identified scrap and waste from the San Leandro site once sufficient quantities of such waste become available. Identified scrap and waste are the following:

- Scrap metal (aluminum, brass, copper, steel, lead, etc.)
- Universal Waste
- Hazardous waste (old oil, old grease, used air and oil filters)
- Paper
- Cardboard/boxes
- Timber
- Metal containers
- Plastic containers
- Electric motors (0-75KW)
- Electric cable
- Industrial copper (ICW)
- Insulated aluminum cable (ICW)
- HDPE piping
- Rubber-lined pipes
- Stainless steel
- Scrap batteries (non-lithium ion)
- Mixed electrical (scrap switchboards with switchgear)
- Steel wire armored copper cable
- Plastics (PVC stripping)

General handling of scrap and waste

1. A suitable truck and equipment shall be used to transport and load scrap materials.
2. All scrap shall be removed from the San Leandro site by road trucks unless it has been agreed in writing that the scrap may be removed by rail truck.
3. Vehicles utilized in removing scrap from the site shall pass over Alco's scale unladen and laden. The difference between the two mass readings shall be the mass of scrap removed from the site.

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4. The certificate issued by our scale facility shall be used in determining the weight of each individual load by multiplying the mass reflected on the certificate by the rate (to be agreed on) for the particular category of scrap.
5. No materials may be removed from site before it has been cleared by Alco for release.
6. The facility shall keep records of the destination of all scrap removed from site. Such records shall be available to the Alco representative or relevant government department.
7. The operations manager is required to conduct a relevant Risk Assessment / Job Hazard Analysis (JHA).
8. The operations manager shall ensure that the correct and prescribed personal protective equipment (PPE) will be worn at all times (when necessary).
9. Barricading of work shall be in accordance with the relevant Alco specifications. The barricading will be deemed part of the Alco operating equipment.
10. Management shall ensure that proper signage and hazard warnings are displayed at working site.
11. Management shall be expected to report any defects observed or found that can critically affect the correct operation of the equipment or plant in any way.

Housekeeping Practices

Type of Fire Hazard

Fire Prevention Practices

Paper

Empty wastepaper cans daily

Plastic

Discard waste plastic daily

Electrical

Quarterly inspections of outlets, multi-strips, cubicles, and work areas

Flammable/combustible liquids

Store liquids in approved flammable storage cabinet

Electrical appliances

Quarterly inspections of appliances; employees trained to inspect appliances prior to use

ALCO Specific Hazards

See Appendix "F"

Safe Code of Work Practices

- Flammables, including data sheets, books, rags, clothing, flammable liquids, or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.

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- Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. Portable space heaters and candles are prohibited.
- Care must be taken not to block potential escape routes, particularly with flammable materials.
- Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

Fire Control Measures

The following is a list of fire control measures installed or available in work areas:

Work Area

Administration

Vacant Offices

Wire Processing

Maintenance Shop

Fire Control Measures

Installed and monitored sprinkler system

Installed and monitored fire alarm system

Installed and monitored sprinkler system

Installed and monitored fire alarm system

Note: Add or delete work area and fire control measures as necessary.

Fire Extinguishers: Enter how many, type, and distance apart

Note: Code states must be available for every 75 feet of travel

Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

Fire Control Measures

Service Firm

Sprinkler System

Fire Alarm System

Fire Extinguishers

Inspection Frequency

Annual and 5-year test

Annual

Annual

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Alarm Systems

The following fire alarm systems have been installed and tested at the frequency indicated, and should trigger the response listed:

<u>Fire Alarm System</u>	<u>Test Frequency</u>	<u>Response</u>
Eden Road Maintenance Shop	Annual	Bay Alarm 1.800.470.1000
2368 Davis Street – Dent King	Annual	Bay Alarm 1.800.470.1000
2370 Davis Street – Wire Chopper Building	Annual	Bay Alarm 1.800.470.1000

<u>Security Alarm System</u>	<u>Test Frequency</u>	<u>Response</u>
1091 Doolittle Drive (NF Purchasing)	Annual	Bay Alarm 1.800.470.1000
Eden Road Scale Office	Annual	Bay Alarm 1.800.470.1000

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EMERGENCY ACTION PLAN

INTRODUCTION

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining, and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved.

The intent of this plan is to ensure all employees have a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace, such as fire/smoke, wind events, bomb threats, leaks, etc.

EMERGENCY PLAN COORDINATORS

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this plan. Each of these individuals can be backups for the other.

Non-Ferrous Yard and Buildings (Doolittle and Davis Street)

Emilio Zamora, General Manager, 510.908.6558, emiliozamora@alcometals.com

Ferrous Yard and Buildings (Eden Road)

Gerry Maldonado, General Manager, 510.908.6560, gerrymaldonado@alcometals.com

Facility Manager

Brian Harvey, 510.908.6556, brianharvey@alcometals.com

COO

Michael Bercovich, 510.292.0952, michaelbercovich@alcometals.com

EMERGENCY PLAN OUTLINE/DESCRIPTION

Means of Reporting Emergencies: All fires and emergencies will be reported by one or more of the following means as appropriate:

- a. Verbally to the Coordinator during normal working hours
- b. By telephone if after hours/weekends
- c. By the building alarm system

The following numbers will be posted throughout the facility:

FIRE: 9-1-1

POLICE: 9-1-1

AMBULANCE: 9-1-1

AOC: (510) 563-3361 – To be called EVERY TIME a smoke/fire incident occurs

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- I. ***Alarm System Requirements:** Alarm system requirements for notifying employees during an emergency are as follows:
- a. Provides warning for safe escape
 - b. Can be perceived by all employees
 - c. Alarm is distinctive and recognizable
 - d. Employees have been trained on the alarm system
 - e. Emergency phone numbers are posted
 - f. Emergency alarms have priority over all other communications
 - g. Alarm system is properly maintained
- II. **Sounding the Alarm:** The signal for immediate evacuation of the facility will be four (4) short blasts of the air horn. The alternate means of notification will be the PA system.
- III. **Evacuation Plans:** Emergency evacuation escape route plans (Appendix A) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.
- IV. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated assembly point and report to your supervisor. Each supervisor (or designee) will account for each assigned employee via a head count. All supervisors shall report their head count to the building supervisor.
- V. **Building Re-Entry:** Once evacuated, no one shall re-enter the building. Once the Fire Department or other responsible agency has notified us that the building is safe to re-enter, then personnel shall return to their work areas.
- VI. **Hazardous Weather:** A hazardous weather alert shall have a notification of such by Management. When a hazardous weather alert is made, all employees shall immediately report to the closest safe refuge area. Stay in this area until given the all-clear sign which is two (2) long blasts of the air horn.
- VII. **Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees.

Task	Building/Department	Name/Title/Phone
Fire Extinguisher/Hoses		
Evacuation Plan Appendix H		
Emergency Shut Down		

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1. Purpose: The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected.
2. Authority: California Fire Code 2019 (CFC)
California Code of Regulations, Title 8, Section 3221
3. Responsibility: Michael Bercovich – COO
Person(s) responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires (i.e., fire extinguishers, fire hoses, etc.)
4. ***For buildings that have alarms: if systems are maintained by a contracted vendor, enter vendor's contact information below.***

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RISK IDENTIFICATION AND ASSESSMENT

The identification and assessment of fire hazards is outlined as a separate document of this plan. The separate Emergency Response Plan spells out the procedures for responding to fires. This Fire Prevention Plan serves to reduce the risk of fires at Alco's San Leandro facilities.

- A. Identifies materials that are potential fire hazards and their proper handling and storage procedures.
- B. Distinguishes potential ignition sources and the proper control procedures of those materials.
- C. Describes fire protection equipment and/or systems used to control fire hazards.
- D. Identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- E. Identifies persons responsible for the control and accumulation of flammable or combustible material.
- F. Describes good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- G. Provides training to employees regarding fire hazards to which they may be exposed.

Employee training is provided when this plan is initiated, when employees' required responsibilities change, when the plan changes, initially for new hires, and annually for all employees. Subjects to be covered include:

- I. Emergency escape procedures/routes
- II. Fire extinguisher locations and proper use
- III. Head count procedures
- IV. Major facility fire hazards
- V. Fire prevention practices
- VI. Means of reporting fires/emergencies (use of alarm systems)
- VII. Names/titles of coordinators
- VIII. Availability of the plan to employees
- IX. Housekeeping practices

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- X. No smoking areas
- XI. Hazardous weather procedures
- XII. Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training.

WORKPLACE FIRE HAZARDS & PREVENTION TECHNIQUES

- Keep storage, working areas, and offices free of trash and clutter.
- Keep oily rags in a covered metal container and dispose of properly.
- Do not overload electrical outlets.
- Keep passageways and exits clear and unobstructed.
- All exit doors should remain unlocked when the building served by the exit is occupied.
- Sweep often to remove accumulating dust.
- Store flammable and combustible liquids in approved storage containers and cabinets.
- Maintain free and clear access to electrical panels. Do not stack or store materials within 3 feet of the electrical panel.
- Conduct regular maintenance of all mechanical equipment.
- Maintain free and clear access to fire extinguishers and fire alarm pull stations.
- Check equipment wiring for frayed or damaged wires and replace immediately.
- Smoking is prohibited except in designated areas.
- Never refuel gasoline powered equipment while it is hot.
- Open flames are not permitted in any setting except for welders and torch cutters.
- Extension cords should only be used for temporary connections.
- Keep storage to a minimum of 18 inches away from sprinkler detector systems.
- Maintain free and ample space around any heat source.

FIRE EMERGENCY & BUILDING EVACUATION

1. Sound the local alarm (activate fire alarm via pull station, contact emergency services).
2. Shut down equipment as necessary.
3. Immediately exit the facility via the closest unobstructed exit route. See attached maps for specific evacuation routes.

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4. Once you have been evacuated, remain at least 300 feet from facility and report to your supervisor so that s/he can account for all employees.
5. Remain outside facility until **All Clear** message is announced.

REPORTING AN EMERGENCY

To ensure the safety of all employees, emergencies must be reported to your supervisor immediately. If the emergency is life threatening, dial 911.

FIRE EXTINGUISHER USE

Portable fire extinguishers are a valuable tool when combating fires. Alco Iron & Metal has placed approved fire extinguishers throughout its facility to ensure the safety of its employees. Fire extinguishers have been mounted and labeled so that any employee can properly identify them. In addition, every employee of Alco Iron & Metal will be trained on how to use a fire extinguisher in case of an emergency. Alco uses the **PASS** system for fire extinguisher use:

Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge.

Aim at the base of the fire, not the flames. This is very important because in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire as it starts to diminish.

Be sure to read the instructions on your fire extinguisher, as different extinguishers recommend operating them from different distances.

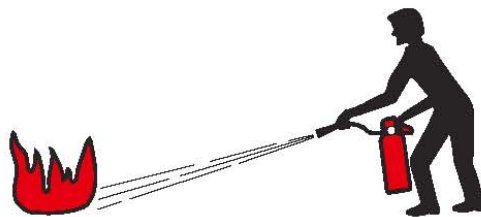
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Remember: Aim at the base of the fire, not at the flames!

**1. HOLD EXTINGUISHER UPRIGHT AND
PULL THE RING (SAFETY) PIN**



**2. STAND BACK FROM THE FIRE AND AIM
AT THE BASE OF THE FIRE NEAREST YOU**



**3. SQUEEZE HANDLES TOGETHER AND
SWEEP THE EXTINGUISHER STREAM
SIDE TO SIDE**



**REMEMBER THIS SIMPLE WORD -
P A S S**

PULL AIM SQUEEZE SWEEP

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Employee Response to Fire Emergencies

Employee response to a fire emergency is delineated in the Emergency Action Plan. Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

Training

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to.

Employee Training Responsibilities

Effective implementation of this plan requires support from all employees. All employees are responsible for reporting fire hazards to supervisors and the Safety Manager immediately. Please see below for a list of common workplace fire hazards and prevention techniques.

Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located in Operations and is available for review upon request.

All operational employees of Alco San Leandro Facility will be training by a credentialed fire instructor on the use, maintenance, and procedures for operating a CAFS unit.

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Appendix A – Fire Prevention Check List

_____ 1. New and existing buildings shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Commercial and industrial buildings shall have a minimum of 12-inch numbers with suite numbers being a minimum of six inches in size. All suites shall have a minimum of 6 inch high letters and/or numbers on both the front and rear doors.

_____ 2. Provide at least one 2A10BC fire extinguisher for every 3,000 square feet of space or 75 feet of travel distance. Extinguishers must have a tag verifying annual servicing and must be mounted 4-5 feet from the floor in plain view without obstructions (Restaurants and industrial businesses may require a specific size or type of fire extinguisher).

_____ 3. Lightweight, multi-plug extension cords and cube adapters are not allowed for use in businesses. Extension cords shall be of a commercial type and be in good working condition. Extension cords shall not be subjected to physical damage. Extension cords shall be maintained in good condition without splices, deterioration, or damage. Extension cords must be a surge protector type cord.

_____ 4. Maintain 30 inches of clear access to circuit breaker panel(s). Provide proper labeling of breakers and provide blanks in any open space in panel.

_____ 5. Extension cords and flex cords shall not be used in place of fixed wiring. Stapling or nailing of wiring is not permissible.

_____ 6. All electrical and phone faceplates must be in place.

_____ 7. All holes in walls and ceiling shall be properly sealed.

_____ 8. Storage shall not be within 24 inches of ceiling or 18 inches from the bottom of sprinkler heads in sprinklered buildings.

_____ 9. Maintain 36 inches of clearance around water heater.

_____ 10. Storage under stairs is prohibited unless equipped with sprinklers and meets the clearance requirements of 18 inches from sprinkler head.

_____ 11. Rubbish and trash build-up shall be maintained at a minimal level and removed daily.

_____ 12. Pressurized cylinders of any kind shall be properly secured at all times and have the necessary permits pulled from the fire prevention department.

_____ 13. Maintain 44 inches of clear access aisle width to exits.

_____ 14. Exit doors shall be operable without the use of a key or special knowledge or effort. All locking devices shall be of the approved type. EXCEPTION: In group B, F, M, and S occupancies, key locking hardware may be used on the main exit when the main exit consists of a single door or pair of doors if there is a readily visible, durable sign on or adjacent to the door stating, "THIS DOOR MUST REMAIN UNLOCKED WHILE BUILDING IS OCCUPIED."

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_____ 15. For occupant load of 50 and greater, illuminated Exit signs are to be operable at all times with separate backup power sources.

_____ 16. Emergency lighting must be operable at all times with separate backup power sources. If there is no emergency lighting in the building, it will need to be installed.

_____ 17. Any hazardous materials that are to be used or stored shall have a hazardous materials permit. The application package is available through the Fire Prevention office.

_____ 18. Maintain fire rated doors and self-closing hardware per the California Building Code.

_____ 19. Any modification to the Fire Sprinkler or Fire Alarm System shall be done by a licensed sprinkler or alarm contractor, with plans submitted to the Fire Department for approval.

_____ 20. New tenant spaces and new occupancy buildings shall require alarm notification devices. For multi-tenant buildings, an alarm notification device shall be placed in each suite. For existing buildings with new tenants, an alarm notification device shall be required in each tenant space. For existing buildings that are not equipped with a fire alarm system or sprinkler monitoring system, new tenants or owners shall be required to install the appropriate type of alarm system.

_____ 21. For any racking that is installed or is proposed to be installed, please make sure the necessary racking permits are obtained from Building and Safety. For any racking that has storage 12 feet and greater, exceeds 500 square feet, then a separate high piled storage permit will be required by the fire department.

_____ 22. Hood extinguishing systems shall be a UL300 type system. Proof of recent certification of system will be required. If the hood extinguishing system is not a current type of system, then the system will need to be upgraded and permits will need to be applied for and issued.

_____ 23. All hood extinguishing systems must be tied in and monitored by the fire alarm system. If the hood extinguishing systems are not tied into the fire alarms system, they will be required to prior to obtaining certificate of occupancy.

_____ 24. A five-year certificate for the fire sprinkler system will be required to be shown during certificate of occupancy inspection. This may be obtained from the landlord or building owner.

_____ 25. Current certificates for the fire alarm system shall be required during certificate of occupancy inspection.

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Appendix B – Inspection Logs

FIRE SAFETY – SELF INSPECTION FORM

Note to Operator: An inspection program is only as good as the people who live with it. The items on this form should be checked by competent personnel at least monthly. Where food service is offered, a check should be made at least daily. A negative answer indicates an unsatisfactory condition.

Fire Protection:

1. Are all fire extinguishers in place and in good condition?
2. Have all extinguishers been inspected or recharged within the year, and is date of inspection or recharge shown on tag attached to extinguisher?
3. Are proper type fire extinguishers provided on each floor so that a person does not travel more than 75 feet to reach an extinguisher?
4. Decorations - If decorations of a combustible nature are provided in any room or space, have they been flame-proofed?
5. Are extinguishers unobstructed - ready for instant use?

Employee Training:

1. Are exit doors clearly marked, exit lights burning and equipped with proper hardware?
2. Are all exits and fire escapes readily accessible and free from obstructions?
3. Are employees trained to assist in the proper evacuation under emergency conditions?
4. Are all employees instructed as to their duties in case of fire or other emergency?
5. Has the facility held a practice drill quarterly on each shift?
6. Are responsible employees instructed to call the fire department promptly in case of fire even though your facility may have an automatic alarm to the fire department?
7. Does the responsible person know exactly how to make the call?
8. Are employees properly trained in the operation of all fire extinguishers?
9. Are all employees acquainted with the location of all fire extinguishers?

Smoking:

1. Are "No Smoking" and "Smoking" rules established? If so, are they enforced?
2. Are "No Smoking" areas equipped with adequate signs?
3. Are sufficient ash trays provided throughout public and employee area and emptied at frequent intervals?
4. Are all ash trays emptied each night into covered metal container?

Kitchen:

1. Are all hoods, exhaust ducts and fans clean?
2. Do ducts extend to outside air in a safe manner? If filters are used in hoods, are they in place and regularly cleaned?
4. Is fire extinguishing equipment provided and is it in good order?
5. Has refrigeration equipment been serviced by a qualified person?
6. Are motors and cooling coils clean?

Housekeeping:

1. Is collection and disposal of newspapers, magazines, used rags and other combustibles safely handled in a manner avoiding hazardous accumulations at any point?
2. Are spaces beneath stairs and at bottom of elevators and dumbwaiter shafts free from accumulations of, or storage of any combustible materials?
3. Are brooms, mops and other cleaning equipment and materials kept safely?
4. Is storage of combustible furnishings orderly and in safe location with adequate fire protection?

Electrical Equipment:

1. Are premises free from defective electrical wiring or equipment?
2. Are premises free of extension or portable cord wires?
3. Are all electric cords in good condition?
4. Are covers of fuse and switch boxes kept closed?
5. Are all electrical circuits properly fused?

Inspect At Least Monthly

MONTH	DATE	TIME	SIGNED BY
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Telephone Number of Your Local Fire Department

(9-1-1)

_____ - Initial CAFS Training

_____ - Quarterly CAFS Training

Instructor _____ Date _____

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Appendix C – Training Records

FIRE INSTRUCTION AND TRAINING RECORD

Date	Nature of Instruction/ Training	Person Receiving Instruction	Instruction Duration	Name	Signature

Appendix D – Fire Extinguisher Record

Alco Portable Fire Extinguisher Inspection Procedures

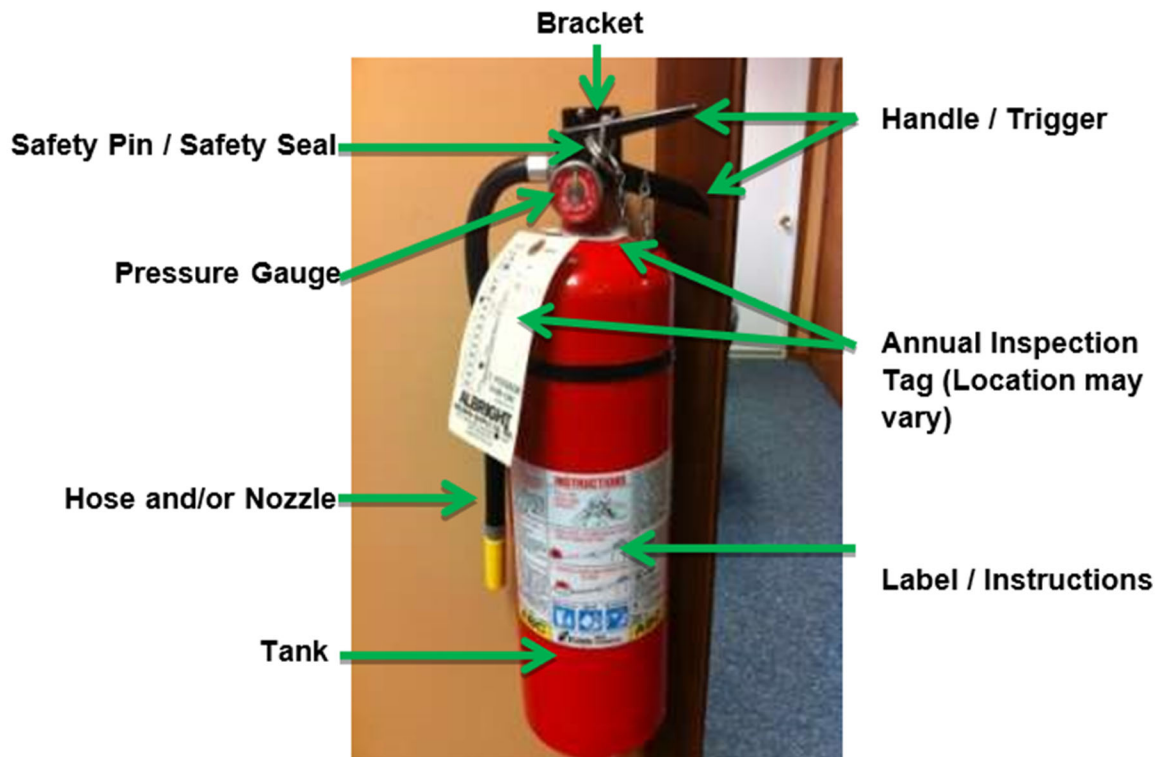
Monthly Inspection Procedures

Every fire extinguisher located on the premises must be inspected every month. The following steps must be followed when performing monthly fire extinguisher inspections:

1. **Determine who will be responsible for conducting the monthly inspections.**
 - a. The COO is ultimately responsible for the fire extinguisher inspections and servicing of the fire extinguishers, but the COO may delegate the monthly inspection to a responsible employee. Only assign one individual to perform the monthly inspection. This individual needs to perform the inspection every month.
2. **Individual performing the inspection must be knowledgeable and understand the procedures for performing monthly fire extinguisher inspections.**
 - a. The COO or designee must review these procedures with the individual that will be performing the monthly fire extinguisher inspections and the COO or designee must also ensure the individual understands these procedures.
 - b. The individual performing the monthly fire extinguisher inspections is responsible for:
 - i. Performing monthly fire extinguisher inspections on all fire extinguishers located on the premises;
 - ii. Following the monthly inspection procedures;
 - iii. Completing the inspection form; and
 - iv. Reporting any identified issues immediately to the COO or designee.

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3. Fire extinguisher parts



4. Number each fire extinguisher.

- a. Each fire extinguisher must have its own unique number. Those numbers then need to be transferred over to the Fire Extinguisher Monthly Inspection Record form. This will identify the number of fire extinguishers located at the facility and will also ensure every fire extinguisher is checked on a monthly basis.
- b. Do not place the fire extinguisher number on top of the fire extinguisher label and/or instructions.

5. Ensure the fire extinguisher is visible and unobstructed.

- a. Ensure the fire extinguishers are not blocked by any objects.
 - i. There must be three feet of clearance in front of the fire extinguisher with an easy path to it.

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6. **Fire extinguisher must be located in its designated location.**
- a. Ensure the fire extinguisher is located in its designated location.
 - b. Fire extinguishers must be mounted or located inside a fire extinguisher cabinet.
 - i. Fire extinguisher cannot sit on the floor, counter, work bench, etc.
 - ii. Ensure the fire extinguisher bracket is secured in place or ensure the fire extinguisher cabinet is not damaged (i.e. door shuts properly; plastic / glass window is not broken or missing).
 - iii. Rule of thumb - fire extinguishers should be mounted at waist height for the average person.
 - a) The top of fire extinguishers weighing 40 lbs. or less cannot be mounted more than 5 ft. above the floor.
 - b) The top of fire extinguishers weighing greater than 40 lbs. cannot be mounted more than 3 ½ ft. above the floor.
 - c) All fire extinguishers must be located at least 3 inches off of the floor.
7. **A fire extinguisher sign must be located above the fire extinguisher.**

Fire Extinguisher Sign



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8. **Pick up the fire extinguisher and turn it upside down and right side up a maximum of two times (one time is ok).**
 - a. While handling the fire extinguisher look for dents, rust, oil, etc. If there is any substance on it, wipe it off.
 - b. If there is any rust or severe abuse report it to Management so it can be replaced.
 - c. Turning the fire extinguisher upside down prevents the powder from settling.
9. **Make sure the instructions and labels are legible and facing outward** when putting the fire extinguisher back where it was mounted.
10. **Check the hose to make sure it's not damaged such as cracked or dry rotted.**
11. **Check the pin or safety seal to ensure it's still intact.**
12. **Check the gauge to make sure it's still in the 'green' zone.**



13. **Make sure the annual inspection has been completed within the last year.**
 - a. Make sure the annual inspection tag or sticker is attached to the fire extinguisher.
 - b. The tag usually has a month and year that have been marked off or hole-punched. Most servicing companies mark the year and month that the check was PERFORMED, not when it's due again.
14. **After each fire extinguisher visual inspection, complete the fire extinguisher inspection form.**
 - a. This proves that your monthly fire extinguisher inspections have been performed.

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15. **When the fire extinguisher inspection has been completed, the Fire Extinguisher Inspection form must be sent to the Safety Director for retention.**

Additional Information

If there are any issues identified with the fire extinguisher, it must be immediately reported to Management. Management is responsible for immediately fixing the issue if possible, contacting maintenance for items such as a loose bracket, or contacting the fire extinguisher service company for servicing or replacement. Only a licensed fire extinguisher maintenance contractor may perform maintenance or servicing on a fire extinguisher.

Fire extinguishers are mounted in locations to be in compliance with local, state and federal regulations. Fire extinguishers may not be moved or re-located without approval from the Safety Director.

Annual Inspection Procedures

Every fire extinguisher located on the premises must have an annual inspection performed by a licensed fire extinguisher service company. The following steps must be followed when the annual fire extinguisher inspection occurs:

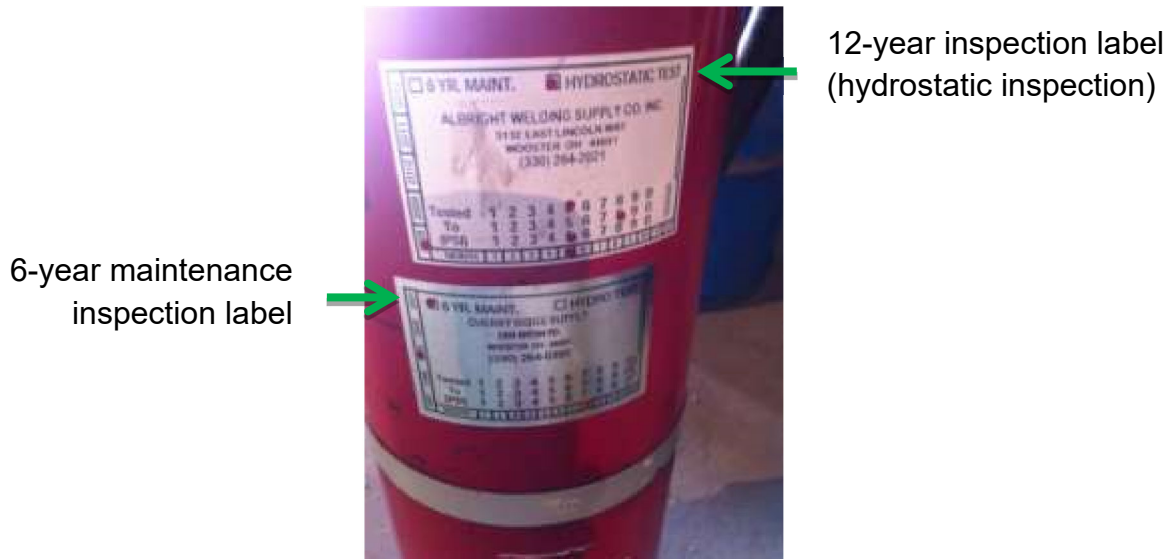
1. Notify and make arrangements with the fire extinguisher servicing company when the annual inspection is due.
2. Management or the individual performing the monthly inspections must identify each fire extinguisher location to the servicing company when they are onsite.

Additional Inspections

Fire extinguishers are also required to have a 6- and 12-year inspection. Only a licensed fire extinguisher maintenance contractor may perform these inspections. The contractor should identify if a 6- or 12-year inspection is required during the annual inspection. Fire extinguishers must be labeled to indicate compliance with the 6- and 12-year inspection.

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These inspections typically require the fire extinguisher to be removed from the premises. Fire extinguisher servicing companies should carry spare fire extinguishers with them when they perform the annual inspections. If a fire extinguisher is being removed from its location, ask the contractor if they have a spare fire extinguisher that could be used while our fire extinguisher is being inspected and/or serviced offsite.



Appendix E - Fire Protection Equipment on Site



ALCO will provide a Compressed Air Foam System (CAFS) unit onsite mounted on a vehicle with capacity to keep any potential fires in the incipient stage. With the amount of firefighting foam it produces, this unit will extinguish most fires and keep the others small until Alameda County Fire arrives with their first alarm assignment.

The following is the specifications of the CAFS System:

20 HP Engine

- 200 fully baffled polypropylene water tank
- 20hp mid-range fire pump
- 300gpm at 10psi, 190gpm at 100psi and 45gpm at 200psi
- 3 gallons external fuel tank
- Lighted control panel
- Low profile electric rewind hose reel
- 1" x 100-foot booster hose
- 2.5" valved tank to pump
- 1.5" service line with cap and chain
- 3/4" GH service line with cap and chain

Pump

- Pump is a CET DI-PFP-20hpKHL-MR Single stage mid-range centrifugal pump, bolted directly to the engine, with a 2.5" NPT suction inlet
- Pump piping is flexible to prevent any breakage caused by vibration
- Capable of a maximum discharge volume of 300 GPM at 10 PSI, and a maximum discharge pressure of 200 PSI while pumping 45 GPM
- At center of the performance curve, the pump will be capable of pumping 115 GPM at 150 PSI
- A control panel is installed on the pump including a master switch, master discharge pressure gauge and panel light for night operations
- Equipped with a noise reducing exhaust priming system capable of 20' - 30' lift for fast positive priming

Engine

- Pump driven by a 4-stroke Kohler gasoline powered, 20 horsepower single cylinder engine; air cooled, 12-volt electric start with recoil backup
- Fueled from a 3-gallon external fuel tank mounted on tank top
- Connected with a quick disconnect weather-proof style connection

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PROCEDURE

The following is a summary of the steps required for normal CAFS system operation:

1. Connect (supply) suction hoses, layout discharge hoses.
2. Establish water supply.
3. Engage apparatus fire pump for operation. Prime the water pump.
4. Increase apparatus engine speed until desired discharge pressure is attained (for example: 100 PSIG (7 BAR). Operation 46 CAFS User Operation Manual p/n: 029-0020-75-0 Note: Set electronic governor to RPM mode during CAFS operation.
5. Open discharge valve to charge CAFS hose line with water.
6. Slowly open CAFS hose nozzle to begin CAFS operations.
7. Monitor water and air flows and pressures.
8. Adjust apparatus throttle to maintain safe CAFS discharge of about 100 to 125 PSI (6.9 to 8.6 BAR) pressure.
9. Adjust foam consistency (WET to DRY) by pressing UP or DOWN arrow buttons on the CAFS display to the required foam discharge.

Employees will be trained by a credential fire instructor, on the use, operation maintenance and procedure of the CAFS system. Foam storage will be on site



On Site Fire Water Tanks

Location:	Gallons:	Pump:
Ferrous Yard	2,000	163 GPM (Portable Tank)
Wire Chopper Area	5,900	87 GPM (Stationary Tank)



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Appendix F – Hazard Mitigation Procedures

(Identified Hazards Only)

Fueling Operations

The fuel receiver shall be grounded, and a fire extinguisher will be within reach at all times during fueling operations. No open flame or smoking will be allowed at ANYTIME during this process.

- When using a pump, always identify the emergency shutoff prior to operation.
- Keep all ignition sources away from the fuel. This includes cell phones, personal electronic devices, matches, and lighters.
- For stationary fuel tanks, the employer must ensure the tank is bonded to the ground by driving a metal grounding rod at least two feet into the ground and making sure there is a connection between the rod and the tank, preferably by a copper wire. This will reduce the risk of static build up in the tank.
- When fuel is pumped, static electricity is generated – the employer must ensure that static electricity be dissipated by grounding the pump from the container and bonding the receiving container to the pumping container.
- The employer and/or employee are required to report all petroleum spills to the relevant environmental authority in your area.

Health Requirements

- Petroleum products in liquid or vapor form can act as a carcinogen or poison or as an asphyxiant, anesthetic, or irritant. Due to the adverse reactions of petroleum on the body, it is important that your employer provides you with appropriate personal protective equipment (PPE) and that you wear the PPE.
- Do not inhale petroleum vapors.
- Keep liquid petroleum off the skin and out of eyes. If petroleum gets on your skin, wash that area immediately and replace your clothing, if necessary. If petroleum gets in your eyes, flush with water and seek medical attention. If petroleum gets on your clothes, change immediately.

Fueling Vehicles/Equipment/Containers

- Do not smoke when fueling vehicles, equipment, and containers.
- Identify the location of the emergency shutoff.
- Turn off the vehicle.
- Turn off cell phones and other devices and leave in the cab with the doors closed.

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- Make sure you put on your PPE. Wear PPE, such as gloves, long sleeve garments, and eye protection to protect the skin and eyes

Welding:

- Weld only in designated areas.
- Only operate welding equipment you have been trained to use.
- Know what the substance is that's being welded and any coating on it.
- Wear protective clothing to cover all exposed areas of the body for protection sparks, hot spatter, and radiation.
- Protective clothing should be dry and free of holes, grease, oil, and other substances which may burn.
- Wear flameproof gauntlet gloves, a leather or asbestos apron, and high-top shoes to provide good protection against sparks and spatter.
- Wear specifically designed, leak-proof helmets equipped with filter plates to protect against ultraviolet, infrared, and visible radiation.
- Never look at a flash, even for an instant.
- Keep your head away from the plume by staying back and to the side of the work.
- Use your helmet and head position to minimize fume inhalation in your breathing zone.
- Make sure there is good local exhaust ventilation to keep the air in your breathing zone clear.
- Don't weld in a confined space without adequate ventilation and a NIOSH-approved respirator.
- Don't weld in wet areas, wear wet or damp clothing, or weld with wet hands.
- Don't weld on containers which have held combustible materials or on drums, barrels, or tanks until proper safety precautions have been taken to prevent explosions.
- If others are working in the area, be sure they are warned and protected against arcs, fumes, sparks, and other welding hazards.
- Don't coil the electrode cable around your body.
- Ground both the frame of the welding equipment and metal being welded.
- Check for leaks in gas hoses using an inert gas.
- Check area around you before welding to be sure no flammable material or degreasing solvents are in the welding area.
- Keep a fire watch in the area during and after welding to be sure there are no smoldering materials, hot slag, or live sparks which could start a fire.
- Locate the nearest fire extinguisher before welding.
- Deposit all scraps and electrode butts in proper waste container to avoid fire and toxic fumes.

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Torch Cutting:

Torch Cutting Definition:

Process for cutting metal using an apparatus that produces a very hot flame through the combustion of gases. Potential Hazards: Aerosolized particles Back strain Burns Explosive atmosphere Falling heavy objects Fire Flammable gases or vapors Hazardous fumes Hot environment Oil and hydraulic fluids Repetitive motion injuries Sharp objects/edges

Guarding/Shielding: Approved protective equipment must be installed into the fuel gas piping to prevent

- Backflow of oxygen into the fuel gas supply system
- Passage of a flash back into the fuel gas supply system
- Excessive back pressure of oxygen in the fuel gas supply system.

Protective Equipment:

- Hard hats
- Safety glasses
- Steel toe/steel shank work boots with metatarsal guards
- Oil resistant clothing or covering
- Fire retardant gloves
- Fire retardant coveralls or other form of full body work clothing
- Fire-retardant long-sleeved shirt
- Eye/face shielding that provides protection from ultraviolet light (shade ratings of 4 to 6, depending on the thickness of the material being cut)
- Respirator (unless the absence of a respiratory hazard can be proven)
- Hearing protection as needed
- *minimum requirements

Safety Procedures:

Portable fire extinguisher must be plainly marked and readily available in close proximity to torch cutting operations.

Managers and operators must analyze torch cutting operations to determine the level of potential exposure to hazardous materials. These materials include, but are not necessarily limited to:

- Lead
- Cadmium

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- Beryllium
- Carbon monoxide
- Chromium
- Iron oxide
- Magnesium oxide
- Mercury vapor
- Nickel
- Nitrogen dioxide
- Zinc oxide

Where hazardous levels exist, workers must be protected and monitored in accordance with the corresponding regulation(s). Compressed gas cylinders must never be moved via magnet. Torch cutting areas must be reasonably free of flammable or combustible materials. Establish a written procedure for handling and storage of compressed gases that includes, at a minimum:

- Maximum cylinder pressure
- Maintenance of cylinder labels and markings
- Storage of cylinders
- Away from heat
- Away from combustible materials in general
- Away from oil, grease or any petroleum products
- With valve protection caps in place
- With valves closed
- Valve end up o Oxygen cylinders stored separately from fuel gas cylinders or other combustible materials

Oxygen and fuel gas cylinders must be separated by either:

- A physical separation of 20 feet; or
- A noncombustible barrier at least 5 feet high having a fire resistive rating of at least one-half hour.

Remove regulators before moving or transporting cylinders. For cylinders not having fixed hand wheels, a key, handle or nonadjustable wrench must remain on the valve stem when cylinders are in use. For a multiple cylinder installation, only one such device is required for each manifold. Cylinders may not be placed in a location where they might become part of an electrical circuit. Written procedures must be developed for use of compressed gas cylinders, and those procedures must address:

- Cylinders, valves, couplings, regulators, hoses and apparatuses must be kept free of oil, grease or other petroleum products;
- Cylinder valves must be operated only by hand, and closed only handtight;

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- Before connecting to a regulator to a cylinder valve, the valve should be opened slightly then closed immediately to clear the surfaces of debris;
- Stand to one side when opening the cylinder valve;
- An acetylene cylinder valve should be opened no more than one-half of one turn of the spindle;
- Only a friction spark lighter may be used to light a torch. Cylinders found to have leaking valves must be immediately removed from service and taken outside, where they will be segregated from sources of ignition. Such leaking cylinders should be returned to their suppliers

Battery Disposal:

There are three common classifications of batteries:

- Acid, such as car batteries, which use sulphuric acid
- Mildly acid, such as inexpensive household batteries, which include a variety of salts to produce the desired acidity
- Alkaline batteries, using sodium hydroxide or potassium hydroxide for applications where long lasting, high-energy output is needed.

There are wet and dry cell batteries. In wet cells the electrolyte is in liquid form and is allowed to flow freely within the cell casing. Dry cells use a solid or powdery electrolyte and are less sensitive to the orientation of the battery.

All batteries contain hazardous substances and their use and disposal should be assessed for risks.

Lead-acid Batteries

WE DO NOT ACCEPT LITHIUM-ION BATTERIES

Most commonly-used batteries are lead-acid batteries, which contain highly corrosive sulphuric acid and toxic metal lead. Reputable battery manufacturers, suppliers, and recycling agencies are equipped with most successful and efficient recycling technologies wherein each battery and all its chemical components are recycled.

- Keep the battery safely in area earmarked for their disposal ensuring that there is no leakage. In case of any leakage, place the battery in plastic bag / container.
- Batteries or battery packs must not show any signs of leakage or corrosion. To prevent short circuiting and heat buildup during storage and transport, use tape to cover the metal (+/-) terminals on any battery that is not

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individually wrapped or included in a battery pack.

These batteries require neutralization of its liquid content before processing for recovery of metallic and plastic constituents.

All other types of Batteries

These batteries contain toxic heavy metals.

Compressed Gases:

When transporting cylinders:

- Always use a hand truck equipped with a chain or belt for securing the cylinder.
- Make sure the protective cap covers the cylinder valve.
- Never transport a cylinder while a regulator is attached.
- Always use caution when transporting cylinders – cylinders are heavy.
- Avoid riding in elevators with compressed gas cylinders. If this is necessary, consider using a buddy system to have one person send the properly secured cylinders on the elevator, while the other person waits at the floor by the elevator doors where the cylinders will arrive.
- Do not move compressed gas cylinders by carrying, rolling, sliding, or dragging them across the floor.
- Do not transport oxygen and combustible gases at the same time.
- Do not drop cylinders or permit them to strike anything violently.

Procedures to follow for safe storage of compressed gas cylinders include:

Gas cylinders must be secured to prevent them from falling over. Chains are recommended over clamp-plus-strap assemblies because straps can melt or burn in a fire. Be sure the chain is high enough (at least 2/3 up) on the cylinder to keep it from tipping over.

Cylinders should be removed from the gas cylinder hand truck and secured appropriately before attaching a regulator.

Do not store incompatible gases next to each other. Cylinders of oxygen must be stored at least 20 linear feet away from cylinders of hydrogen or other flammable gas, or the storage areas must be separated by a firewall five feet high with a fire rating of 1/2 hour.

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All cylinders should be stored away from heat and away from areas where they might be subjected to mechanical damage.

Keep cylinders away from locations where they might form part of an electrical circuit, such as next to electric power panels or electric wiring.

The protective cap that comes with a cylinder of gas should always be left on the cylinder when it is not in use. The cap keeps the main cylinder valve from being damaged or broken.

OPERATION OF COMPRESSED GAS CYLINDERS

The cylinder valve hand wheel opens and closes the cylinder valve. The pressure relief valve is designed to keep a cylinder from exploding in case of fire or extreme temperature. Cylinders of very toxic gases do not have a pressure relief valve, but they are constructed with special safety features. The valve outlet connection is the joint used to attach the regulator. The pressure regulator is attached to the valve outlet connector to reduce the gas flow to a working level. The Compressed Gas Association has intentionally made certain types of regulators incompatible with certain valve outlet connections to avoid accidental mixing of gases that react with each other. Gases should always be used with the appropriate regulator. Do not use adaptors with regulators. The cylinder connection is a metal-to-metal pressure seal. Make sure the curved mating surfaces are clean before attaching a regulator to a cylinder. Do not use Teflon tape on the threaded parts, because this may actually cause the metal seal not to form properly. Always leak test the connection.

Follow these basic operating guidelines:

- Make sure that the cylinder is secured.
- Attach the proper regulator to the cylinder. If the regulator does not fit, it may not be suitable for the gas you are using.
- Attach the appropriate hose connections to the flow control valve. Secure any tubing with clamps so that it will not whip around when pressure is turned on. Use suitable materials for connections; toxic and corrosive gases require connections made of special materials.
- Install a trap between the regulator and the reaction mixture to avoid backflow into the cylinder.
- To prevent a surge of pressure, turn the delivery pressure adjusting screw counterclockwise until it turns freely and then close the flow control valve.
- Slowly open the cylinder valve hand wheel until the cylinder pressure gauge reads the cylinder pressure.

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- With the flow control valve closed, turn the delivery pressure screw clockwise until the delivery pressure gauge reads the desired pressure.
- Adjust the gas flow to the system by using the flow control valve or another flow control device between the regulator and the experiment.
- After an experiment is completed, turn the cylinder valve off first, and then allow gas to bleed from the regulator. When both gauges read “zero,” remove the regulator and replace the protective cap on the cylinder head.
- When the cylinder is empty, mark it as “Empty,” and store empty cylinders separate from full cylinders.
- Attach a “Full/In Use/Empty” tag to all of your cylinders. These tags are perforated and can be obtained from the gas cylinder vendor.

Precautions to follow:

- Use a regulator only with gas for which it is intended. The use of adaptors or homemade connectors has caused serious and even fatal accidents.
- Toxic gases should be purchased with a flow-limiting orifice.
- When using more than one gas, be sure to install one-way flow valves from each cylinder to prevent mixing; otherwise, accidental mixing can cause contamination of a cylinder.
- Do not attempt to put any gas into a commercial gas cylinder.
- Do not allow a cylinder to become completely empty. Leave at least 25 psi of residual gas to avoid contamination of the cylinder by reverse flow.
- Do not tamper with or use force on a cylinder valve.

Return of Cylinders

Disposal of cylinders and lecture bottles is expensive, especially if the contents are unknown.

Make sure that all cylinders and lecture bottles are labeled and included in your chemical inventory. Before you place an order for a cylinder or lecture bottle, determine if the manufacturer will take back the cylinder or lecture bottle when it becomes empty. If at all possible, only order from manufacturers who will accept cylinders or lecture bottles for return.

HAZARDS OF SPECIFIC GASES

Inert Gases -- Examples: Helium, Argon, Nitrogen

Can cause asphyxiation by displacing the air necessary to support life.

Cryogenic Gases and Liquids

Cryogenics are capable of causing freezing burns, frostbite, and destruction of tissue. Boiling and splashing will occur when the cryogen contacts warm objects.

Oxidizers -- Examples: Oxygen, Chlorine

Oxidizers vigorously accelerate combustion; therefore, keep away from all flammable and organic materials. Greasy and oily materials should never be stored around oxygen. Oil or grease should never be applied to fittings or connectors.

Flammable Gases -- Examples: Methane, Propane, Hydrogen, Acetylene

Flammable gases present serious fire and explosion hazards. Do not store near open flames or other sources of ignition. Flammable gases are easily ignited by heat, sparks, or flames, and may form explosive mixtures with air. Vapors from liquefied gas often are heavier than air and may spread along the ground and travel to a source of ignition and result in a flashback fire. Cylinders containing Acetylene should never be stored on their side.

Corrosive Gases -- Examples: Chlorine, Hydrogen Chloride, Ammonia

There can be an accelerated corrosion of materials in the presence of moisture. Corrosive gases readily attack the skin, mucous membranes, and eyes. Some corrosive gases are also toxic. Due to the corrosive nature of the gases, corrosive cylinders should only be kept on hand for six months (up to one year maximum).

Poison Gases -- Examples: Arsine, Phosphine, Phosgene

Poison gases are extremely toxic and present a serious hazard to staff. Poisonous gases require special ventilation systems and equipment and must only be used by properly-trained experts. There are also special building code regulations that must be followed with regards to quantities kept on hand and storage. The purchase and use of poisonous gases require special safety and regulatory planning.

Lithium Batteries

Alco does not accept lithium-ion batteries.

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Contact Sheet for Agencies To Notify In An Emergency Situation

<u>Agency</u>	<u>Number</u>
Port Authority	(510) 627-1100
Airport (AOC)	(510) 563-3361#
Alameda County Fire Department	9-1-1 non-emergency (510) 632-3473
Emergency Medical Services	9-1-1
City of San Leandro	(510) 577-3440

If a smoke-producing incident occurs, immediately contact Oakland International Airport Operations Center (AOC) at (510) 563-3361 to report this incident AFTER CALLING 9-1-1,

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Appendix H – Evacuation

The purpose of this emergency action plan (EAP) is to facilitate and organize employer and employee actions during workplace emergencies. Once trained, employees are required to understand their roles and responsibilities within this plan. By creating a clear plan of action, we will have fewer and less severe employee injuries and less structural damage to facilities during emergencies.

Types of Emergencies

- Medical
- Fire
- Severe Weather & Natural Disaster
- Chemical Spill
- Gas leak (Propane)

MEDICAL EMERGENCY

In case of a Medical Emergency, the following steps should be taken:

Contact medical emergency phone number that applies

FIRE: 9-1-1

POLICE: 9-1-1

AMBULANCE: 9-1-1

AOC: (510) 563-3361 – To be called EVERY TIME a smoke/fire incident occurs

Provide the following information

- Nature of medical emergency
- Location of the emergency (address, building, room number)
- Your name and phone number from which you're calling.
- Do not move victim unless absolutely necessary.
- Call your direct supervisor and the personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.

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EMERGENCY CONTACTS - SAN LEANDRO

Name: Mike Bercovich	Title: COO	Phone: 510-562-1107
Name: Ron Ward	Title: Security/Compliance	Phone: 510-562-1107

If personnel trained in CPR/First Aid are not available, attempt to provide the following assistance at a minimum:

- Stop bleeding with firm pressure on the wounds (avoid contact with blood or other bodily fluids).
- Clear air passages using the Heimlich Maneuver in case of choking.

**In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.*

FIRE EMERGENCY

In case of a Fire Emergency, the following steps should be taken:

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling: 911
- Notify AOC: (510) 563-3361
- If the fire alarm is not available, notify the site supervisors about the fire emergency by the following means:
 - **Voice,**
 - **Phone,**
 - **Paging,**
 - **Radio,**

Fight the fire ONLY if:

- The fire department has been notified.
- The fire is small and not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the emergency, occupants must:

- Leave the building using the designated evacuation routes.

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- Assemble in the designated area (see map)
- Remain outside until the competent authority (Designated Official) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator, or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide fire department with necessary information about facility.

SEVERE WEATHER AND NATURAL DISASTERS

In case of Severe Weather and Natural Disasters,
the following steps should be taken:

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

(If Indoors)

- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended primary or secondary evacuation routes.

(If Outdoors)

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- Follow the recommended primary or secondary evacuation routes.

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.
- Consider the following:
 - Small interior rooms on the lowest floor without windows

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- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

CHEMICAL SPILL

Alco has several Satellite Accumulation Stations/Spill Kits (SAS) located throughout its facilities. Please see the evacuation map for a list of all SAS stations. In addition, all control kits are labeled for your protection.

In case of a Chemical Spill, the following steps should be taken:

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent, powder, etc.).
- Protect storm water drains if affected.
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medial emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical spill cleanup.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- Use spill kits to clean up hazardous waste or chemicals.
- Protect storm water drains if affected.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

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PROPANE GAS LEAK

In case of a Propane Gas Leak, the following steps should be taken:

Propane Leak:

- Employee that discovers the propane leak must contact direct supervisor/foreman.
- The foreman will isolate and assure no person is smoking, torch cutting, welding, etc. in the area.
- The supervisor/foreman of that area should immediately evacuate the area and lead their group of workers to the designated assembly areas.
- The foreman will then inform his/her direct supervisor of the situation.
- A supervisor will then inspect the area and take the necessary actions to ensure the leak is repaired. Once repaired, the site supervisor will inform employees whether or not the area is safe to re-enter.
- The site supervisor or designated person will call 911 if necessary.

Facility Re-Entry Procedures

In all instances where the Emergency Response Plan or Protocol is instituted, certain steps must be taken prior to re-entry into Alco's Facilities. It is imperative that the Designated Official or Emergency Coordinator do a full hazard analysis of the facility prior to re-entry. This analysis must include any new hazards or dangers that are present due to the emergency circumstance. If new hazards are found, a tailgate meeting should be called to instruct or train the employees on the new circumstances. If necessary, additional PPE should be handed out if the hazard analysis warrants its use and shall remain until all hazards are mitigated.

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EVACUATION PLAN

The purpose of this emergency action plan (EAP) is to facilitate and organize employer and employee actions during workplace emergencies. Once trained, employees are required to understand their roles and responsibilities within this plan. By creating a clear plan of action, we will have fewer and less severe employee injuries and less damage to facilities during emergencies.

I understand Alco Iron & Metals EAP and the Employer and Employee responsibilities during an on-site emergency.

Employee Name (print)	Signature	Date
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Trainer's Name (print)	Signature	Date
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