

# **Emergency Action Plan**

## **Bulk Propane and Petroleum Facility**

**4023 East New Market Bypass, East New Market, Maryland  
21631**

**Facility status:** Unmanned except during scheduled loading, unloading, inspections, maintenance, and vehicle activity.

**Effective date:** August 4, 2026

**Plan owner:** Vice President, Safety and Compliance

**Approved by:** Jeff Dean

**Revision:** 0

## **1. Purpose and Scope**

This Emergency Action Plan (EAP) establishes procedures to protect employees, contractors, drivers, visitors, and the public during foreseeable emergencies at the facility. It applies whenever company personnel or authorized visitors are on site. The primary protective action is immediate notification, emergency shutdown only when safely accessible, evacuation, accountability, and transfer of incident command to public emergency responders. Employees are not expected to perform structural firefighting, enter an actual or potential propane vapor cloud, conduct offensive spill response, or perform rescue beyond their training and authorization.

## **2. Facility Description and Principal Hazards**

- **Propane storage:** Six horizontal tanks, each identified as 60,000-gallon capacity (360,000 gallons total nominal capacity), with associated piping and loading/unloading racks.
- **Petroleum storage:** Five vertical tanks, each with a nominal capacity of 26,640 gallons, containing fuel oil, diesel fuel, and kerosene (133,200 gallons total nominal petroleum storage capacity). Product assignments and tank-specific information shall be maintained in the current tank inventory and site plan.
- **Vehicles:** Tank vehicles may be parked at the facility when not in use.
- **Occupancy:** No fixed on-site staff. The number of persons present varies with loading, unloading, inspection, maintenance, and dispatch schedules.
- **Primary hazards:** Propane vapor release, flash fire, jet fire, boiling-liquid expanding-vapor explosion, petroleum fire or spill, vehicle collision, ignition sources, severe weather, utility failure, unauthorized entry, and medical emergency.

### 3. Emergency Contacts

| Contact                                       | Information                                                                                  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| Emergency services                            | 911                                                                                          |
| East New Market Volunteer Fire Department     | 4020 East New Market Bypass, East New Market, MD 21631; contact through 911 for an emergency |
| Dorchester County LEPC / Emergency Management | 410-228-1818                                                                                 |
| Facility emergency coordinator                | Name/title: Jeff Dean VP Safety & Compliance<br>Mobile: 410-310-6354                         |
| Alternate coordinator                         | Name/title: Adam Pritchett- District Manager<br>Mobile: 410-463-2145                         |
| Company dispatch / management                 | 1-800-638-7802 After hours staff is available 24 hours a day.                                |
| National Response Center                      | 800-424-8802, when federal oil or hazardous-substance reporting criteria are met             |
| Maryland spill reporting contact              | Maryland Department of the Environment<br>emergency reporting number -1-866-633-4686         |

### 4. Reporting an Emergency and Employee Notification

Any person discovering a fire, propane odor or release, significant petroleum spill, vehicle impact, medical emergency, or other imminent hazard shall move away from danger, call 911 from a safe location, and notify other persons on site by direct verbal warning, mobile telephone, or vehicle horn only if doing so does not increase exposure. Provide the facility name and address, callback number, products involved, visible fire or vapor, injuries, approximate release location, wind direction if known, and safest approach route. Then notify the facility emergency coordinator.

**Employee alarm and evacuation notification:** Whenever the facility is occupied for loading, unloading, inspection, maintenance, or vehicle activity, the person directing the operation shall know who is present and maintain immediate communication with them. Upon discovering or receiving notice of an emergency requiring evacuation, that person shall announce, "**EMERGENCY—EVACUATE THE FACILITY NOW,**" and promptly notify every person present by direct verbal communication. Telephone shall be used to reach anyone outside effective voice range. Repeated vehicle-horn blasts may be used

as a supplemental evacuation signal when they can be sounded from a safe location. Emergency messages take priority over routine communications. Before operations begin, the person-in-charge shall verify that all persons present understand the evacuation message and can receive it above ambient operating noise; if any person cannot be promptly reached or perceive the notification, the operation shall not begin or shall stop until an effective method is established. All persons receiving the notification shall stop work, evacuate by the nearest safe route, and report to the designated assembly point. Camera monitoring supplements but does not replace this employee notification procedure.

## 5. Evacuation, Routes, and Assembly

1. Stop work immediately. Do not start or move vehicles, operate electrical switches, use flames, or create sparks in or near a suspected propane vapor area.
2. If an emergency shutdown device is safely accessible without approaching a release, fire, or vapor cloud, activate it. Do not delay evacuation to shut down equipment.
3. Move crosswind and then upwind from any vapor, smoke, or spill. Use the nearest safe gate or route. Never travel through a vapor cloud, liquid product, smoke, or fire area.
4. The designated assembly point is across the highway at the East New Market Volunteer Fire Department, 4020 East New Market Bypass. Cross only when traffic and incident conditions permit. If the highway, fire department property, or downwind conditions are unsafe, proceed to a safe upwind location designated by emergency responders.
5. Remain at the assembly point, report to the person-in-charge, and do not re-enter until the fire department or incident commander gives permission.

## 6. Accountability

Because occupancy varies, the person directing the scheduled operation is the person-in-charge and shall maintain a current record of all employees, contractors, drivers, and visitors on site. At the assembly point, that person shall conduct a head count or roster check, identify missing persons and their last known locations, and immediately report that information to the incident commander. No employee may re-enter to search for a missing person.

## 7. Emergency Shutdown and Critical Operations

Marked push/pull emergency shutdown devices are located at the petroleum loading racks and propane loading/unloading racks. Only trained and authorized personnel may activate or reset these devices. Activation is permitted only when the device can be reached from a safe direction without entering a vapor cloud, spill, smoke, fire exposure, or traffic hazard. If conditions are uncertain, evacuate immediately. No employee is assigned to remain behind for critical plant operations. Shutdown devices shall not be reset and transfers shall not resume until the cause has been evaluated, damaged equipment isolated, and the facility emergency coordinator and responding authority authorize restart.

## 8. Hazard-Specific Actions

### 8.1 Propane Leak or Odor Without Fire

- Stop transfer operations only if the marked emergency shutdown can be activated from a safe location.
- Do not start vehicles, operate electrical switches, use radios or phones near the suspected release, smoke, or create any ignition source.
- Warn others, move crosswind and then upwind, call 911 from a safe location, and evacuate to the assembly point or another location directed by responders.
- Do not enter or cross a visible or suspected vapor cloud. Propane can accumulate in low areas.
- Provide responders with the product, release location, tank or vehicle identification, wind direction if known, and status of shutdown devices.
- Do not attempt repairs, close remote valves, or resume operations until authorized by qualified personnel and the incident commander.

### 8.2 Propane Fire or Tank Exposure

- Call 911 and evacuate immediately. Do not attempt to extinguish a propane fire unless specifically trained, authorized, and directed under an established emergency-response procedure.
- Stay away from tank ends, relief-valve discharge paths, piping, and vessels exposed to flame or intense heat.
- Do not extinguish a burning gas release unless the fuel supply can be safely shut off; an unignited release may form a larger flammable vapor cloud.
- Leave cooling, isolation-distance, and fire-control decisions to the fire department and incident command.

### 8.3 Petroleum Spill Without Fire

- Stop the transfer or activate the emergency shutdown only if this can be done safely and without entering the spill or vapor area.
- Eliminate ignition sources from a safe location, warn others, keep vehicles and unauthorized persons away, and call 911 for an uncontrolled or hazardous release.
- Do not walk or drive through product. Prevent product from reaching drains, soil, or surface water only when trained personnel can safely use available absorbents, drain covers, or barriers without direct contact or inhalation exposure.
- Notify the facility emergency coordinator and follow the current SPCC Plan for classification, containment, cleanup contractor activation, documentation, and regulatory reporting.
- Report oil or hazardous-material spills to the Maryland Department of the Environment 24-hour line at 866-633-4686 when required. The facility coordinator shall determine and make any National Response Center or other agency notifications.

#### 8.4 Petroleum Fire

- Call 911, activate shutdown only from a safe location, and evacuate upwind or crosswind.
- Employees are not assigned structural firefighting duties. Portable extinguishers may be used only by trained and authorized employees, only for an incipient-stage fire, with a clear escape route, and without delaying evacuation.
- Keep clear of tanks, loading racks, drainage paths, and vehicles that are burning or exposed to fire.

#### 8.5 Severe Weather, Lightning, and Flooding

- Suspend propane and petroleum transfer operations when lightning, damaging winds, flooding, or other conditions make continued work unsafe.
- Secure equipment only when safe, disconnect transfer lines under normal shutdown procedures, and leave the tank area.
- For a tornado warning or immediate wind hazard, move to a designated substantial shelter away from windows; do not remain near tanks, racks, poles, or parked tank vehicles.
- Do not drive or walk through floodwater or enter areas where tanks, piping, electrical equipment, or access routes may have been damaged.

#### 8.6 Vehicle Collision or Tank-Vehicle Incident

- Stop traffic and transfers if safely possible, call 911, identify the vehicle and product from a safe distance, and isolate the area.

- Do not move a damaged cargo tank vehicle, disconnect hoses, or approach a leak, fire, or vapor cloud.
- Keep shipping papers and emergency-response information available to responders when they can be retrieved safely.

## 8.7 Unauthorized Entry, Suspicious Activity, or Security Threat

- Do not confront an intruder or touch a suspicious package or device.
- Move to safety, call 911, notify management, and preserve camera footage and access records.
- If sabotage or a release is suspected, treat the event as a hazardous-material emergency and evacuate.

## 8.8 Medical Emergency

- Call 911, provide the exact facility address and safe access route, and send a person to direct responders when conditions permit.
- Provide first aid, CPR, or AED assistance only within the responder's training and only when the scene is safe.
- Do not enter a vapor cloud, spill area, fire area, or other hazardous atmosphere to attempt rescue. Report the person's last known location to the incident commander.

## 9. Roles and Responsibilities

- **Facility emergency coordinator:** Maintains this plan, coordinates with public agencies, directs notifications and recovery, and authorizes restart after consultation with responders and qualified personnel.
- **Person-in-charge:** Maintains the on-site roster, initiates warning and evacuation, directs accountability, and briefs responders.
- **Employees, drivers, contractors, and visitors:** Stop work, report emergencies, follow evacuation instructions, report to the assembly point, and do not re-enter without authorization.
- **Camera monitor or dispatch:** When an emergency is observed or reported, promptly call 911, notify the facility emergency coordinator, preserve relevant video, and provide available information without directing anyone into danger.

## 10. Training, Communication, and Drills

Covered employees shall receive plan review when the plan is first issued or when initially assigned, whenever their emergency duties change, and whenever the plan changes. Training shall include emergency reporting, the employee alarm or notification

method, evacuation routes, assembly and accountability, propane and petroleum hazards, shutdown-device limitations, ignition control, SPCC coordination, and the prohibition on untrained rescue or offensive response. Management shall designate and train persons who assist with orderly evacuation. Conduct and document periodic drills appropriate to the facility's intermittent occupancy, including at least an annual evacuation and accountability exercise and coordination exercises when requested by emergency responders. Correct identified deficiencies and retain training and drill records.

## 11. Inspection and Readiness

Before each scheduled transfer, the person-in-charge shall verify that access and evacuation routes are clear; communication and the approved employee alarm or notification method are operational; emergency shutdown devices, signs, fire extinguishers, spill supplies, lighting, and gates are accessible; no obvious leak, damage, or ignition hazard exists; and current emergency contacts and shipping or product information are available. Petroleum tank, secondary-containment, drainage, and transfer-area inspections shall be performed and recorded in accordance with the current SPCC Plan and Maryland requirements. Deficiencies affecting safe operation shall be corrected before transfer begins.

## 12. Fire Department and LEPC Coordination

Provide the East New Market Volunteer Fire Department and Dorchester County LEPC/Emergency Management with current facility contact information and, as appropriate, the site plan, product inventory, tank capacities, safety data sheets, emergency shutdown locations, access controls, water-supply information, drainage and containment features, and safe approach and assembly locations. Invite periodic pre-incident planning and update these agencies when significant facility conditions or contacts change.

## 13. Re-entry, Recovery, and Incident Review

No person may re-enter the affected area until the incident commander releases the scene and the facility emergency coordinator confirms that hazards are controlled. Before restart, qualified personnel shall inspect affected tanks, piping, transfer equipment, electrical systems, shutdown devices, containment, and vehicles; isolate damaged equipment; complete required testing; replenish emergency supplies; and document authorization to resume operations. Management shall investigate the incident, preserve relevant camera footage and records, complete required regulatory

and insurance notifications, identify corrective actions, and update this EAP or the SPCC Plan when warranted.

## 14. Plan Availability, Review, and Records

A current copy of this EAP shall be available to covered employees and authorized personnel at the corporate office and through the company's approved accessible method for this unmanned facility. Current emergency contacts and the immediate-action page shall be posted or otherwise available at transfer areas in a weather-protected format. Review the plan at least annually and after incidents, drills, facility modifications, product or capacity changes, contact changes, or changes in law or response arrangements. Maintain plan acknowledgments, training and drill records, inspection records, agency coordination records, and revision history in accordance with company record-retention requirements.

## 15. Approval and Required Completion Items

**Before this plan is issued, management shall:**

1. **Employee alarm procedure:** Before each occupied operation, the person-in-charge shall verify the direct verbal, telephone, radio, and supplemental vehicle-horn notification methods are available and effective for every person present. The procedure shall be reviewed with all covered persons and included in drills.
2. Enter the facility emergency coordinator, alternate coordinator, dispatch, and management telephone numbers.
3. Attach or cross-reference the current facility site plan showing tanks, products, gates, evacuation routes, assembly point, emergency shutdowns, fire extinguishers, spill equipment, electrical disconnects, drainage, and secondary containment.
4. Coordinate the plan with the current SPCC Plan and verify all regulatory reporting thresholds and contact information.
5. Confirm that the assembly point across the highway can be reached safely and designate an alternate upwind assembly location.
6. Review applicable propane fire-protection, water-supply, permitting, risk-management, and emergency-planning requirements with qualified technical and legal advisors and the authority having jurisdiction.

**Approved by:** Jeff Dean

**Title:** VP Safety & Compliance

**Signature:** \_\_\_\_\_

**Date:** 08/04/2026

**Next annual review due:** 08/4/2027

