

Response Guide

Norfolk International
Terminals

Virginia International
Gateway

Newport News Marine
Terminal

Portsmouth Marine Terminal

Virginia Inland Port

Richmond Marine Terminal

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INJURY

1	Supervisor ensure scene safety by stopping traffic/access in immediate area
2	Determine the nature of the injury/illness
3	If an EMERGENCY , call VPA police at 440-7070. (VIP 540-636-4242)(RMT 911) Upon arrival of an ambulance, stop operations in that area until the ambulance departs.
4	For non-emergency occupational injuries , VIT managers and supervisors call HSE Rotation at 757-440-6800.
5	Non-Emergency: <ol style="list-style-type: none"> 1. If our employee DOES NOT request medical care <ol style="list-style-type: none"> a. Explain that the employee must contact the Health and Safety Department in the event they decide to seek medical care. b. Complete the “Incident and Near Miss Report”. 2. If our employee DOES request medical care <ol style="list-style-type: none"> a. Complete medical care authorization form (included below). b. Typically a member of the Health and Safety/Risk Management Departments will transport the individual to Patient First. If not available, a taxi may be called for transportation in both directions at 855-3333, Ext. 107. Account 1353. c. If a taxi is used, be sure to escort the person in a company vehicle to the pickup point. NIT: Port Police Parking Lot at North Gate, VIG: Lobby, PMT: Port Police Parking Lot, NNMT: Main Office 3. Complete the “Incident and Near Miss Report”. Sign, Scan, and Send Report to safetyandrisk@VIT.org by close of business.
6	All companies working in an area of the terminal controlled by a VIT operational manager must also report the incident to the respective VIT department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers (AOMs) are required to investigate and complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, CERES, TTX, JAZ, and CP&O etc. Complete the “Port of Virginia Incident Report”. Sign, Scan, and Send Report to safetyandrisk@VIT.org by close of business.
7	Notify the VP Ops/Maintenance Via Text and E-mail 24/7 <ul style="list-style-type: none"> ▪ Any injury that requires an ambulance ▪ Significant damage to a loaded container ▪ A spill that reaches the river ▪ Any fire that requires fire department response ▪ Any event that may generate press coverage or external visibility Notify the VP Ops/Maintenance via Text and Cell phone 24/7 <ul style="list-style-type: none"> ▪ Any catastrophic incident such as major structural failure of an STS crane/RMG, or natural disaster.

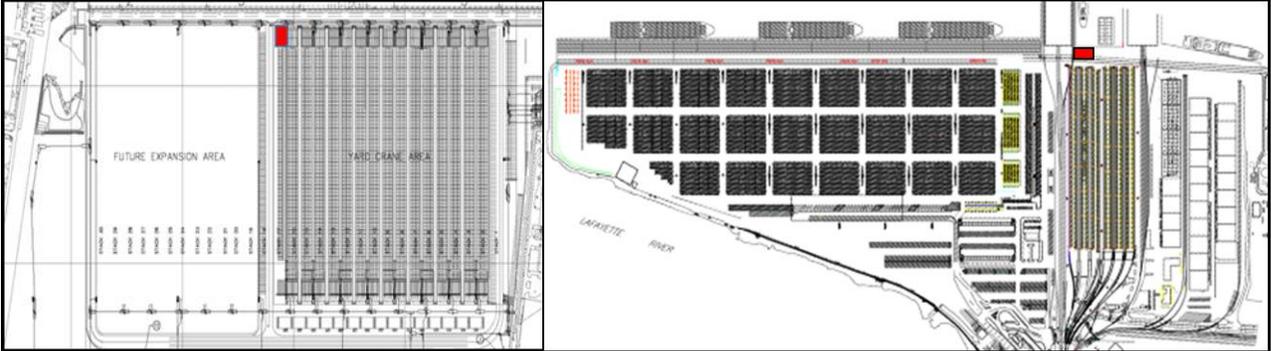
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■ **RESCUE CAGE OPERATIONS**

- NIT and VIG: For an injured employee who cannot egress a vessel via the gangway, A Straddle Carrier/ Shuttle Truck will retrieve the rescue cage and bring it to the working crane. After connecting the 4 safety chains to the spreader bar, wait for EMS to board and ride it to the vessel.

VIG: Stack 16 Waterside

NIT: Pier 1

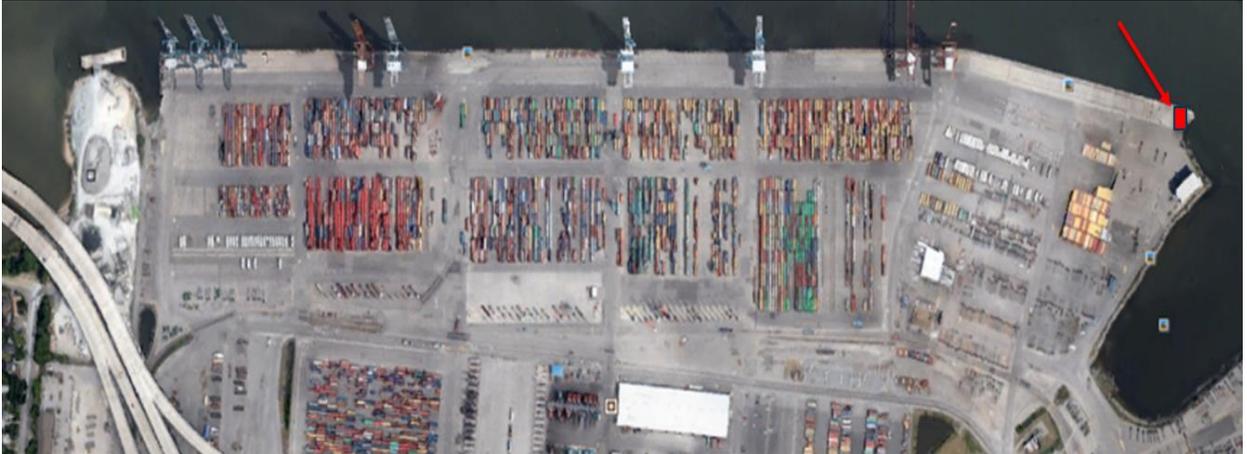


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■ RESCUE CAGE OPERATIONS

PMT: For an injured employee who cannot egress a vessel via the gangway, A Forklift will retrieve the rescue cage and bring it to the working crane. After connecting the 4 safety chains to the spreader bar, wait for EMS to board and ride it to the vessel.

PMT: East end of the dock



Lasher Fall Rescue Procedure

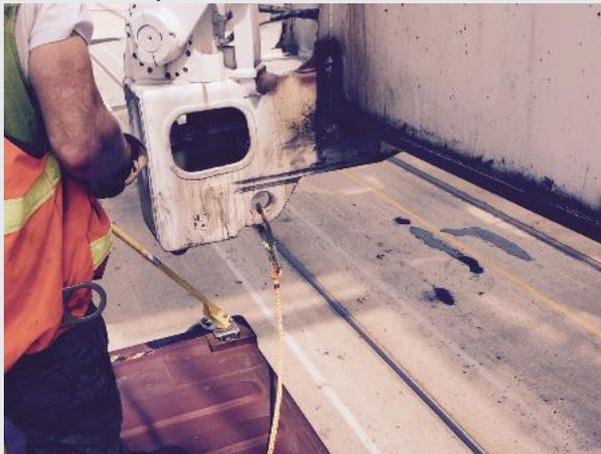
1. Call 440-7070



2. Retrieve Rescue Pole with rope and pre-attached hardware from Orange container on Crane.



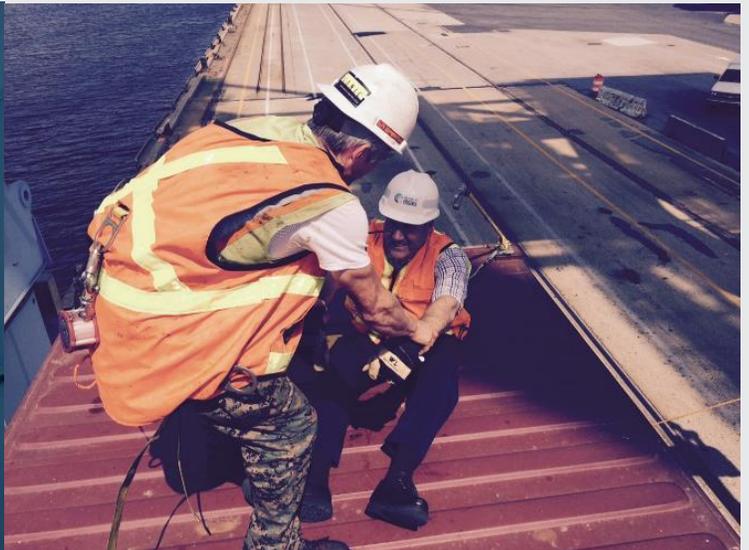
3. Be properly locked in with aloft gear to perform rescue and Connect Large Hook to corner of Crane Spreader Bar.



4. Kneel or lay, extend Rescue Pole, Connect Carabiner into D-Ring located on the back of victim's harness and pull the Rescue Pole free. Double check to insure Carabiner is securely attached to the victim D-Ring.



5. Signal crane operator via radio to gently lift victim and place him on the container top. Release the rescue line and the Container Top Wand connected to the victim when safe to do so. Ensure that victim is maintained in sitting position to guard against potentially fatal effects of Suspension Trauma. It is **REQUIRED** that victim stay in a sitting position for **AT LEAST 20** minutes. Ensure victim safety harness leg straps are loose enough to allow blood circulation. Release to first responders.



Witness _____
 Last First Phone Number

Statement _____

Witness _____
 Last First Phone Number

Statement _____

Complete for Damage

Describe Damage _____

Equipment / Property / Cargo I.D. _____

Name of Gangwayman/Slinger, if applicable _____

Complete for Injury

* Date of Birth _____ / * Time employee began work _____ AM/PM / Date Hired _____ / Married ___ Single ___

Social Security # _____

* Type of Injury _____ * Part of Body _____

* Did employee desire medical care? Yes ___ No ___ * Medical Care Provider _____

* Was emergency room used? Yes ___ No ___ Was employee hospitalized overnight as in-patient? Yes ___ / No ___

Complete for Spill

* Date of Spill _____ / * Time of Spill _____ am/pm / *Location _____ / * Responsible Party _____

* RP Address _____ / City _____ / State ___ / Zip _____ /* Phone _____

* Source of spill _____ / * Type Material _____ / Amount of Spill _____ gallons

* Root Cause _____

* Weather at spill location _____ / * Spill Entered (Circle one): Storm Drain / Retention Basin / Waterway / None

* Cleanup Actions: _____

* NRC # _____ / * Notification to USCG Pollution Branch - Yes No / Name of Spill Contractor _____

* AOM Name _____ * Signature _____ *Cell Number _____ * Date _____

VIRGINIA INTERNATIONAL TERMINALS, LLC.
Authorization for Medical Treatment

Employee Name: _____	Date: _____	Time: _____
Date of Birth: _____	Port #/VIT ID #: _____	

SECTION 1: Medical Treatment

Medical treatment is authorized for the <u>above-named</u> employee on _____ (Date)
Send all medical bills and reports to: Signal Mutual Insurance, P.O. Box 625740, Cincinnati, OH 45262

SECTION 2: Employee Acknowledgement

<p>* I understand that if a MRI, CAT scan, or physical therapy is required, I must receive these services from an authorized provider. It is my responsibility to obtain the list of approved providers from my direct supervisor. I further understand that no other providers are authorized to render these services and any claims incurred from other than an authorized provider will be my responsibility.</p> <p>*I further understand that “any claimant or representative of a claimant who knowingly and willfully makes a false statement or mis-representation for the purpose of obtaining a benefit or payment under the Longshore and Harbor Workers’ Act shall be guilty of a felony, and on conviction thereof shall be punished by a fine not to exceed \$10,000, by imprisonment not to exceed five years, or by both.”</p> <p><i>My signature acknowledges that I have read this form and understand its contents.</i></p> <p>_____/_____</p> <p>Employee Signature Date</p>
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SECTION 3: Employer Authorization

I authorize medical treatment for the above-named employee _____ (initial)	
_____/_____	_____
VIT Manager or Supervisor (Print)	Phone Number
_____/_____	_____
(Signature)	Date

Medical Treatment Facilities

VIG/PMT/POC Incidents utilize:

A) Patient First

2425 Taylor Rd

Chesapeake, VA 23321

757-215-1800

Hours: 7 days/week 8am–10pm

B) Patient First

332 Newtown Rd.

Virginia Beach, VA

757-473-8400

Hours: M-F 8am – 4:30pm

NIT Incidents utilize:

A) Patient First

332 Newtown Road

Virginia Beach, VA

757-473-8400

Hours: 7 days/week 8am–10pm

B) Patient First

2425 Taylor Road

Chesapeake, VA 23321

757-215-1800

Hours: 7 days/week 8am-10pm

NNMT Incidents utilize:

A) Patient First

2304 West Mercury Blvd

Hampton, VA 23606

757-821-2472

Hours: 7 days/week 8am–10pm

B) I & O Med. Center

593 Aberdeen Road

Hampton, VA 23661

757-825-1100

Hours: M–F 8am-6pm

Sat 9am – 1pm/Sun 11am-3pm

RMT Incidents utilize:

A) Patient First

12 North Thompson St.

Richmond VA 23221

804-359-1337

365 days/year 8am–10pm



Signal Mutual Indemnity Association, LTD.

Workers' Compensation Prescription Information

Employer: Please fill out employee information below and provide employee with this document to take to any pharmacy with prescriptions.

Employee Name:	
Group#:	10602823
Member ID (SSN):	
Date of Injury:	
Processor:	myMatrixx
Bin#:	014211
Day supply is limited to 30 days for a new injury.	
myMatrixx Help Desk: (877) 804-4900	

Employee: Signal Mutual Indemnity Association LTD. has partnered with **myMatrixx** to make filling workers' compensation prescriptions easy. This document serves as a temporary prescription card. A permanent prescription card specific to your injury will be forwarded directly to you within the next 3 to 5 business days.

Please take this letter and your prescription(s) to a pharmacy near you. myMatrixx has a network of over 64,000 pharmacies nationwide. If you need assistance locating a network pharmacy near you, please call myMatrixx toll free at (877) 804-4900.

IF DENIED MEDICATION(S) AT THE PHARMACY CALL (877) 804-4900

Pharmacist: Please obtain above information from the injured employee if not already filled in by employer to process prescriptions for the workers' compensation injury only. For questions or rejections please call (877) 804-4900. Please do not send patient home or have patient pay for medication(s) before calling myMatrixx for assistance.

NOTE: Certain medications are pre-approved for this patient; these medications will process without an authorization. All others will require prior approval.

FOR ANY REJECTIONS OR QUESTIONS CALL (877) 804-4900

Equipment/Property/Cargo Damage

1	Supervisor ensure scene safety by stopping traffic/access in immediate area
2	Call VPA police at 440-7070 (VIP 540-636-4242) (RMT-804-271-4162)
3	<p>Notify the VP Ops/Maintenance Via Text and E-mail 24/7</p> <ul style="list-style-type: none"> ▪ Any injury that requires an ambulance ▪ Significant damage to a loaded container ▪ A spill that reaches the river ▪ Any fire that requires fire department response ▪ Any event that may generate press coverage or external visibility <p>Notify the VP Ops/Maintenance via cell phone and text 24/7</p> <ul style="list-style-type: none"> ▪ Any catastrophic incident such as a fatality, major structural failure of an STS crane/RMG, or natural disaster
4	<p>Have individual meet with Supervisor</p> <ol style="list-style-type: none"> a. Complete Drug and Alcohol test form. b. Call for a blood and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. There is no need to sit with the employee while waiting. Employees who are clearly not causal to a mishap are not required to test (i.e. The trailer train of a UTR parked in a marked spot is hit by a straddle carrier). If an individual is positive for the instant results alcohol test, inform the Supervisor/Business Agent and ensure they take a taxi to get home. c. Investigate the mishap or near miss in accordance with #8 below and complete the "Incident and Near Miss Report." d. All companies working in an area of the terminal controlled by a VIT operational manager must also report incident to the respective department staff (i.e. vessel, gate, rail, etc). VIT Assistant Managers (AOMs) are required to complete a Port of Virginia incident report for any company working in their area of responsibility such as MRS, CERES, TTX, JAZ, and CP&O etc.
5	<p>Environmental Impact: In the event of any incident which occurs on a Port of Virginia facility; attention shall be given to sources that may impact the environment including but not limited to storm water, waste disposal, hazardous materials/waste, and universal waste. An investigation of the incident should be conducted to ensure that potential paths for contamination are addressed and waste properly removed and disposed of in accordance with federal, state, and local regulations. Records of this investigation should be recorded and retained should it be found that an impact to the environment has occurred. Should there be questions encountered during an incident response, the Sustainability Department may be contacted.</p>

6	<p>Sign, Scan, and Send the “Port of Virginia Incident Report“ with photos to safetyandrisk@VIT.org and manager by close of business.</p> <p>For pre-existing damage to a discharged container, the container number, vessel name, date, and description of damage are required. Also, additional details if appropriate to include use of wires or if container was placed under cover, etc.</p>
7	<p>Administrative Follow-up</p> <ol style="list-style-type: none"> a. Do not accept liability for any incident, regardless of cause. Direct all claim inquiries from VIT’s customers to riskmanagement@vit.org. b. Send Email to Cathy Welch to request employee work history and send this information to the effective department manager or director of Operations c. HSE Department will coordinate re-training as appropriate.
8	<ul style="list-style-type: none"> ❖ Look for task related causes such as the following. <ul style="list-style-type: none"> ➤ Were the Operational Standards followed? ➤ Was a safe work procedure used? ➤ Had conditions changed to make the normal procedure unsafe? ➤ Were the appropriate tools and materials available? ➤ Were they used? ➤ Were safety devices working properly? ➤ Was lockout used when necessary? ❖ Look for Material related causes such as the following. <ul style="list-style-type: none"> ➤ Was there an equipment failure? ➤ What caused it to fail? ➤ Were any hazardous substances clearly identified? ➤ Should personal protective equipment (PPE) have been used? ➤ Was the PPE used? ➤ Were users of PPE properly trained? ❖ Look for Environmental related causes such as the following. <ul style="list-style-type: none"> ➤ What were the weather conditions? ➤ Was poor housekeeping a problem? ➤ Was it too hot or too cold? ➤ Was noise a problem? ➤ Was there adequate light? ➤ Were toxic or hazardous gases, dusts, or fumes present? ❖ Look for Employee related causes such as the following. <ul style="list-style-type: none"> ➤ Were workers experienced in the work being done? ➤ Had they been adequately trained? ➤ Can they physically do the work? ➤ Were they tired? ➤ Were they under stress (work or personal)? ❖ Look for Management related causes such as the following. <ul style="list-style-type: none"> ➤ Were written procedures and orientation available? ➤ Were they being enforced? ➤ Was there adequate supervision? ➤ Were workers trained to do the work? ➤ Had hazards been previously identified? ➤ Had procedures been developed to overcome them? ➤ Were unsafe conditions corrected? ➤ Was regular maintenance of equipment carried out? ➤ Were regular safety inspections carried out?

VIRGINIA INTERNATIONAL TERMINALS, LLC.
Authorization for Drug and Alcohol Test

Employee: _____	Date: _____	Time: _____
Date of Birth: _____	Port #/VIT ID # _____	

SECTION 1: Billing

Reason for Testing <input type="checkbox"/> Post Incident <input type="checkbox"/> Reasonable Suspicion
Billing <input type="checkbox"/> Bill HRSA-ILA Welfare Fund for any ILA incident. (1355 Terminal Blvd. Norfolk, VA 23505) <input type="checkbox"/> Bill VIT (7737 Hampton Blvd. Norfolk, VA 23505)
Call On-site collection nurse at 424-4300

SECTION 2: Employee Acknowledgement

*The incident or injury requires that the employee have an alcohol/substance screening. Failure to have this screening will result in disciplinary action. This form and a picture ID will be required by the medical representative.	
<i>My signature acknowledges that I have read this form and understand its contents.</i>	
_____/_____	_____/_____
Employee Signature	Date

SECTION 3: Employer Authorization

I authorize Substance Abuse Testing for the above-named employee _____ (initial)	
_____/_____	_____/_____
Authorized VIT Representative (Print)	Phone Number
_____/_____	_____/_____
Signature	Date

Reasonable Suspicion Drug and Alcohol Test

1	Call the HSE Department Rotation at 757-440-6800
2	<p>Have individual meet with Supervisor</p> <ul style="list-style-type: none">a. Call for a blood and alcohol nurse at 424-4300 to come to the terminal for drug and alcohol testing. In this case, it is appropriate to remain with the employee.b. Clearly inform employee that a Drug and Alcohol test will be administered and that they must remain in the immediate area of the office. (Restroom and Smoke breaks are acceptable).c. Complete the Drug and Alcohol test form.

LEAKING CONTAINER

1	<ul style="list-style-type: none"> ■ Most important step...do NOT rush! ■ If product appears to be producing heavy vapors, smoking, smells, or other reaction... <ul style="list-style-type: none"> ○ Do NOT approach the container. ○ Do NOT move the container. ○ Restrict access to the immediate area based on winds. ○ Ensure no ignition sources.
2	Call VPA police at 440-7070 (VIP 540-636-4242) (RMT 804-271-4162)
3	<ul style="list-style-type: none"> ■ Identify the Product. <ul style="list-style-type: none"> ○ Call for product info in “N4” <ul style="list-style-type: none"> ▪ VIG: Vessel AOM 686-6115 (Imports documents are stored in a file cabinet in Vessel ops area or stored electronically in Outlook) / Yard Supervisor 686-6120/Rail Supervisor 390-1964/OCC Manager Cell 390-0976 ▪ PMT: Vessel AOM 391-6135 ▪ NIT: OCC Administrators 201-9888 /OCC Manager Cell 217-5262 ■ Obtain Hazardous Declaration/Shipping papers <ul style="list-style-type: none"> ○ From Supervisors listed above or OCC Manager ○ Obtain shipping papers from truck driver if delivered by a truck. ○ Ship line associated with container will be in N4 OR the first 4 digits can be used to identify at http://alltrack.org
4	<p>Call HSE Rotation at 757-440-6800</p> <ul style="list-style-type: none"> ■ Use Emergency Response Guidebook for appropriate actions. ■ Discuss Plan ■ If going into the stacks <ul style="list-style-type: none"> ○ VIG: Ensure Engineering locks out RMGs ○ NIT: Ensure OCC sets “Men Working” ■ Hazardous Material Clean-up Primary <ul style="list-style-type: none"> ○ Petrochem (Fay Michael/Rick): 627-8791/449-1746 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary <ul style="list-style-type: none"> ○ Commercial Power Sweeping (Karl Stauty): 435-0966
5	<ul style="list-style-type: none"> ■ Richmond Marine Terminals Clean-up <ul style="list-style-type: none"> ○ Primary is Petrochem: 757-627-8791 (Rick Johnson: 757-449-1746) ○ Alternate is First Call Environmental: 1-800-646-1290 ■ Non-Hazardous Material (Wheat, soy beans, etc) Clean-up Primary <ul style="list-style-type: none"> ○ Commercial Power Sweeping (for dry materials such as wheat) (Karl Stauty): 757-435-0966 ○ Alternate is First Call Environmental: 1-800-646-1290 ■ Simplex Grinnel Fire Extinguishers/Fire System Inspection <ul style="list-style-type: none"> ○ Rhonda Smith 757-544-0519
6	<ul style="list-style-type: none"> ■ Alternates Hazmat Clean-up companies

	<ul style="list-style-type: none"> ○ LCM Corp (Kevin Childs): 777-5536 [APL choice] ○ Hepaco/IMS: 543-5718/C438-0012 ○ Clean Harbors Chesapeake: 800-364-5939/757-543-9046 ○ FCC Environmental Norfolk: 852-9142 ○ Moran (Brian Genzler): 773-1371/815-1100 [Maersk choice]
7	<ul style="list-style-type: none"> ■ If container/tank is actively dripping...place on a spill cassette/spill pad. ■ Before bringing a container to the dock from the vessel, ensure product will not enter the water. If container is actively leaking, HSE must notify USCG before container is moved from vessel to dock.
8	<p>Spill Containment Assets</p> <ul style="list-style-type: none"> ■ NIT Spill Pad <ul style="list-style-type: none"> ○ Two in South Transfer Zone Area ○ One north of HRSD retention pond ■ VIG Spill Containment Cassette <ul style="list-style-type: none"> ○ Two at VIG ■ PMT Spill Pad <ul style="list-style-type: none"> ○ Next to the Clyde Crane
9	<ul style="list-style-type: none"> ■ If using a Spill Pad at NIT <ul style="list-style-type: none"> ○ Review travel path to ensure not crossing over a drain. ○ Consider Restricting Employees from the movement area. ○ Ensure no standing water is in the spill pad before parking a hazmat container, if the substance is reactive with water. ○ Close valve on the spill pad before placing a hazmat container on the pad. The valve is closed when perpendicular to outfall pipe. ○ Update the location of the container in VIT system ■ If using a Spill Cassette at VIG <ul style="list-style-type: none"> ○ Consider Restricting Employees from the area. ○ Ensure no standing water in spill cassette before placing a hazmat container, if the substance is reactive with water. ○ Pre-position Spill Cassette and close valve before placing a hazmat container on Cassette. Valve is closed when perpendicular to outfall. ○ Load Container onto Cassette and park on North End of Dock
10	<ul style="list-style-type: none"> ■ When the contents of a tank container must be transloaded, arrange to have the procedure accomplished at an off-site facility, if possible. ■ When the transload must be accomplished on VIT property, because there is no other option, generally use the following procedure. <ul style="list-style-type: none"> ○ Place the replacement tank on the ground ○ Place an empty container on the ground with blocks of wood elevating one end just enough to provide a very shallow slope. ○ Place the source tank on top of the empty container for the transload.

PETROLEUM SPILL

(Oil, Hydraulic fluid, Diesel, Gasoline, etc)

- Supervisor assess the situation
 - Remove ignition sources and ensure no smoking
 - Shut down equipment
 - Block any affected drains
- Call VPA police at 440-7070 (VIP 540-636-4242) (RMT-804-271-4162)

- **The estimate of the amount by Crane or Vehicle maintenance is important.**
Greater than 25 gallons or ANY amount in the drains is the threshold for reporting to National Response Center.

- For spills on the pavement
 - TSU will conduct clean-up <5 gallons
 - Crane Maintenance will deploy spill truck and conduct clean up > 5 gallons.
 - NIT Crane Maintenance.....440-7053
 - PMT (Notify NIT Crane Maint).....440-7053
 - VIG Crane Maintenance.....686-6155
 - NNMT Facility Maintenance.....928-1224

- For a Genset leak/spill
 - Write down the Genset number and call vendor to assist
 - MRS at VIG: Rob Diaz (751-2984)/Leo Castillianos (435-9342)/Larry Bowles (284-5111)
 - VIT at VIG: Pat Baker (757-449-1155)
 - MRS at NIT: Joe Diaz (354-5786)/Dan Brown (449-6608)/John Brown (395-0929)/Ricky Hoffman (328-5703)
 - MRS at PMT: Leo Castillianos (435-9342)/George Cooper (434-0794)
 - JAZ at NIT: Pat Foley (477-0207)/Tim Zimmerly (449-5192)
 - Express at NIT or PMT: Dana Baughman (434-2579)

- If ANY amount of product goes into drains (Past side walls)
 - Request crane maintenance or TSU remove down-stream grates with magnet.
 - Request crane maintenance or TSU to remove product
 - Place absorbent socks in drain if required to stop flow.

- If ANY amount of product goes into drop inlets inside the trench drain
 - Get Map of Drains to identify downstream path
 - HSE Staff will contact Petrochem for assistance

- If product reaches Oil Water Separator or containment vault
 - Remove drain covers and HSE Staff will have Petro-chem remove the product.

- If product reaches South retention pond at VIG or Reservoir under dock at NIT
 - VIG: Turn off Retention pond sprinkler pump and place Spill Socks at the concrete Weir in south retention pond.

<ul style="list-style-type: none"> ○ NIT: Remove access panels via STS with slings and HSE Staff will have Petro-chem remove the product.
<ul style="list-style-type: none"> ■ If product reaches the river <ul style="list-style-type: none"> ○ Assess with Petrochem and have them spray microblaze. ○ If required, HSE Staff will have petrochem deploy boats and booms
<ul style="list-style-type: none"> ■ Director of H&S will call for a spill response company if necessary. <ul style="list-style-type: none"> ○ Surface Spills that can be handled with oil dry use Commercial Power Sweeping (Karl Stauty): 435-0966 ○ When drains are involved use Petrochem (Fay Michael/Rick): 627-8791/449-1746 ○ Hepaco/IMS: 543-5718/C438-0012 ○ Moran (Brian Genzler): 773-1371/815-1100 // Clean Harbors: 800-364-5939/757-543-9046 ○ FCC Environmental Norfolk: 852-9142 // LCM Corp (Kevin Childs): 777-5536 [APL choice]
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SAFETY AT WATER'S EDGE

VIG/NIT/PMT Terminals	<p>Capability:</p> <ul style="list-style-type: none"> ■ Life ring on all STS cranes waterside leg w/90' tag line. ■ Fixed ladders every 400' on the dock that reach the water at low tide. ■ Rope ladders on cranes at NIT and PMT
Container Ship at berth	<p>Capability:</p> <ul style="list-style-type: none"> ■ Life rings, Life boat, Jacobs ladder. ■ Consider small boats, tugs or pilot
Observer	Yell, "Man Overboard". Point at the person so as to NOT lose sight. Have someone DIAL 440-7070 and tell them "Man Overboard" and give your location.
Supervisor	For night operations use crane lights or equipment lights.
Observer	Conscious: Throw a life ring to the person and have them swim/pull them to a fixed ladder.
Supervisor	Unconscious or serious injury: Supervisor consider sending swimmer into water to keep the person afloat. Rescuer wear life vest from STS crane leg with tag line.
	Water Temp Range is 45F to 86F. For 45F (Jan and Feb) time of use for fine motor muscles is 5 minutes.

CONTAINER IN THE WATER

- | |
|--|
| <ul style="list-style-type: none">■ POV Supervisor Obtain Control of the Container<ul style="list-style-type: none">○ Typically containers will temporarily float○ Ensure container comes to dock<ul style="list-style-type: none">○ With current○ Chained to bollard through twist-lock○ Call McAlister or Moran Towing promptly to prevent sinking container<ul style="list-style-type: none">○ McAlister Towing 757-692-8259○ Moran Towing: 757-438-6122/ 773-1371/815-1100○ Richmond Marine Terminal - Norfolk Tug: Alex Merz 757-621-2840 |
| <ul style="list-style-type: none">■ Call VPA police at 440-7070 (VIP 540-636-4242) |
| <ul style="list-style-type: none">■ Once container is controlled and next to the dock<ul style="list-style-type: none">○ Don a life jacket if on or over Bull-Rail○ Place chain through twist lock and lash to bollard○ Coordinate for immediate high priority lift out of water to dock
■ Lift Container<ul style="list-style-type: none">○ If no STS Crane is possible, Consider Samson crane at NIT○ Station Crane Maintenance in Crane Cab to ensure lift does not exceed maximum limit |
| <ul style="list-style-type: none">■ If Container Sinks<ul style="list-style-type: none">○ Contact Crofton Diving to recover container |

Adverse Weather

Winds Forecast >35 MPH (Steady State or Gust)

<p>VIG General Ops and Maintenance Managers</p>	<ul style="list-style-type: none"> ■ VIG Preparation <ul style="list-style-type: none"> ○ Ops check weather station on roof of TOB http://weather.apmtva.corp ○ Execute program to flatten container stacks with particular attention to Stack 15/16 and Stack 2/3. ○ Visually verify no chimney stacks at Empty area or in Container Stacks. ○ Ensure vessel adds adequate lines for expected winds ○ If forecast >50 mph Secure STS Crane Storm Pins. ○ If forecast >50 mph Secure three RTGs with wheels perpendicular. Lock into loaded container under RTG. ○ If forecast Severe Thunderstorms or winds > 75 mph = Secure STS Crane Turnbuckles ○ TOB/MB/DA rated to 110 mph ■ VIG Operations Limits <ul style="list-style-type: none"> ○ These limits may be waived on a case-by-case basis at the discretion of the terminal director. ○ Cease JLG Operations at >25 mph. ○ Cease Side Loader Operations > 25 mph. ○ Cease Top Loader Operations > 30 mph. ○ Cease Rubber Tire Gantry Operations at >45 mph. ○ Cease LSTZ RMG delivery to trucks at >50 mph. ○ Cease Shuttle Truck operations at >50 mph. ○ Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container. Maintenance will ensure crane operators drop storm pins. ○ If wind gusts exceed the above limits, the General Operations manager or designated representative, is responsible to ensure that operations cease. The maintenance manager also has the authority to cease operations. ○ When the order is given to cease operations, Equipment Operators will remain in the machine and away from any stacked containers until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct operators to come inside.
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<p>NIT General Ops and Maintenance Managers</p>	<p>NIT Preparation</p> <ul style="list-style-type: none"> ○ Flatten empty stacks to 2-high or block stow w/ straps. ○ Ops check status of weather station at South Berth: http://10.6.20.32/vws/ and North Berth http://10.6.20.140/vws/ ○ If forecast >50 mph Secure STS Crane Storm Pins ○ If forecast >50 mph Secure three RTGs with wheels perpendicular. Lock into loaded container under RTG. ○ If forecast Severe Thunderstorms or winds > 75 mph = Secure STS Crane Turnbuckles ○ Ensure vessel adds adequate lines for the expected winds. ○ Design limits <ul style="list-style-type: none"> ▪ Baker Street office building 110 mph ▪ Crane Maintenance 100 mph ▪ Police Bldg 100 mph //NIT Ops Tower 90 mph <p>NIT Operating Limits</p> <ul style="list-style-type: none"> ○ Cease JLG Operations at >25 mph. ○ Cease Side Loader Stacking Over 2-High > 25 mph. ○ Cease Top Loader Stacking Over 2-High > 30 mph. ○ Cease Rubber Tire Gantry Operations at >45 mph. ○ Cease Straddle Carrier operations at >50 mph. ○ Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container. Maintenance will ensure crane operators drop storm pins. ○ If wind gusts exceed the above limits, the General Operations manager or designated representative, is responsible to ensure that operations cease. The maintenance manager also has the authority to cease operations. ○ When the order is given to cease operations, Equipment Operators will remain in the machine and away from any stacked containers until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct operators to come inside.
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<p>NNMT/PMT Terminal Manager</p>	<p>PMT/NNMT Preparation</p> <ul style="list-style-type: none"> ○ If forecast >50 mph Secure STS Crane Storm Pins ○ If forecast >50 mph Secure three RTGs with wheels perpendicular. Lock into loaded container under RTG. ○ If forecast Severe Thunderstorms or winds > 75 mph = Secure STS Crane Turnbuckles ○ Ensure vessel adds adequate lines for the expected winds. Remove any potential flying debris. ○ Lower portable light stands. ○ Secure all warehouse doors. <p>PMT/NNMT Operating Limits</p> <ul style="list-style-type: none"> ○ These limits may be waived on a case-by-case basis at the discretion of the terminal director. ○ Cease JLG Operations at >25 mph. ○ Cease Side Loader Stacking Over 2-High > 25 mph. ○ Cease Top Loader Stacking Over 2-High > 30 mph. ○ Cease RTG Operations at >45 mph. ○ Cease Reach Stacker operations at >50 mph. ○ Cease Ship-to-Shore Cranes operations at >50 mph OR if the operator cannot safely land a container. Maintenance will ensure crane operators drop storm pins. <ul style="list-style-type: none"> ○ If wind gusts exceed the above limits, the General Operations manager or designated representative, is responsible to ensure that operations cease. The maintenance manager also has the authority to cease operations. ○ When the order is given to cease operations, Equipment Operators will remain in the machine and away from any stacked containers until 10 minutes pass without a gust above the limits. If winds persist in being out of limits or are forecast to remain out of limits, direct operators to come inside.
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PPCY Terminal Manager	<ul style="list-style-type: none"> ■ PPCY Preparation <ul style="list-style-type: none"> ○ Block stow stacks and identify and eliminate chimney stacks. ■ PPCY Operating Limits <ul style="list-style-type: none"> ○ Cease Side Loader Stacking Over 2-High > 25 mph. ○ Cease Top Loader Stacking Over 2-High > 30 mph.
RMT Terminal Manager	<ul style="list-style-type: none"> ■ RMT Preparation <ul style="list-style-type: none"> ○ Block stow stacks and identify and eliminate chimney stacks. ■ RMT Operating Limits <ul style="list-style-type: none"> ○ Vessel Operations provisionally cease at 35 mph ○ Manitowoc Crane operating limit is 35 mph. ○ Land all loads and apply drum/swing/travel brakes. Lower boom onto blocking at ground level and restrain. ○ Liebherr Crane operating limit is 44 mph. ○ Cease Top Loader Stacking Over 2-High > 30 mph.

Lightning	
RESP	TASK
General Operations Manager	<ul style="list-style-type: none"> ■ When a severe thunderstorm is forecast, the General Operations Manager or designated representative will monitor the approach of storm to determine the presence of cloud-to-ground lightning.
General Operations Manager	<ul style="list-style-type: none"> ■ When active lightning is within 5 miles of the terminal AND moving toward the terminal, employees on foot shall be instructed to seek shelter inside.

Tornado Watch (Not actual sighting)	
RESP	TASK
General Ops Manager	<ul style="list-style-type: none"> ■ When a Tornado watch is issued for the area in which the terminal operates (Portsmouth/Norfolk/Newport News), all ship to shore cranes not in use will be secured with the drop pins.

Tornado Warning (Actual sighting)	
RESP	TASK
General Ops Manager	<ul style="list-style-type: none"> ■ When a Tornado warning is issued for the area in which the terminal operates (Portsmouth/Norfolk/Newport News/City of Richmond/Henrico County/Chesterfield County), all operations will cease and employees will be directed by radio to shelter inside at an internal location away from windows. ■ If a Tornado is spotted within the vicinity of the Terminal, all operations will cease and employees will be directed by radio to shelter inside.

Adverse Weather Response – Heat

RESP	TASK
Terminal Director OR Terminal Manager	<p>Managers and Supervisors: Follow procedures in the OSHA Heat Index App on duty phones.</p> <ul style="list-style-type: none"> ■ Alert employees to the heat index and the importance of keeping an eye on each other and using the buddy system. ■ Provide rest breaks for those engaged in strenuous work and who are not in an air-conditioned work environment. (Especially FM, CM, Cargo, Container Mechanics, Ship Gangs, and Lashing Gangs) <ul style="list-style-type: none"> ○ Utilize shaded area ■ Provide adequate amounts of drinking water <ul style="list-style-type: none"> ○ Drinking water temperature should be 50°F to 60°F, if possible. ○ Encourage employees not to consume drinks containing caffeine and high sugar content; these drinks may lead to dehydration ○ Remember once an employee feels thirsty, they are already dehydrated ■ Encourage use of sun screen ■ Monitor employees' responses to heat ■ Schedule strenuous jobs to cooler times of the day

Fog	
RESP	TASK
VIG General Operations Manager	<ul style="list-style-type: none"> ■ When fog is forecast, drive facility to ensure minimum visibility markers are met. ■ Consider Mass e-mail and web-site posting if terminal operations are suspended.
VIG General Ops Manager	<p>VIG Gate</p> <ul style="list-style-type: none"> ○ To open OCR Portals, must see from DA to the OCR Portals. <p>VIG LSTZ</p> <ul style="list-style-type: none"> ○ To Open Yard, must see from TOB offices to light pole half way down 405 Reefer row. Seeing the lights is not sufficient...the light pole must be seen. <p>VIG Rail</p> <ul style="list-style-type: none"> ○ To Open Rail Yard, must see from RBA Portal to Yellow Rail swing Gate. <p>VIG Marine</p> <ul style="list-style-type: none"> ○ To operate, must be able to see from bull rail to yellow sign marking stack number and Crane Operator must be able to see containers from the cab.
NIT General Operations Manager	<ul style="list-style-type: none"> ■ When fog is forecast, drive the facility to ensure minimum visibility markers are met. ■ Consider Mass e-mail and web-site posting if terminal closed

<p style="text-align: center;">NIT General Ops Manager</p>	<p>NIT Gate</p> <ul style="list-style-type: none"> ○ To open Interchange, must see between major light poles in stacks. ○ If insufficient visibility, manager ensure employees remain at break area. <p>NIT NTZ and North Dock</p> <ul style="list-style-type: none"> ○ To Open North NIT Dock and Yard, must see between major light poles in the stacks. and Crane Operator must be able to see containers from the cab. <p>NIT STZ and South Dock</p> <ul style="list-style-type: none"> ○ To Open South NIT Dock and Yard, must see between major light poles in the stacks. <p>NIT CRY</p> <ul style="list-style-type: none"> ○ To Open CRY, must see between major light poles in stack.
<p style="text-align: center;">NNMT Terminal Manger</p>	<ul style="list-style-type: none"> ■ NNMT Yard <ul style="list-style-type: none"> ○ To Open NNMT Yard, must see from Terminal manager's door to NE corner of Interchange roof. ○ To open NNMT Pier, must see from entry to pier at cement lip to 2nd garage door. ○ Ensure terminal lights are turned on. ○ Ensure vehicle head-lights are used.

<p>PMT Terminal Manger</p>	<p>PMT Gate</p> <ul style="list-style-type: none"> ○ From inbound lane 3 to the light pole beside DA.  <p>PMT Yard</p> <ul style="list-style-type: none"> ○ To Open Yard, must see from 2nd floor Ops Building to first light pole Between 308 and 309  <p>PMT Dock</p> <ul style="list-style-type: none"> ○ To operate, must be able to see from bull rail to orange sign marking rows 301,401,501. 
<p>Empty Yard Terminal Manger</p>	<ul style="list-style-type: none"> ○ ■ PPCY Empty Yard ○ To open PPCY Empty Yard, must see from the POC entrance brick utility building to the corner of the POC building.

Contractor Coordination and Non-Standard Event Plan

1. **Proposed Date/Time:**

2. **Define the Task:**

3. **Other operations scheduled to be near the work area at the same time:**

4. **Define the communications plan internal and external to the work area:**

Hazard	Yes	No
Impact: Struck Against		
Impact: Struck By		
Mechanical: Caught On or In		
Mechanical: Caught Between		
Slip/Trip/Fall at same level		
Fall to Lower Level		
Overhead Hazard/Power Lines		
Stored Pressure Release		
Stored Mechanical Energy		
Stored Electrical Energy		
Electrical Shock		
Ergonomics: Lift, Push, Pull		
Exposure to heat/cold		
Exposure to Dust		
Exposure to Noise		
Flammable Substances/Fire		
Toxic Substances		
Caustics/Acids		

Weather Considerations	
Wind	
Rain	
Temperature	

Special Tools or Equipment	Yes	No
Extra Radios		
Spill Clean-up materials		
Portable Eye Wash		
Fire Extinguisher		
Other		

Special Procedures	Yes	No
Lockout/Tagout		
Hot Work Permit		
Excavation Permit		
Confined Space Permit		
MSDS		
Evacuation Plan		
Spill Clean-up Materials		
Other		

PPE	Yes	No
Safety Glasses/Faceshield		
Gloves		
Hearing Protection		
Dust Mask		
Safety Harness/Lanyard		
Fall Rescue Gear		

Action plan to mitigate each risk.

1)

2)

3)

4)

5)

I certify that all employees affected by this Non-Standard event have been briefed on this plan.

I understand that if the supervisor of the operation is replaced, that this plan must be reviewed and signed by the new supervisor.

Manager/Supervisor Name: _____ **Date:** _____

Manager/Supervisor Signature: _____

