

e-Merge Plant 360

User Documentation

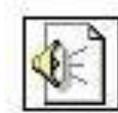
March 2009

e-Merge Plant 360

The purpose of this program is to allow your neighboring plants to notify you if they are having a problem. The program can be installed on multiple machines in your plant and it will run continuously with minimal interruptions to the machines it is installed on. It will poll the E-Notify database approximately every minute to find any notifications that are intended for your plant.

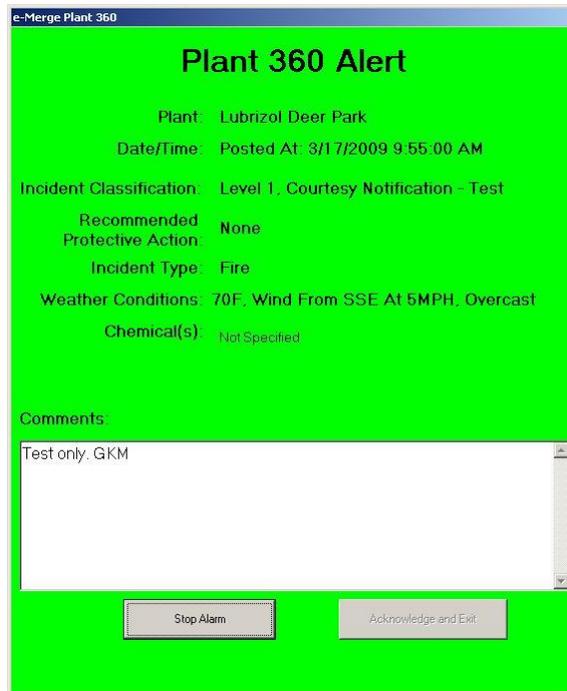
Program Operation

This program runs in the background so most of the time the only way you can tell it is there is to look in the Task Manager or check for the Emerge Plant 360 icon on your system taskbar as shown in the picture below, Screen Shot 1. When you pass your cursor over it, it will say “Emerge Plant 360”.



Screen Shot 1

If an e-Notify report is filed and the sending plant chooses to do a 360 degree neighboring plant notification that affects your facility, then the form will pop up as shown in Screen Shot 2 and you will hear the Microsoft “ding” sound until you hit the “Stop Alarm” button. At that moment, the dinging sound will stop, the “Stop Alarm” button will be disabled and the “Acknowledge and Exit” button will be enabled.

A screenshot of a software window titled "e-Merge Plant 360". The window has a green background and contains the following text:

Plant 360 Alert

Plant: Lubrizol Deer Park
Date/Time: Posted At: 3/17/2009 9:55:00 AM
Incident Classification: Level 1, Courtesy Notification - Test
Recommended Protective Action: None
Incident Type: Fire
Weather Conditions: 70F, Wind From SSE At 5MPH, Overcast
Chemical(s): Not Specified

Comments:
Test only. GKM

At the bottom of the window, there are two buttons: "Stop Alarm" and "Acknowledge and Exit".

Screen Shot 2

As you can see in Screen Shot, the form contains the critical information that was submitted by the plant to the LEPC. The form is color code so you can tell without even reading it how important the message is. The color indicators are as follows:

- Green – System Test
- Yellow – Courtesy Notification, No off site impact
- Red – Off site or potential off site impact
- Aqua – General information your neighbor wants to share

Once you've read the report, click on the "Acknowledge and Exit" button. This will update the database and the sender will be able to see that you have received the report.

e-Merge Plant 360

Plant 360 Alert

Plant: Lubrizol Deer Park

Date/Time: Posted At: 3/17/2009 9:55:00 AM

Incident Classification: Level 1, Courtesy Notification - Test

Recommended Protective Action: None

Incident Type: Fire

Weather Conditions: 70F, Wind From SSE At 5MPH, Overcast

Chemical(s): Not Specified

Comments:

Test only. GKM

Stop Alarm Acknowledge and Exit

Screen Shot 3

After you click the “Acknowledge and Exit” button, you will see a message displayed that says "**Please Wait, Updating Incident Database, Form will dismiss when complete**" and then it will immediately go into a count down timer.

The purpose of the count down timer is to allow the other machines on your account to pick this message up. As mentioned before, the program checks the incident database approximately every minute. It is looking for notices on your account number that have not been acknowledged. Your machine will acknowledge receiving the notice approximately 45 seconds after you hit the “Acknowledge and Exit” button thus allowing other machines the time to get the current notification. At the end of the count down the form will automatically dismiss and the program will go back to running in the background.

e-Notify Acknowledgement

When you file an incident report in e-Notify, if you have chosen to do a 360 degree neighbor notification, you can watch as each neighbor acknowledges the incident report by going to the link “Check Notification Status” on the main menu just as you did to watch the LEPC’s acknowledge. A phone number will be listed next to each plant in the notification so that if they do not acknowledge the voice alert, you can call them.

End of Document