	The Glass Container Advisory, LLC **Partial Glass Container Plant Disaster Recovery Check List** No glass plant emergency can be adequately anticipated. Effective response requires on-site evaluation by qualified practitioners. **Users of this check list assume all risks**	Notes
Team Performance		
	Disasters can immobilize team participants	
	Advance planning and training greatly improves personnel effectiveness	
	Ensure every participant has an assignment to keep them engaged and focused	
	Even a low level of physical exertion helps reduce stress	
Personnel Safety		
	Account for all personnel	
	Treat the injured	
	Activate the business continuity plan	
	Establish a site incident coordinator and response team	
	Establish that emergency personnel have the immediate hazard contained	
	Establish and maintain a safe perimeter for non-essential personnel	
	Establish if the building/structure is safe to enter	
	Contain all flammable materials and gases	
	Contain all hazardous/toxic materials and gases	
	Establish that electrical and compressed gas systems are safe	
	Identify risks of burns or scalds from water or molten glass	
	Advise personnel of potential hazards and escape routes	
	Assign personnel to work in teams of at least two	
	Provide radio communication if possible	
	Ensure there is suitable lighting and visibility	
Coordination		
	Notify first responders if required	
	Position attendants to guide first responders to the incident area	
	Provide a knowledgable individual to coordinate with first responders	
	Advise first responders of air, water, hazardous materials, spill or other issues	
	Advise regulators of air, water, hazardous materials, spill or other issues	
	Estimate impacts on personnel, infrastructure, finished goods and the environment	
	Determine if there are impacts beyond the plant boundaries	
	Brief senior management and third party insurers	
	Establish a meeting schedule, agenda and note taker	

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		Notes
	Advise OSHA of any reportable injuries or deaths	
	Establish leaders and teams for around the clock coverage	
	Plan to test services and equipment as soon as possible	
	Determine hourly personnel needs and advise workers of work schedules	
	Assign procurement, expediting and receiving personnel	
	Secure standby power, fuel and liquid oxygen if needed	
	Coordinate with electrical and natural gas suppliers before increasing draw	
	Assign cost control responsibilities	
	Assign customer relations and alternate supply responsibilities	
	Advise suppliers of potential curtailments	
	Seek clarification on insurance and financial approval procedures	
Resources		
	Contact list for key company and third party personnel	
	Request assistance from corporate and other locations	
	Put third party contractors and specialists on stand by pending funding approval	
Public Relations		
	Appoint a spokesperson	
	Prepare and rehearse a statement	
	Establish a press briefing schedule	
	Contact and support injured workers	
As soon as possible after access is considered safe:		
Furnace Assessment		
	Minimize water contact on refractories	
	Assess the furnace refractory, firing and exhaust system	
	Re-establish firing and a holding temperature as soon as possible	
	If firing systems are inoperable request third party heat up burners immediately	
	If furnace temperature can not be maintained plan for a controlled cool down	
	If refractory or steel is damaged contact third party furnace repair contractors	
Batch Plant Assessment		
	Make batch as soon as possible to confirm system integrity	
	If batch-making fails attempt to transfer cullet to the furnace	

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		Notes
	If batch-making and cullet transfer fail, put the furnace into hot idle	
Forming Assessment		
	Turn over forming machines as soon as possible	
	Identify malfunctioning components and parts availability	
	Attempt to have at least one operating machine per furnace	
	Contact forming machine suppliers for technical assistance and parts	
Hot Cullet System Assessment		
	Confirm that hot cullet drain chutes, quench and transport are operational	
	Use caution in basement areas as hot water may accumulate	
Forehearth Assessment		
	Drain glass from the forehearth as soon as glass level and hot cullet system allow	
	Establish forehearth temperatures	
	Monitor forehearth drains to control pull and potential plugging	
Forming Services Assessment		
	Verify compressor, fans, shear spray and machine lubrication systems	
Electrical Assessment		
	Verify power feed components	
	Verify PCB filled transformers and switch gear have not leaked	
Lehr Assessment		
	Verify lehr belt operation, tracking and heating system operation	
Cold End Assessment		
	Verify ware handling, inspection and packaging equipment operation	
Warehouse Assessment		
	Review warehouse for weather integrity and contaminants	
Environmental Controls		
	Verify environmental controls are functional and hazards are contained	
As soon as possible after positive assessment:		
Furnace pull and temperature	Increase furnace pull and temperature to achieve at least 30 ton/day pull	
	If conditions permit establish a minimum drain on all shops	
Resources	Advise workers of start up plan and shift assignments	
	Advise suppliers of production plans	

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Form bottles	Gradually increase pull to form bottles on one shop	
	Continue until all shops are in operation	
Quality Review	Hold ware until product quality is assessed	
Coordination	Return operational control to plant supervision	
As soon as possible after negative assessment:		
Mitigate	Aquire required power sources and furnace heating equipment	
Contain	Contain any hazardous materials	
Repair Scope	Identify list of failed systems and components	
Schedule	Prioritize systems and components and estimate repair times	
Resources	Determine personnel, contractor and material requirements	
Costs	Estimate repair costs and business interruption impacts	
Funding	Seek approval for repair costs	
Project Management	Assign responsiblities for repair scopes, cost and schedule	
Initiate	Order parts, activate contractors and specialists	
Control	Evaluate and seek approval for all spending on improvements before proceeding	
After operations are normalized:		
Lessons Learned	Document and communicate root cause, preventive measures and training needs	
Train	Develop training drills and an implementation schedule	
Audit	Review and correct identified vulnerabilities at other locations	
Update	Keep the business continuity and contact list up to date	
Recognize	Publicly thank contributors and continue to stay in contact with the injured	
Insurance	Provide documentation to support the insurance claim	
	For assistance developing a disaster recovery plan please contact	
	gordonstewart@TGCALLC.com	