




# PACIFIC TANK LINES




**March  
2006**

## Happy Birthday




Carl Harris - 2  
Georgui Makedonsky - 5  
Jack Woolsey - 5  
Jerry Guerra - 7  
Scott Williams - 7  
Angel Moreno - 13  
Juan Navarrete - 16  
Luis Gomez - 30

## Happy Anniversary



David Ankenman - 4 yrs  
Jennifer Paschall - 3 yrs  
Pedro Duran - 2 yrs  
Eugene Reed - 2 yrs  
Mark Mendoza - 2 yrs  
Ric Esquer - 2 yrs  
Jorge Martinez - 1 yr

## Welcome New Drivers



Richard Gonzales - LB  
Leslie Solee - C  
George Fernandez - C  
Ernesto Garcia - LB


## Newsletter Library

Have you ever wished you had kept a past issue of the PTL Safety Newsletter?

You can review and print back copies from our website ([www.pacifictanklines.com](http://www.pacifictanklines.com)). Look under Employee Services / Newsletters.

You can print and save copies and keep them in your employee handbook for future reference.


## Business Disruption Response Plan



Californians live in a region of some uncertainty. We often hear warnings about being prepared for the next big earthquake. Every summer, wildfires threaten one area or another. News programs frequently report on temporary elevations in the threat alert or most recently, the spread of the Bird Flu Virus in many other countries.

We saw the devastation that was caused by the Hurricanes that ravaged Louisiana and Texas. This Natural Disaster brought that part of our Country to a virtual stand still. Corporations and businesses that did not have a response plan in place, suffered tremendously. Many businesses might have minimized the economic impact of this tragedy had they only had a communication and response plan in place before the disaster hit.

Everyone understands that taking care of yourself and your family comes first in a crisis situation, but after the crisis has passed, Employees, Customers and Suppliers want to know that the Company has survived and that a normal lifestyle is just around the corner.



It is the goal of Pacific Tank Lines, Inc. to make sure that we are prepared for all situations, large or small, that may cause any type of business disruption. The topic of this month's safety meetings is Pacific Tank Lines' Business Disruption Response Plan (BDRP).


Being prepared in an emergency situation such as Earthquake, Natural Disaster and Pandemic Influenza should be on all of our minds. Just as every family should be prepared and have a planned response to these situations, PTL has one too.

In your safety meeting this month, you will be presented with the following items:

- Appendix V: BDRP to add to your employee manual.
- PTL Emergency Contact List:
- Precautionary Steps to avoid contraction of Influenza
- Steps to be taken during any significant Disruption Event

Having a Business Disruption Response Plan, helps in the crisis management phase of a disruption. It defines how a company will respond to problem during crisis situations and offers a framework and support structure for responding to unexpected issues. The goal of the plan is to minimize the cost and impact of a crisis on company operations. The BDRP reduces business risk in three important ways:

1. It reduces the number and magnitude of disruptions to business operations. With fewer and shorter interruptions, there is less impact on employees, customers and suppliers.
2. The BDRP saves money, through quick and early problem detection and resolution. The cost and impact of unavoidable problems is lessened.
3. The BDRP helps reduce business risk by enhancing legal protection. If problems are responded to quickly, fewer people are affected and damages are minimized, both of which result in fewer legal claims.



The BDRP can help Pacific Tank Lines cope with the onslaught of disruption problems and minimize the cost and impact of inevitable failures. By having a crises response organization before problems occur and empowering it with processes and tools to do the job, a company will be poised to quickly neutralize problems before they escalate. In this way, PTL is better positioned to serve our Customers, provide for our Employees, and begin the process of returning our Company and Community back to normal after a disruption event.







## Business Disruption Response Plan Contacts

In the event of a disruption or crisis we all need to work together. Communication will be an essential tool to form an action plan for the company. Whether it is a natural disaster, an influenza outbreak, a rollover or spill, it is critical that everyone knows who to be in contact with and how to react. Our Business Disruption Response Plan (BDRP) provides a uniform way to log problems, to assign resources and to resolve issues.

During a crisis an individual or team will be responsible for handling the situation. If a situation or crisis does occur emergency calls should be made.

### Emergency calls to be made:

1. Dispatch: (909) 421-0775 / Toll Free # 866-775-0003 / Nextel # 122\*33141\*221
2. Angie Duran (909) 421-0775 / Cell- (951) 830-2386 / Nextel # 122\*33141\*33
3. Carl Harris (909) 421-0775 / Cell- (951) 830-3762 / Nextel # 122\*33141\*156
4. John Gosse (951) 680-1900 / Cell- (951) 805-9600 / Nextel # 122\*177892\*1
5. Matt McDonald (909) 421-0775 / Cell- (310) 387-1337 / Nextel # 122\*33141\*45
6. Greg Batten (951) 680-1900 / Cell (951) 233-2773



911, police, or fire should be contacted if the situation is in anyway endangering public safety.



## SAFETY REMINDER

The safety department would like to send out a reminder of Pacific Tank Lines, Inc.'s safety glasses policy. It is a company policy that all drivers wear safety glasses when:

1. Loading any product onto our vehicles
2. Off loading ethanol
3. Using any type off pump or doing a pump off

All of our maintenance personnel are required to use safety glasses while performing all maintenance procedures.

Hearing protection is available to all employees. We encourage you to use this protection when you are in or around noise. We also are going to be providing back belts to all of our employees and safety vests for our drivers to keep them visible in all locations that they may be working in.



## NEWS FLASH

### \$800 Referral Bonus

EXTENDED

September 1 - June 30, 2006

**How?** Here's how it works....

- 1) You recruit a qualified driver.
- 2) He/She begins orientation before June 30, 2006.....**You earn \$400!**
- 3) He/She is still employed at the end of the 90 day probation period. ....  
**You earn \$400 more!**

**What?** \$800 Bonus total!

**When?** \$400 after Orientation & \$400 after Probation.

**The catch?** He/She must name you as the person who recruited them when they first contact Kathy Renn, otherwise, you may not get benefit of the Bonus.

We need drivers in

Colton, Long Beach, San Diego, and Van Nuys.



## The Trainer's Corner

**Pedro Duran—Long Beach Trainer**

Our job can be very stressful! In order to reduce our level of stress in our everyday work schedule, we need to develop a routine and stick to it consistently. Once your routine is in place, your day will follow more smoothly. Pay attention to detail and use the K.I.S. (Keep It Simple) method. Have presence of mind; in another words, remain focused on the task at hand and know exactly which Rack you are at and what their specific requirements are. Make sure that you follow all company and individual rack policies and procedures.

We want to be both thorough and efficient professionals out there! It's good for the company and it's good for our Bottom Line \$\$\$\$. So please be safe in everything you do!



## March Safety Meetings

Place	Day	Dates	Time
Colton	Tuesday	Mar. 14	3 pm
Colton	Thursday	Mar. 16	3 pm
Long Beach	Tuesday	Mar. 21	3 pm
Van Nuys	Thursday	Mar. 23	3 pm
Las Vegas	Tuesday	Mar. 28	1 pm
San Diego	Thursday	Mar. 30	3 pm

