

400 North Fourth Street  
Bismarck, ND 58501  
(701) 222-7900

May 29, 2014

Executive Secretary  
North Dakota Public Service Commission  
State Capitol Building  
Bismarck, ND 58505-0480

Re: 88 MW Simple Cycle Combustion  
Turbine  
Case No. PU-11-631

Montana-Dakota Utilities Co. (Montana-Dakota), a Division of MDU Resources Group, Inc., herewith submits for its Emergency Action Plan for the operation Heskett Station including the 88 MW Simple Cycle Combustion Turbine located on Montana-Dakota's Heskett Station property as ordered by the Commission in its Findings of Fact and Conclusions of Law issued December 21, 2012 in the above referenced case.

Please acknowledge receipt by stamping or initialing the duplicate copy of this letter attached hereto and returning the same in the enclosed self-addressed, stamped envelope.

Sincerely,



Tamie A. Aberle  
Director of Regulatory Affairs

cc: D. Kuntz  
A. Welte

<b>SAFETY PROCEDURES</b> 	<b>Emergency Action Plan Heskett Station</b>	<b>881-06 Version 0 5/19/2014</b>
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Approved By Alan Welt Date 5/19/14 Revision 0  
(Director, Generation)

This Emergency Action Plan (EAP) is to be used in conjunction with Company Policy SF 404; Crisis Management and MDU Utilities Group Natural Gas Emergency Response Procedure 3010.1.

The Heskett Station Manager is responsible for the overall administration of the plan.

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**Purpose**

The purpose of the Heskett Station Emergency Action Plan (EAP) is to provide guidance to personnel for prompt mobilization and proper utilization of manpower, materials, equipment and all other resources in the event of emergency situations. Emergency situations include, but are not limited to, severe weather, flood, fire, chemical release, natural gas release, explosions, civil disorder, bomb threats, or other events which threaten or result in serious injury or loss of life, or loss to essential service, station equipment or facility structures.

Refer to Company Policy SF 404, Crisis Management, for those emergencies not specifically identified in this procedure.

**Scope**

The provisions of this plan apply to all operations at the Heskett Station Units 1, 2, and 3 located at **2025 38TH St., Mandan, ND 58554.**

The plan is intended to document and provide remedial procedures to allow Heskett Station employees to conduct business and operations on an ongoing and uninterrupted basis in an emergency situation.

## Emergency Information

To report an emergency, contact the on duty Operator 1 in the station control room. The Operator 1 will immediately contact the Shift Supervisor. The Shift Supervisor will determine whether to call 911 or other appropriate agency. As soon as practical, the Shift Supervisor will contact the Station Manager to inform him of the situation.

### Operator 1, Main Control Room

Phone:	(701) 221-1918
Alternate Phone:	(701) 663-9576
Alternate:	Plant Intercom (Gaitronics)
Alternate:	Plant FM Radio System

### Shift Supervisor

Phone:	(701) 221-1917
Alternate:	Plant Intercom (Gaitronics)

### EAP Administrator

Station Manager (Tony Stroh)

Phone:	(701) 221-1911
Cell:	(701) 400-6107

### Emergency

Police, Fire, Medical Emergency and Hazardous Materials Incident	911
MDU Customer Service Center	1-800 MDU FAST (1-800-638-3278)
ND Department of Health	(701) 328-2372
Morton County Emergency Mgmt.	(701) 667-3307
BNSF Railroad	1-800-832-5452
Crossing to Intake DOT# 92618P	
Crossing to the county fishing area – Mandan Water Plant DOT#92617H	

### Gas Pipeline Emergency

MDU	1-800-MDU-FAST (1-800-638-3278)
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### Non-Emergency

Mandan Police	(701) 667-3455
Bismarck Police	(701) 223-1212
Mandan Fire	(701) 667-3288
Bismarck Fire	(701) 355-1400
National Weather Service	(701) 222-0614
Morton County Sheriff	(701) 667-3330
Sanford Health	(701) 323-6000
St. Alexius Medical Center	(701) 530-7000
Tesoro Refinery	(701) 663-2400
Mandan Water Treatment	(701) 667-3278

## Executive & Senior Management/Safety/System Operations/Communications & Public Affairs

		Office	Cell
Executive	Frank Morehouse	701-222-7611	208-724-7754
Executive	Jay Skabo	701-222-7752	701-426-1152
Power Production	Alan Welte	701-222-7848	701-426-0520
Environmental	Abbie Krebsbach	701-222-7844	701-426-0520
Safety	Elisa Chapin	701-222-7653	760-963-5463
Electric Systems Operations	Darcy Neigum	701-222-7757	701-391-5766
Electric Systems Operations	Electric System Oper.	701-222-7927	N/A
Public Affairs	Rick Matteson	701-530-1700	701-425-1017
Public Affairs	Mark Hanson	701-530-1093	701-425-3635

### Procedure

This EAP enables preparation for potential emergencies ranging from small incidents to area-wide disasters. Advance planning and application of this EAP is intended to reduce the risk to affected Heskett Station personnel and facilities. Successful implementation of the EAP requires the full support of all personnel.

To protect personnel and Heskett Station facilities, the on-duty Shift Supervisor or designated alternate has authority to make decisions and take necessary actions to ensure success of the EAP.

Upon official declaration of an emergency situation, the EAP shall be activated automatically.

At the direction of the Shift Supervisor, the Operator 1 will use both the plant intercom (Gaitronics) and the FM radio system to broadcast that an emergency has been declared. The announcement shall provide information about what the emergency is and what action should be taken (shelter in place, move to the designated safe area, evacuate, etc.). The announcement should begin by stating "Emergency, Emergency, Emergency." Then, information about what action to take should be repeated three times.

As deemed necessary, emergency agencies will be notified of the situation by the Shift Supervisor.

As deemed necessary, the Company Executive & Senior Management, Environmental, Safety, and the Communications & Public Affairs Department will be notified of the situation.

As deemed necessary, notification to public service commissioners and/or staff, and other governmental agencies of the emergency situation will be made by Company Executive & Senior Management.

Electric Systems Operations will be notified of any emergency events that impact or may impact electric generation and /or the transmission system.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

To the extent necessary, normal operations shall be curtailed or suspended until the emergency situation is declared terminated.

## Evacuation

Heskett Station has designated primary and secondary evacuation points. In the event of an emergency requiring an evacuation of the facility, all employees are to immediately report to the assigned primary evacuation point. Upon arrival to the evacuation point, employees must report to their supervisor. In the event their supervisor is not present, they will report to the Shift Supervisor.

### Evacuation Assembly Area:

- Primary: The assembly area for the facility is located at the vehicle parking area south of the administrative building.
- Secondary: If the primary assembly area is deemed not prudent for safety or other reasons, the alternate assembly area is located at the Fuel & Grounds Equipment Warehouse.
- Heskett employees in the process of performing duties located at Heskett Station Unit 3 will report to Unit 3 vehicle parking area.

Each supervisor and employee has a responsibility to ensure that all personnel evacuate from the facility in a timely and safe manner and that all personnel are accounted for. Supervisors will update the Shift Supervisor as to the status of on-site personnel with the following information:

- All company and contracted personnel have been accounted for
- Names of missing personnel and location last seen

### Shelter in Place

In the event of an emergency where it would be prudent to remain indoors (severe weather, etc.), an announcement over the plant Gaitronics intercom system and the FM radio system will be made for all personnel to take "shelter in place." In the event of a severe weather announcement, employees and contract personnel are to assemble at the nearest "shelter in place" location to their work.

- Lower level of Administrative Building
- Plant I/O Room
- Control Room
- Intake Building
- Coal Dumper Building Control Room
- Heskett 3 Service Building

All employees are to report to their Supervisor once they reach a shelter in place. Supervisors are responsible to account for employees and contracted employees under their work direction and report to the Shift Supervisor.

### Off-site Evacuation

In the event that an emergency poses a safety/health threat an off-site evacuation may be necessary. The Shift Supervisor shall initiate an off-site evacuation and contact 911. Wind direction and speed are critical to the decision of the evacuation

- 911 will be notified
- Morton County Emergency Management will be notified
- Senior Executive & Senior Management will be notified
- Safety Manager will be notified
- Attempts will be made to notify local residents and local businesses

## **Critical Operations Personnel**

During certain emergencies, critical operations personnel (for example, Operator 1 in main control room) will remain at their duty station to operate critical plant equipment and/or processes. Affected critical operations personnel must maintain communications with the Shift Supervisor. If personnel safety is in question, the Shift Supervisor will authorize evacuation of critical operations personnel. However, if communication between employees who remain at their duty station and the Shift Supervisor is lost, the decision to evacuate will be determined by the critical operations employee. Should evacuation of critical operations personnel be necessary, personnel must contact the MDU Electric System Operator and notify them of the total evacuation of premises.

## **Fire Emergency**

All fires are to be reported immediately to the Shift Supervisor. The person reporting the fire must provide the following information:

- Your name
- Size of the fire
- Location of the fire
- What is burning
- Explosive hazards near the fire
- Injuries
- Action being taken

The person reporting the fire is not to hang up until released by the Shift Supervisor.

Attempt to extinguish a fire only if you are trained. Employees are limited to using a fire extinguisher or a fire hose no larger than 1½" under the following conditions:

- Shift Supervisor has been notified
- The fire is in its initial phases, "incipient stage"
- Smoke is avoidable
- Exit is clear of obstruction and close by
- Proper fire extinguisher is nearby
- Protective firefighting clothing and/or respirator is not needed

The Shift Supervisor will determine if the fire warrants an evacuation.

Do not use the elevator during a fire evacuation.

Once the decision to evacuate has been made the Shift Supervisor will call 911.

When 911 is notified, arrangements will be made to meet the emergency personnel at an agreed to location to brief them of the situation and provide direction to the fire location.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

The Shift Supervisor will notify the Station Manager of the situation.

## **Medical Emergency**

All medical emergencies shall be reported immediately to the Shift Supervisor. The person reporting the emergency must provide the following information:

- Your name
- Exact location(s) of the incident and number of victims
- Nature of the injury or illness (part of body, symptoms, etc.)
- Severity of the injury or illness
- If known, list any pertinent medical or health conditions (i.e. allergies, diabetes, etc.)
- Any dangers present in the area
- Action being taken

Do not move an injured person unless remaining at the present location presents a greater danger.

Remain with the injured person until help arrives.

Administer First Aid/CPR/AED if trained to do so.

The Shift Supervisor will determine the need to call 911.

When 911 is notified, arrangements will be made to meet the emergency personnel at an agreed to location to brief them of the situation and provide direction to location.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

The Shift Supervisor will notify the Station Manager of the situation.

## **Severe Weather**

During severe weather conditions the Shift Supervisor will direct the Operator 1 to monitor the weather conditions and warn employees of potentially hazardous weather in the area.

If a tornado or severe weather is fast approaching the plant site, the Shift Supervisor is responsible to declare a weather emergency.

- A TORNADO WATCH is given when weather conditions are favorable to the formation of tornadoes.
- A TORNADO WARNING is given when a tornado funnel is sighted or indicated by radar. You will be instructed to take shelter immediately.

During weather emergencies an alert will be broadcast over the Gaitronics and plant FM radio system directing personnel to go to the designated areas.

Heskett safe areas:

- I/O room in the center of the plant
- Coal System Dumper Building Control Room

If a weather emergency is declared, stay inside or proceed quickly to the nearest safe area. Do not attempt to drive to a safe area if visibility is poor or high winds are present.

If personnel are located in outside areas and away from a safe area, they are to move to the lowest point on the ground and lie down.

Do not use the elevator as there is a chance the power supply may be interrupted. The nearest stairway is to be used.

Do not stand in front of windows or doors.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

Group near an inside wall and protect your head with your arms.

Remain quiet and listen for instructions.

Each supervisor and employee has a responsibility to ensure that all personnel evacuate and/or shelter in place in a timely and safe manner and that all personnel are accounted for. Supervisors will update the Shift Supervisor as to the status of on-site personnel with the following information:

- All company and contracted personnel have been accounted for
- Names of missing personnel and the location they were last seen

When the severe weather has passed, the Shift Supervisor will announce the all clear. Do not leave the safe area until the all clear has been announced.

The Shift Supervisor will coordinate damage assessment and request any emergency assistance. Do not attempt to make repairs or clean up until the site has been assessed for safety.

Emergency drills will be held periodically to acquaint employees with the procedures to follow when severe weather is approaching.

### **Natural Gas Release**

MDU Utilities Group Natural Gas Emergency Response Procedure 3010.1 shall be utilized for all natural gas emergencies up to and including the Heskett Unit 3 Coalescing Inlet Filter valve and all emergencies up to and including the gas meter outlet valves for Heskett Unit 1&2 located in the gas house west of Heskett Unit 3.

For this procedure an emergency is defined as a fire or explosion near or directly involving natural gas facilities, a hazardous concentration of gas detected inside or near a building, or any significant leak. All leaks are to be considered hazardous until the leak is secured.

In the event of a natural gas release the Shift Supervisor will be notified immediately. The person reporting the release must provide the following information.

- Your name
- Exact location of the release
- Injuries

Attempt to isolate the natural gas supply only if you are trained and able to so do in a safe manner.

Do not turn electrical switches or any equipment on or off.

Do not attempt repairs to a leak. Evacuate the building immediately and/or move to a safe location upwind of the incident.

Do not attempt to extinguish a natural gas fire.

The Shift Supervisor will notify the Station Manager of the incident.

The Shift Supervisor will contact MDU Customer Service Center for natural gas emergencies upstream of and including the Heskett Unit 3 Coalescing Inlet Filter valve and upstream of and including the Heskett Unit 1&2 gas meter outlet valves.

The Shift Supervisor will determine the need to call 911. When 911 is notified, arrangements will be made to meet the emergency personnel at an agreed to location to brief them of the situation and provide directions to the release location.

The Shift Supervisor will determine if the release warrants an evacuation and communicate the decision accordingly. The wind direction shall be taken into account when initiating a site evacuation.

The Shift Supervisor will make arrangements to secure the area to prevent entry.

Personnel must not enter areas or buildings until they are deemed safe using testing devices or other means to determine the presence of gas.

### **Hazardous Material Emergency**

All chemical releases must be reported immediately to the Shift Supervisor. The person reporting the release must provide the following information:

- Size of the spill
- Location of the spill
- Product released if available
- Injuries
- Nearby ignition sources
- Plant equipment that is affected

Evacuate the area if instructed to do so.

The Shift Supervisor will make arrangements to secure the area to prevent entry.

The Shift Supervisor will determine the need to call 911. When 911 is notified, arrangements will be made to meet the emergency personnel at an agreed to location to brief them of the situation and provide directions to the release location.

The Shift Supervisor will determine if the release warrants an evacuation and communicate the decision accordingly. The wind direction shall be taken into account when initiating a site evacuation.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

### **Railroad Emergency**

R. M. Heskett Station is located adjacent to the Burlington Northern Santa Fe (BNSF) railway main line. A railroad emergency on BNSF property may affect station personnel or operations. The purpose of this section is to establish procedures designed to protect life and property in the event of a rail emergency.

A railway emergency could involve fire, explosion, chemical release, or other hazards. A rail incident must be reported to the Shift Supervisor.

When reporting a railroad emergency to the Shift Supervisor, the following information should be provided:

- Location of the incident
- Injuries to personnel and their location, if known
- Size of the spill; number of rail cars involved, etc.
- Product released, if known
- Nearby ignition sources
- Plant equipment that is affected
- Direction of plume travel (smoke, chemical, etc.)

The Shift Supervisor will report the incident to BNSF Railroad and/or 911.

When 911 is notified, arrangements will be made to meet the emergency personnel at an agreed to location to brief them of the situation and provide direction to location.

The Shift Supervisor will make arrangements to secure site access points to prevent unauthorized entry.

The Shift Supervisor will determine if the release warrants an evacuation and communicate the decision accordingly. The wind direction shall be taken into account when initiating a site evacuation.

Circumstances present during a rail emergency may require the Shift Supervisor to appoint an alternative location that is deemed safe.

External telephone lines, Gaitronics, and plant FM radio system should be restricted to emergency communications only. Personal cell phone use shall be kept to a minimum during plant emergencies.

### **Bomb Threat**

Bomb threats are to be reported to the Shift Supervisor immediately.

Most bomb threats are received by phone. If you receive a telephone call reporting a bomb threat, try to transfer them to the Shift Supervisor. If not possible, remain calm and obtain information per the Bomb/Threat Checklist at the end of this section.

Have someone call 911 immediately from another line.

The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.

Do not use two-way radios or cell phones; radio signals have the potential to detonate a bomb.

Do not evacuate the building until police arrive and evaluate the threat.

Do not activate the fire alarm.

Do not touch or move a suspicious package.

Do not handle the note if a bomb threat is received by mail or note.

### Bomb/Threat Checklist

Keep the Caller on the Line - Do Not Interrupt – Do Not Hang Up

Date: \_\_\_\_\_ Time Call Began: \_\_\_\_\_ Time Call Ended: \_\_\_\_\_

Number and/or letters on the window phone display: \_\_\_\_\_

Exact Words of Caller \_\_\_\_\_  
\_\_\_\_\_

Questions to Ask the Caller: *(DO NOT INTERRUPT CALLER)*

1. When will it explode? \_\_\_\_\_
2. Where is it located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will make it explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Where are you? \_\_\_\_\_

___ Male	___ Female	___ Normal	___ Faked	___ Lisp	___ Cracking voice
___ Angry	___ Excited	___ Calm	___ Distinct	___ Crying	___ Soft
___ Accent	___ Deep breathing	___ Slurred	___ Nasal	___ Laughter	___ Raspy
___ Clearing throat	___ Loud	___ Rapid	___ Disguised	___ Slow	___ Stutter

Background Noises:

___ Street noise	___ Animal Noise	___ Mall Noises	___ Voices	___ Music
___ Airplanes	___ PA system	___ House Noises	___ Clear	___ Cars
___ Motors	___ Local Call	___ Long Distance	___ Office Machines	___ Static

Other Noises \_\_\_\_\_

Name of Employee Receiving Call \_\_\_\_\_

Other Information \_\_\_\_\_

## **Training**

The Emergency Action Plan will be reviewed on an annual basis or as significant changes occur. Changes shall be submitted to the Safety Manager and the Heskett Station Manager for review.

Supervisors will:

- Be familiar and adhere with the requirements of this plan.
- Ensure that personnel assigned to their area(s) are aware of the EAP requirements as it relates to them and procedures to following during an emergency.

All employees will:

- Be familiar with and adhere to their responsibilities in the event of an emergency.
- Provide assistance as needed for the safety of other employees and visitors.