



**PROCEDURES AND PRACTICES**  
Distributed Generation  
Pioneer Generation Station (PGS)  
**EMERGENCY ACTION PROCEDURES**

**I. Purpose**

Emergency action procedures exist so that when an emergency occurs, it can be dealt with quickly and effectively with minimum hazard to the employees involved. After employee safety, the procedures are in place to minimize damage to equipment, minimize interruption of operations, and coordinate outside assistance.

**II. Incident Command System**

- A. The primary command post will be the Operations & Maintenance Building. The purpose of the command post is to provide control, communications, and coordination during an emergency incident. The Supervisor is in charge of the primary command post, in the event of the absence of the O & M Supervisor, the site operations qualified personnel will assume that role. The Supervisor will either remain in the O & M building or maintain radio communications. He will coordinate the response to an emergency with the assistance of the other employees at the site at the time of the incident. The Manager of Distributed Generation shall be notified as soon as possible.
- B. Should the Operations and Maintenance building become involved in the emergency, the alternate command post will be designated by the operations & maintenance supervisor.
- C. When outside agencies are called for support, the supervisor will coordinate with those agencies. Depending on the nature of the emergency, the supervisor may become a member of the external incident command center. During this time, the supervisor must maintain radio contact with the O&M building. He may provide assistance to the external incident commander as allowed by the resources he has available.

**III. Notification**

Before there can be any response to an emergency, it must be reported. If there is a situation at the Facility that may become or is an emergency, notify the Supervisor by the fastest means available. The Supervisor will decide which emergency responders are needed and notify them.

**IV. Responsibilities**

- A. The Supervisor is responsible and is authorized to take immediate actions dictated by the emergency for:
  - 1. Determining the size and amount of response to the emergency
  - 2. Deciding to keep the turbine running or shut it down.
  - 3. Deciding to call an ambulance, if necessary.
  - 4. Deciding if evacuation is necessary.
  - 5. Notifying the local fire department if the emergency is a fire or rescue.

6. Conducting and recording safety drills annually.
7. Review plan with contractors during initial job briefings and in January annually thereafter.
8. Determine a mutually agreeable area for a contractor to report to during an emergency. They will meet the contractor there to ensure accountability and inform the contractor about the nature of the emergency or drill.

B. Operator Technician :

1. Account for group personnel and report any missing, in person to the Supervisor's Office.
2. Pick up a portable radio from the O & M building unless you already have one.
3. Provide additional support as required by the Supervisor.
4. Make plans for groups to follow in his/her absence.

C. Safety Coordinator and Manger Distributed Generation

1. Report to the O & M building (if practical) and act as liaison between the Supervisor and Emergency Response Team.
2. Review the plan annually and update as necessary.

D. First Responders

1. The First Responders primary responsibility is first-aid and stabilization of injured employee(s) Rescue from location if needed and transporting victim(s) to the designated area for pickup.
2. The First Responder has the same responsibility as all employees with respect to fire fighting. Due to the nature of the emergency action procedures, it is more likely that the First Responder will be involved with fire fighting.
3. The First Responder is also responsible for confined space rescue, if required.

E. All employees:

1. Notify the Supervisor of any suspected emergency situation.
2. Upon notification of the emergency, proceed immediately to the O & M building by the safest route, unless the employee (s) is directly involved in dealing with the emergency.
3. Each employee is expected to fight incipient stage fires. An incipient stage fire is one that can be engaged without the use of personal protective equipment. No one is to jeopardize life or limb in a fire fighting operation. If the fire is too large, then back away and attempt to contain the fire.

## V. Specific Incident Procedures

### A. Fires:

1. All fires will be reported to the supervisor immediately upon discovery. This will take precedence over fighting the fire. Once reported, fight the fire.
2. Incipient stage fires will be engaged to prevent their growth and to extinguish them.
3. Fires beyond incipient stage will be contained. Preventing collateral damage is a high priority.
4. The local fire department will be notified of fires as directed by the Supervisor.

### B. Injuries: The Supervisor will decide if an injury requires implementation of the emergency action procedures.

1. First aid will be provided to injured employees. If an injury requires doctor care, the Supervisor will decide if the ambulance will be called or if BEPC vehicles can be used. If in doubt, call the ambulance.
2. The First Responder may be used to administer first-aid, stabilize the victim, and transport to the designated area for pick up by the ambulance.

### C. Evacuation Procedures:

1. If the Shift Supervisor decides that the emergency is such that either the emergency area or the entire area must be evacuated, then he will determine which assembly area to evacuate to, and notify the employees. Announcements will be made three times. Announcements will be made on the radio.
  - a) The primary evacuation assembly area is the area outside the O&M building
  - b) Upon hearing the announcement "EVACUATE THE AREA", the personnel in the emergency area will choose the safest route to the ground (if applicable) and proceed to the assembly area specified in the announcement for accountability and instructions.
  - c) The operating shift crew on duty will take instructions from the Supervisor concerning safe operation or shutdown of the facility.
2. Personnel in the offices, shops, or ground floor level will follow the safest evacuation route as shown in the attached evacuation routes.

### D. Chemical spills will be cleaned up in accordance with the BEPC Chemical Spill Cleanup Procedures.

### E. Severe Weather:

1. If the Supervisor decides to implement the emergency action procedures for severe weather, the employees will report to the supervisor once located in safe areas.
2. The initial weather shelter will be the restroom facilities in the O&M building, or rooms without windows in that area.

## VI. Drills

These emergency action procedures will be tested through unannounced drills at least annually. Drills will be documented and critiqued and corrective action take as required.

**VII. Training**

- A. All employees will receive training on these procedures upon employment at the facility.
- B. All employees will receive annual refresher training.
- C. Any changes made in the procedures will be communicated to employees when the change is made.

**VIII. Emergency Contact Numbers and Address**

|   |                                     |
|---|-------------------------------------|
| Basin Electric Security Response Services (SRS) – | 701-557-5615                        |
| Fire Department- Williston                        | 911 or 701-572-3400                 |
| Local Sheriff Department – Williams County        | 911 or 701-577-7700                 |
| State Police – Williston                          | 911 or 701-774-4360                 |
| Joe Fiedler -O & M Supervisor -                   | 701-390-3633 (cell)                 |
| (Position to be filled) Operator Technician -     | 701- (cell)                         |
| Kevin Tschosik-Manager Distributed Generation-    | 701-557-5674 or 701-426-9392 (cell) |

**Basin Electric Power Cooperative  
Pioneer Generation Station  
5639 151<sup>st</sup> Ave NW  
Williston, ND 58801**

**IX. Location of the Emergency Action Procedures**

The Emergency Action Procedures will be maintained in the Basin Electric Altien (P8) document management program. Printed copies will be maintained in the Supervisor’s office.

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/s/  
Kevin Tschosik; Manager Distributed Generation