

PROCEDURES AND PRACTICES
Distributed Generation
Lonesome Creek Station

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 operation 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.



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SITE EMERGENCY ACTION PLAN (EAP)

Effective Date: 12/9/2014

Project Name & Number: Basin/Lonesome Creek Station

Location and Physical Address: 2648 140th AVE NW Alexander, ND 58831

Site Contact Number (if available):

The following Emergency Action Plan has been created to assist site personnel in responding to any work related emergencies. The intent of this plan is to ensure that all employees have a safe and healthful work environment. Employee's assigned specific emergency responsibilities under this plan shall be provided the necessary training and protective equipment to ensure their safety.

SCOPE OF THE PLAN

The plan applies to emergencies that could be reasonably expected in the workplace.

Roles and Responsibilities

The Emergency Action Plan Coordinator and First Responders are as follows:

NAME	POSITION	CONTACT NUMBER
1. Scott Moore	EAP SITE COORDINATOR	907-715-6677
2. Jesse Carrasco	SECONDARY EAP SITE COORDINATOR	432-894-9375
3. Cesar Cantu	HEADCOUNT COORDINATOR	701-557-4864
4. Henry Cole	Alternate Headcount	701-557-4862
5. Foremen	FIRST RESPONDER	907-715-6677
6. David Somers	On-site Project Manager	214-471-4522
7. Perry Kopp	Project Superintendent	701-557-48-64

The site Emergency Action Plan Coordinator has the responsibility for maintaining the plan requirements and for ensuring that all site employees understand the actions associated with this plan. The EAP Coordinator will also be responsible for the coordination of any evacuations and for determining when the site is safe to re-enter after an evacuation order has been issued. First Responders are personnel that have been trained in emergency response techniques and will assist the Coordinator in evacuating personnel from the site.

Preferred Means of Reporting Fire and Emergencies



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All fires and emergencies will be reported by one of the following means:

- a. Verbally to the Coordinator during normal working hours.
- b. By Telephone if after hours or on weekends.
- c. By the alarm system in place at the job site (if applicable).
- d. By radio communications (if available).
- e. By contacting the local Emergency Response authority (local direct call numbers listed below):

FIRE: 911 (830-828-3352) ALEXANDER FIRE DEPARTMENT

SHERIFF: 911 (701-444-3654) WATFORD SHERIFF'S DEPARTMENT

AMBULANCE: 911 (701-842-6364) WATFORD EMS

Guardian Medical Evacuation: 1-855-291-8989

COMPANY (site) NAME AND ADDRESS/LOCATION

NAME: Basin Electric Lonesome Creek Station

ADDRESS: 2648 140th AVE NW Alexander, ND 58831

GPS Coordinates: Latitude: 47.797111

Longitude: 103.578194

HELI PAD Coordinates: Latitude: 47.797111

Longitude: 103.578194

Site Alarm Methods

The following alarm system requirements have been established for notifying all employees of an emergency

A. Portable Siren Alarm

Sounding the Alarm

- The signal for immediate evacuation for the work site will be: Continuous Siren Alarm.
- The alternate means of notification of immediate evacuation is: Portable Radios.

Evacuation Plans: (see attached Work Site Plot Plans)



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Emergency evacuation escape route plans shall be posted in key areas through out the job site. All employees shall be trained to comply with the site plans. Muster areas will be determined based on potential or predecitable emergency scenarios and will communicated to all employees working on this job site.

Employee accountability Procedures After Evacuation

In the event of an emergency, the EAP Coordinator (or his designee) shall be responsible for conducting an accurate head count. This may be obtained by utilizing the daily sign-in/sign-out sheet. All employees are responsible for reporting any emergency to his or her supervision. Once a head count is complete and when practical, the EAP Coordinator should report the emergency situation to client and corporate personnel immediately.

Muster Points (list all that apply)

- **All Areas : PRIMARY MUSTER POINT**
Lot North East of the employee walk-in gate.
- **All Areas: SECONDARY MUSTER POINT**
Lot South East of Tool Room East of Unit.

Medical Emergency – Illness/Injury

- Work-related injuries/illnesses (including vehicle injuries), and off-site injuries/illnesses should be reported to their immediate supervisor, and a Saulsbury Health, Safety & Environmental (HSE) Representative as soon as possible.
- Should the work-related incident occur on-site after normal working hours or on weekends, the affected employee should immediately notify their supervisor and HSE and provide information regarding the type of injury or illness and where the employee will go for medical treatment. In a potential life-threatening situation, 911 should be contacted first. The employee should contact his/her supervisor at home as soon as possible after obtaining proper medical attention.
- If the immediate supervisor is not available, the employee should notify the supervisor's designee of authority or, if necessary, the next higher level of supervision. If a 'non-work', off-site related injury or illness should occur, his/her supervisor should be notified as soon as practical.



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Training for Employees

Employee training is provided when: (a) the plan is initiated; (b) when employee's required actions and responsibilities change; (c) there are any changes to the plan; (d) initially for new employees; (e) refresher training is necessary based on site needs.

Items Reviewed:

- a. Emergency Escape Procedures
- b. Escape route Assignments
- c. Fire Extinguisher Locations
- d. Procedures to Account for Employees
- e. Workplace Fire Hazards
- f. Employee Training Programs
- g. Fire Preventions
- h. Reporting Fire and Other Emergencies
- i. Names and Titles of Coordinators
- j. Alarms
- k. Proper Housekeeping
- l. Hazardous Weather

Hazard Weather Emergency Plan

When a hazardous weather alert is announced by the EAP Coordinator, all employees should follow instructions immediately, including the use of tornado shelters, muster areas, grounded buildings for lightning, or other designated safe zones. If a tornado warning is issued, employees must stay in the tornado shelter until an all clear signal has been given by the EAP Coordinator.