



ANTELOPE VALLEY STATION SAFETY PROCEDURE

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Affected Department (s): ALL		Originating Department SAFETY	
		Final Approval /s/ Chad Edwards	Date 08/04/15
Subject AVS EMERGENCY PLAN			

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I. PURPOSE AND SCOPE:

- A. To provide personnel with a means to systematically manage problems arising as a result of an emergency situation or disaster. The Emergency Plan is intended to be used as a guide for planning, training and responding to emergency situations.
- B. Emergency plan procedures exist for when an emergency occurs, it can be dealt with quickly and effectively with minimal hazard to personnel. After ensuring personnel safety, procedures are in place to minimize damage to equipment, minimize interruption of operations, and coordinate outside assistance.
- C. This emergency plan is an outline of the steps to be taken and assignment of responsibility for these actions. This plan includes foreseeable emergencies in the following categories:
 1. Unexpected Incidents
 - a) Fires and Explosions
 - b) Chemical Releases and Spills
 - c) Medical Emergency
 - d) Confined Space Rescue
 - e) High Rope Rescue
 2. Forces of Nature
 - a) Tornadoes and High Wind Conditions
 - b) Other Severe Weather Conditions
 - c) Winter Weather (Blizzards)
 3. Bomb Threats / Sabotage
 4. Mail Processing and Suspicious Substances



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II. RESPONSIBILITIES:

A. Incident Command System

1. The primary command post is the main control room. The purpose of the command post is to provide control, communications, and coordination during an emergency incident. The Shift Supervisor is in charge of the primary command post. The Shift Supervisor will either remain in the control room, or maintain radio communications with the control room. The Shift Supervisor will coordinate the response to an emergency with the assistance of the other groups on the plant site at the time of the incident.

B. Shift Supervisor Responsibilities

1. The Shift Supervisor, reporting to the Plant Manager, shall be responsible for administration of the Emergency Plan. . The Shift Supervisor is responsible and is authorized to take immediate actions dictated by the emergency for:
2. Deciding to keep the units operational, or removing them from service.
3. Determining the appropriate action and response to the emergency.
4. Deciding if personnel should proceed to their assigned emergency staging area.
5. Deciding if evacuation of an area or the entire station is necessary.
6. Deciding if personnel should initiate shelter in place procedures.
7. Notifying DGC Protection Services for ambulance, confined space or high rope rescue, fire fighting or HAZMAT team response.
8. Notifying Burlington Northern Santa Fe as required to ensure there is an open entryway for emergency vehicles to gain access to station areas.

C. Supervision shall ensure a copy of the Emergency Plan is available for their employees and ensure they have been familiarized with its contents.

D. Group supervisors and/or leadmen will;

1. Account for group personnel and report any missing to the control room as soon as possible.
2. Obtain a portable radio from the warehouse unless you already have one.
3. Provide additional support as necessary to the Shift Supervisor.
4. Develop plans for group personnel to follow in his/her absence.

E. Personnel administering First-Aid will;

1. Provide first-aid and stabilization of injured personnel within the scope of their training. Injured personnel will not be moved unless there is an immediate threat in the area, or it has been determined it is safe to do so.
2. All personnel will;
 - a) Immediately notify the Shift Supervisor of any suspected emergency situation.



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- b) Upon hearing the alarm, proceed immediately as directed by the safest route, unless the employee is directly involved in dealing with the emergency.
- c) Personnel are expected to immediately report and fight incipient stage fires only. (***Incipient fires are those fires that can be controlled/extinguished without the need for protective clothing or required use of a breathing apparatus. If the fire gets to the size that additional protection outside of normal work attire is needed employees are required to evacuate the fire area.***) 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.

F. Contract Administrators

1. Contract administrators will determine a mutually agreeable area for a contractor to report to during an emergency. They will meet the contractor there to ensure awareness and to inform the contractor about the nature of the emergency or drill.



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III. ALERT SYSTEM AND ALARMS

A. Building/Area Fire and Smoke Alarms

1. When the fire alarm signal is activated, all personnel are to evacuate the area and remain outside the area until given the All-Clear signal. This system may be automatically activated by detection sensors or manually activated.
2. Supervisors and Leadmen will assist with evacuations.

B. Emergency Radio System

1. The main radio system used at the plant is a VHF Conventional with 16 Channels. **(Channel "16 or blue button" is the Emergency Communications Channel).**

C. Gai-Tronics Public Address Systems

1. The Gai-Tronics public address system is located throughout the station and will be activated/used for any type of plant emergency.
2. When the shift supervisor determines that the emergency action procedures need to be implemented, the Gai-Tronics public address alarm will be activated. It is a siren sound transmitted to all paging system speakers. The alarm will be sounded for as long as the emergency exists, or the Shift Supervisor deems necessary.



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IV. NOTIFICATION

- A. Before responding to an emergency, it must be immediately reported to the Shift Supervisor. The Shift Supervisor will decide what action needs to be taken, and if the alarm system needs to be activated.
- B. For medical or other emergency conditions **immediately notify the main control room by Radio (Channel 16 or blue button), Gai-Tronics or telephone at 8210.** Give a detailed location (such as station area, building, and area within the building). Describe the situation as well as possible and stay on the phone until you are released. Arrange for someone to direct responders to the scene of the emergency when they arrive in the area.
- C. If a life threatening injury occurs or a confined space or high rope rescue is required, the Shift Supervisor or their designee will **call DGC Protection Services at 6600** to request an ambulance and/or rescue team to be dispatched.
- D. The Station General Alarm (Gai-Tronics “Warble” sound for emergency conditions or Gai-Tronics “Yelp” sound for severe weather conditions) will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems.
 1. When you hear an alarm;
 - a) Immediately stop all work and extinguish smoking materials.
 - b) Proceed to a Gai-Tronics public address speaker and/or switch to radio channel “16 or blue button”, but keep the channel clear for transmission of emergency information.
 - c) Personnel not directly involved in plant operations should follow instructions (proceed to your emergency staging area, proceed to a designated shelter, evacuate a specific area, evacuate to an outdoor designated assembly area(s) or shelter in place) as communicated by supervision.
 - d) The stack plumes and steam vents on-site will help personnel determine the wind direction. In the event of a DGC gas or ammonia release, always move crosswind or upwind, depending on your location relative to the area of the release.
- E. The Shift Supervisor will place the station on alert when threatened by severe weather (thunderstorms, high winds and tornados). Personnel should be familiar with the nearest designated shelter (lower level interior room, without exterior windows or doors) located in their immediate area.
 1. If a tornado or severe weather is approaching the plant, supervision will initiate the sounding of the Plant General Alarm for weather related emergencies (Gai-Tronics “Yelp” sound) and direct personnel to move to designated shelters. When you hear the alarm and receive instructions, go immediately to a designated shelter area (lower level, interior room without external windows or doors).
- F. When the emergency has passed, the Gai-Tronics and radio systems will be used to announce “**All Clear**”.



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G. General Procedure for Emergency Identification and Action

1. Upon notification of an emergency situation, the Shift Supervisor will:
 - a) Verify with area personnel the:
 - (1) Type of emergency.
 - (2) Location of emergency, including: plant area building name and location inside of the building (i.e., northeast corner or south end of 2nd floor hallway, etc.).
 - (3) Extent or magnitude of the emergency.
 - b) Tend to injured personnel (if any) within limits of training after ensuring the safety of personnel administering first-aid.
 - c) Direct personnel to isolate and secure associated equipment to provide a safe and secure location, and/or initiate action to correct the emergency condition utilizing immediately available personnel prior to arrival of outside help.
 - d) Initiate the appropriate action plan for the type of emergency encountered.
 - e) Determine if outside assistance, if any is required, such as medical, confined space rescue, high rope rescue, fire, Hazmat or technical assistance from DGC Protection Services, local fire department or ambulance.
 - f) Assign area employees to standby to meet and direct emergency team personnel and vehicles to the site of the emergency.
 - g) Alert plant personnel, contractors, and service personnel by use of Gai-Tronics with pertinent emergency information, such as hazards or the requirement to evacuate.
 - h) Provide pertinent emergency information, dispatch personnel and appropriate emergency equipment to the emergency location.
 - i) Direct the activities at the emergency scene and provide status information to the main control room and Plant Manager for dissemination to appropriate personnel.



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V. EMERGENCY CALL-OUT PLAN & PHONE NUMBERS

A. Level I Emergency

A Level I Emergency is one that can be controlled by personnel in their own respective area, or with the aid of other on-duty personnel: The Shift Supervisor or designee will notify the following personnel of the emergency.

1. Affected Area Supervisor(s)
2. Personnel working in the immediate area
3. Plant Manager
4. Maintenance Superintendent
5. Safety Coordinator

B. Level II Emergency

A Level II Emergency requires all available employees and outside assistance to control. The Shift Supervisor will call necessary personnel and request outside assistance from DGC, Coteau and/or local fire departments as needed.

C. Key Phone Numbers

Contact	Phone Number	Home Phone Number
Shift Supervisors Office	8247 or 8210	
Plant Manager – Chad Edwards	8200	870-0508
Operations Superintendent – Rick Mitzel	8228	880-1197
Scrubber & Fuels Supervisor – Duane Miller	8246 or 8278	880-0225
Coal/Yard Supervisor – Brian Gehring	8205	870-1553
Maintenance Superintendent – Mark Nelson	8220	880-8497
Environmental Coordinator – Keri Schiferl	8231	
Safety Coordinator – Eric Timmer	8244	(218) 242-1660
DGC Protection Services Emergency	873-6600	
DGC Protection Services NON-Emergency	873-6677	
BEPC Emergency/Security	5335	557-5335
Coteau Security Number	873-7279	
Police, Local Ambulance and Fire Department	911	
CHEMTREC	1-800-424-9300	
National Poison Control Center	1-800-222-1222	



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VI. FIRE EMERGENCY

A. Incipient Fire Response

1. All fires will be immediately reported to the shift supervisor upon discovery. A fire alarm can be received in the main and scrubber control rooms by an alarm circuit, radio, **telephone (8210)**, **business telephone (873-4545)**, a walk-in or other means.
2. Employee(s) discovering a fire will take steps to fight the incipient fire using fire extinguishers and small hose systems.
3. The Shift Supervisor will direct the response for incipient fires only. **Incipient fires are those fires that can be controlled/extinguished without the need for protective clothing or required use of a breathing apparatus. If the fire gets to the size that additional protection outside of normal work attire is needed employees are required to evacuate the fire area.**
4. Station personnel shall not fight interior structural fires. An interior structural fire is defined as an advanced fire that has spread inside of the building where high temperatures, "heat" and dense smoke are normally occurring and would present an Immediate Danger to Life and Health (IDLH) atmosphere, requiring the use of bunker gear and respirators.
5. The Shift Supervisor or their designee will verify that sprinkler control valves are open and pumps are in operations in plant areas where sprinkler systems have been activated.
6. Under the National Fire Protection Association standards, relating to fire fighter safety and health, the professionally trained fire fighter (DGC or Local Fire Department Incident Commander) may make exceptions to these rules if necessary to save lives. It is recognized that the incident commander has the training and experience to recognize when the nature and extent of the fire would call for such exceptions.
7. The Shift Supervisor, or designee, will notify the Plant Manager, Operations Supervisor, Maintenance Superintendent and affected area supervisor(s), and begin maintaining a log of all times, events, and activities pertaining to the emergency.

B. Interior Structural Fire Response

1. The Shift Supervisor, upon receiving an emergency call, and determining that the fire has developed past the point of an incipient fire, will request immediate fire fighting assistance from the DGC Protection Services by calling 6600. I
2. Local Fire Department may be notified for additional assistance by calling 911.
3. The Shift Supervisor will direct appropriate personnel to meet the local fire department and DGC Protection Services personnel in order to direct them to the scene of the emergency.
4. The Shift Supervisor will report to the on-scene local fire department or DGC Protection Services incident commander, and provide assistance as needed.



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5. AVS employees are not part of a trained fire brigade and are therefore not permitted to enter smoked filled rooms to directly assist trained fire fighters in fighting interior structural fires.
6. AVS employees will assist in whatever means necessary, while maintaining a safe distance from the fire location and potential Immediately Dangerous to Life and Health (IDLH) atmosphere.
7. The Shift Supervisor or designee will ensure that all AVS personnel are accounted for, and will assist in seeing that fuel sources contributing to the fire are isolated.
8. The Plant Manager, Operations Superintendent, Maintenance Superintendent and area supervisors will respond to the fire scene and meet with the local fire department or DGC Protection Services incident commander, to further coordinate abatement and recovery activities.



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VII. CHEMICAL RELEASES AND SPILLS - SHELTER IN PLACE

- A. Potential gas release sources within the station include; hydrogen, synthetic natural gas (SNG) ammonia and propane.
- B. Depending on wind direction, large spills and/or gas releases of ammonia and carbon dioxide (containing 3% H₂S) occurring at DGC may threaten the station.
- C. Station Spills and Gas Releases – Reference Spill Prevention Control And Countermeasures Plan (SPCC).
 1. Chemical spills will be cleaned up in accordance with the AVS SPCC Plan. Employees will receive annual awareness level training.
 2. Personnel discovering a spill, or gas release, must immediately **call the Shift Supervisor (extension 8247 or 8210) to report the emergency condition.** Other workers in the vicinity of the spill or releases must also be notified of the hazard condition.
 3. The Shift Supervisor will direct operations personnel to take immediate steps to control additional spills, or further gas releases, from a safe distance. Personnel will avoid exposure to toxic or flammable atmospheres.
- D. The Shift Supervisor will:
 1. Assess seriousness of the emergency and direct the sounding of the plant emergency alert system, if necessary, to warn personnel and contractors of the emergency.
 2. Determine if personnel should report to their emergency staging area, shelter-in-place, evacuate to a designated assembly area(s), and if off-site notification is necessary. If a hazardous materials response is warranted the Shift Supervisor will request assistance from DGC Protection Services and notify them of the following:
 - a) Location and severity of gas release or spill
 - b) Nature of the gas being released
 - c) Areas to be evacuated
 - d) Recommended routes of travel for the DGC HAZMAT Emergency Response team
 3. The Shift Supervisor will instruct operating personnel to begin shutting down equipment, or entire units, when it is determined that personnel and equipment can contribute a source of ignition, or the personnel, or equipment are endangered by potential flash fire.
 4. Shelter-in-place plans have been developed to protect all work groups - (Reference Section XVI.). Equipment necessary to seal a shelter room must be available, inspected regularly and maintained. Minimum requirements to shelter-in-place include:
 - a) Move inside



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- b) Close all doors and windows
- c) Shut off HVAC units, exhaust vents, fans (Use emergency disconnects where available)
- d) Extinguish any open flames, or other ignition sources, such as space heaters or electrical appliances
- e) Enter and seal the room
- f) Monitor Gai-tronics public address system and/or radio



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VIII. EVACUATION PROCEDURE

- A. The Shift Supervisor, Operations Supervisor or Plant Manager are responsible for implementing a safe and orderly evacuation of non-production personnel from the affected area of the plant during emergency conditions, such as gas releases, chemical spills, fire alarms, fires or bomb threats.
- B. Depending on the emergency, the Shift Supervisor may direct personnel, which are not directly involved in the emergency, to report immediately to their In-Plant Emergency Staging Area. Personnel should report to their assigned Areas as follows;
 1. In-Plant Operations Personnel – Main Control Room
 2. Scrubber Operators – Scrubber/Ash Control Room
 3. Mechanics – Mechanic's Shop
 4. Electricians – Electrical Shop
 5. Instrument Personnel – Instrument Shop
 6. Coalmen – Coal Handling Equipment Maintenance Building
 7. Yard Operators and Laborers – Coal Yard Maintenance Building
 8. Warehouse Personnel – Warehouse Supervisor's Office
 9. Staff Personnel – Lobby of the Administration Building
 10. Chemical Lab Personnel – Remain in the Chemical Lab
- C. If the emergency is such that either an area or the entire plant must be evacuated, the Shift Supervisor will determine which outdoor assembly area(s) to evacuate to.
- D. Control room operations personnel must stay with their units as possible to provide an orderly shutdown if necessary. The operating shift crew on duty will take instructions from the Shift Supervisor concerning safe operation and/or shutdown of station systems.
- E. The Station General Alarm (Gai-Tronics "Warble" sound for emergency conditions), will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems of the location, source of the problem, wind direction, and the need for personnel to immediately evacuate to a designated assembly area(s).
 1. Example, **"There is a natural gas leak in unit 1 Boiler. The leak has not been controlled and evacuation is necessary. Because the wind is out of the south all personnel should immediately report to the west side of the administration building."** The announcements will be made three times using the Gai-Tronics public address and radio systems.
- F. For evacuation purposes, four (4) Outdoor Assembly Areas have been established for the plant site. They are as follows:
 1. The open area, west of the Administration Building next to the flagpole
 2. The open area west of the CMO Building (Wellness Center)



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3. The open area west of the Coal Yard Shop
4. The open area north of the Unit 2 Stack
- G. Upon hearing the announcement, personnel in the emergency area will choose the safest route to the ground floor and proceed to the outdoor assembly area specified in the announcement for accountability and instructions. Personnel will not leave the plant site by vehicle unless directed to do so. Personnel shall proceed cross-wind to one of these assembly areas. NOTE: Depending upon wind direction and conditions, certain assembly areas may not be considered safe to use.
 1. It shall be the responsibility of each supervisor, or their designee, to check his/her respective areas to ensure that all non-essential personnel, visitors, vendors and contract personnel have also been alerted and evacuated.
 2. At each outdoor assembly area, personnel from work groups shall perform a head count for their respective work group and report the results to the first radio-equipped supervisor to arrive at the assembly area. If personnel are believed missing, their name(s) and last known location(s) will be reported to the Shift Supervisor.
 3. The first radio equipped supervisor to arrive at a given assembly area, is to assume the communications role for that assembly area. No others should interfere with communications to and from the main control room.
 4. If personnel are believed missing, the Shift Supervisor, or designee, will inquire with each of the assembly areas.
 5. From the activation of the emergency signal until the all-clear has been announced, only emergency vehicles may be used.
 6. After the emergency alert has been sounded, the plant site will remain under emergency conditions until the All-Clear has been announced.
 7. POINTS FOR CONSIDERATION
 - a) In the event of a gas or vapor release, DO NOT try to outrun the vapor or gas cloud by going down wind. Eventually the vapors or gas will catch up with you.
 - b) Always move cross-wind (90 degrees to the wind) from the leak. This is the quickest way to get away from vapor cloud.
 - c) Pay particular attention to the wind direction and source of the leak. At least one of the assembly areas may be in the path of the vapor or gas cloud.
 - d) DO NOT attempt to leave in your vehicle; you may drive into the vapor or gas path. This could compound the emergency by igniting the gas, creating a vapor-air explosion, or endanger yourself and rescue personnel.



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IX. EMERGENCY MEDICAL, CONFINED SPACE AND HIGH ROPE RESCUE RESPONSE

A. Emergency Medical

1. First-aid will be provided to injured employees. In all cases that require more than minor first aid treatment, the supervisor shall make arrangements to transport the individual to the medical offices at DGC during core work hours (Monday-Friday, 07:00–16:00 hours). During holidays, after hours and on weekends IPad link is available to the Doctor, otherwise the individual should be transported to Sakakawea Medical Center in Hazen.
2. The following procedure is to be used when an individual is to be transported to a medical facility due to illness or injury.
 - a) Determination of the type of transport is to be done by the immediate supervisor in charge. Co-workers shall administer emergency care to the extent of their training and capabilities and NOT move the injured employee unless threatened by hazardous conditions.
 - b) If the individual is conscious, ambulatory and not considered to be in any immediate danger, an on-site vehicle maybe used as transportation.
 - c) An ambulance response is required for all life threatening injuries, which may include:
 - (1) Severe Bleeding
 - (2) Drowning
 - (3) Electrocution
 - (4) Possible Heart Attack
 - (5) Breathing Difficulty or No Breathing
 - (6) Altered Mental Status
 - (7) Attempted Suicide
 - (8) Some Seizure Cases
 - (9) Critical Burns
 - (10) Paralysis and/or Spinal Injury
 - (11) Imminent Childbirth
 - d) If an ambulance is considered necessary, the **DGC ambulance shall be called at 6600**. If the DGC ambulance is not available, the **Mercer County ambulance shall be contacted at 9-745-3332 or 911**. The supervisor shall instruct an employee to meet the ambulance at the AVS plant entrance and escort the ambulance to the location of the patient.



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B. Confined Space Rescue

1. If an employee suffers an injury or is incapacitated inside a confined space and is unable to exit on their own, immediately notify the shift supervisor. Entry into the space to provide first aid treatment should not be attempted unless it has been determined that the atmosphere is acceptable and it is safe to do so.
2. Rescue from outside the space should be attempted provided it will not cause additional injury to the employee. When in doubt, **call DGC Protection Services by telephone at 6600** and request a confined space rescue response. Reference Confined Space Entry procedure.

C. High Rope Rescue

1. If an employee suffers an injury or is incapacitated at an elevated location and is unable to climb down on their own, immediately notify the shift supervisor. First aid treatment will be provided, if possible and at the direction of the Shift Supervisor. Personnel administering first aid at elevated locations will ensure their own safety and maintain positive fall protection at all times.
2. A trained high rope rescue team will be used to rescue personnel that may need to be lowered from elevated locations using ropes. **Contact DGC Protection Services by telephone at 6600** to request a high rope rescue response.

D. General

1. The Operations Shift Supervisor should immediately proceed to the area to ensure steps are immediately taken to reduce further exposure of the injured employee or his or her co-workers. (For example, if a falling object has struck an employee, be sure that there is no further danger from additional falling objects). Also see that steps are being taken to prevent further injury from freezing weather or exposure to gases, etc.
2. If an employee is hospitalized, it will be the responsibility of the employee's Supervisor or Superintendent to notify the employee's immediate family. The operations Shift Supervisor will contact the employee's Supervisor or Superintendent and the Plant Manager and provide information on patient condition.

E. Fatal Injury

1. In the event of a fatal injury, the operations Shift Supervisor will immediately contact the following personnel:
 - a) The Plant Manager, the appropriate Supervisor, Section Head, and Corporate Manager of Human Relations.
 - b) The Safety Coordinator.
2. The Safety Coordinator, with agreement from the Plant Manager, will **notify the Sheriff's Department at 911**.



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3. The Corporate Manager of Human Relations with agreement from the Plant Manager will coordinate notification of the family, with the Department Section Head and Supervisor.
4. If the patient is dead upon arrival of the DGC ambulance at the scene, the Shift Supervisor will:
 - a) Secure the area and allow no one to enter the secured area (unless they are the Safety Coordinator or local or state law enforcement agency personnel).
 - b) Allow no one to move or interfere with the body until law enforcement personnel arrive.
 - c) Take pictures of the area, mark how the body was found, identify and locate witnesses, take statements, prepare a detailed report as soon as possible after the incident.
5. NOTE: Only a medical doctor can determine if a person is legally dead. If there is any possibility life exists, life support functions will be continued and the person should be immediately transported to the Sakakawea Medical Center by DGC ambulance.
6. If non-company personnel (such as construction or vendor personnel) receive a serious or fatal injury, the Shift Supervisor is to be contacted.
7. The Shift Supervisor will notify the following personnel at the earliest opportunity following patient care:
 - a) Plant Manager and the AVS Contract Coordinator.
 - b) Safety Coordinator.
 - c) Other personnel as directed by the Plant Manager.
8. If the patient dies or is found dead on arrival, the Sheriff's Department may ask for a coroner's inquest to determine the cause of death and request a postmortem examination, if necessary.
9. The Shift Supervisor and Safety Coordinator will prepare a complete and detailed accident/incident report so that the Plant Manager can pass this information to BEPC management. This report will have attached statements from all known witnesses and involved personnel.



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X. FORCES OF NATURE – SEVERE WEATHER

DGC monitors weather conditions and will notify Shift Supervisor of severe thunderstorm and tornado warnings. The Shift Supervisor can request up-to-date weather information from DGC Protection Services by calling 873-6677.

A. High Wind Conditions

1. The Shift Supervisor will inform AVS personnel of the high wind warnings and direct personnel to secure all areas for high wind conditions. This may include removing or securing boards, scaffolds, and any other miscellaneous material that can blow about. Any temporary structures are to be anchored with cables when warning time permits.
2. Outside work activities will be shut down if sustained wind velocities exceed 50 MPH.
3. Operations will discontinue any start-up, shut-down, or major changes in plant operations that require operations personnel to be outside on a continuous basis until wind conditions subside.
4. Operations, maintenance and contractor personnel must be constantly alert for debris or material that can be moved by high winds that can cause employee injury or damage to equipment.
5. High winds can cause tornado like damage. Light duty structures such as office trailers are dangerous to occupy during windstorms and will be evacuated.

B. Thunderstorms (Severe)

1. During spotted lightening storms, employees should come down from any outside structures and remain indoors.
2. In the event a hailstorm, all personnel must be prepared to take immediate cover for the duration of the hailstorm.

C. Tornado Watch

1. In the event heavy thunderstorm activity moves to within a 10-mile radius of the plant and the National Weather Service has confirmed a tornado by radar or confirmed actual sighting, the Shift Supervisor will sound the plant alarm and direct plant personnel to proceed to a tornado shelter area (lower level, interior room without external windows or doors).
 - a) The Shift Supervisor will consult with the Plant Manager, or his designee, as to whether any reductions are to be made in plant production.
 - b) In the event that a tornado strikes a part of the station, the Shift Supervisor will immediately take charge and handle the situation as a fire or explosion emergency.
 - c) General Points
 - (1) During tornado season (typically May through August) the plant supervision must assure at the beginning of each shift that steps have been taken to



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minimize the amount of boards, scaffolding, sheet metal, etc. that can be blown about.

- (2) While contractors are on site, they will be required to remove or tie down any elevated structure, scaffold or unused material that can endanger personnel or equipment.
- (3) Plant operations will not be curtailed because of tornado warning. However, all work not absolutely required is to be stopped if tornadoes are reported in the area.
- (4) Large hail can cause serious injury. Stay indoors.
- (5) Heavy rains may result in flash flooding. Do not drive across flowing waters.
- (6) Lightning kills more people each year than tornadoes or hurricanes. Take shelter from lightning storms.

D. Ambulance, Confined Space or High Rope Rescue, Fire Truck or HazMat Team Response During Blizzard Conditions

1. In the event of an emergency requiring an off-site response at a time when the roads in the Mercer County area are heavy with snow drifts or blocked, the Shift Supervisor will notify the Coal/Yard Supervisor of the situation and the need for snow removal equipment.
2. The Coal/Yard Supervisor will provide manpower and equipment to maintain required plant roads and county roads to DGC to a reasonable level of safety as agreed to with the Plant Manager.
3. Highest priority must be given to maintaining roadways for the use of emergency medical and fire vehicles. In worse case situations a road grader and/or front loader may have to precede the emergency vehicles to an accident scene or to the Sakakawea Medical Center.
4. Before any equipment or ambulance leaves plant site under severe weather conditions, the following should be considered in discussions with the Plant Manager or his designee:
 - a) Is visibility zero?
 - b) Is storm nearing peak conditions in our area?
 - c) What is the wind velocity?
 - d) Is wind chill a factor?
 - e) Is there snow or ice cover on the road?
 - f) Is it absolutely impossible under any means to make an attempt to travel on the highway?
 - g) If it is considered impossible to travel, the DGC Medical Services Staff shall be notified immediately that no attempt will be made to go to the Sakakawea Medical Center, what the present road and weather conditions are, and what



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the medical situation is at the present time. The Medical Services Staff will advise Protection Services Emergency Medical Technicians in patient treatment.

E. Winter Storm Coverage

1. These procedures provide direction regarding the overnight accommodations, sleeping locations and meal services as required due to winter storm or equivalent.
2. Whenever inclement weather is considered to be hazardous to the health of employees during their commute back and forth to work, the Plant Manager or his designee will declare an emergency and the following procedures will be followed:
 - a) Management will stay advised of winter weather advisories, warnings, current weather forecasts and road closure information, etc.
 - b) Prior to official notification, affected departments (such as Operations, Maintenance, Coal/Yard, etc.) will determine the need for personnel hold-over and organize a phone notification system. Frozen overtime meals will be made available.
 - c) If notified, the requirement to stay overnight at the plant will be mandatory. However, substitutions may be arranged between the employee and supervisor.
 - d) Sleeping equipment is stored and maintained in the warehouse. Numbers of sleeping bags and cots have been determined by department, (see attached list). Sleeping equipment available for personnel that are not at the station may be checked out by other departments needing them.
 - e) Supervision will be responsible for requesting release of all sleeping materials, cots, etc., will not be handed out to individuals. Supervision will also be responsible for the return of all sleeping materials.

(1) Sleeping Equipment

- (a) Operations - 15 cots and sleeping bags.
- (b) Maintenance - 5 cots and sleeping bags.
- (c) Yard Operators/Laborers – 5 cots and sleeping bags.
- (d) Plant Engineering - 2 cots and sleeping bags.
- (e) Laboratory - 1 cot and sleeping bag.
- (f) Environmental - 1 cot and sleeping bag.
- (g) Warehouse - 1 cot and sleeping bag.
- (h) Plant Mgmt - 2 cots and sleeping bags.
- (i) Planning - 2 cots and sleeping bags.
- (j) Safety & Training - 1 cot and sleeping bag.
- (k) Administration & Procurement - 2 cots and sleeping bags.



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XI. BOMB THREATS

- A. Prevention: As part of the procedure for handling bomb threats, the following steps will be taken and strictly enforced in order to reduce the possibility of a bomb actually being placed:
1. All visitors entering the station will be registered and escorted
 2. Private vehicles entering station areas will be controlled
 3. Employees observing suspicious individuals within and/or around the outer perimeter of the station should immediately **notify the Shift Supervisor at extension (8247 or 8210) or the Maintenance Planning & Scheduling Supervisor at extension (8254).**
- B. Receipt of call: It is possible that any individual working at AVS may receive a bomb threat by telephone. More than likely the call will be received on the published telephone number for the Antelope Valley Station.
- C. Types of calls to anticipate:
1. Call to regular switchboard during normal working hours
 2. Call that bypasses the plant switchboard
 3. Call to plant after switchboard is closed
 4. Call to AVS employee at home
- D. Employee procedure for handling the Bomb Threat call:
1. The moment it is determined that the call is a threatening call, the call receiver should remain calm and alert
 2. Record the time of call
 3. Determine the caller's identity if possible
 4. Record as much information as possible such as exactly what the caller says
 5. Utilize the attached checklist to obtain as much of the following as possible:
 - a) Where is the bomb located?
 - b) What time is it set to detonate?
 - c) What does it look like?
 - d) Advise the caller that detonation of a bomb could result in death or serious injury to many innocent people. Note the caller's reaction.
 - e) Ask him/her their name and where he/she is calling from.
 - f) Sex of caller?
 - g) Approximate age of the caller?
 - h) Race of caller?
 - i) Accent (is voice native to this area)?



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- j) Speech impediments or peculiar voice characteristics such as intoxicated, etc.
 - k) Attitude of caller; calm or excited?
 - l) Any background noises such as a motor running, music, a baby crying, laughter, other voices, etc.?
 - m) Could it be a cell-phone call?
- E. Employee procedures after receiving the Bomb Threat call:
- 1. IMMEDIATELY after hanging up the telephone, notify one of the following in order as listed below:
 - a) Shift Supervisor at **extension 8247 or 8210**
 - b) Maintenance Planning & Scheduling Supervisor at **extension 8254**
 - c) Basin Electric Power Cooperative Headquarters Security at **extension 5555**
 - 2. Write down all information concerning the phone call as soon as possible after notifying one of the above people.
- F. Procedures for handling the Bomb Threat after notification:
- 1. During regular duty hours, Monday through Friday
 - a) The Shift Supervisor or Maintenance Planning & Scheduling Supervisor will notify the following personnel, in the following priority order:
 - (1) Maintenance Planning & Scheduling or Shift Supervisor
 - (2) Plant Manager
 - (3) Operations Supervisor
 - (4) Maintenance Superintendent
 - b) Time being of the utmost importance after a bomb threat is received, the Plant Manager will decide how to handle the matter:
 - (1) Shut down and evacuate plant site or selected areas?
 - (2) Organize a search team and conduct a systematic search as warranted?
 - (3) Ignore the threat due to warranted circumstances and take no action?
 - c) After determining facts and action, the following additional groups will be notified as appropriate:
 - (1) Senior Management Headquarters staff
 - (2) Security and Response Services
 - (3) Safety Coordinator
 - (4) Employee Relations Manager
- G. Conducting a Search



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1. If the threat caller does not indicate a location in the plant where the bomb may be found, Management will determine the scope of the search.
 2. Each location should be divided into sections and priorities established for which section will be searched first, such as critical areas, which would threaten personnel or cause the plant to close if damaged or destroyed or may stop or slow operations.
 3. The search will be made in a systematic, unhurried manner so as not to create an atmosphere of alarm or excitement. All persons should understand that their search is restricted information and should not discuss their work until authorized to do so. Area personnel will be asked to assist the organized search team when in their area.
 4. Reporting stations should be established to which personnel who will make the searches would report when so notified. A code word or phrase may be adopted to order personnel to report to the reporting stations. Radios may not be utilized in areas being searched as some devices may be detonated by a transmission.
 5. The plan should provide for notification to the Shift Supervisor or Maintenance Planning & Scheduling Supervisor when a search of an area has been completed or an unusual object noted.
 6. If a suspicious object is found, the area should be immediately isolated and steps taken to evacuate that part of the facility in danger.
 7. Personnel who will be conducting searches should recognize that a bomb may be any size, shape, and packaged in any way.
 8. Personnel conducting searches must be instructed that their mission is only to search and report suspicious objects, not to move, jar or touch the object or anything thereto. The removal/disarming of a bomb must be left to the professionals trained in bomb disposal.
- H. Evacuation for Bomb Threat
1. Whenever an evacuation takes place, it must proceed in an orderly fashion. The person designated for this purpose should make the announcement to evacuate clearly and distinctly.
 2. Personnel should be instructed to leave all windows and doors open and be guided according to a plan provided by a supervisor or leadmen in that area.
 3. After the building has been evacuated, the area should be roped off with barricade tape.
- I. Disposal of Bomb or Identified Suspicious Object
1. The Maintenance Planning & Scheduling or Shift Supervisor shall coordinate all bomb disposal activities. The Mercer County Sheriff's Office will arrange for bomb disposal professionals if required on plant site.
- J. Investigations



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1. Cooperative Services will assist whenever in depth off site investigations are determined necessary. Cooperative Services is responsible for investigating crimes committed at or against the station and will interface with law enforcement agencies when appropriate.



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BOMB THREAT CHECKLIST

Instructions: **LISTEN.** Do not interrupt the caller except to ask questions????

When will it go off?	Certain hour	Time remaining
Where is it located?	Building	Area
What does it look like?		
Why are you doing this?		

Did the caller appear familiar with plant or building by his description of the bomb location?

Your Name: _____ Time of Call: _____ Date: _____
 _____ a.m. p.m. _____

Caller's Identity:
 SEX: Male Female APPROXIMATE AGE: _____ Years NAME: _____
 Origin of Call: Local Long Distance Booth Internal (from within building)

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other (explain)	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Other (explain)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other (explain) <input type="checkbox"/> Use of certain words/phrases
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Regional <input type="checkbox"/> Race <input type="checkbox"/> Other (explain)	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Office Machines <input type="checkbox"/> Music <input type="checkbox"/> Factory Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Animals <input type="checkbox"/> Trains <input type="checkbox"/> Airplanes <input type="checkbox"/> Voices <input type="checkbox"/> Mixed <input type="checkbox"/> Street Noise <input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Other (Explain)

ACTION TO TAKE IMMEDIATELY AFTER CALL.

Notify the Shift Supervisor at extension 8247 or Maintenance Planning & Scheduling Supervisor at extension number 8254. Write out message in its entirety as received from the caller and additional remarks/information you remember about the call/caller.



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XII. MAIL PROCESSING AND SUSPICIOUS SUBSTANCES

- A. The following guidelines are offered to help you reduce the possibility of exposure to a suspicious substance (anthrax, biological agent, controlled substance, etc.) in the workplace, or terrorist threat that may be posed by mail processing. Any situation that meets the criteria listed below should be reported to the **Shift Supervisor at extension 8247 or 8210 OR the Maintenance Planning & Scheduling Supervisor at ext. 8254**. Report the nature of your concern, specifics about what is happening and give your exact location.
- B. Procedure to follow when suspicious substances are found in the work place:
1. Protect/barricade and post a guard at the location of the substance so it is not disturbed or handled.
 2. Notify the Shift Supervisor or Maintenance Planning & Scheduling Supervisor.
 3. Notify law enforcement and follow their recommendations.
 4. Report incident to Headquarters security personnel at the emergency/security number **5555 or 557-5555**.
 5. Depending upon law enforcement recommendations, use appropriate PPE to assure personal safety and preservation of evidence. Isolate the suspicious substance and place in a sealed bag.
 6. Handle the substance as "material evidence" (maintain chain of custody, etc.)
 7. Complete an Accident/Incident Report form for documentation purposes.
 8. Turn over suspicious substance to law enforcement.
 9. Communicate incident to all personnel.
- C. When put on notice by Headquarters Security personnel of an outbreak of tainted mail activity occurring in the country or as directed by Station management, the following mail processing precautions will be taken:
1. All incoming mail will be taken to the receptionist's office to be opened. Packages will be taken to the warehouse receiving area.
 2. Personnel opening mail and packages will wear disposable rubber or nitrile gloves and a 3-M 8210 disposable respirator (available in the free stock area) as an optional precautionary measure.
 3. Ziploc bags will be readily available for placing suspicious mail into.
- D. General Mail Handling
1. Be observant for suspicious envelopes or packages.
 2. Open all mail with a letter opener or method that is least likely to disturb contents. Do not use hands. Open packages / envelopes with a minimum amount of movement.
 3. Do not blow into envelopes, shake or pour out contents.



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4. Keep hands away from nose and mouth while opening mail.
5. Wash hands after handling mail.
- E. Bioterrorism Screening / Response
 1. Suspicious unopened letter or letter that appears empty
 2. Stay calm
 3. Do not shake or empty the contents of any suspicious package or letter
 4. Keep hands away from mouth, nose, and eyes
 5. Place letter into Ziploc bag or isolate the package by gently covering the envelope or package with anything available nearby (e.g. clothing, paper, inverted trash can, etc.) and do not remove cover.
 6. If an unknown substance spills from the package / envelope, do not try to clean up substance.
 7. Avoid creating air currents
 8. Do not handle package / envelope any further
 9. If material spills on floor avoid stepping near it. Avoid tracking any spilled materials to other locations
 10. Do not remove any potentially contaminated items from area
 11. If contaminated, keep movements within the building to a minimum. This will keep contamination of building to a minimum. Remove heavily contaminated clothing as soon as possible and gently to minimize dispersal.
 12. DO NOT brush off your clothes
 13. Proceed to shower facilities, remove disposable gloves and clothing in shower under water stream. Place gloves and clothing into a plastic bag or other container that can be sealed. This bag should be given to responders for proper handling.
 14. Contact Shift Supervisor OR the Maintenance Planning & Scheduling Supervisor as noted above
 15. Supervisors or designated responders will determine if further action is necessary, such as:
 - a) Notify others in the room, turn off any fans / portable heaters, evacuate the room, and close the door.
 - b) Ensure no one enters the room until proper authorities arrive
 - c) Report incident to law enforcement.
 - d) **Report incident to Headquarters security personnel at the emergency/security number 5555 or 557-5555.**
 - e) Shut down the building's ventilation system



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- f) List all people who were in the room or area when the package or letter was recognized. Give this list to the health and law enforcement officials
16. Examples of criteria that would raise suspicion
- a) Missing or unfamiliar return address
 - b) Excessive postage
 - c) Addressed to title (Ms. or Mr.) but no name, Incorrect Titles
 - d) Misspelling of common words
 - e) Handwritten, block-printed, or poorly-typed addresses
 - f) No return address
 - g) Point of origin is a foreign country
 - h) Discoloration, crystallization, strange odors, or oily stains
 - i) Envelope with powder or powder-like residue
 - j) Excessive securing material such as masking tape or string
 - k) Unusual size or weight given size
 - l) Lopsided or oddly shaped envelope
 - m) Restrictive markings such as "personal" or "confidential"
 - n) Addressed to individual no longer with organization
17. Package marked with threatening message such as "Anthrax."
- a) DO NOT OPEN.
 - b) LEAVE it and EVACUATE the room.
 - c) KEEP others from entering.
 - d) NOTIFY the Shift Supervisor or Maintenance Planning & Scheduling Supervisor as listed above.
 - e) There are several precautions that employees can take to reduce the risk of exposure to anthrax. Anthrax is an infectious disease caused by a spore-forming bacterium. Anthrax infection can occur in three ways: by inhalation, through a cut or abrasion on the skin, and by swallowing.
 - f) Symptoms of anthrax infection vary depending on how the disease was contracted, but symptoms usually occur within 7 days after exposure. Initial symptoms may resemble a common cold or the flu but may progress to severe breathing problems and shock. If left untreated, the disease can be fatal.
 - g) Doctors can prescribe effective antibiotics to prevent disease after exposure to anthrax spores. To be effective, treatment should be initiated early. Direct person-to-person spread of anthrax is unlikely. Generally, there is no need to



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immunize or treat workers who have been exposed to anthrax-infected patients.

18. Aerosolization, small explosion, or letter stating "Anthrax in Heating System"

- a) LEAVE room immediately. SECURE entry.
- b) NOTIFY the Shift Supervisor or Maintenance Planning & Scheduling Supervisor as listed above. They will arrange with Facilities to shut down air handlers remotely if deemed necessary.
- c) REMAIN on premises until responders arrive.
- d) MAKE list of all people (names, addresses and phone numbers) who were in the building at the time and give to Public Safety. They may be instructed to watch for fever or other symptoms over next couple of days.

19. Mail Bomb Screening / Response

- a) The United State Post Office reports that the likelihood of your ever receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in death, injury, and destruction of property.
- b) To help prevent a mail bomb disaster, first, consider whether you or your organization could be a possible target. Some motives for mail bombs include revenge, extortion, love triangles, terrorism, and business disputes. Keep in mind that a bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the bomber. However, some unique characteristics of mail bombs may assist the identification of a suspect mailing. To apply these characteristics, it is important to know the type of mail your organization or your home receives.
- c) Mail bombs may bear restricted endorsements such as "Personal" or "Private." These characteristics are important when the addressee does not usually receive personal mail at the office.
- d) Addressee's name or title may be inaccurate.
- e) Return address may be fictitious or not available.
- f) Mail bombs may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- g) Mail bombs may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
- h) Cancellation or postmark may show a different location than the return address.
- i) Mail bombs may have excessive postage.
- j) Letter bombs may feel rigid, or appear uneven or lopsided.
- k) Package bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed.



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- l) "Fragile-Handle with Care" or "Rush-Do Not Delay."
 - m) Package bombs may have an irregular shape, soft spots, or bulges.
 - n) Package bombs may make a sloshing sound. Although placed devices may buzz or tick, mailed bombs generally do not.
 - o) Pressure or resistance may be noted when removing contents from an envelope or package.
20. If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender: do not open.
- a) Isolate the mailing and evacuate the immediate area.
 - b) Do not put it in water or a confined space such as a desk drawer or filing cabinet.
 - c) If possible, open windows in the immediate area to assist in venting potential explosive gases.
 - d) If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent, instead, NOTIFY the Shift Supervisor or Maintenance Planning & Scheduling Supervisor as listed above.



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XIII. CRISIS COMMUNICATIONS PLAN

- A. The Crisis Communications Plan is intended to assure immediate, effective and responsible communications during and following any occurrence or event that has the potential of attracting public attention to the Antelope Valley Station.
- B. Plant employees not designated as spokespersons should not respond to news media inquiries. Inquiries from the news media or public should be referred to the assigned official spokesperson for Basin Electric Power Cooperative.
- C. In the event of a crisis, the highest-ranking manager on site is responsible for providing information to headquarters management for possible further action. The highest-ranking manager also serves as temporary spokesperson until relieved by headquarters communications staff.
 1. The Plant Manager, or his designee, will appraise the situation and determine if the situation has potential of attracting media or public attention.
 2. If the situation has such potential, the Plant Manager, or his designee, will notify the Vice President of External Relations and Communications. Upon appraisal of the emergency, a decision whether additional headquarters staff should be at the site will be made jointly between Government Relations staff and the Plant Manager, or his designee.
 3. The highest ranking manager, or their designee, at the scene will be the sole contact for media representative until communications staff arrives at the site.
 4. During non-normal business hours, **Security and Response Services personnel at BEPC Headquarters should be notified by calling 557-5335.** They will then be responsible for notifying the Government Relations staff.
 5. Media persons will be staged in the main conference room of the Administration Building. A staff person will be strategically posted to ensure visitors are directed to remain in the Visitor Center.



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XIV. DRILLS AND TRAINING PROGRAMS

- A. Shift Supervisors will test the emergency action procedures through unannounced drills on periodic basis. Emergency drills will be rotated to involve all Shift Supervisors. Emergency drills may included:
1. Injured employee and test notification of DGC Protection Services - Ambulance Response.
 2. Hazardous Materials Incidents and test notification of DGC Protection Services – HazMat Team Response.
 3. Evacuation of station personnel to designated assembly areas.
 4. Shelter-In-Place.
 5. Incipient Fire Response and test notification of DGC Protection Services – Fire Truck Response.
 6. Take Cover (Tornado).
 7. Confined Space Rescue and test notification of DGC Protection Services – Emergency Rescue Team Response.
- B. Emergency alarms will be tested by the shift supervisor to determine they are functioning correctly at 13:00 hours, on the last Tuesday of every month. When testing occurs it will be preceded by the announcement "**THIS IS A TEST.**" two times prior and two times after the actual test. All tests will be planned in advance and notice given before the test.
- C. Fire extinguisher training will be conducted annually. The training sessions will be coordinated by the training or safety coordinator.



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XV. SHELTER IN PLACE

A. Alarm Procedure

1. The control room will be notified by DGC Protection Services and/or Basin Electric Power Cooperative dispatching services in Bismarck that an emergency condition occurring at the Gasification Plant warrants Antelope Valley Station personnel to immediately initiate shelter in place procedures.
2. The Station General Alarm (Gai-Tronics “Warble” sound for emergency conditions) will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems. Example:
 - a) **“There has been a gas release of (Ammonia? Carbon Dioxide containing H₂S, Other) at DGC. Go immediately to the nearest shelter in place area and proceed with the shelter in place process.”**
3. The announcements will be made three times using the Gai-Tronics public address and radio systems.

B. Control Room Operators

1. The Shift Supervisor will provide SCBA equipment for control room operators. Large air tanks with supplied air and full-face mask will be stored near the control room area and used for this purpose.

C. Department Supervisors

1. Department Supervisors are responsible for maintaining the shelter-in-place materials (i.e. duct tape, plastic, etc.) located in their designated shelter-in-place locations.

D. Shelter In Place Locations

1. Coal/Yard Building, Upstairs Men’s Locker Room
2. Scrubber (Remote Electric Building) Men’s Locker Room
3. Mechanical Shop Offices
4. I & C Shop Lunch Room Area
5. Secondary Chemical/Demin. Control Room
6. Primary Water Treatment Building, Upstairs Janitor’s Room
7. Administration Building, Downstairs lunch room and men’s locker room.
8. Main Control, Visitor Viewing Room
9. Unit 1, Polisher Control Room
10. Unit 2, Polisher Control Room

E. General Guidelines for All Shelter Areas

1. Stay calm and don’t panic – you have time to respond in a way that should protect you.



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2. Sheltering-in-place is almost always the best short-term response. Ammonia and rapidly disperses in the atmosphere and short term exposure to even very irritating levels is rarely a significant health hazard.
3. Sheltering-in-place means to get inside a building (even a car if no building is available) and take certain steps described here. In almost all fatalities involving ammonia releases, those killed or even seriously injured were in the immediate area of the release. Those nearby who found shelter were usually ok.
4. If possible take portable phone or radio into the shelter. Follow official directions (i.e., shelter-in-place or evacuate).
5. Shut off the ventilation system to the shelter area.
6. If SCBA equipment or other stored air systems can be taken into the shelter, it should be.
7. Sealing of the shelter should begin immediately.
 - a) All vents should be sealed with plastic and duct tape so contaminants cannot enter.
 - b) Doors can be sealed with either duct tape around the edges or plastic. The main entrance should be sealed except for a small flap to allow people to enter.
 - c) If you are in a vehicle, close all windows and vents. Set the car heater or A/C to off and turn off the engine.
 - d) After five minutes, the main entrance should be completely sealed and late arrivals should use alternate shelter-in-place sites. If at all possible the person going to an alternate site should notify the people through the plastic where they intend to go, so the control room can be notified.
8. To the extent possible, each shelter-in-place location should give a report to the Shift Supervisor or designee detailing personnel that may be missing.
9. In ammonia vapors are detected inside a shelter-in-place location, water should be used to wet down towels that can be placed over the occupant's head. Ammonia vapor has an affinity to water and will be absorbed into the wet towel(s), lessening the potential injury to the eyes, nasal passages, mouth and lungs.
10. Evacuation can be appropriate when:
 - a) You are not directly downwind of a large release but close enough that a wind shift could move it your way.
 - b) You are far enough away to permit an orderly evacuation.
 - c) Trained responders enter your area to remove you, if weather allows high ammonia levels to persist over time. In all cases you should shelter until advised to evacuate by the Shift Supervisor.

F. Coal/Yard Shelter Area

1. The Coal/Yard Supervisor is responsible for quarterly inspections of kit contents.



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2. Shelter in Men's Locker Rooms.
 - a) Shelter supplies are located in the locker indicated by sign.
 - b) Take 2-way radio and report to Men's Change Room on second floor.
 - c) Shut off ventilation according to instructions posted on the door.
 - d) Seal all vents with precut plastic and duct tape contained in locker 44.
 - e) Seal door with duct tape.
 - f) Remain in shelter until notification that it is safe to come out.
 3. Coal/Yard Kit Contents (Locker 44 in Men's Change Room.)
 - a) 1 Roll of Duct Tape
 - b) 1 Utility Knife
 - c) 4 Sheets of Plastic – 2' X 2'
 - d) Ladder to reach vent on the Wall
- G. Scrubber (Remote Electric Building) Shelter Area
1. The Scrubber & Fuels Supervisor is responsible for quarterly inspections of kit contents.
 2. Shelter in Men's Change Area
 - a) Shelter supplies are located in locker indicated by sign.
 - b) Take 2-way radio, air tank & SCBA and report to the Men's Change Room.
 - c) Shut off ventilation according to instructions posted on the door.
 - d) Seal all vents with pre-cut plastic and duct tape contained in Locker 21.
 - e) Seal door with duct tape.
 - f) Remain in shelter until notification that it is safe to come out.
 3. Scrubber (Remote Electric Building) kit contents. (Locker 21 in Men's Change Room).
 - a) 1 Roll of Duct Tape
 - b) 1 Utility Knife
 - c) 4 Sheets of Plastic 2' X 2'
 - d) Stepladder to reach vents
- H. Mechanical Shop Shelter Areas
1. The Mechanical Supervisor(s) is responsible for quarterly inspections of kit contents.
 2. Shelter in Mechanical Area Offices.
 - a) If possible, take water into area.



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- b) Shelter-in-place kits are located in the Leadman's and both Supervisor offices.
 - c) Seal all vents with pre-cut plastic and duct tape.
 - d) Seal door with duct tape.
 - e) Remain in shelter until notification that it is safe to come out.
3. Leadman's Office Kit contents:
- a) 2 Gallons of Water
 - b) Rags to Seal Openings
 - c) 2 Rolls of Duct Tape
 - d) 1 Pair of Scissors
 - e) Plastic for air conditioner, vent fan, fresh air inlet, door and extra
4. Supervisor Offices Kit contents:
- a) 2 Gallons of Water
 - b) Rags to Seal Openings
 - c) 2 Rolls of Duct Tape
 - d) Pre-Cut Plastic
- I. Instrument & Control Shop Shelter Areas
- 1. The Instrument/Control Supervisor is responsible for quarterly inspections of kit contents.
 - 2. Shelter in I & C Lunchroom Area
 - a) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - b) Shut off ventilation system by following instructions on the door.
 - c) Seal all openings that would allow air to enter. Use plastic to seal vents and doors.
 - d) Doors can be sealed with duct tape alone.
 - e) If necessary soak rags in water and use to seal openings.
 - f) Use Gai-tronics to notify the control room of your position.
 - 3. I & C Lunchroom Kit contents:
 - a) Pre-cut plastic for:
 - (1) Unit 2 Logic Room door (2)
 - (2) Main Shop double door (2)
 - (3) Vent ducts
 - b) Duct Tape



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- c) Utility Knife
- d) Screw Driver
- e) Rags

J. Chemical Lab Shelter Areas

1. The Results Engineer is responsible for quarterly inspections of kit contents.
2. Shelter in the Secondary Chemical/Demin Control Room.
 - a) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - b) Shut off ventilation system by following instructions on the door.
 - c) Seal all openings that would allow air to enter. Use plastic to seal vents and doors.
 - d) Doors can be sealed with duct tape alone.
 - e) If necessary soak rags in water and use to seal openings.
 - f) Use Gai-tronics to notify the control room of your position.
3. Secondary Chemical/Demin Control Room kit contents:
 - a) 1 Sheet of Plastic 8' x 8'
 - b) 2 Sheets of Plastic 2' x 2'
 - c) 1 Roll of Duct Tape
 - d) 3 Rags to be Soaked for Sealing Door or Cracks
 - e) 1 Utility Knife
 - f) Ladder to Reach Vents

K. Primary Water Treatment Building Shelter Areas

1. The Operations Supervisor is responsible for quarterly inspections of kit contents.
2. Shelter in janitor's room on the second floor.
 - a) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - b) Bring 2-way radio into the shelter.
 - c) Call main control room and inform the Shift Supervisor that you are going to shelter-in-place at the PWT.
 - d) Shut off all ventilation (top of the stairs, east wall).
 - e) Seal all openings that would allow air to enter the room.
 - f) If necessary, soak rags in water and use to seal openings and/or cover face.
 - g) Stay in shelter until notified that it is safe to come out.



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3. Primary Water Treatment Building Kit contents:
 - a) 1 Sheet of Plastic 2' X 4-1/2'
 - b) 2 Sheet of plastic 2' X 3'
 - c) 1 Roll of Duct Tape
 - d) 1 Utility Knife
 - e) 1 Ladder to Reach Vents
 - f) 6 Rag Towels
- L. Administration Building, Electrical Group and Warehouse Shelter Areas
 1. The Administrative Supervisor is responsible for quarterly inspections of kit contents.
 2. Shelter in the down stairs Lunch Room
 - a) Shelter-in-place kit can be found in the down stairs lunch room in a red plastic container that is marked Shelter-In-Place kit.
 - b) When alarm is sounded, administration personnel will gather inside the down stairs lunch room.
 - c) Immediately send someone to 2nd floor janitor's room and have them turn off the vent fan. The Switch is labeled.
 - d) Immediately send someone to ground floor MCC room. Inside on the northeast wall, there are 4 breakers for the HVAC system that must be switched off. The breakers are labeled "Shelter In Place".
 - e) Use the 10 foot ladder on the wall to access ventilation damper above the ceiling tile (marked with blue dot) over the double doors.
 - f) Use the ladder to access the ventilation damper above the ceiling tile (marked with blue dot) along the west wall (approximately in the middle).
 - g) Seal south exit door with provided pre-cut plastic sheet (45" X 90").
 - h) Check to see that employees have returned from the 2nd floor janitor's room and ground floor MCC room.
 - i) Place/Tape signs on the outside of the double doors that reads "DOOR IS SEALED, ENTER THROUGH MEN'S LOCKER ROOM". Once sign is placed, Seal double doors with provided pre-cut plastic sheet (80" X 90").
 - j) If necessary, soak rags in water and use to seal opening and/or cover face. Rip/split rags to divide them up.
 - k) Move freezer out from in front of hatch-way door to men's locker room. Men's locker room can be used for late arrivals and access to bathroom and showers. Seal off locker room using contents in locker #92.
 - l) The sealing off of the vents in the Men's locker room should commence immediately.



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- m) Lastly seal off Men's locker room double doors.
 - n) Use the Gai-Tronics to notify the Control Room of your position.
 - o) Stay in shelter until notified that it is safe to come out.
3. Shelter in the down stairs Men's Locker Room
- a) After completing the instructions in the Admin Lunch Room Shelter In Place Kit begin sealing off the Locker Room using the contents in Locker #92.
 - b) Use the step ladder and benches to access and seal off the ceiling vents.
 - c) Use the 24" X 24" precut plastic to seal off the 8 Large Ceiling Vents.
 - d) Use the 14" X 14" precut plastic to seal off the 6 Small Ceiling Vent (one is in the shower area).
 - e) Use the 10" X 28" precut plastic to seal off the inside wall vent on the southwest side of the double doors.
 - f) Use the 22" X 28" precut plastic to seal off the inside wall vent on the northeast side of the double doors.
 - g) Seal the double doors with provided pre-cut plastic sheet (80" X 90").
 - h) Assign someone to write down the names of all personnel in the lunch room & locker room and try to account for coworkers.
 - i) Use the Gai-Tronics to notify the Control Room of your position and report the names of missing coworkers.
 - j) Stay in this shelter until notified that it is safe to come out.
 - k) If ammonia appears to be entering, personnel should turn on the showers, wet rags and cover their faces.
4. Administrative down stairs Lunch Room Kit contains:
- a) 1 Sheet of Plastic 80" X 90" for Double Doors
 - b) 1 Sheet of Plastic 45" X 90" for Single Door
 - c) 2 Paper Signs that read "DOOR IS SEALED, ENTER THROUGH MEN'S LOCKER ROOM"
 - d) 2 Rolls of Duct Tape
 - e) 1 Utility Knife
 - f) 20 Rag Towels (Can be ripped/split to make more)
 - g) 1 Ten Foot Step Ladder
5. Administrative down stairs Lunch Room Kit contains:
- a) 1 Sheet of Plastic 80" X 90" for Double Door
8 Sheets of Plastic 24" X 24" for Large Ceiling Vents
 - b) 6 Sheets of Plastic 14" X 14" for Small Ceiling Vents



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- c) 1 Sheet of Plastic 10" X 28" for inside wall vent on the southwest side of the double doors
- d) 1 Sheet of Plastic 22" X 28" for inside wall vent on the northeast side of the double doors
- e) 1 Sheet of Plastic 80" X 90" for Double Doors
- f) 4 Rolls of Duct Tape
- g) 2 Utility Knives
- h) 1 Four Foot Step Ladder

M. Additional Shelter In Place Locations

1. Main Control, Visitor Viewing Room

- a) The Operations Supervisor is responsible for quarterly inspections of kit contents.
- b) Shelter in visitor viewing room.
 - (1) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - (2) Seal all openings that would allow air to enter the room using duct tape and plastic.
 - (3) If necessary, soak rags in water and use to seal openings and/or cover face.
 - (4) Stay in shelter until notified that it is safe to come out.
- c) Main Control, Visitor Viewing Room kit contains
 - (1) 1 Roll of Duct Tape
 - (2) 1 Utility Knife
 - (3) 5 Plastic Sheets 2' X 4-1/2'
 - (4) 6 Plastic Sheets 2' X 25"
 - (5) 1 Ladder to Reach Vents
 - (6) 6 Rag Towels
 - (7) 5 Gallons of Water

2. Unit 1 Polisher Control Room

- a) The Results Engineer is responsible for quarterly inspections of kit contents.
- b) Shelter in Unit 1 Polisher Control Room.
 - (1) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - (2) Seal all openings that would allow air to enter the room.



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- (3) If necessary, soak rags in water and use to seal openings.
- (4) Stay in shelter until notified that it is safe to come out.
- c) Unit 1 Polisher Control Room kit contains
 - (1) 1 Sheet of Plastic 8' x 8' for double doors
 - (2) 1 Sheets of Plastic 2' x 3' for air conditioner
 - (3) 1 Roll of Duct Tape
 - (4) 3 Rags to be Soaked for Sealing Door or Cracks
 - (5) 1 Utility Knife

3. Unit 2 Polisher Control Room

- a) The Results Engineer is responsible for quarterly inspections of kit contents.
- b) Shelter in Unit 2 Polisher Control Room.
 - (1) Shelter-in-place kit can be found in red plastic container that is marked Shelter-In-Place kit.
 - (2) Seal all openings that would allow air to enter the room using duct tape and plastic.
 - (3) If necessary, soak rags in water and use to seal openings and/or cover face.
 - (4) Stay in shelter until notified that it is safe to come out.
- c) Unit 2 Polisher Control Room kit contains
 - (1) 1 Sheet of Plastic 8' x 8' for double doors
 - (2) 1 Sheets of Plastic 2' x 3' for air conditioner
 - (3) 1 Roll of Duct Tape
 - (4) 3 Rags to be Soaked for Sealing Door or Cracks
 - (5) 1 Utility Knife



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XVI. REFERENCE

- A. Federal Department of Labor Standards
 - 1. 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention Plants
 - 2. 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
 - 3. 29 CFR 1910.1200 Hazard Communication
- B. Safety Procedure No. 1200 Hazard Communication
- C. Safety Procedure No. 68 Manlifts, Elevators, Alimaks
- D. AVS Black Plant Recovery Guidelines
- E. AVS 3 Operating Procedures