



## ANTELOPE VALLEY STATION SAFETY PROCEDURE

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<b>Affected Department (s):</b>  ALL		<b>Originating Department</b> SAFETY	
		<b>Final Approval</b> /s/ Cory Bryngelson	<b>Date</b> 10/15/2024
<b>Title: AVS EMERGENCY ACTION PLAN</b>			

### I. PURPOSE / SCOPE:

- A. To provide personnel with a means to systematically manage problems arising as a result of an emergency situation or disaster. The AVS Emergency Plan is intended to be used as a guide for planning, training and responding to emergency situations.
- B. AVS Emergency plan procedures exist for when an emergency occurs, it can be dealt with quickly and effectively with minimal or no hazards 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 AVS 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 Angle 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. Unauthorized Personnel or Suspicious Activity
  5. Mail Processing and Suspicious Substances

### II. DEFINITIONS OF TERMS:

- A. Alert System: consists of the warble or yelp alarm, the plant Gia-Tronics and radio communication.
- B. Emergency Action Plan: to facilitate and organize employer and employee actions during workplace emergencies. The elements of the plan shall include but are not limited to:
  1. Escape procedures and emergency escape route assignments.
  2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.



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3. A procedure to account for all employees after emergency evacuation has been completed.
  4. Rescue and medical duties for those employees who are to perform them.
  5. Means of reporting fires and other emergencies.
  6. Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.
- C. Exit: A portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge.
- D. Exit Access: A portion of an exit route that leads to an exit.
- E. Exit Route: A continuous and unobstructed path of exit travel from any point within a workplace to a place of safety.
- F. Immediate danger to Life and Health (IDLH) atmosphere: Exposure to airborne contaminants that is "likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment."
- G. Incident Commander: This function shall be performed by the Shift Supervisor on duty. This person is in charge of the situation at hand and shall work with DGC Protection Services On-Duty Supervisor, if their assistance is needed/requested.
- H. Incipient Fire: A fire which is in the initial stage or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe, or small hose system without the need of protective clothing or a breathing apparatus.
- I. Interior Structural Fire: is 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.
- J. Local Emergency Services: Local services by Dakota Gasification Company Protection Services for ambulance, confined space or high rope rescue, firefighting or HAZMAT team response. Along with local services for Mercer County such as ambulance, fire department, and/or Mercer County Emergency Management.
- K. On-Site Coordinator: Basin Electric Power Cooperative (BEPC) on-site employee that interfaces with contractors.
- L. Operating Authority: The Supervisory Staff in Operation Section is the "Operating Authority" in the power plant and the administrator of this procedure. Operating Authority may designate this authority if necessary.



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M. Supervisory Authority: The Plant Manager is the “Supervisory Authority” of this program and administers manning the installation, maintenance, and the operations of this procedure. This person may designate this authority if necessary.

### III. RESPONSIBILITIES / APPLICABILITY:

#### A. Applicability

1. This procedure shall apply to all emergency situations at the Antelope Valley Station.

#### B. Responsibility

##### 1. **Supervisory Authority** is responsible for:

- a. Safe administration of the Emergency Plan
- b. Taking immediate actions dictated by the emergency for:
  - i. Deciding to keep equipment operational or removing them from service.
  - ii. Determining the appropriate action and response to the emergency.
  - iii. Deciding if personnel should proceed to their assigned emergency staging area.
  - iv. Deciding if evacuation of an area or the entire station is necessary.

##### 2. **Operating Authority** is responsible for:

- a. Safe Administration of the Emergency Plan.
- b. Taking immediate actions dictated by the emergency for:
  - i. Deciding to keep the equipment operational or removing them from service.
  - ii. Determining the appropriate action and response to the emergency.
  - iii. Deciding if personnel should proceed to their assigned emergency staging area.
  - iv. Deciding if evacuation of an area or the entire station is necessary.
  - v. Deciding if personnel should initiate shelter in place procedures.
- c. Corresponding with Dakota Gasification Company Protection Services for ambulance, confined space or high rope rescue, firefighting or HAZMAT team response and/or local emergency services.



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- d. Accounting for personnel under their direction.
  - e. Reporting all missing personnel to the Plant Manager or designee.
  - f. Notifying Burlington Northern Santa Fe as required to ensure there is an open entryway for emergency vehicles to gain access to station areas.
3. **Safety Coordinator** is responsible for:
- a. Safe administration of the Emergency Plan.
  - b. Accounting for personnel under their direction.
  - c. Taking immediate actions dictated by the emergency for:
    - i. Determining the appropriate action and response to the emergency
    - ii. Deciding if personnel should proceed to their assigned emergency staging area.
    - iii. Deciding if evacuation of area or the entire station is necessary.
    - iv. Consult with the Operating Authority to determine if personnel should initiate shelter in place procedures.
4. **Employees** are responsible for:
- a. Immediately notify the Operating Authority of any suspected emergency situation. Employees may fight incipient stage fires only and should not jeopardize their safety in a fire fighting situation.
  - b. Making sure the scene is safe and secure before approaching injured personnel or the emergency area.
  - c. Providing first aid and stabilization to injured personnel within the scope of their training.
  - d. Following all procedures within the Emergency Plan.
  - e. Upon hearing the alert system, proceed immediately as directed by the safest route, unless the employee is directly involved in dealing with the emergency.
4. **On Site Coordinator** is responsible for:
- a. Discussing this program with outside contractors.



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- b. Ensuring that the contractor trains his/her employees on the Emergency Plan.
- c. Showing contractors where the evacuation assembly areas are located.
- 5. **Group Supervisors and/or leadmen** are responsible for:
  - a. Accounting for group personnel and report any missing to the control room as soon as possible.
  - b. Obtain a portable radio from the warehouse unless you already have one.
  - c. Provide additional support as necessary to the Operating Authority.
  - d. Develop plans for group personnel to follow in his/her absence.
- 6. **Contractors** are responsible for:
  - a. Following the Antelope Valley Station's Emergency Plan.
  - b. Coordinating with their AVS On-Site Coordinator.
  - c. Ensuring contract employees know the evacuation locations and how to get there.
  - d. Accounting for contractor personnel and reporting any missing to the Operating Authority.
  - e. Providing additional support as requested by the Operating Authority or designee.
  - f. Developing plans for personnel to follow in their absence.

### IV. PROCEDURE / GUIDELINES

#### A. Alert System and Alarms

##### 1. Building/Area and Smoke Alarms

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

##### 2. Emergency Radio System

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



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### 3. Gai-Tronics Public Address System

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

## V. NOTIFICATION

- A. Before responding to an emergency, it must be immediately reported to the Operating Authority. The Operating Authority will decide what action needs to be taken, and if the alarm system needs to be activated.
- B. Upon arrival, personnel need to ensure that the scene is safe to enter before approaching injured personnel, damaged equipment, or the emergency situation.
- C. For medical or other emergency conditions **immediately notify the main control room by Radio, Gai-Tronics or telephone at 8210.**
  1. Give a detailed location (such as station area, building, and area within the building).
  2. Describe the situation as well as possible and stay on the phone until you are released.
  3. Arrange for someone to direct first responders to the scene of the emergency when they arrive in the area.
- D. If a life-threatening injury or high-risk emergency occurs, the Operating Authority or designee will notify **DGC Protection Services at 701-873-6600** to request an ambulance and/or rescue team to be dispatched.
- E. The alert system (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 alert system.
  1. When you hear an alarm/alert system:
    - a. Immediately stop all work and hot work.
    - b. Listen to the Gai-Tronics public address speaker and/or switch to radio channel “16”, but keep the channel clear for transmission of emergency information.
    - c. Do not use the elevators, but if applicable return the elevators to the ground floor. (Take the stairs).
    - d. Personnel not directly involved in plant operations should follow instructions as communicated by the alert system which may include:



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- i. Proceed to an emergency staging area.
  - ii. Indoor designated shelter.
  - iii. Evacuate a specific area
  - iv. Evacuate to a designated outdoor assembly area.
- e. The windsocks and steam vents on-site will help personnel determine the wind direction. In the event of fire smoke, fumes, or vapor release or DGC release, always move crosswind or upwind, depending on your location relative to the area of the release.
- F. The Operating Authority 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 located in their immediate area
  - 1. Indoor Designated Shelters/Tornado Shelter Locations (Reference Plant Map)
    - a. Unit 1 & 2 Polisher Control Rooms, Demin/Secondary Chemical Control Room
    - b. Unit 1 & 2 Computer Rooms – I&C LOGIC ROOM
    - c. Scrubber Building/Remote Electrical Building – Men’s Locker Room
    - d. Coal Yard Maintenance Building – Men’s Bathroom
    - e. Primary Water Treatment – Control Room Bathroom
    - f. Administration Building – Union Locker Room, training and safety coordinator’s offices
    - g. Shop Offices – Mechanical and Electrical Maintenance
    - h. Planner Offices – Next to Warehouse
- G. Depending on the situation other areas may be designated and communicated over the alert system.
- H. 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.
- I. When the emergency has passed, the Gai-Tronics and radio systems will be used to announce, **“All Clear”**.
- J. General Procedure for Emergency Identification and Action
  - 1. Upon notification of an emergency situation, the Operating Authority will:
    - a. Verify with area personnel the:
      - i. Type of emergency.



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- ii. 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.).
- iii. Extent or magnitude of the emergency.
- b. 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.
- c. Initiate the appropriate action plan for the type of emergency encountered.
- d. Determine if outside assistance, if any, is required and contact DGC Protection Services. If they are not available contact low emergency services.
- e. Assign area employees to standby to meet and direct emergency team personnel and vehicles to the site of the emergency (only if safe to do so).
- f. Alert plant personnel, contractors, and service personnel by use of the Gai-Tronics with pertinent emergency information, such as hazards or the requirement to evacuate.
- g. Provide pertinent emergency information, dispatch personnel and appropriate emergency equipment to the emergency location.
- h. Direct the activities at the emergency scene and provide status information to the Operating Authority and/or Main Control Room for distribution to appropriate personnel.

### VI. EMERGENCY CALL-OUT PLAN & PHONE NUMBERS

#### A. Level I Emergency

- 1. 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 Operating Authority or designee will notify the following personnel of the emergency.
  - a. Affected Area Supervisor(s)
  - b. Personnel working in the immediate area
  - c. Plant Manager
  - d. All Superintendents (Maintenance, Operations, and Plant).
  - e. Safety Coordinator

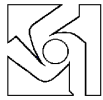
#### B. Level II Emergency

- 1. A Level II Emergency requires all available employees and outside assistance to control. The Operating Authority will call necessary personnel and request outside assistance from DGC, Coteau and/or local emergency services as needed.

#### Key Phone Numbers

Contact	Plant(s) Phone Number	Cell Phone Number
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Shift Supervisors Office (Operating Authority)	701-873-8247	701-880-8776
AVS/LOS Plant Manager – Cory Bryngelson	701-873-8200 or 701-745-7200	701-954-9964
AVS Plant Superintendent – Duane Poitra	701-873-8228	701-425-3548
AVS/LOS Operations Superintendent– Bill Foster	701-873-8259	701-319-5063
AVS/LOS Maintenance Superintendent – Braden Fagenbush	701-745-7209	701-319-3740
Coal/Yard Supervisor – Tanner Winckler	701-745-7211	701-498-8882
Environmental Coordinator – Casey Mutzenberger	701-873-8231	701-400-7751
Safety Coordinator – Travis Watson	701-873-8244	701-870-1962
DGC Protection Services Emergency	701-873-6600	
DGC Protection Services NON-Emergency	701-873-6677	
BEPC Security - Emergency	5335	701-557-5335
Coteau Security Number	701-873-7279	
Police, Local Ambulance and Fire Department	911	
CHEMTREC	1-800-424-9300	
National Poison Control Center	1-800-222-1222	
Occupational Safety and Health Administration	701-250-4521	

### VII. EVACUATION PROCEDURE

- A. The Operating Authority, All Superintendent(s) 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



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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 point(s) to evacuate to.
- D. Control room operations personnel must stay with their units as long 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 all 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 points.
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 Points have been established for the plant site. They are as follows:
1. The open area, west of the Administration Building Parking Lot
  2. The open area west of the CMO Building (Wellness Center)
  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 point 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 crosswind to one of these assembly points NOTE: Depending upon wind direction and conditions, certain assembly areas may not be considered safe to use.



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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.

### VIII. FIRE EMERGENCY

A. A fire alarm can be received in the main and scrubber control rooms by a alarm, radio, telephone, Gai-Tronics, a walk in or other means. Upon receipt the following steps shall take place if safely possible:

1. An employee from the Operation's Department shall be sent to the affected area, to verify the fire and that the sprinklers are spraying, if the sprinklers are not spraying then the employee must get the automatic sprinkler control valve for that area and manually activate the system.
2. An employee from the Operation's Department shall go to Cooling Water Pumphouse and High Quality Pumphouse to verify all fire pumps are operating.

#### B. Incipient Fire Response

1. All fires will be immediately reported to the Operating Authority upon discovery.
2. The Operating Authority will direct the response for incipient fires only. Employee(s) discovering a fire will take steps to fight the incipient fire using fire extinguishers, foam packs, and small hose systems.
3. 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.



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4. The Operating Authority or designee will notify the Plant Manager and affected area supervisor(s), and begin maintaining a log of all times, events, and activities pertaining to the emergency.

### C. Interior Structural Fire Response

1. The Operating Authority, 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 701-873-6600.
2. Local Fire Department may be notified for additional assistance by calling 911.
3. The Operating Authority 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 Operating Authority will report to the on-scene local fire department or DGC Protection Services incident commander and provide assistance as needed.
5. BEPC employees, all contractors, and subcontractor's 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. BEPC 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 Operating Authority or designee will ensure that all personnel are accounted for and will assist in seeing that fuel sources contributing to the fire are isolated.
8. Plant Management will coordinate with the local fire department or DGC Protection Services incident commander, to help with abatement and recovery activities.

## IX. CHEMICAL RELEASES AND SPILLS - SHELTER IN PLACE

- A. Personnel discovering a spill or gas release must immediately call the Operating Authority to report the emergency condition.
- B. Employees shall use the nearest eye wash station/shower in the event they come in contact with a chemical or hazardous material. Employees must flush their eyes and use the shower for a minimum of 15 minutes.
- C. DGC Protection Services shall be notified of a chemical/hazardous material contamination to assist station personnel with the eye wash station and possible transport to the nearest hospital. Eye wash bottles are available to be utilized during transport. Other workers in the vicinity of the spill or release must be also notified of the hazard condition.
- D. The Safety Data (SDS) shall be reviewed for additional first aid and control measures. SDSs can also assist with further abatement or evacuation requirements.
- E. The Operating Authority will direct operations personnel to take immediate steps to control additional spills, or further gas release, from a safe distance. Personnel will avoid exposure to toxic or flammable atmospheres.



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- F. Station Spills and Gas Releases – Reference Spill Prevention Control and Countermeasures Plan (SPCC).
- G. Chemical spills will be cleaned up in accordance with the AVS SPCC Plan and Safety Data Sheet Requirements. Additional PPE may be required.
- H. Potential gas release sources within the station include; hydrogen, synthetic natural gas (SNG), ammonia and propane.
- I. Depending on wind direction, large spills and/or gas releases of ammonia and carbon dioxide (containing 3% H<sub>2</sub>S) occurring at DGC may threaten the station.
- J. The Operating Authority 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 point(s), and if off-site notification is necessary.
  - 3. If a hazardous materials response is warranted the Operating Authority will request assistance from DGC Protection Services and notify them of the following:
    - a. Location and severity of gas release or spill
    - b. Nature and identification of the gas and/chemical being released
    - c. Areas to be evacuated
    - d. Situation on plant site (medical, high angle, confined space, fire, gas, etc.)
    - e. Recommended routes of travel for the DGC HAZMAT Emergency Response team
  - 4. The Operating Authority 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.
  - 5. 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
    - 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



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- f. Monitor Gai-tronics public address system and/or radio

### K. SHELTER IN PLACE

1. The control room will be notified by DGC Protection and/or Basin Electric Power Cooperative dispatching services in Bismarck that an emergency condition occurring at the Dakota Gasification Plant warrants Antelope Valley Station personnel to immediately initiate shelter in place procedures.
2. The Station general Alarm (Gai-Tronics "Warble" sound for all emergency conditions) will be sounded at the direction of supervision. Instructions will be communicated through the Gai-Tronics and radio systems:
  - a. There has been a gas release of (Ammonia, Carbon Dioxide, containing H<sub>2</sub>S, other) at DGC. Go immediately to the nearest shelter in place area and proceed with the shelter in place process."
3. The announcement will be made three times using the Gai-Tronics public address and radio systems.
4. The Operating Authority will provide SCBA equipment for control room operators. Large air tanks with supplied air and full-face masks will be stored near the control room area and used for this purpose.
5. Departmental Supervisors are responsible for maintaining the shelter-in-place materials (i.e., duct tape, plastic, etc.) located in their designated shelter-in-place locations.

#### **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 & 4<sup>th</sup> floor men's bathroom for contractors.
9. Unit 1, Polisher Control Room
10. Unit 2, Polisher Control Room



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### Guidelines for All Shelter Areas

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



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- 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.
- A. Coal/Yard Shelter Area
  1. The Coal/Yard Supervisor is responsible for quarterly inspections of kit contents.
  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
- B. 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





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- b) 1 Utility Knife
- c) 4 Sheets of Plastic 2' X 2'
- d) Stepladder to reach vents
- C. 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.
    - 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
- D. 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.



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

E. 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

F. Primary Water Treatment Building Shelter Areas

- 1. The Operations Supt. or designee is responsible for quarterly inspections of kit contents.



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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.
  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
- G. 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 2<sup>nd</sup> 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).



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- g) Seal south exit door with provided pre-cut plastic sheet (45" X 90").
  - h) Check to see that employees have returned from the 2<sup>nd</sup> 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.
  - 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.



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- 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 Sheets of Plastic 24" X 24" for Large Ceiling Vents
  - b) 6 Sheets of Plastic 14" X 14" for Small Ceiling Vents
  - 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 4' Step Ladder

### H. 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.



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- (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 & Unit 2 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.
    - (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. Fourth Floor Men's Bathroom, Contractor Shelter in Place
  - a) The Operations Superintendent is responsible for quarterly inspection of kit contents.
  - b) Shelter in Place Fourth Floor Men's Bathroom.
    - (1) Bring 2-way radio into shelter.
    - (2) Call main control room and inform Shift Supervisor of your location and number of personnel.
    - (3) Shut off ventilation disconnect (North of IK Shop).
    - (4) Seal off doorways vents with pre-cut plastic and duct tape.



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- (5) If necessary, soak rags in water use to seal openings and/or cover face.
- (6) Stay in shelter until notified that it is safe to come.
- c) Fourth Floor Men's Bathroom kit contents
  - (1) 2 sheets of plastic for doorways 8-1/2' X 4-1/2'
  - (2) 3 sheets of plastic for vents 3-1/2' X 3-1/2'
  - (3) 2 rolls of duct tape
  - (4) 1 utility knife
  - (5) 4 rag towels
  - (6) 1 ladder to reach vents
  - (7) Water

### L. **Emergency Medical**

1. First aid will be provided to injured employees. In cases that require more than minor first aid treatment, the supervisor shall make arrangements to transport the individuals to DGC Medical during core work hours (Monday-Friday 0700 – 1600 hours). During holidays, after hours, and on weekends I-Pad link is available to the doctor, otherwise the individual should be transported to the Sakakawea Medical Center in Hazen.
2. The following procedure is to be used when an individual is to be transported to the 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 may be 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



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- (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 701-873-6600**. If the DGC ambulance is not available, the **Mercer County ambulance shall be contacted at 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.

### M. 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. The attendant must immediately notify the Operating Authority. 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. If rescue is necessary from the outside of the space, it should be attempted, but only if, it will not cause additional injury to the employee. When in doubt, **call DGC Protection Services by telephone at 701-873-6600** and request a confined space rescue response. Reference Confined Space Entry procedure.

### N. 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 701-873-6600** to request a high rope rescue response

### O. General

- 1. The Operating Authority should immediately proceed to the emergency area (if the scene is safe) to ensure steps are immediately taken to reduce further exposure of exposure of the injured employee or his or her co-worker. (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 designee to notify the employee's immediate family. The Operating Authority will notify the Plant Manager and/ or appropriate designee information on patient condition.

### P. Fatal Injury





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1. In the event of a fatal injury, the Operating Authority will immediately contact the following:
  - a. The Plant Manager or designee, the appropriate Supervisor, and Safety Coordinator.
2. The Safety Coordinator, Plant Manager or designee, will contact Headquarters, Director of Safety or Sr. VP Chief Human Resource Officer.
3. The Safety Coordinator, with agreement from the Plant Manager, will notify the Sheriff's Department at 911.
4. Appropriate HDQ Management, Director of Safety or Sr. VP Chief Human Resources Officer and Plant Manager will coordinate notification of the family.
5. If the patient is dead upon arrival of the ambulance at the scene, the Operating Authority or designee 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. 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.
6. 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. If DGC ambulance is not available, the Mercer County Ambulance must be contacted.
7. 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.
8. 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.

### Q. Weather

1. DGC monitors weather conditions and will notify Operating Authority of severe thunderstorm and tornado warnings. The Operating Authority will activate the alert system when threatening weather information is received and within a 10-mile radius. The Operating Authority can also request up-to-date weather information from DGC Protection Services by calling 701-873-6677
2. **High Wind Conditions**
  - a. The Operating Authority 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



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material that can blow about. Any temporary structures are to be anchored with cables when warning time permits.

- b. Outside work activities will be shut down if sustained wind velocities exceed 50 MPH. The Operating Authority or Plant Manager will make the decision.
- c. 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
- d. All 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.
- e. High winds can cause tornado like damage. Light duty structures such as office trailers are dangerous to occupy during windstorms and may be evacuated.

### 3. Thunderstorms (Severe)

- a. The Operating Authority will instruct the Control Room to activate the alert system when major thunderstorms activity is within a 10-mile radius of the plant
- b. During spotted lightning storms, employees should come down from any outside structures and remain indoors.
- c. In the event of a hailstorm, all personnel must be prepared to take immediate cover for the duration of the hailstorm.

### 4. Tornado Watch/Warning

- a. In the event of heavy thunderstorm activity that 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 location **(Reference V. Notification Section F. for Tornado Shelter Locations)**.
- b. The Operating Authority will consult with the Plant Manager, or his designee, as to whether any reductions are to be made in plant production.
- c. In the event that a tornado strikes a part of the station, the Operating Authority will immediately take charge and handle the situation as a fire or explosion emergency.
- d. During tornado season (typically May through August) the plant supervision must assure at the beginning of each shift that steps have been taken to minimize the amount of boards, scaffolding, sheet metal, etc. that can be blown about.
- e. 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.
- f. 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.



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### 5. Winter Weather

- a. Winter weather advisories/alerts will be sent out in emails as once received from the county or the National Weather Services.
- b. Road conditions/closures will be sent out in emails once received from Mercer County or North Dakota Department of Transportation.
- c. If employees are unable to get home due to winter weather, emergency kits are stored in the warehouse Kits include sleeping arrangements (cot, blanket, and pillow). Food will be available from the supervisor.

### 6. Emergency Response During Blizzard Conditions

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

### 7. Winter Storm Coverage

- a. These procedures provide direction regarding the overnight accommodations, sleeping locations and meal services as required due to winter storm or equivalent.
- b. 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:
  1. Management will stay advised of winter weather advisories, warnings, current weather forecasts and road closure information, etc.
  2. 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.



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3. If notified, the requirement to stay overnight at the plant will be mandatory. However, substitutions may be arranged between the employee and supervisor.
4. Sleeping equipment is stored and maintained in the warehouse. Numbers of sleeping bags and cots have been determined by department. Sleeping equipment available for personnel that are not at the station may be checked out by other departments needing them.
5. Supervision will be responsible for requesting release of all sleeping materials, cots, etc., will be handed out to individuals. Supervision will also be responsible for the return of all sleeping materials.

### **X. UNAUTHORIZED PERSONNEL OR SUSPICIOUS ACTIVITY**

- A. SAY SOMETHING, SEE SOMETHING
- B. Stay alert for any unusual activities when you are approaching the plant.
- C. Report suspicious incidents and/or trespassers immediately to the Control Room.
- D. The Operating Authority will contact the Sheriff's Department at 701-745-3333 with any concerns
- E. Basin HDQ Security shall be contacted at 701-557-5555.
- F. Maintain your professional approach – remain calm, cool, and collected, avoid confrontation or don't approach at all.
- G. If trespassing, politely ask them to leave, do not touch or attempt to restrain trespassers. Local Law Enforcement will handle removal if necessary.
- H. Be sure your actions ensure the safety of you, plant employees, contractors, and visitors.
- I. Trespassers may attempt to access the plant by hiding in delivery trucks, on contractor equipment, jumping railroad tracks and cutting or jumping fences. Be aware of this and conduct an extra thorough review of your worksite and vehicle-equipment before starting work or unloading a truck.
- J. When on-site, you encounter a trespasser approaching you, your vehicle or work area; be sure to take the same safety precautions you would use for another employee or contractor.
- K. If a protest or demonstration is occurring and a picket line has been formed at the access gate, you may receive instructions to use an alternate access route.
- L. Refrain from talking to reporters about the situation, even "off-the record," leave those discussions to the authorized spokesperson for BEPC.



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M. If contacted by the media, follow the Crisis Communication Plan within this document.

### 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. Personnel observing suspicious individuals within and/or around the outer perimeter of the station should immediately **notify the Operating Authority at extension (8247 or 8210) or BEPC Security at (701-557-5555).**
- 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. 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:
- D. 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. Operating Authority at **extension 8247 or 8210**
    - b. Plant Manager at extension 8200
    - c. Safety Coordinator at extension 8244
    - d. Basin Electric Power Cooperative Headquarters Security at **extension 701-557-5335**
  2. Write down all information concerning the phone call as soon as possible after notifying one of the above people.
- E. Procedures for handling the Bomb Threat after notification:
1. During regular duty hours, Monday through Friday the Operating Authority will notify the following priority order:
    - a. Local Authorities (911)
    - b. Plant Manager & Superintendents



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- c. Safety Coordinator
    - d. BEPC Headquarters Security at 701-557-5555
    - e. Plant Manager & Superintendents
    - f. AVS Personnel on site
    - g. Visitors & Contractors
  2. During off-shift hours (nights & weekends), the Operating Authority will notify the following personnel, in the following priority list:
    - a. Local Authorities (911)
    - b. BEPC Headquarters Security at 701-557-5555
    - c. AVS Personnel On-Site
    - d. On-site Visitors & Contractors
    - e. Plant Manager
    - f. Safety Coordinator
  3. Time being of the utmost importance after a bomb threat is received, the Plant Manager or designee will decide how to handle the matter:
    - a. Shut down and evacuate plant site or selected areas?
    - b. Ignore the threat due to warranted circumstances and take no action?
  4. After determining facts and action, the following additional groups will be notified as appropriate:
    - a. Senior Management Headquarters staff
    - b. Security and Response Services
    - c. Occupational Safety and Health Administration (OSHA).
- F. Conducting a Search
1. If the threat caller does not indicate a location in the plant where the bomb may be found, the Local Emergency Service will be contacted to start conducting a search.
  2. The removal/disarming of a bomb must be left to the professionals trained in bomb disposal.
- G. 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.



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3. After the building has been evacuated, the area should be roped off with barricade tape.
- H. Disposal of Bomb or Identified Suspicious Object
1. The Mercer County Sheriff's Office will arrange for bomb disposal professionals if required on plant site.
- I. Investigations
1. The Safety Coordinator and/or Plant Manager will assist whenever in depth, offsite investigations are determined necessary. The Safety Coordinator and/or Plant Manager are responsible for investigating crimes committed at or against the AVS and will interface with law enforcement agencies within appropriate (See AVS Incident Investigation Procedure).



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

#### ACTION TO TAKE IMMEDIATELY AFTER CALL.

Notify the Operating Authority at extension 8247 or 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 **Operating Authority at extension 8247 or 8210**. 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 workplace:
1. Protect/barricade and post a guard at the location of the substance so it is not disturbed or handled.
  2. Notify the Plant Manager and/or BEPC Security and follow their recommendations.
  3. Depending upon BEPC security recommendation, use appropriate PPE to assure personal safety and preservation of evidence. Isolation the suspicious substance and place in a sealed bag.
  4. Handle the substance as "material evidence" (maintain chain of custody, etc.)
  5. Complete an Accident/Incident Report form for documentation purposes.
  6. Turn over suspicious substance to law enforcement.
  7. Communicate incident to all personnel.
  8. 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:
    - a. All incoming mail will be taken to the receptionist's office to be opened. Packages will be taken to the warehouse receiving area.
    - b. 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.
    - c. Ziploc bags will be readily available for placing suspicious mail into.
- C. 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.
  4. Keep hands away from nose and mouth while opening mail.
  5. Wash hands after handling mail.



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### D. 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 than necessary.
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. 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. 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 701-557-5555.
  - e. Shut down the building's ventilation system.
  - 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.
15. Examples of criteria that would raise suspicion
  - a. Missing or unfamiliar return address
  - b. Excessive postage



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- 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
- 16. 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 Operating Authority as listed above.
- 17. Aerosolization, small explosion, or letter stating "Anthrax in Heating System"
  - a. LEAVE room immediately. SECURE entry.
  - b. NOTIFY the Operating Authority and/or BEPC Security as listed above. They will arrange with the Control Room 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.
- 18. 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



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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.
  - 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.
19. 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 Operating Authority as listed above.



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### E. ACTIVE SHOOTER

1. Active Shooter(s) is an individual actively engaged in killing or attempting to kill people in a confined and largely populated area, typically through the use of firearms. Victims are often selected at random, and the event can be unpredictable and will evolve quickly. Law enforcement is usually needed to end such events.
2. How to Respond
  - a. When safe call the control room (8210), they will contact 911. The Operating Authority should announce over the Gai-Troncics to have all personnel, *"SHELTER IN PLACE, THERE IS AN ACTIVE SHOOTER ON SITE AND IN THE (insert description) AREA."*
  - b. RUN
    - (1) Alert other employees near you.
    - (2) Have an escape route and plan in mind then exit the building as quickly as possible.
    - (3) Leave your belongings behind.
    - (4) Don't remain outside the exit door. Go away from the building in case the shooter follows.
  - c. HIDE
    - (1) Hide in area out of the shooter's view.
    - (2) Block entry to your hiding place and lock the doors.
    - (3) Silence your cell phone and/or electronic devices.
  - d. FIGHT
    - (1) As a last resort and only when your life is in imminent danger.
    - (2) Act with physical aggression and attempt to incapacitate the shooter.
    - (3) Improvise weapons and throw items at the active shooter.
3. When Law Enforcement Arrives
  - a. Remain calm and follow officer's instructions
  - b. Put down any items in your hands.
  - c. Immediately raise hands and always keep them visible.
  - d. Avoid any sudden movement toward law enforcement such as hugging or attempting to hold them.
  - e. Avoid yelling, screaming, or pointing.
  - f. Do not stop to talk to law enforcement for help or directions when evacuating. Their number one priority is to go to the sound of gunfire and eliminate the threat.



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### F. CRISIS COMMUNICATIONS PLAN

1. 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.
2. 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.
3. 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.
4. The Plant Manager, or his designee, will appraise the situation and determine if the situation has potential of attracting media or public attention.
5. If the situation has such potential, the Plant Manager, or his designee, will notify the Executive Leadership at headquarters. Upon appraisal of the emergency, a decision whether additional headquarters staff should be at the site will be made jointly between the Leadership Team and the Plant Manager, or their designee.
6. 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.
7. During non-normal business hours, after contacting the Plant Manager, **Security and Response Services personnel at BEPC Headquarters should be notified by calling 701-557-5335.**
8. 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.

### XIII. DRILLS AND TRAINING PROGRAMS

- A. The Operating Authority will test the emergency action procedures through unannounced drills on a periodic basis. Emergency drills will be rotated to involve all Shift Supervisors. Emergency drills may include:
  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).



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7. Confined Space Rescue and test notification of DGC Protection Services – Emergency Rescue Team Response.
- B. A test of the emergency alarm system will be initiated once a month by the operating authority. This test will occur at 13:00 hours, on the last Tuesday of every month. The shift supervisor will provide a verbal announcement over the public address system a minimum of two times **“THIS IS A TEST”** prior to directing the control room operator to initiate the alarms. Alarms should each run for a minimum of 5 seconds. At which time shift supervisor will provide a minimum of two verbal announcements concluding the test, **“THIS CONCLUDES THE TEST”**.
- C. Fire extinguisher training will be conducted annually. The training sessions will be coordinated by the training or safety coordinator.

### 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







Approved By	Approval Date
<u>Travis Watson</u> <small>Travis Watson (Oct 23, 2024 07:42 CDT)</small>	Oct 23, 2024
<b>Safety Coordinator</b>	<b>Date</b>
<u>Ryan Fisk</u> <small>Ryan Fisk (Nov 4, 2024 14:59 CST)</small>	Nov 4, 2024
<b>Safety Director</b>	<b>Date</b>
<u>Duane Poitra</u> <small>Duane Poitra (Oct 23, 2024 07:29 CDT)</small>	Oct 23, 2024
<b>AVS Plant Superintendent</b>	<b>Date</b>
<u>Bill Foster</u> <small>Bill Foster (Oct 23, 2024 08:32 CDT)</small>	Oct 23, 2024
<b>AVS/LOS Operations Superintendent</b>	<b>Date</b>
<u>Braden Fagenbush</u> <small>Braden Fagenbush (Oct 23, 2024 07:27 CDT)</small>	Oct 23, 2024
<b>AVS/LOS Maintenance Superintendent</b>	<b>Date</b>
<u>Cory Bryngelson</u> <small>Cory Bryngelson (Oct 24, 2024 15:52 CDT)</small>	Oct 23, 2024
<b>AVS/LOS Plant Manager</b>	<b>Date</b>












# AVS Safety Procedure 0038 - Emergency Plan

















Final Audit Report

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