



Dry Fork Station Procedure

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Originator Ashley Fraser	Final Approver <i>Thomas E. Stalcup</i> <small>Thomas E. Stalcup Jan 15, 2024 10:47 MST</small>		Date 1/12/2024
Subject Emergency Action Plan			

1.0 PURPOSE / SCOPE

- 1.1 To provide personnel with a means to systematically manage problems arising as a result of an emergency situation or disaster. The DFS Emergency Action Plan is intended to be used as a guide for planning, training, and responding to emergency situations.
- 1.2 DFS Emergency Action Plan procedures exist for when an emergency occurs and provides ways for emergencies to 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.
- 1.3 This DFS Emergency Action 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:
 - 1.3.1 Unexpected Incidents:
 - 1.3.1.1 Fires and Explosions
 - 1.3.1.2 Chemical Releases and Spills
 - 1.3.1.3 Hazardous Waste
 - 1.3.1.4 Medical Emergency
 - 1.3.1.5 Confined Space Rescue
 - 1.3.1.6 High Rope Rescue
 - 1.3.2 Forces of Nature
 - 1.3.2.1 Tornadoes and High Wind Conditions
 - 1.3.2.2 Other Severe Weather Conditions
 - 1.3.2.3 Winter Weather (Blizzards)
 - 1.3.3 Unauthorized Personnel or Suspicious Activity
 - 1.3.4 Bomb Threats/Sabotage
 - 1.3.5 Mail Processing and Suspicious Substances



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2.0 DEFINITIONS OF TERMS

- 2.1 Alert System: consists of plant Gai -Tronics and radio communication.
- 2.2 Catastrophic Release: a major release of ammonia or any hazardous chemical resulting from uncontrolled developments which lead to, or could have led to, serious danger to persons both within and outside the workplace.
- 2.3 Contracted Rescue Team: a rescue team contracted by Basin Electric to provide rescue services during major shut down activity.
- 2.4 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:
 - 2.4.1 Escape procedures and emergency escape route assignments.
 - 2.4.2 Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 - 2.4.3 A procedure to account for all employees after emergency evacuation has been completed.
 - 2.4.4 Rescue and medical duties for those employees who are to perform them.
 - 2.4.5 Means of reporting fires and other emergencies.
 - 2.4.6 Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.
- 2.5 Emergency Coordinator: The Operating Authority shall act as the Emergency Coordinator in a hazardous waste emergency in which they will coordinate and follow the Spill Prevention, Control and Countermeasures Plan.
- 2.6 Emergency Response Team: On-site, BEPC employees trained in rescue and/or response techniques. Also known as an Emergency Responder.
- 2.7 Everbridge System: a reverse 911 notification system supported by the county and managed by DFS. This system will notify residents of an emergency at the plant when necessary.
- 2.8 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.
- 2.9 Exit Access: a portion of an exit route that leads to an exit.
- 2.10 Exit Discharge: a part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.



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- 2.11 Exit Route: a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety.
- 2.12 Hazardous Waste: any solid, liquid, or contained gaseous material that is discarded by being disposed of burned, incinerated, or recycled.
- 2.13 High Hazard Area: an area inside a workplace in which operations include high hazard materials, processes, or contents.
- 2.14 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 systems without the need for protective clothing or a breathing apparatus.
- 2.15 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, requiring the use of bunker gear and respirators.
- 2.16 Local Emergency Services: local services for Campbell County such as ambulance, fire department or hazmat team.
- 2.17 On-Site Coordinator: Basin Electric Power Cooperative (BEPC) on-site employee that interfaces with contractors.
- 2.18 Operating Authority: The Supervisory Staff in the Operation Section is the "Operating Authority" in the power plant and the administrator of this Procedure. Operating Authority duties may also be assigned to the Lead Station Operator.
- 2.19 Product Delivery Drivers: This includes lime, propane, and ammonia delivery drivers.
- 2.20 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.

3.0 RESPONSIBILITY / APPLICABILITY

3.1 Applicability

This procedure shall apply to all emergency situations at Dry Fork Station.

3.2 Responsibility

3.2.1 Safety Coordinator and Supervisory Authority are responsible for:

3.2.1.1 Safe administration of the Emergency Action Plan.



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- 3.2.1.2 Taking immediate actions dictated by the emergency for:
 - 3.2.1.2.1 Deciding to keep equipment operational or removing them from service.
 - 3.2.1.2.2 Determining the appropriate action and response to the emergency (i.e., if the alert system needs to be activated).
 - 3.2.1.2.3 Deciding if personnel should proceed to their assigned emergency staging area.
 - 3.2.1.2.4 Deciding if evacuation of an area or the entire station is necessary.
- 3.2.1.3 Corresponding with Local Emergency Services.
- 3.2.1.4 Notifying Dry Fork Mine as required to ensure there is an open entryway for emergency vehicles to gain access to station areas.
- 3.2.1.5 Activating Everbridge when appropriate.
- 3.2.1.6 Implementing the Anhydrous Ammonia Emergency Response Plan.
- 3.2.2 Operating Authority is responsible for:
 - 3.2.2.1 Safe administration of the Emergency Action Plan.
 - 3.2.2.2 Taking immediate actions dictated by the emergency for:
 - 3.2.2.2.1 Deciding to keep equipment operational or removing them from service.
 - 3.2.2.2.2 Determining the appropriate action and response to the emergency (i.e., if the alarm system needs to be activated).
 - 3.2.2.2.3 Deciding if personnel should proceed to their assigned emergency staging area.
 - 3.2.2.2.4 Deciding if evacuation of an area or the entire station is necessary.
 - 3.2.2.3 Corresponding with Local Emergency Services.
 - 3.2.2.4 Notifying Dry Fork Mine as required to ensure there is an open entryway for emergency vehicles to gain access to station areas.



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- 3.2.2.5 Accounting for personnel under their direction.
- 3.2.2.6 Reporting all missing personnel to the Plant Manager and/or Safety Coordinator.
- 3.2.2.7 Acting as the Emergency Coordinator in a Hazardous Waste Emergency.
- 3.2.2.8 Providing additional support as requested by the Plant Manager and/or Safety Coordinator.
- 3.2.2.9 Activating Everbridge when appropriate.
- 3.2.2.10 Implementing the Anhydrous Ammonia Emergency Response Plan.
- 3.2.3 Employees are responsible for:
 - 3.2.3.1 Immediately notifying the Operating Authority, Supervisory Authority and/or Safety Coordinator of any suspected emergency situation.
 - 3.2.3.2 Making sure the scene is safe and secure before approaching injured personnel or the emergency area.
 - 3.2.3.3 Following all procedures within the Emergency Action Plan.
 - 3.2.3.4 Upon hearing the alert system, proceed immediately as directed by the safest route, unless the employee is directly involved in dealing with the emergency.
- 3.2.4 On-Site Coordinator is responsible for:
 - 3.2.4.1 Discussing this program with outside contractors.
 - 3.2.4.2 Ensuring that the contractor trains his/her employees on the Emergency Action Plan.
 - 3.2.4.3 Showing contractors where the evacuation assembly areas are located.
- 3.2.5 Contractors are responsible for:
 - 3.2.5.1 Following Dry Fork Station's Emergency Action Plan.
 - 3.2.5.2 Coordinating with DFS On-Site Coordinator.
 - 3.2.5.3 Ensuring contract employees know the evacuation locations and how to get there.



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- 3.2.5.4 Accounting for contractor personnel and reporting any missing to the Operating Authority, Plant Manager and/or Safety Coordinator.
- 3.2.5.5 Obtaining a radio, if necessary.
- 3.2.5.6 Providing additional support as requested by the Operating Authority, Plant Manager and/or Safety Coordinator.
- 3.2.5.7 Developing plans for personnel to follow in their absence.

4.0 PROCEDURE / GUIDELINES

4.1 Guidelines

4.1.1 Alert System and Alarms

- 4.1.1.1 When the alert and alarm signal are activated, all personnel are to follow the instructions given until the ALL-CLEAR signal is announced. This system will be manually activated.
- 4.1.1.2 Channel 1 on the plant radios and Gai Tronics is to be used for Emergency Communication, only.
- 4.1.1.3 The main radio system used at the plant is a T5040 with 16 channels. The **ORANGE** top button on the portable radio is programmed to ring an emergency call to the BEPC HDQ Security.
- 4.1.1.4 Everbridge System
 - 4.1.1.4.1 Will be activated when the sensors at the tank alarm and the fogging system activates. This occurs at 150 PPM (parts per million).
 - 4.1.1.4.2 Activation can be done by clicking below on the link or the phone app (Managebridge). Login is required.
<https://manager.everbridge.net/login>
 - 4.1.1.4.3 This notification contains all residents and businesses within a 4.5-mile radius of the plant (that have provided contact information to DFS) and plant personnel.
 - 4.1.1.4.4 Reference Everbridge Cheat Sheet in the attachment section for activation instructions.



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4.2 Procedures

4.2.1 Notification Procedures

- 4.2.1.1 Before responding to an emergency, it must be immediately reported to the Operating Authority, Safety Coordinator and/or Plant Manager. The Operating Authority, Safety Coordinator and/or Plant Manager will decide what action needs to be taken, and if the alert system needs to be activated.
- 4.2.1.2 Upon arrival, personnel need to ensure that the scene is safe to enter before approaching injured personnel, damaged equipment, or the emergency situation.
- 4.2.1.3 For medical or other emergency conditions immediately notify the Control Room, Radio Number 202/220, or telephone at Ext. 8401.
 - 4.2.1.3.1 Give a detailed location (such as station area, building, and area within the building).
 - 4.2.1.3.2 Describe the situation as well as possible and stay on the phone until you are released.
 - 4.2.1.3.3 Arrange for someone to direct responders to the scene of the emergency when they arrive in the area.
- 4.2.1.4 If a life-threatening injury occurs, the Safety Coordinator, Plant Manager or Operating Authority will notify the Local Emergency Services (911).
- 4.2.1.5 The alert system will be sounded at the direction of the Safety Coordinator, Plant Manager and/or Operating Authority. Instructions will be communicated through the alert system.
- 4.2.1.6 When you hear the alert system:
 - 4.2.1.6.1 Immediately stop all work and hot work.
 - 4.2.1.6.2 Switch to Radio Channel 1 but keep the channel clear for transmission of emergency information.
 - 4.2.1.6.3 Do not use the elevators, but if applicable return the elevators to ground level. (Take the stairs)
 - 4.2.1.6.4 Personnel not directly involved in plant operations should follow instructions as communicated by the alert system which may include:



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4.2.1.6.4.1 Proceed to an emergency staging area.

4.2.1.6.4.2 Indoor designated shelter.

4.2.1.6.4.3 Evacuate a specific area.

4.2.1.6.4.4 Evacuate to a designated outdoor assembly area(s).

4.2.1.6.5 The windsocks on-site will help personnel determine the wind direction. In the event of fire, smoke, fumes or vapor release always move crosswind or upwind, depending on your location relative to the area of the release.

4.2.1.7 The Safety Coordinator, Plant Manager and/or Operating Authority will place the site on alert when threatened by severe weather (thunderstorms, high winds and tornadoes). Personnel should be familiar with the nearest designated shelter.

4.2.2 Designated Shelters

4.2.2.1 Indoor Designated Shelters

4.2.2.1.1 Warehouse 1, Issue Area

4.2.2.1.2 Maintenance Shop, Conference Room

4.2.2.1.3 Control Room

4.2.2.2 Depending on the situation other areas may be designated and communicated over the alert system.

4.2.2.3 If a tornado or severe weather is approaching the plant, the Operating Authority will initiate the sounding of the plant alert system for weather related emergencies and direct personnel to move to designated shelters. When you hear the alert system and receive instructions, go immediately to a designated shelter area.

4.2.2.4 When the emergency has passed, the alert systems will be used to announce, "ALL CLEAR."

4.2.3 General Procedure for Emergency Identification and Action

4.2.3.1 Upon notification of an emergency situation, the Safety Coordinator, Plant Manager and/or Operating Authority will:



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- 4.2.3.1.1 Verify with area personnel the:
 - 4.2.3.1.1.1 Type of emergency.
 - 4.2.3.1.1.2 Location of emergency, including plant area, building name, and location inside the building (i.e., Northeast corner or South end of 2nd floor hallway, etc.)
 - 4.2.3.1.1.3 Extent or magnitude of emergency.
- 4.2.3.1.2 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.
- 4.2.3.1.3 Initiate the appropriate action plan for the type of emergency encountered.
- 4.2.3.1.4 Determine if outside assistance, if any is required, and contact local emergency services.
- 4.2.3.1.5 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).
- 4.2.3.1.6 Implement the Anhydrous Ammonia Emergency Response Plan, if applicable, and follow section 4.2.7 Ammonia Evacuation Procedure.
- 4.2.3.1.7 Alert plant personnel, contractors, and service personnel by use of the alert system with pertinent emergency information, such as hazards or the requirement to evacuate.
- 4.2.3.1.8 Provide pertinent emergency information, dispatch personnel and appropriate emergency equipment to the emergency location.
- 4.2.3.1.9 Direct the activities at the emergency scene and provide status information to the Safety Coordinator, Plant Manager and Operating Authority for distribution to appropriate personnel.



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4.2.4 Emergency Call-Out Plan and Phone Numbers

4.2.4.1 Level I Emergency

4.2.4.1.1 A Level I Emergency is one that can be controlled by personnel in their own respective area, Emergency Response Team care or with the aid of other on-duty personnel.

4.2.4.1.2 The Operating Authority, Safety Coordinator and/or Plant Manager will notify the following personnel of the emergency.

4.2.4.1.2.1 Emergency Response Team

4.2.4.1.2.2 Affected Area Supervisor(s).

4.2.4.1.2.3 Personnel working in the immediate area.

4.2.4.2 Level II Emergency

4.2.4.2.1 A Level II Emergency requires may require all available employees and outside assistance to control. These events may include but are not limited to fires, explosions, and dust clouds, weather, gas releases and/or chemical spills.

4.2.4.2.2 A Level II Emergency requires activation of the Emergency Response Team when personnel are involved.

4.2.4.2.3 A Level II may require evacuation of an area or of plant personnel to their designated assembly area. Assembly areas will be decided based on the location and cause of the event.

4.2.4.2.4 The Operating Authority, Safety Coordinator and/or Plant Manager will call necessary personnel and request outside assistance from local emergency services as needed.

4.2.4.3 Level III Emergency

4.2.4.3.1 A Level III Emergency requires activation of the Emergency Response Team and local emergency services due to a medical factor such as a heart attack, altered mental status or other life-threatening events.



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4.2.4.3.2 Evacuation of the plant is not necessary unless other factors warrant it. The Operating Authority, Plant Manager and/or Safety Coordinator shall be contacted for further instructions.

4.2.5 Key Phone Numbers

4.2.5.1	Control Room / Operating Authority	ext. 8401	radio: 202 / 220
4.2.5.2	Safety Coordinator	ext. 8452	cell: 307-689-9997 radio: 217
4.2.5.3	Plant Manager	ext. 8450	cell: 307-689-1585 radio: 239
4.2.5.4	Shift Supervisors Office	ext. 8402	cell: 307-689-1318 radio: 204
4.2.5.5	Environmental Coordinator	ext. 8447	cell: 307-351-1423 radio: 231
4.2.5.6	BEPC HDQ Emergency/Security		1-701-557-5555
4.2.5.7	Police, Local Ambulance and Fire Department		911
4.2.5.8	Campbell County Emergency Management Agency		1-307-686-7477
4.2.5.9	CHEMTREC		1-800-424-9300
4.2.5.10	National Poison Control Center		1-800-222-1222
4.2.5.11	Dry Fork Mine		1-307-682-2839
4.2.5.12	Gillette TSM		1-307-685-8950
4.2.5.13	National Response Center		1-800-424-8802
4.2.5.14	Occupational Safety and Health Administration		1-303-844-1600

4.2.6 Evacuation Procedure

- 4.2.6.1 The Safety Coordinator, Plant Manager and/or Operating Authority are responsible for implementing a safe and orderly evacuation of personnel from the affected area of the plant during emergency conditions, such as gas releases, chemical spills, weather impacts, medical emergency, fires, or bomb threats.
- 4.2.6.2 Depending on the emergency, the Safety Coordinator, Plant Manager and/or Operating Authority may direct personnel, which are not directly involved in the emergency, to report immediately to their Designated Indoor Shelter or Outdoor Assembly Area. Personnel should report to their assigned Designated Indoor Shelter as follows:



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- 4.2.6.2.1 Warehouse 1 (inside issue/office area): Administration building personnel, Warehouse personnel, Headquarters (HDQ) personnel, all Contract personnel, Visitors and Vendors.
- 4.2.6.2.2 Maintenance Shop (conference room): Mechanics, E&I's, Utility Operators, Lab personnel, Plant Engineer/Maintenance Superintendent, Maintenance Supervisor, Fuel/Water Supervisor and E&I Supervisor.
- 4.2.6.2.3 Control Room: all Operations Personnel, Product Delivery Drivers, Operations Superintendent and Plant Manager.
- 4.2.6.3 If the emergency is such that either an area or the entire plant must be evacuated, the Safety Coordinator, Plant Manager and/or Operating Authority will determine which designated outdoor assembly area(s) to evacuate to. They are as follows:
 - 4.2.6.3.1 Area 1: Admin Parking Lot 1.
 - 4.2.6.3.2 Area 2: Grassland between the plant and propane storage area.
 - 4.2.6.3.3 Area 3: Cold Storage 1/Warehouse 3.
- 4.2.6.4 If a hazardous condition prevents the route to a designated evacuation location, employees shall evacuate to another designated location or find a safe place and contact the control room and notify them of their location.
- 4.2.6.5 It shall be the responsibility of designated personnel to check the directed outdoor assembly area or designated indoor shelter to ensure that all non-essential personnel, visitors, vendors, and contract personnel are accounted for and contact the Control Room if any anyone is missing. The first designated person to arrive at that area is to account for:
 - 4.2.6.5.1 Planning/Scheduling Supervisor, Lead Warehouse or Safety Coordinator
 - 4.2.6.5.1.1 Administration building personnel.
 - 4.2.6.5.1.2 Warehouse personnel.
 - 4.2.6.5.1.3 Headquarters personnel.
 - 4.2.6.5.1.4 Contract personnel.



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- 4.2.6.5.1.5 Visitor/Vendor personnel
- 4.2.6.5.2 Maintenance Supervisor, E&I Supervisor, Fuel & Water Supervisor, Lead Mechanic, Lead Lab, or Lead E&I
 - 4.2.6.5.2.1 Plant Engineer/Maintenance Superintendent
 - 4.2.6.5.2.2 Mechanics.
 - 4.2.6.5.2.3 E&I's.
 - 4.2.6.5.2.4 Utility Operators.
 - 4.2.6.5.2.5 Lab personnel.
- 4.2.6.5.3 Shift Supervisor or Operations Superintendent
 - 4.2.6.5.3.1 Operations Personnel.
 - 4.2.6.5.3.2 Product Delivery Drivers.
 - 4.2.6.5.3.3 Plant Manager.
- 4.2.6.6 The designated personnel listed above are to assume the communications role for that assembly area or designated shelter. No others should interfere with communications to and from the Main Control Room.
- 4.2.6.7 Control Room 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 Safety Coordinator, Plant Manager and/or Operating Authority concerning safe operation and/or shutdown of systems.
- 4.2.6.8 All Operations personnel except for Utility Operators and Lab employees shall evacuate to the Control Room in the event of any evacuation situation.
- 4.2.6.9 During off shift hours (nights and weekends) all individuals on-site shall evacuate to the Control Room. This includes DFS employees, visitors, vendors, and contractors. The Operating Authority shall assume the Designated Personnel position for accountability.
- 4.2.6.10 The Alert System will be sounded at the direction of supervision. An announcement will be made over Gai Tronic's and then over the radio system and repeated three times. Instructions will be communicated with the location, source of the problem, wind direction (real



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coordinate system) and the need for personnel to immediately evacuate to a designated shelter or assembly area(s).

- 4.2.6.11 Upon hearing the announcement, personnel in the emergency area will choose the safest route and proceed to the outdoor assembly area or designated indoor shelter specified in the announcement for accountability and instructions. Personnel shall precede crosswind to one of these assembly or shelter areas.

NOTE: Depending upon wind direction and conditions, certain assembly areas may not be considered safe to use.

- 4.2.6.12 It is the responsibility of all employees to make sure that co-workers, visitors, vendors, and contract personnel in their work areas have been alerted and evacuated.
- 4.2.6.13 If personnel are believed missing, the Safety Coordinator, Plant Manager and/or Operating Authority, will inquire with each of the assembly areas or designated shelters.
- 4.2.6.14 Only Basin vehicles or emergency response vehicles may be used once the alert system has been activated until the All-Clear has been announced.
- 4.2.6.15 After the emergency alert has been sounded, the plant site will remain under emergency conditions until the All-Clear has been announced.

4.2.7 Ammonia Evacuation Procedure

- 4.2.7.1 If the emergency involves the Anhydrous Ammonia System, the Operating Authority, Safety Coordinator and/or Plant Manager shall implement the Anhydrous Ammonia Emergency Response Plan.
- 4.2.7.2 Operations shall attempt to control and mitigate the release from the control room.
- 4.2.7.2.1 Verify emergency fans are running in the vaporizer room if the release is located within.
- 4.2.7.2.2 Ensure the deluge system has activated at the ammonia tanks if release is located within.
- 4.2.7.2.3 Shut down equipment as necessary to control the release.
- 4.2.7.2.4 Shut down the HVAC units to the plant and administration building.



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- 4.2.7.3 All personnel, unless otherwise assigned, will evacuate to the main level (meeting room) of the administration building and shelter in place. (During normal business hours Monday through Friday 7:00AM-3:30PM)
- 4.2.7.4 Off-Shift hours all personnel on-site will evacuate to the control room and shelter in place.
- 4.2.7.5 Employees shall shelter in place and not meet emergency responders at the highway, until an all-clear announcement is made.
- 4.2.7.6 The Lead Station Operator or their designee will need to direct Local Emergency Services to go to the Admin Building Meeting Room or Control Room to obtain a radio and more information on plant and personnel status.
- 4.2.7.7 Operating Authority, Safety Coordinator and/or Plant Manager will work with Local Emergency Services to determine the next appropriate course of action.
- 4.2.8 Points for Consideration
 - 4.2.8.1 In the event of a gas or vapor release, DO NOT try to outrun the vapor or gas cloud by going down wind.
 - 4.2.8.2 Always move crosswind (90 degrees to the wind) from the leak. This is the quickest way to get away from a vapor cloud.
 - 4.2.8.3 Pay particular attention to the wind direction and source of the leak. One of the assembly areas may be in the path of the vapor or gas cloud and cannot be considered an assembly area.
 - 4.2.8.4 DO NOT attempt to leave in a vehicle. This could compound the emergency by igniting the gas, creating a vapor-air explosion, or endangering plant and rescue personnel.
 - 4.2.8.5 Depending on wind direction, individuals on the South side of Marshall Crossing may have to shelter in place in the nearest building and call in their location to the control room for accountability.
- 4.2.9 Fire Emergency
 - 4.2.9.1 A fire alarm can be received in the Control Room by an alarm circuit, radio, Gai Tronics, a walk in or other means. Upon receipt, the following steps shall take place if safely possible:



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- 4.2.9.1.1 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 sprinklers are not spraying then the employee must go to the automatic sprinkler control valve for that area and manually activate the system.
- 4.2.9.1.2 An employee from the Operation's Department shall go to the fire pump house and ensure that the fire pumps are operating.
- 4.2.9.1.3 The Lead Station Operator shall start additional water well pumps to ensure adequate water is in the storage tank.
- 4.2.9.2 Incipient Fire Response
 - 4.2.9.2.1 All fires will be immediately reported to the Safety Coordinator, Plant Manager and/or Operating Authority upon discovery.
 - 4.2.9.2.2 The Safety Coordinator, Plant Manager and/or Operating Authority will direct the response for incipient fires only.
 - 4.2.9.2.3 Under the National Fire Protection Association (NFPA) standards, relating to fire fighter safety and health, the professionally trained fire fighter (Local Fire Department Incident Commander) may make exceptions to these rules if necessary. 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.
 - 4.2.9.2.4 The Safety Coordinator, Plant Manager and/or Operating Authority will begin maintaining a log of all times, events, and activities pertaining to the emergency.
- 4.2.9.3 Interior Structural Fire Response
 - 4.2.9.3.1 The Safety Coordinator, Plant Manager and/or Operating Authority, upon receiving an emergency call, and determining that the fire has developed or may develop past the point of an incipient fire, will request immediate firefighting assistance from the local fire department by calling 911.



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- 4.2.9.3.2 The Safety Coordinator, Plant Manager and/or Operating Authority will direct trained personnel to meet the Local Fire Department and Local Emergency Services personnel in order to direct them to the scene of the emergency.
- 4.2.9.3.3 The Safety Coordinator, Plant Manager and/or Operating Authority will report to the on-scene Local Fire Department or Local Emergency Services incident commander and provide assistance as needed.
- 4.2.9.3.4 BEPC, 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.
- 4.2.9.3.5 BEPC employees will assist in whatever means necessary, while maintaining a safe distance from the fire location or a potential Immediately Dangerous to Life and Health (IDLH) atmosphere.
- 4.2.9.3.6 The Safety Coordinator, Plant Manager and/or Operating Authority will ensure that all personnel are accounted for and will assist in seeing that fuel sources contributing to the fire are isolated.
- 4.2.9.3.7 The Safety Coordinator, Plant Manager and/or Operating Authority will respond to the fire scene and meet with the Local Fire Department Incident Commander, to further coordinate abatement and recovery activities.

4.2.10 Chemical Releases and Spills

- 4.2.10.1 Personnel discovering a spill or gas release must immediately report the emergency condition to the Control Room.
- 4.2.10.2 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 20 minutes.
- 4.2.10.3 The Emergency Response Team shall be notified of a chemical/hazardous material contamination to assist employees with the eye wash station and possible transport to the nearest medical facility. Eye wash bottles are available to be utilized during transport.



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- 4.2.10.4 The Safety Data Sheet (SDSs) shall be reviewed for additional first aid and control measures. SDSs can also assist with further abatement or evacuation requirements.
- 4.2.10.5 The Safety Coordinator, Plant Manager and/or Operating Authority will direct trained 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.
- 4.2.10.6 Station Spills, Gas and/or Chemical Releases – Reference Spill Prevention Control and Countermeasures Plan (SPCC).
- 4.2.10.7 Chemical spills will be cleaned up in accordance with the DFS SPCC Plan and Safety Data Sheet requirements. Additional PPE may be required.
- 4.2.10.8 If there is an anhydrous ammonia leak, personnel are to follow instructions given over the alert system which may include evacuation of the area or evacuation of the plant until given an All-Clear signal from the Control Room. At the first recognition of a release or situation involving the ammonia system contact the following:
 - 4.2.10.8.1 Control Room.
 - 4.2.10.8.2 Safety Coordinator.
 - 4.2.10.8.3 Plant Manager.
 - 4.2.10.8.4 Outside Assistance, if necessary.
- 4.2.10.9 In the event of an anhydrous ammonia release, operations staff shall shut down the HVAC intake units when a release has been identified and the fogging system at the tanks has been activated.
- 4.2.10.10 Local Emergency Services may be called, in the event that a spill or release cannot be contained and cleaned up.
- 4.2.10.11 BEPC/ DFS are responsible for notifying residents and businesses that are downwind, approximately 4-1/2 miles from DFS of anhydrous ammonia releases. This notification will be through the Everbridge System.
- 4.2.10.12 The Safety Coordinator, Plant Manager and/or Operating Authority will:



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- 4.2.10.12.1 Assess the seriousness of the emergency and direct the sounding of the plant emergency alert system or radio communication, if necessary, to warn personnel and contractors of the emergency.
- 4.2.10.12.2 Determine if personnel should report to their emergency staging area or evacuate to a designated assembly area(s), and if off-site notification is necessary.
- 4.2.10.12.3 Implement the Anhydrous Ammonia Emergency Response Plan.
- 4.2.10.12.4 Request assistance if necessary, from Local Emergency Services and notify them of the following:
 - 4.2.10.12.4.1 Location and severity of gas release or chemical spill.
 - 4.2.10.12.4.2 Nature and identification of the gas and/or chemical being released.
 - 4.2.10.12.4.3 Areas to be evacuated.
 - 4.2.10.12.4.4 Situation on plant site (medical, high angle, confined space, fire, gas, etc.)
 - 4.2.10.12.4.5 Recommended routes of travel for the Local Emergency Service.
- 4.2.10.12.5 Meet with Local Emergency Services as they arrive to coordinate and assist with response, abatements, and clean-up operations.
- 4.2.10.13 The Safety Coordinator, Plant Manager and/or 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.
- 4.2.10.14 Preventative Maintenance (PM) schedules are as follows:
 - 4.2.10.14.1 Eye Wash/Shower Stationary Stations: weekly
 - 4.2.10.14.2 Portable Eye Wash Stations: weekly
 - 4.2.10.14.3 Arctic Shower & Eye Wash: monthly & semi-annual
 - 4.2.10.14.4 MSA SCBA's: monthly & yearly



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4.2.10.14.5 Ammonia Storage Box: quarterly

4.2.10.14.6 HVAC Intake Units: yearly

4.2.10.14.7 Ammonia Storage Deluge System: yearly

4.2.10.14.8 Detailed PMs can be found in Asset Suites.

4.2.10.15 Hazardous Waste Emergency

4.2.10.15.1 The Emergency Coordinator will follow the "Hazardous Waste Emergency Contact Information" form located next to the control board phone or in the shifter's office. (See Attachment G)

4.2.10.15.2 In the event of a spill:

4.2.10.15.2.1 Contain the flow of hazardous waste to the extent possible.

4.2.10.15.2.2 Don the correct PPE per the SDS prior to initiating clean up.

4.2.10.15.2.3 Clean up the hazardous waste and any contaminated materials or soil in accordance with the Safety Data Sheet.

4.2.10.15.2.4 Spill kits are located on-site to assist in spill cleanup.

4.2.10.15.3 In the event of a fire:

4.2.10.15.3.1 Call the fire department.

4.2.10.15.3.2 Attempt to extinguish the fire using a fire extinguisher, if the fire is in an incipient stage, safe to do so and the appropriate fire suppressant is available.

4.2.10.15.4 In the event of a fire, explosion or other release that could threaten human health outside the facility, or the spill has reached surface water, contact the Environmental Coordinator, Safety Coordinator or Plant Manager in order to contact the National Response Center at 1-800-424-8802.



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4.2.10.15.5 Refer to the Agency Reportable Environmental Conditions Form for further reportable details. (See Attachment H)

4.2.11 Emergency Medical

4.2.11.1 Employees shall follow the DFS Medical and First Aid Facility Operations Procedure. (00-SP-028)

4.2.11.2 First-aid will be available to injured employees. In all cases that require more than minor first aid treatment, the immediate supervisor shall make arrangements with Safety Coordinator, Plant Manager and/or Operating Authority to arrange transportation of the individual(s) to the Campbell County Memorial Hospital in Gillette.

4.2.11.3 The following procedure is to be used when an individual is to be transported to a medical facility due to illness or injury:

4.2.11.3.1 Determination of the type of transport is to be done by the emergency response team and supervisor in charge. Co-workers shall administer emergency care to the extent of their training and capabilities and NOT move the injured employee unless the situation warrants it.

4.2.11.3.2 If the individual is conscious, ambulatory, and not considered to be in any immediate danger, an on-site vehicle maybe used as transportation.

4.2.11.3.3 An ambulance response is required for all life-threatening injuries, which may include:

4.2.11.3.3.1 Severe Bleeding

4.2.11.3.3.2 Drowning

4.2.11.3.3.3 Electrocutation

4.2.11.3.3.4 Possible Heart Attack

4.2.11.3.3.5 Breathing Difficulty or No Breathing

4.2.11.3.3.6 Altered Mental Status

4.2.11.3.3.7 Attempted Suicide

4.2.11.3.3.8 Some Seizure Cases

4.2.11.3.3.9 Critical Burns



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4.2.11.3.3.10 Paralysis and/or Spinal Injury

4.2.11.3.4 If an ambulance is considered necessary, the Safety Coordinator, Plant Manager and/or Operating Authority will make such call.

4.2.12 Confined Space Rescue

4.2.12.1 The Emergency Response Team and/or contracted rescue team shall be notified of confined space entry to ensure a site rescue plan has been developed and for personnel availability.

4.2.12.2 As part of pre-job planning, a plan for rescuing employee(s) involved in a confined space shall be discussed and necessary equipment required for this task shall be made readily available or staged depending on the site rescue plan requirements.

4.2.12.3 If an employee suffers an injury or is incapacitated inside a confined space and is unable to exit on their own, immediately notify the Control Room. Entry into the space to provide first aid treatment will not be attempted by the attendant or any other untrained employees.

4.2.12.4 Retrieval from outside the space should be attempted.

4.2.12.5 The contracted rescue team (when applicable and by contract) shall have two members stationed in the control room and will be dispatched by the Operating Authority when a situation arises.

4.2.12.6 The Emergency Response Team shall be notified of an emergency and may enter a confined space if the scene is safe or don the correct PPE for protection against the hazards. The Emergency Response Team shall perform assistance within the scope of their training.

4.2.12.7 The Operating Authority, Safety Coordinator or Plant Manager shall call Local Emergency Services when there is a need for additional services due to the nature of the incident and personnel involved. This shall be determined by the Emergency Response Team and/or contracted rescue team and communicated to the control room.

4.2.13 High Rope Rescue

4.2.13.1 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 Control Room.

4.2.13.1.1 First aid treatment will be provided, if possible, from trained personnel.



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4.2.13.1.2 Trained Personnel administering first aid at elevated locations will ensure their own safety and maintain positive fall protection at all times.

4.2.13.2 A trained high rope rescue team will be used to rescue personnel that may need to be lowered from elevated locations using rope or other mechanical means.

4.2.14 General

4.2.14.1 The Safety Coordinator, Plant Manager and/or 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 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.

4.2.14.2 If an employee is hospitalized, it will be the responsibility of the Safety Coordinator, Plant Manager and/or Operating Authority to notify the employee's immediate family.

4.2.14.3 The Safety Coordinator, Plant Manager, Director of Safety or Sr. VP Chief Human Resources Officer shall notify OSHA of any fatalities within 8 hours and any work-related inpatient hospitalizations, all amputations, and all losses of an eye within 24 hours.

4.2.14.4 Reports to OSHA can be made by

4.2.14.4.1 Calling OSHA's free and confidential number at 1-800-231-OSHA (6742).

4.2.14.4.2 Calling the closest area office during normal business hours (Denver).

4.2.14.5 Additional Requirements for OSHA include that only fatalities occurring within 30 days of the work-related incident must be reported. Further, for an in-patient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

4.2.15 Fatal Injury

4.2.15.1 In the event of a fatal injury, the Safety Coordinator and/or Plant Manager will immediately contact Headquarters, Director of Safety or Sr. VP Chief Human Resources Officer.



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- 4.2.15.2 The Safety Coordinator, Operating Authority and/or Plant Manager will notify the Sheriff's Department at 911.
- 4.2.15.3 Appropriate HDQ Management, Director of Safety or Sr. VP Chief Human Resources Officer and the Plant Manager will coordinate notification of the family.
- 4.2.15.4 The Safety Coordinator, Plant Manager and/or Operating Authority will:
 - 4.2.15.4.1 Secure the area and allow no one to enter the secured area (unless they are the Safety Coordinator, Plant Manager or local or state law enforcement agency personnel).
 - 4.2.15.4.2 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.
 - 4.2.15.4.3 Follow the Incident Investigation Procedure when necessary.
- 4.2.15.5 Only a medical doctor/coroner 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 Campbell County Memorial Hospital by ambulance.
- 4.2.15.6 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.
- 4.2.15.7 The 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.
- 4.2.16 Weather
 - 4.2.16.1 The Control Room will monitor weather radar, using the National Weather Service (NWS). The Operating Authority will activate the alert system when threatening weather information is received and within a 10-mile radius. Information received from the National Weather Service will be relayed to the Safety Coordinator and/or Plant Manager.
 - 4.2.16.2 There are three weather radio's on-site to help identify approaching weather threats. Radios can be found in the control room, Safety Coordinator and Operation Superintendent's offices.



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4.2.16.3 High Wind Conditions

4.2.16.3.1 The Safety Coordinator, Plant Manager and/or Operating Authority will inform DFS 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.

4.2.16.3.2 Outside work activities will be shut down if sustained wind velocities exceed safe working conditions. The Safety Coordinator, Operating Authority and/or Plant Manager will make the decision.

4.2.16.3.3 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.

4.2.16.3.4 High winds can cause tornado like damage. Light duty structures are dangerous to occupy during windstorms and may be evacuated.

4.2.16.4 Thunderstorms (Severe)

4.2.16.4.1 The Control Room will activate the alert system when major thunderstorm activity is within a 10-mile radius of the plant.

4.2.16.4.2 In the event a hailstorm, all personnel must be prepared to take immediate cover for the duration of the hailstorm.

4.2.16.5 Tornado Watch/Warning

4.2.16.5.1 Tornado Watch/Warning "tracking" by the Control Room will be initiated when such conditions are indicated by monitoring sources within a 30-mile radius of the plant. Personnel will continue to chart the storm's course until such time it has cleared the 30-mile radius, or it is apparent the "line" of thunderstorm activity is moving away from the plant.

4.2.16.5.2 In the event a tornado moves within a 10-mile radius and towards the plant, and the National Weather Service has confirmed the tornado by radar or confirmed actual sighting, the Operating Authority, Safety Coordinator and or Plant Manager will sound the plant alert system and



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direct plant personnel to proceed to an indoor shelter area.

4.2.16.5.3 In the event that a tornado strikes a part of the station, the Operating Authority, Safety Coordinator and /or Plant Manager will immediately take charge and handle the situation as a fire or explosion emergency.

4.2.16.5.4 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.

4.2.16.5.5 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.

4.2.16.6 Winter Weather

4.2.16.6.1 Winter weather advisories/alerts will be sent out in emails as once received from NWS or the county.

4.2.16.6.2 Road conditions/closures will be sent out in emails once received from Campbell County or Wyoming DOT. Remain alert and plan ahead for changing road conditions.

4.2.16.6.3 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.

4.2.16.7 Local Emergency Services Response During Blizzard Conditions

In the event of an emergency requiring Local Emergency Services response at a time when the roads in the Campbell County are heavy with snow drifts, blocked or closed; the Safety Coordinator, Plant Manager and/or Operating Authority will notify dispatch (911) and contracted services for site snow removal.

4.2.17 Unauthorized Personnel or Suspicious Activity

4.2.17.1 SAY SOMETHING, SEE SOMETHING

4.2.17.2 Stay alert for any unusual activities when you are approaching the plant.



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- 4.2.17.3 Report suspicious incidents and/or trespassers immediately to the Control Room.
- 4.2.17.4 Notify the Operating Authority, Safety Coordinator and/or Plant Manager.
- 4.2.17.5 The Control Room will contact the Sheriff's Department at 307-682-7271 with any concerns.
- 4.2.17.6 Basin HDQ Security shall be contacted at 701-557-5555.
- 4.2.17.7 Maintain your professional approach – remain calm, cool, and collected, avoid confrontation or don't approach at all.
- 4.2.17.8 If trespassing, politely ask them to leave, do not touch or attempt to restrain trespassers. Local Law Enforcement will handle removal if necessary.
- 4.2.17.9 Be sure your actions ensure the safety of you, plant employees, contractors, and visitors.
- 4.2.17.10 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.
- 4.2.17.11 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.
- 4.2.17.12 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.
- 4.2.17.13 Refrain from talking to reporters about the situation, even "off-the-record," leave those discussions to the authorized spokesperson for BEPC.
- 4.2.17.14 If contacted by the media, follow the Crisis Communication Plan within this document.

4.2.18 Bomb Threats

- 4.2.18.1 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:



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- 4.2.18.1.1 All visitors entering the station will be registered and escorted.
- 4.2.18.1.2 Private vehicles entering station areas will be controlled.
- 4.2.18.1.3 Personnel observing suspicious individuals within and/or around the outer perimeter of the station should immediately notify the Safety Coordinator at extension (8452), Plant Manager at extension (8450) and/or BEPC Security at (701-557-5555).
- 4.2.18.2 Receipt of call: It is possible that any individual working at DFS may receive a bomb threat by telephone. More than likely the call will be received on the published telephone number for the Dry Fork Station.
- 4.2.18.3 Employee procedure for handling the Bomb Threat call:
 - 4.2.18.3.1 The moment it is determined that the call is a threatening call, the call receiver should remain calm and alert.
 - 4.2.18.3.2 Record the time of call.
 - 4.2.18.3.3 Determine the caller's identity if possible.
 - 4.2.18.3.4 Record as much information as possible such as exactly what the caller says.
 - 4.2.18.3.5 Utilize the attached bomb threat checklist to obtain as much of the following as possible (Attachment F):
- 4.2.18.4 Employee Procedures for After Receiving the Bomb Threat Call
 - 4.2.18.4.1 IMMEDIATELY after hanging up the telephone, notify one of the following in order as listed below:
 - 4.2.18.4.1.1 Control Room at ext. 8401.
 - 4.2.18.4.1.2 Plant Manager at ext. 8450.
 - 4.2.18.4.1.3 Safety Coordinator at ext. 8452.
 - 4.2.18.4.1.4 Basin Electric Power Cooperative Headquarters Security at 701-557-5555.
 - 4.2.18.4.2 Write down all information concerning the phone call as soon as possible after notifying one of the above people.



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4.2.18.5 Procedures for Handling the Bomb Threat After Notification

4.2.18.5.1 During regular duty hours, Monday through Friday the Safety Coordinator and/or Plant Manager will notify the following personnel, in the following priority order:

4.2.18.5.1.1 Local Authorities (911)

4.2.18.5.1.2 BEPC Headquarter Security at 701-557-5555.

4.2.18.5.1.3 DFS Personnel

4.2.18.5.1.4 Visitors & Contractors

4.2.18.5.2 During off-shift duty hours (nights & weekends), the Operating Authority will notify the following personnel, in the following priority order:

4.2.18.5.2.1 Local Authorities (911)

4.2.18.5.2.2 BEPC Headquarter Security at 701-557-5555.

4.2.18.5.2.3 DFS Personnel On-Site.

4.2.18.5.2.4 On-Site Visitors & Contractors

4.2.18.5.2.5 Plant Manager

4.2.18.5.2.6 Safety Coordinator

4.2.18.5.3 Time being of the utmost importance after a bomb threat is received; the Safety Coordinator and Plant Manager will decide how to handle the matter:

4.2.18.5.3.1 Shut down and evacuate plant site or selected areas?

4.2.18.5.3.2 Ignore the threat due to warranted circumstances and take no action?

4.2.18.5.4 After determining facts and action, the following additional groups will be notified as appropriate:

4.2.18.5.4.1 Senior Management Headquarters Staff.

4.2.18.5.4.2 Security and Response Services.



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4.2.18.5.4.3 Occupational Safety and Health Administrator (OSHA).

4.2.18.6 Conducting a Search

4.2.18.6.1 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.

4.2.18.6.2 The removal/disarming of a bomb must be left to the professionals trained in bomb disposal.

4.2.18.7 Evacuation for Bomb Threat

4.2.18.7.1 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.

4.2.18.7.2 Personnel should be instructed to leave all windows and doors open and be guided according to a plan provided by a supervisor in that area.

4.2.18.7.3 After the building has been evacuated, the area should be roped off with barricade tape.

4.2.18.8 Disposal of Bomb or Identified Suspicious Object.

The Campbell County Sheriff's Office will arrange for bomb disposal professionals if required on plant site.

4.2.19 Investigations

The Safety Coordinator and/or Plant Manager will assist whenever in depth, off-site investigations are determined necessary. The Safety Coordinator and/or Plant Manager are responsible for investigating crimes committed at or against the DFS and will interface with law enforcement agencies when appropriate. (See the DFS Incident Investigation Procedure)

4.2.20 Mail Processing and Suspicious Substances

4.2.20.1 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 Safety Coordinator at ext. 8452 or Plant Manager ext. 8450 or BEPC Security 701-557-



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5555. Report the nature of your concern, specifics about what is happening and give your exact location.

4.2.20.2 Procedure to follow when suspicious substances are found in the workplace:

4.2.20.2.1 Protect/barricade and post a guard at the location of the substance so it is not disturbed or handled.

4.2.20.2.2 Notify the Safety Coordinator and /or Plant Manager or BEPC Security and follow their recommendations.

4.2.20.2.3 Depending upon BEPC Security recommendations, use appropriate PPE to assure personal safety and preservation of evidence. Isolate the suspicious substance and place in a sealed bag.

4.2.20.2.4 Handle the substance as “material evidence” (maintain chain of custody, etc.).

4.2.20.2.5 Complete an Accident/Incident Report form for documentation purposes.

4.2.20.2.6 Turn over suspicious substance to law enforcement.

4.2.20.2.7 Communicate incident to all personnel.

4.2.20.2.8 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:

4.2.20.2.8.1 All incoming mail will be taken to an enclosed office to be opened.

4.2.20.2.8.2 Personnel opening mail and packages will wear disposable rubber or nitrile gloves and a 3M 8210 disposable respirator as a precautionary measure.

4.2.20.2.8.3 Ziploc bags will be readily available for placing suspicious mail into.

4.2.20.3 General Mail Handling

4.2.20.3.1 Be observant for suspicious envelopes or packages.



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- 4.2.20.3.2 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.
- 4.2.20.3.3 Do not blow into envelopes, shake, or pour out contents.
- 4.2.20.3.4 Keep hands away from nose and mouth while opening mail.
- 4.2.20.3.5 Wash hands after handling mail.
- 4.2.20.4 Bioterrorism Screening / Response
 - 4.2.20.4.1 Contact Safety Coordinator and /or Plant Manager or BEPC Security as noted above.
 - 4.2.20.4.2 Suspicious unopened letter or letter that appears empty.
 - 4.2.20.4.3 Stay calm.
 - 4.2.20.4.4 Do not shake or empty the contents of any suspicious package or letter.
 - 4.2.20.4.5 Keep hands away from mouth, nose, and eyes.
 - 4.2.20.4.6 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.
 - 4.2.20.4.7 If an unknown substance spills from the package / envelope, do not try to clean up substance.
 - 4.2.20.4.8 Avoid creating air currents.
 - 4.2.20.4.9 Do not handle package / envelope any further than necessary.
 - 4.2.20.4.10 If material spills on floor avoid stepping near it. Avoid tracking any spilled materials to other locations.
 - 4.2.20.4.11 Do not remove any potentially contaminated items from area.



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- 4.2.20.4.12 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.
- 4.2.20.4.13 DO NOT brush off your clothes.
- 4.2.20.4.14 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.
- 4.2.20.4.15 Supervisors or designated responders will determine if further action is necessary, such as:
 - 4.2.20.4.15.1 Notify others in the room, turn off any fans / portable heaters, evacuate the room, and close the door.
 - 4.2.20.4.15.2 Ensure no one enters the room until proper authorities arrive.
 - 4.2.20.4.15.3 Report incident to law enforcement.
 - 4.2.20.4.15.4 Report incident to Headquarters Security personnel at 701-557-5555.
 - 4.2.20.4.15.5 Shut down the building's ventilation system.
 - 4.2.20.4.15.6 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.
- 4.2.20.4.16 Examples of criteria that would raise suspicion may be as follows:
 - 4.2.20.4.16.1 Missing or unfamiliar return address.
 - 4.2.20.4.16.2 Excessive postage.
 - 4.2.20.4.16.3 Addressed to title (Ms. or Mr.) but no name, Incorrect Titles.
 - 4.2.20.4.16.4 Misspelling of common words.



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- 4.2.20.4.16.5 Handwritten, block-printed, or poorly typed addresses.
- 4.2.20.4.16.6 No return address.
- 4.2.20.4.16.7 Point of origin is a foreign country.
- 4.2.20.4.16.8 Discoloration, crystallization, strange odors, or oily stains.
- 4.2.20.4.16.9 Envelope with powder or powder-like residue.
- 4.2.20.4.16.10 Excessive securing material such as masking tape or string.
- 4.2.20.4.16.11 Unusual size or weight given size.
- 4.2.20.4.16.12 Lopsided or oddly shaped envelope.
- 4.2.20.4.16.13 Restrictive markings such as "personal" or "confidential."
- 4.2.20.4.16.14 Addressed to individual no longer with organization.
- 4.2.20.4.17 Package marked with threatening message such as "Anthrax."
 - 4.2.20.4.17.1 DO NOT OPEN.
 - 4.2.20.4.17.2 LEAVE it and EVACUATE the room.
 - 4.2.20.4.17.3 KEEP others from entering.
 - 4.2.20.4.17.4 NOTIFY the Safety Coordinator and/or Plant Manager as listed above.
- 4.2.20.4.18 Aerosolization, small explosion, or letter stating, "Anthrax in Heating System."
 - 4.2.20.4.18.1 LEAVE room immediately. SECURE entry.
 - 4.2.20.4.18.2 NOTIFY the Safety Coordinator and/or Plant Manager or BEPC Security as listed above. They will arrange with the Control Room to shut down air handlers



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remotely if deemed necessary.

4.2.20.4.18.3 REMAIN on premises until responders arrive.

4.2.20.4.18.4 MAKE list of all people (names, addresses and phone numbers) who were in the building at the time and give to Public Safety. Instructions may be given to watch for fever or other symptoms over next couple of days.

4.2.20.5 Mail Bomb Screening / Response

4.2.20.5.1 The United State Post Office reports that the likelihood of 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.

4.2.20.5.2 To help prevent a mail bomb disaster, first, consider whether or not the 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 that is received.

4.2.20.5.3 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.

4.2.20.5.4 Addressee's name or title may be inaccurate.

4.2.20.5.5 Return address may be fictitious or not available.

4.2.20.5.6 Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.

4.2.20.5.7 Mail bombs may have protruding wires, aluminum foil or oil stains and may emit a peculiar odor.



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- 4.2.20.5.8 Cancellation or postmark may show a different location than the return address.
 - 4.2.20.5.9 Mail bombs may have excessive postage.
 - 4.2.20.5.10 Letter bombs may feel rigid or appear uneven or lopsided.
 - 4.2.20.5.11 Package bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed.
 - 4.2.20.5.12 "Fragile-Handle with Care" or "Rush-Do Not Delay" may be on the package.
 - 4.2.20.5.13 Package bombs may have an irregular shape, soft spots, or bulges.
 - 4.2.20.5.14 Package bombs may make a sloshing sound. Although placed devices may buzz or tick, mailed bombs generally do not.
 - 4.2.20.5.15 Pressure or resistance may be noted when removing contents from an envelope or package.
 - 4.2.20.6 If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender: Do Not Open. Call BEPC Security immediately at 701-557-5555.
 - 4.2.20.7 Isolate the mailing and evacuate the immediate area.
 - 4.2.20.8 Do not put it in water or a confined space such as a desk drawer or filing cabinet.
 - 4.2.20.9 If possible, open windows in the immediate area to assist in venting potential explosive gases.
 - 4.2.20.10 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 Safety Coordinator and/or Plant Manager or BEPC Security as listed above.
- 4.2.21 Crisis Communications Procedure
- 4.2.21.1 The Crisis Communications Procedure 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 Dry Fork Station.



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- 4.2.21.2 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.
- 4.2.21.3 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.
- 4.2.21.4 The Plant Manager, or his designee, will appraise the situation and determine if the situation has potential of attracting media or public attention.
- 4.2.21.5 If the situation has such potential, the Plant Manager, or their designee, will notify the Executive Leadership Team 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.
- 4.2.21.6 The highest-ranking manager, or their designee, at the scene will be the sole contact for media representatives until communications staff arrives at the site.
- 4.2.21.7 During non-normal business hours, after contacting the Plant Manager, Security and Response Services personnel at BEPC Headquarters should be notified by calling 701-557-5555.
- 4.2.21.8 Media persons will be staged in the Main Meeting Room of the Administration Building. A staff person will be strategically posted to ensure visitors are directed to remain in the Meeting Room.

4.2.22 Drills and Training Programs

- 4.2.22.1 Safety Coordinators will test the Emergency Action Plan through unannounced drills or other training applications on an annual basis. Emergency drills will be rotated to involve all workers. Emergency drills may include, but are not limited to:
 - 4.2.22.1.1 Injured employee and test notification of Local Emergency Services - Ambulance Response.
 - 4.2.22.1.2 Chemical or Gas release Incidents and test notification of designated Services – Local/County Emergency Response Team.



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- 4.2.22.1.3 Evacuation of station personnel to designated assembly areas.
- 4.2.22.1.4 Incipient Fire Response and test notification of Local Emergency Services – Fire Department Response.
- 4.2.22.1.5 Take Cover (Tornado).
- 4.2.22.1.6 Local Emergency Service response.
- 4.2.22.1.7 Emergency Response Team response to various conditions throughout the plant.
- 4.2.22.1.8 Tabletop exercises with plant personnel and/or the Local Emergency Planning Committee (LEPC) for Campbell County.
- 4.2.22.1.9 Anhydrous Ammonia exercise plans will be executed every two years at a minimum. Exercise plans may include tabletop exercises, plant evacuation drills, field exercise with county response personnel or field exercise with other response entities.
- 4.2.22.2 Alert System will be tested by the Lead Station Operator and/or the Safety Coordinator to determine functionality at 12:10 PM, on the third Thursday 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, and notice given before the test.
- 4.2.22.3 Training will be provided:
 - 4.2.22.3.1 Before the employee is first assigned duties covered by this procedure.
 - 4.2.22.3.2 Before there is a change in assigned duties.
 - 4.2.22.3.3 Whenever there is a change in the Emergency Action Plan in which the employee has not previously been trained.
 - 4.2.22.3.4 Whenever there is a deviation from the work scope or there are inadequacies in the employee's knowledge.
- 4.2.22.4 The training will establish employee proficiency in the duties required by these procedures and will introduce new or revised procedures as necessary for compliance with these procedures.



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- 4.2.22.5 Employees will be trained in First Aid, CPR and AED's every two years.
- 4.2.22.6 Refresher training in these procedures will be conducted on an annual basis.
- 4.2.22.7 Training documentation will include at least the employee's name, employee number and the date of the training.
- 4.2.22.8 Training Records will be retained in accordance with the Basin Electric Safety Record Retention Plan.

5.0 ATTACHMENTS

5.1 A. Dry Fork Station Emergency Contact List

<https://altien.bepc.net/ADM/doc.aspx?id=Library.F06FF17C-0000-C013-808C-5EBCAA3F1E96>

5.2 B. Designated Indoor Shelter Ground Level

5.3 C. Designated Indoor Shelter Turbine Deck

5.4 D. Designated Outdoor Assembly Areas

5.5 E. Bomb Threat Checklist

5.6 F. Hazardous Waste Emergency Contact Information

5.7 G. Agency Reportable Environmental Conditions

5.8 H. Everbridge Cheat Sheet

<https://altien.bepc.net/ADM/doc.aspx?id=Library.A0752174-0000-C71B-95EA-69116B6C8E73>

5.9 I. Anhydrous Ammonia Emergency Response Plan

<https://altien.bepc.net/AdmX/docIndex.aspx?id=Library.C083FE8C-0000-CC1B-8107-F6C5CF34CA99>

6.0 REFERENCES

6.1 OSHA 1910.38; Emergency Action Plan

6.2 OSHA 1920.120; Hazardous Waste Operations and Emergency Response

6.3 OSHA 1910.119; Process Safety Management of Highly Hazardous Chemicals

6.4 40 CFR Part 68; Accidental Release Prevention Requirements: Risk Management Programs under the Clean Air Act, Section 112(r)(7)



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- 6.5 DFS Incident Investigation Program
- 6.6 DFS Spill Prevention Control and Countermeasures Plan
- 6.7 DFS Medical and First Aid Facility Operations Procedure
- 6.8 DFS Confined Space Program
- 6.9 DFS Hazard Communication Program



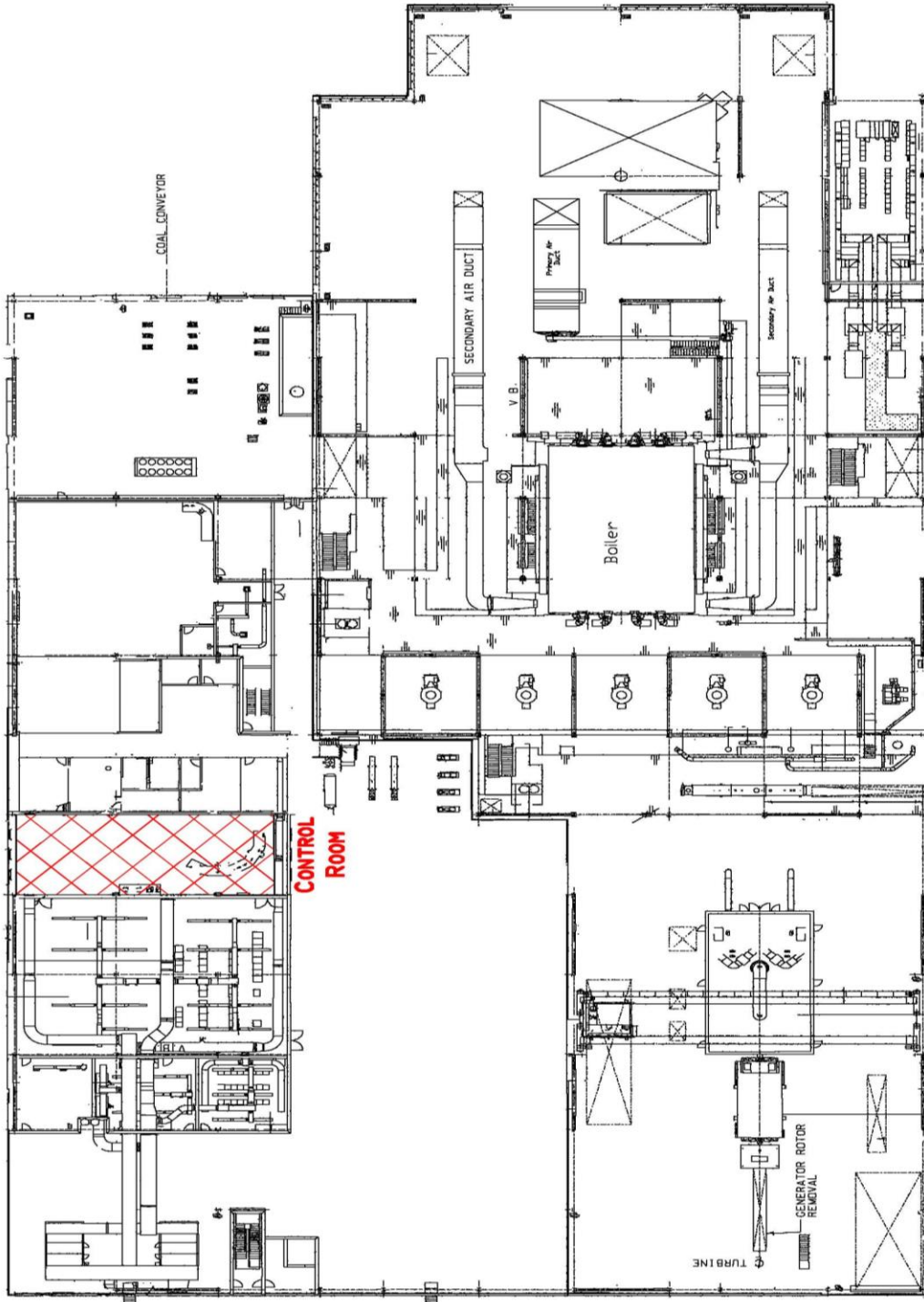
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Attachment C

DESIGNATED INDOOR SHELTER AREA TURBINE DECK

DESIGNATED INDOOR SHELTER TURBINE DECK



**GENERAL ARRANGEMENT
POWER BLOCK
MAIN FLOOR
DFS-GA-100-0003**



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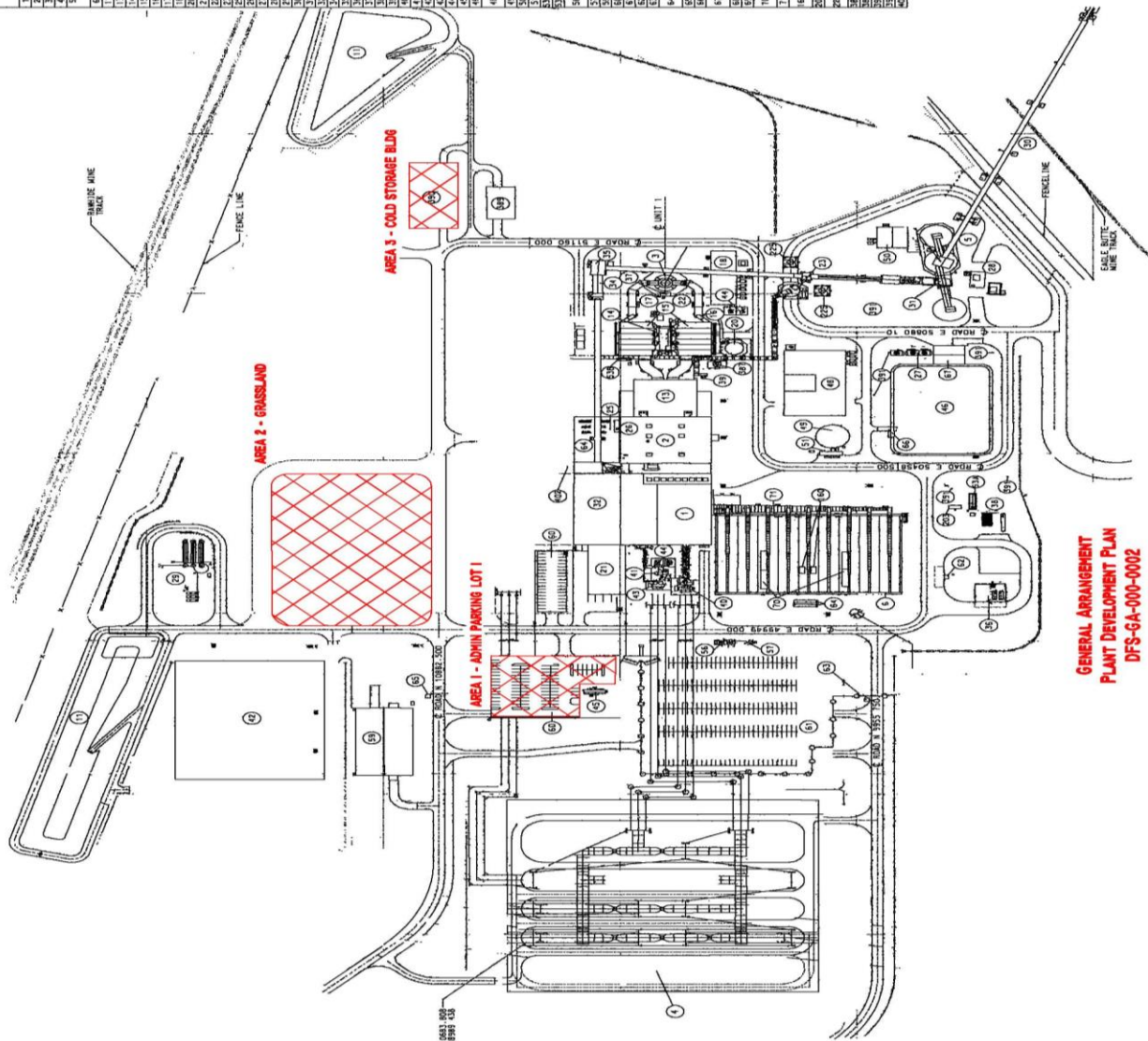
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Attachment C

DESIGNATED OUTDOOR ASSEMBLY AREAS

DESIGNATED OUTDOOR ASSEMBLY AREAS

LEGEND	NOTATION
1. TURBINE BUILDING	X
2. MILLER BUILDING	X
3. CONTROL	X
4. SWITCHES	X
5. STATION YARD STORAGE	X
6. AIR-COOLED CONDENSER	X
7. STEAM WATER POND	X
8. COOLING WATER POND	X
9. PUMP	X
10. PUMP	X
11. LINE PUMP/DRIVE (INSIDE BUILDING)	X
12. AIR COND. UNIT (ELECTRICAL BUILDING)	X
13. ADMINISTRATION BUILDING	X
14. ADMINISTRATION BUILDING	X
15. BLOWERS (LIFE BUILDING)	X
16. WASTE/FLY ASH SILD W/ENCLOSURE	X
17. MILLER BUILDING	X
18. COOLING WATER POND	X
19. COOLING WATER POND	X
20. REFRIGERANT TRUCK OFFICE	X
21. PROPOSED STORAGE	X
22. TRANSFER HOUSE #4	X
23. SERVICE BUILDING	X
24. LABORATORY SILD W/ENCLOSURE	X
25. TRANSFER HOUSE #5	X
26. STACK BUILDING	X
27. STACK BUILDING	X
28. COOL. POND	X
29. COOL. POND	X
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GENERAL ARRANGEMENT
 PLANT DEVELOPMENT PLAN
 DFS-GA-000-0002



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Attachment E

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?							
Caller ID Phone Number _____							
Did the caller appear familiar with plant or building by his description of the bomb location?							
Your Name:			Time of Call:		AM or PM	Date:	
Caller's Identity: SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female			Approximate Age: _____ Years		Name:		
Origin of Call: <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <input type="checkbox"/> Booth <input type="checkbox"/> 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"/> Voices <input type="checkbox"/> Trains <input type="checkbox"/> Street Noise <input type="checkbox"/> Airplanes <input type="checkbox"/> Mixed <input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Other (Explain)	
ACTION TO TAKE IMMEDIATELY AFTER CALL.							
Notify the DFS Safety Coordinator at ext. 8452 or DFS Plant Manager at ext.8450. 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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Attachment F Hazardous Waste Emergency Contact Information

Hazardous Waste Emergency Contact Information. Post by the telephone.



Worksheet 1 Fill in and post this information next to your telephone.

EMERGENCY RESPONSE INFORMATION	
Emergency Coordinator Name: <u>Operating Authority or</u> <u>Designee</u> Telephone: <u>(307) 687-8401</u>	Spill-Control Materials Location(s): <u>Free Issue in Warehouse 1.</u>
Fire Extinguisher Location(s): <u>Outside of the Chemical Room (Plant West) in Warehouse 2.</u>	Fire Alarm (if present) Location(s): <u>Outside of the Chemical Room (Plant West) in Warehouse 1.</u>
	Fire Department Follow the EAP and SPCC Telephone: <u>911 or (307) 687-7477</u>

Worksheet 2 Fill in and post this information next to your telephone. Make sure all employees read and are familiar with its contents.

EMERGENCY RESPONSE PROCEDURES	
In the event of a spill: Follow EAP and SPCC	Our company name:
Contain the flow of hazardous waste to the extent possible, and as soon as is possible, clean up the hazardous waste and any contaminated materials or soil.	<u>Basin Electric Power Cooperative</u> <u>Dry Fork Station</u>
In the event of a fire: Follow EAP	Our address:
Call the fire department and, if safe, attempt to extinguish the fire using a fire extinguisher.	<u>12460 N. HWY 59</u> <u>Gillette WY, 82716</u>
In the event of a fire, explosion, or other release that could threaten human health outside the facility, or if you know that the spill has reached surface water:	Our U.S. EPA identification number:
Call the National Response Center at its 24-hour number (800-424-8802). Provide the following information:	<u>WYR000211904</u>
	Date of accident _____
	Time of accident _____
	Type of accident (e.g., spill or fire) _____
	Quantity of hazardous waste involved _____
	Extent of injuries, if any _____
	Estimated quantity and disposition of recovered materials, if any _____

Contact the Safety Coordinator, Plant Manager, or Environmental Coordinator to Contact all Agencies. Provide the above information with the immediate call. Follow the EAP, and SPCC. Refer to the "Agency Reportable Environmental Conditions" Form.



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Attachment G

Agency Reportable Environmental Conditions



Page 1: Environmental Response Checklist

Follow this document to determine the condition and timeframe in which environmental issues must be reported.

Plan or Program	Product or Condition	Quantity	Detail	Form	When to contact the Agency	What Agency to Contact	Who contacts the Agency from DFS	More Information
1	SPCC All Outdoor Leaks and Spills	All	Report to Enviro Coordinator	ENV-3007	See below	See below	Enviro Coord. Plant Manager. Designee	SPCC Plan
2	SPCC Outdoor Oil Spill	25 gallons or more	Product does not have to leave site to report.	ENV-3007	Same shift as spill	WDEQ/WDEQ	Enviro Coord. Plant Manager. Designee	SPCC Plan
3	SPCC Outdoor Chemical Spill	Any Quantity	Product does not have to leave site to report.	ENV-3007	Immediately	WDEQ/WDQ	Enviro Coord. Plant Manager. Designee	SPCC Plan
4	SPCC Outdoor Process Water Spill	Any Quantity	Product does not have to leave site to report.	ENV-3007	Same shift as spill	WDEQ/AWQD	Enviro Coord. Plant Manager. Designee	SPCC and Washing Procedure ENV-PS-015
5	SPCC Pumping Outdoor Water	Any Outdoor Water	Fill out the Form.	ENV-3008	Follow Procedure	NA	NA	SPCC and Washing Procedure ENV-PS-015
6	SPCC Anhydrous Ammonia	CERCLA: 20 gal. or 100 pounds. LEPC: 95 gal. or 500 pounds	Airborne ammonia requires notification	ENV-3007	Immediately	National Response Center, DEQ	Enviro Coord. Plant Manager. Safety Coord. Designee	Chemical Release in EAP SP-008
7	SPCC Sodium Hydroxide	1000 lbs (150 gallons) or more of 52%	Only if the product leaves DFS Site.	ENV-3007	Immediately	National Response Center, DEQ	Enviro Coord. Plant Manager. Designee	Chemical Release in EAP SP-008
8	SPCC Sulfuric Acid	1000 lbs (70 gallons) or more of 93%	Only if the product leaves DFS Site.	ENV-3007	Immediately	National Response Center, DEQ	Enviro Coord. Plant Manager. Designee	Chemical Release in EAP SP-008
9	SPCC Other Extremely Hazardous Substances (EHS) not listed	Enviro. Coordinator can give specifics.	Contact Enviro.	ENV-3007	Immediately	National Response Center, DEQ	Enviro Coord. Plant Manager. Designee	Chemical Release in EAP SP-008
10	SPCC Hazardous Waste Emergencies	Any	DFS EPA ID No WYR000211904	ENV-3045	Follow EAP	National Response Center, DEQ	Enviro Coord. Plant Manager. Designee	Haz Waste Emergencies in EAP SP-008
11	Stack (Chimney) Lighting Outage	Lights out and when they come back on	Any	Call 877-487-6867	Stack Outage Log	Operating Authority	Operating Authority	Stack Light Outage Procedure ENV-001
12	AQ Visible Emission from silo bin vents, dust collector, coal conveying, offloading products, etc. Method 22 see/no see	Any Visible Emission- Contact the Operating Authority	Visible Emissions from unpermitted sources must be reported.	ENV-3025	Same Shift	WDEQ/AQD	Enviro Coord. Plant Manager. Designee	CEMS Alarm Response Procedure ENV-PS-004



Page 2: Environmental Response Checklist

Follow this document to determine the condition and timeframe in which environmental issues must be reported.

Plan or Program	Product or Condition	Quantity	Detail	Associated Form	How much time do we have to call Agency	Agency to Call	Who contacts the Agency from DFS	More Information
13	AQ Dust coming from roads, unloading ash trucks, or landfill. Visible Emission over a 20% average for a 6 minute METHOD 9 Opacity.	Calculated average ≥ 20% Opacity average for 6 minutes ¹	Contact the control room. VE trained person fills out ENV-3017	Form ENV-3017. ¹ Completed by VE trained Shift Supervisors/Trainer	Same Shift	WDEQ/AQD	Enviro Coord. Plant Manager. Designee	CEMS Alarm Response Procedure ENV-PS-004
14	AQ AQCS Baghouse Leak Detection Spikes 25% or more	25% or Greater	Find Leak in 1 hour. Correct in 3 hours or contact DEQ.	OPR-5003 OPR-5005	Identify problem in 1 hour. Correct in 3 hours	WDEQ/AQD	Enviro Coord. Plant Manager. Designee	Baghouse Leak Procedure OP-013
15	AQ CEMS Excess Emission	Over 3 HR Block, 30 DAY or 12 MO Rolling Average	Check the Spotlight Display.	ENV-3019	Same Shift	WDEQ/AQD	Enviro Coord. Plant Manager. Designee	CEMS Alarm Response Procedure ENV-PS-004 and Operating Instructions
16	Wildlife Injured or Dead Protected Species ²	Any Protected Species ²	² Contact Enviro for list of protected species.	ENV-3044	Depends on Species	USFWS or WYG&F	Enviro Coord. Plant Manager. Designee	USFWS, WYG&F Websites

Disposal Questions Answered

	Product	Disposal	End Disposal	Procedure
17	Oil Filters for disposal	Oil Filter Bin	Recycled	ENV- PS-007
18	Oily/Solvent Filled Rags	Oil Filter Bin- rags must be bagged	Recycled	ENV- PS-007
19	Batteries for disposal	Warehouse 1- issue counter	Recycled	ENV- PS-007
20	Bulbs for disposal	Warehouse 1- issue counter	Recycled	ENV- PS-007
21	Broken bulbs: Haz Waste	Warehouse 1- issue counter	Haz Waste Site	ENV- PS-007
22	Aerosol cans for disposal: Haz Waste	Drum with red lid at Warehouse 1	Haz Waste Site	ENV- PS-007
23	Unused chemical for disposal	Contact Enviro for specifics	Depends	ENV- PS-007
24	Used Oil	Vendor picks it up	Recycled	ENV- PS-007
25	Paint for disposal: Haz Waste	Warehouse 1- issue counter	Haz Waste Site	ENV- PS-007







00-SP-008 Emergency Action Plan (R)

Final Audit Report

2024-01-15

Created:	2024-01-15
By:	Jean Fichter (JFichter@becp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqBd5kgaTXTEv6u9leJiuZVAzNARpyGph

"00-SP-008 Emergency Action Plan (R)" History

-  Document created by Jean Fichter (JFichter@becp.com)
2024-01-15 - 5:42:13 PM GMT
-  Document emailed to Tom Stalcup (tstalcup@becp.com) for signature
2024-01-15 - 5:43:19 PM GMT
-  Email viewed by Tom Stalcup (tstalcup@becp.com)
2024-01-15 - 5:44:56 PM GMT
-  Signer Tom Stalcup (tstalcup@becp.com) entered name at signing as Thomas E. Stalcup
2024-01-15 - 5:45:08 PM GMT
-  Document e-signed by Thomas E. Stalcup (tstalcup@becp.com)
Signature Date: 2024-01-15 - 5:45:10 PM GMT - Time Source: server
-  Agreement completed.
2024-01-15 - 5:45:10 PM GMT