



Leland Olds Station

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Originator Safety Department	Final Approver Plant Manager	Date 3/4/2023	
Subject Emergency Action Plan LOS-SAF-11			

1.0 **PURPOSE / SCOPE**

- 1.1 The purpose of the Emergency Action Plan is to aid plant personnel in systematically managing problems which may arise as a result of an emergency situation or disaster. The Leland Olds Station (LOS) Emergency Action Plan is intended to be used as a guide for planning, training and responding to situations.
- 1.2 The LOS Emergency Action Plan procedure exist for when an emergency occurs and provides ways for emergencies to be dealt with quickly and effectively with minimum hazard to the employees and contractors involved.
- 1.3 After ensuring employee and contractor safety, the procedures are in place to minimize damage to equipment, minimize interruption of operations, and coordinate outside assistance.
- 1.4 The LOS 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:
 - 1.4.1 Unexpected Incidents:
 - 1.4.1.1 Fires and Explosions
 - 1.4.1.2 Chemical Releases and Spills
 - 1.4.1.3 Hazardous Waste
 - 1.4.1.4 Medical Emergency
 - 1.4.1.5 Confined Space Rescue
 - 1.4.1.6 High Rope Rescue
 - 1.4.2 Forces of Nature:
 - 1.4.2.1 Tornadoes and High Wind Conditions
 - 1.4.2.2 Other Severe Weather Conditions
 - 1.4.2.3 Winter Weather (Blizzards)
 - 1.4.3 Unauthorized Personnel or Suspicious Activity
 - 1.4.4 Bomb Threats/Sabotage
 - 1.4.5 Mail Processing and Suspicious Substances



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2.0 DEFINITIONS OF TERMS:

- 2.1 **Alert System:** Will consists of the plant's Gai-Tronics and Radio Communication.
- 2.2 **Catastrophic Release:** Is a major release or interruption resulting from uncontrolled developments which lead to, or could have led to serious danger to persons both within and outside the work place.
- 2.3 **Emergency Action Plan:** To facilitate and organize employer and employee actions during any workplace emergencies.
 - 2.3.1 Escape procedures and emergency escape route assignments.
 - 2.3.2 Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 - 2.3.3 A procedure to account for all employees after emergency evacuation has been completed.
 - 2.3.4 Rescue and medical duties for those who are trained to perform them.
 - 2.3.5 Means of reporting fires and other emergencies.
 - 2.3.6 Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.
- 2.4 **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
- 2.5 **Exit Route:** A continues and unobstructed path of exit travel from any point with the plant/workplace to a place of safety.
- 2.6 **First Response Team:** Are plant personnel that have been trained, certified, and demonstrated proficiency and the skill sets for Medical Emergencies, Confined Space Rescue, Basic Firefighting, and Rope Rescue.
- 2.7 **Hazardous Waste:** Any solid, liquid, or contained gaseous material that is discarded by being disposed of burned, incinerated, or recycled.
- 2.8 **High Hazard Area:** An area inside the plant/workplace in which operations include high hazard materials, processes, or contents.
- 2.9 **Incident Command System:** Management System of procedures for controlling personnel, facilities, equipment, and communications during an emergency with a common goal to work towards minimizing the loss of human life, property, equipment damage, or interruption of operations.
- 2.10 **Incident Commander (IC):** Person in Charge (Shift Supervisor, Plant Manager, Operation Superintendent or Maintenance Superintendent) of the Incident Management System and responsible for the management of all incident operations during an emergency.



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- 2.11 **Incident Investigation:** Act of investigating or gathering data to determine the factors that contributed to incident (Supervisor, Safety Coordinator and Members of the Safety and Wellness Committee).
- 2.12 **Incident Safety Officer (ISO):** A member of the First Response Team (FRT) (Safety Coordinator or other Team Member assigned by IC or IOO based on training and experience) monitors incident operations and advises IC on all matters related to operational safety, including the health and safety of FRT Members. The ISO has the emergency authority to stop and/or prevent unsafe acts during incident operations.
- 2.13 **Incipient Stage Fire:** A fire which 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 for protective clothing or a breathing apparatus (SCBA).
- 2.14 **Interior Structural Fire:** Is an advance stage 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.

3.0 APPLICABILITY/RESPONSIBILITY

3.1 **Applicability:**

3.1.1 This procedure shall apply to all emergency situations that may arise at LOS

3.2 **Responsibility**

3.2.1 **Incident Command System:**

3.2.1.1 The Primary Command Post will be in the control room with the purpose to provide:

3.2.1.1.1 Control of Emergency Incident

3.2.1.1.2 Communications with Plant Personnel and Outside Agencies

3.2.1.1.3 Coordination During an Emergency Incident

3.2.1.2 The Shift Supervisor is in charge of the Primary Command Post and will be the Incident Commander.

3.2.1.2.1 In the event the Shift Supervisor becomes disabled, control of the emergency will pass onto:

3.2.1.2.1.1 Operations Superintendent

3.2.1.2.1.2 Plant Manager

3.2.1.2.1.3 Maintenance Superintendent

3.2.1.2.1.4 Safety Coordinator

3.2.1.3 The Shift Supervisor will coordinate response to an emergency with the assistance of the other groups on the plant site at the time of the incident.



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3.2.1.3.1 In other-than-normal-day-shift-hours, the control will pass to the Senior Control Room Operator.

3.2.1.3.2 The Senior Control Room Operator will notify the Plant Manager, Operations Superintendent, and Safety Coordinator as soon as possible

3.2.1.4 Should the Control Room become involved in the emergency, an alternate command post will be the reception area.

3.2.1.5 When outside agencies are called for support, the Shift Supervisor will coordinate with those agencies and will become a member of the external Incident Command Center

3.2.1.5.1 The Shift Supervisor must maintain radio contact with the control room.

3.2.1.5.2 The Shift Supervisor will provide assistance to the external Incident Commander as allowed by the resources available.

3.2.2 **Shift Supervisor is responsible for:**

3.2.2.1 Safe administration of the Emergency Action Plan.

3.2.2.2 Taking immediate action 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 or if just the FRT is needed to respond to the control room.

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 for Ambulance, Air Ambulance, or Firefighting Response.

3.2.2.4 Communicate with Burlington Northern Santa Fe as required to ensure there is an open entryway for emergency vehicles responding to gain access to the plant site.

3.2.2.5 Accounting for personnel under their direction.

3.2.2.6 Report all missing personnel to the Safety Coordinator or designee.



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3.2.2.7 Acting as the Incident Commander in all Emergency Situations

3.2.2.8 Provide additional support as requested by the Plant Manager, Operations Superintendent, and/or Safety Coordinator.

3.2.2.9 Recording alarm test on the Monthly Work Assignments Log.

3.2.3 **Safety Coordinator is responsible for:**

3.2.3.1 Safe administration of the Emergency Action Plan.

3.2.3.2 Taking immediate action dictated by the emergency for:

3.2.3.2.1 Determining the appropriate action and response to the emergency (i.e. if the alert system needs to be activated).

3.2.3.2.2 Deciding if personnel should proceed to their assigned emergency staging area.

3.2.3.2.3 Deciding if evacuation of an area or the entire station is necessary.

3.2.3.2.4 Corresponding with Local Emergency Services for Ambulance, Air Ambulance, or Firefighting response.

3.2.3.2.5 Report to the control room upon the alarm and will act as the liaison between the Shift Supervisor and the FRT.

3.2.3.2.6 Other FRT members assigned by IC will stand in for the Safety Coordinator in their absence.

3.2.3.3 Will review the Emergency Action Plan Annually and update as necessary.

3.2.4 **Group Supervisors are responsible for:**

3.2.4.1 Accounting for their employees and report **in person** to the Shift Supervisor's office.

3.2.4.2 Will pick up a radio from the Control Room for emergency communications.

3.2.4.3 Provide additional support as required by the Shift Supervisor.

3.2.4.4 Make plans for groups to follow in their absence.

3.2.5 **LOS Employees:**

3.2.5.1 Immediately notify the Shift Supervisor of any suspected emergency situation.

3.2.5.2 Making sure scene is safe and secure before approaching injured personnel or the emergency area.



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- 3.2.5.3 Follow all procedures within the Emergency Action Plan.
- 3.2.5.4 Upon hearing the Alarm and Announcement over the paging system, proceed to as directed;
 - 3.2.5.4.1 Either stay in place or proceed to the correct assembly area by the safest route. Refrain from using Elevators, Alimak, and Man Lifts during all emergency situations.
- 3.2.5.5 Each employee is expected to fight incipient stage fires at LOS.
 - 3.2.5.5.1 No one is to jeopardize life or limb in a fire fighting operation. If the fire is too large, then back away and attempt to contain the fire.
 - 3.2.5.5.2 No one is to wear an SCBA unless they have been trained and properly fit tested.
- 3.2.5.6 In the event of a fire the Turbine Electric Operators will pick up a radio, proceed to the intake structure, and start the diesel fire pump.

3.2.6 **First Response Team Members are responsible for:**

- 3.2.6.1 The FRT shall provide advance first aid and stabilization of injured employee(s), similar to those taught at the Emergency Responder or Emergency Medical Technician Level, and transport victim to the layout area for pickup by Mercer County Ambulance.
- 3.2.6.2 The FRT Members have the same responsibility as all LOS Employees with respect to fire fighting.
 - 3.2.6.2.1 Due to the nature of the Emergency Action Plan, it is more likely that the FRT will be involved with firefighting and may be assigned to aid local fire departments as a liaison.
 - 3.2.6.2.2 At no time will FRT members become actively involved in fighting fires beyond the ***Incipient Stage*** without the proper personal protection equipment and training.
- 3.2.6.3 The FRT shall be responsible for confined space rescues and rescues from elevated heights.

3.2.7 **On-Site Coordinators Contract Administrators are responsible for:**

- 3.2.7.1 Discussing this program with outside contractors.
- 3.2.7.2 Ensuring that the contractor trains his/her employees on the Plant Site Emergency Action Plan.
- 3.2.7.3 Showing contractors where the evacuation assembly areas are located.



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- 3.2.7.4 Will review **attachment 5.2** of this procedure with contractors during initial in-briefing and in January annually thereafter. Documentation of meeting will be sent to the Safety Coordinator.
- 3.2.7.5 LOS On-Site Coordinators will determine a mutually agreeable area for a contractor to report to during an emergency. They will meet the contractor there to ensure accountability and inform the contractor about the nature of the emergency or drill.

3.2.8 **Contractors are responsible for:**

- 3.2.8.1 Following the LOS Emergency Action
- 3.2.8.2 Coordinating with LOS On-Site Coordinator
- 3.2.8.3 Accounting for contractor personnel and reporting any missing to the Shift Supervisor
- 3.2.8.4 Obtain a radio for emergency communications if necessary.
- 3.2.8.5 Providing additional support as requested by the Shift Supervisor, Plant Manager and /or Safety Coordinator.
- 3.2.8.6 Developing plans for personnel to follow in their absence.

4.0 **Procedure/Guidelines**

4.1 **Guidelines:**

4.1.1 **Alert and Alarm Systems:**

4.1.2 When the alert and alarm signal is activated, all personnel on plant site are to follow the instructions given until the *ALL-CLEAR* signal is announced. The system will be manually activated.

4.1.3 The LOS General Alert and Alarm Systems uses 3 alarm tones that will be activated over the Gai-Tronics paging system.

4.1.3.1 **Gai Tronics “Siren” General Plant Emergency**

4.1.3.2 **Gai Tronics “Yelp” FRT Activation**

4.1.3.3 **Gai-Tronics “Tone” Severe Weather Emergency**

4.1.3.4 Once the Alert System and Alarms have been activated, **Channel 1 on the Plant Radios** and the **Gai-Tronics** are to be used for Emergency Communication, **Only**

4.1.3.5 Instructions will be communicated through the Gai-Tronics and radio systems.



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4.1.3.6 The main radio system used at the plant has 16 channel bank, with channel 16 being designated at the emergency group. The **BLUE** button, located on the side of the portable radio, is programmed to ring an emergency call to the main control room.

4.2 **Procedure:**

4.2.1 **Notification:**

4.2.1.1 Before there can be any response to an emergency, it must be reported to the Shift Supervisor. The Shift Supervisor will decide what action needs to be taken, and if the alarm system needs to be activated.

4.2.1.2 If there is a situation at the plant that may become or is an emergency, the Shift Supervisor must be notified by the fastest means available (Gai-Tronics, radio, phone, etc....)

4.2.1.2.1 Give a detailed location (such as station area, building, and area within the building).

4.2.1.2.2 Describe the situation as well as possible and stay on the phone until you are released.

4.2.1.2.3 Arrange for someone to direct responders to the scene of the emergency when they arrive in the area.

4.2.1.3 If a life threatening injury occurs, confined space or high rope rescue is required, the Shift Supervisor will notify Local Emergency Services (911) to request an ambulance as well as activate the LOS Plant Site FRT.

4.2.1.4 The Shift Supervisor will decide which alarm needs to be activated and type of emergency response and services that are needed, followed by Instructions for plant personnel;

4.2.1.5 When plant site personnel hear the alert system:

4.2.1.5.1 Immediately stop all work and hot work (extinguish smoking materials).

4.2.1.5.2 Switch Radio to Group 1 "Operations" and keep the channel clear for transmission of emergency information.

4.2.1.5.3 Personnel not directly involved in plant operations should follow instructions as communicated by the alert system which may include:

4.2.1.5.3.1 Proceed to designated emergency staging areas

4.2.1.5.3.2 Evacuate a specific area

4.2.1.5.3.3 Shelter in place

4.2.1.5.3.4 Or Remain in area until further instructed



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4.2.2 Designated Weather Shelters/Shelter In Place:

- 4.2.2.1 If the Shift Supervisor decides to implement the LOS Emergency Action Procedure (Tone Alert) for server weather, Group Supervisors will be updated on conditions when they check in and report personnel accountability.
- 4.2.2.2 Initial weather shelters will be in the Unit basement, Northwest Corner, or the offices/shops without windows in the area.
 - 4.2.2.2.1 If time allows Admin Office Personnel will in the hallway near Conf. Room 100 for short briefing.
 - 4.2.2.2.2 The Maintenance Planning & Scheduling Supervisor will inform the warehouse personnel to come to the shelter.
 - 4.2.2.3 Coal and Yard (C & Y) Employees will report to the Reclaim Tunnel, using entrance on east side of "G" conveyor.
 - 4.2.2.3.1 If time and weather allows C & Y employees will assemble at the C & Y offices/breakroom for short briefing.
- 4.2.2.4 Contract Administrators are required to review Attachment 5.2 with contractors during initial in-briefing and in January annually thereafter
 - 4.2.2.4.1 LOS On-Site Contacts will determine a mutually agreeable area for contractors to report during an emergency.
 - 4.2.2.4.2 LOS On-Site Contacts will meet with the Contractor to ensure accountability and inform the contractor about the nature of the emergency or drill.
- 4.2.2.5 When the emergency/weather has passed, the alert system 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 Shift Supervisor will:
 - 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 the Emergency, including plant area, building name, and location inside the building
 - 4.2.3.1.1.3 Extent or magnitude of the 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.



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- 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, such as medical, Ground Ambulance, Local Fire and Rescue, Hazmat or technical assistance from Local Emergency Services, or Law Enforcement.
- 4.2.3.1.5 Assign area employee to standby to meet and direct FRT and or Emergency Vehicles to the site of the emergency.
- 4.2.3.1.6 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.
- 4.2.3.1.7 Provide pertinent emergency information, dispatch personnel and appropriate emergency equipment to the emergency location.
- 4.2.3.1.8 Direct the activities at the emergency scene and provide status information to the main control room and Plant Manager, Safety Coordinator for dissemination to appropriate personnel.

4.2.4 **Evacuation Procedure:**

- 4.2.4.1 The Shift Supervisor, Operations/Maintenance Superintendent, Plant Manager, and/or the Safety Coordinator are responsible for implementing a safe and orderly evacuation of personnel from the affected area of the plant during emergency conditions, such as chemical spills, medical emergency, fires or bomb threats.
- 4.2.4.2 Depending on the emergency, the Shift Supervisor, Operations/Maintenance Superintendent, Plant Manager, and/or Safety Coordinator may direct personnel, which are not directly involved in the emergency, to report immediately to their In-Plant designated assembly area for accountability as follows:
 - 4.2.4.2.1 FRT – Report to Shift Supervisor’s Office (***In plant medical/rescue emergencies only***)
 - 4.2.4.2.2 Operating Crews – Main Control Room
 - 4.2.4.2.3 Personnel in the rail unloading facility and rail car maintenance facility – rail unloading control room
 - 4.2.4.2.4 Mechanics, Electricians, and Instrument Technicians – their shops
 - 4.2.4.2.5 C & Y – Lunchroom Except: 4.2.4.2.6
 - 4.2.4.2.6 Operators of heavy equipment remain on the coal pile
 - 4.2.4.2.7 Warehouse Personnel – Warehouse Supervisor’s Office
 - 4.2.4.2.8 Administrative Assistants, Procurement, Plant Custodian, Results Group and Lab Personnel, Engineering Department, Environmental Coordinator, Planning/Scheduling – Hallway next



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to Room 100, Administration Building. Then will proceed to correct evacuation point if warranted.

- 4.2.4.3 Office personnel will report to the Hallway next to Conf. RM 100. The Administrative Assistants will account for those in the Admin office area and report via phone to the Shift Supervisor's office, Ext. 7248.
- 4.2.4.4 If the emergency permits, the Administrative Assistants will continue to answer the plant switchboard after accountability has taken place.
- 4.2.4.5 Each group supervisor will account for his/her employees and report in person to the Shift Supervisor's office. At this time, each group supervisor will pick up a radio for emergency communications (unless they already have one), and return to their staging areas. Emergency information will be passed out as time allows.
- 4.2.4.6 Should a group supervisor be absent from the plant, then the lead person for the group will account for the members of the group and report to the Shift Supervisor's office, in person. They will receive a briefing on the emergency and pick up a radio if they don't already have one.
- 4.2.4.7 Should the paging phone system alarm fail to sound, the Shift Supervisor will announce the alarm on the paging phones and attempt to telephone all group supervisors.
- 4.2.4.8 If the emergency is such that either an area or the entire plant must be evacuated, the Shift Supervisor, Operations Superintendent, Plant Manager, and/or Safety Coordinator will determine which designated Outdoor Assembly Area(s) to evacuate to. **They are as follows:**
 - 4.2.4.8.1 **Area 1: Primary** area is west of the upper parking lot along fence.
 - 4.2.4.8.2 **Area 2: Alternate** area is the area west of the 230 kV switchyard.
 - 4.2.4.8.3 **Area 3: Coal and Yard** area is the area west of the shop near the contractor parking
- 4.2.4.9 The Alert System will be sounded at the direction of the Shift Supervisor. Instructions will be communicated through the alert system of location, source of the problem, wind direction, and the need for personnel to immediately evacuate to a designated assembly area.
- 4.2.4.10 The announcement will be made three times using the alert system stating where evacuation should be staged, the need for the LOS FRT, or any other situations that may be dangerous.
- 4.2.4.11 Upon hearing the announcement, personnel in the emergency area will choose the safest route to the ground floor and proceed to the outdoor



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assembly area specified in the announcement for accountability and instructions. Personnel will not leave the plant by vehicle unless directed to do so. Once the Alert System has been activated only Basin vehicles or emergency response vehicles may be used until the All-Clear has been announced.

- 4.2.4.12 The operating shift crew on duty will take instructions from the Shift Supervisor concerning safe operation or shutdown of the plant.
- 4.2.4.13 Personnel in the boiler areas, basements, or mezzanines will choose the quickest and least-dangerous route to the ground floor. **Crossover places between units are at:**
 - 4.2.4.13.1 Unit 1 to Unit 2 basement through vehicle door and through the Unit 2 water plant.
 - 4.2.4.13.2 Unit 1 to Unit 2 mezzanine through the relay rooms.
 - 4.2.4.13.3 Unit 2 mezzanine to Unit 1 basement through the water plant.
 - 4.2.4.13.4 Unit 1, 4th floor to Unit 2, 3rd floor.
 - 4.2.4.13.5 Unit 1, 6th, 7th and 8th floors through the coal system to Unit 2, 5th floor.
 - 4.2.4.13.6 Unit 1, 9th floor to Unit 2, 6th floor through the east-west common wall.
 - 4.2.4.13.7 Unit 1 roof to Unit 2, 10th floor.
 - 4.2.4.13.8 Unit 2 precipitator upper TR deck to the 10th floor roof via the access ladder on the west end of the deck.
- 4.2.4.14 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, vendor, and contract personnel have also been alerted and evacuated.
 - 4.2.4.14.1 At each outdoor assembly area, Lead 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.
 - 4.2.4.14.2 If personnel are believed missing, the Shift Supervisor, Plant Manager and/or Safety Coordinator, will inquire with each of the assembly areas.
 - 4.2.4.14.3 After the emergency alert has been sounded, the plant siren will remain under emergency conditions until the All-Clear has been announced.
 - 4.2.4.14.4 The first radio equipped supervisor to arrive at the 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.



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4.3 Specific Incident Procedures:

4.4 Fires

4.4.1 Incipient Fire Response:

- 4.4.1.1.1 All fires will be immediately reported to the Shift Supervisor upon discovery. A fire alarm can be received in the main and scrubber control rooms by an alarm circuit, radio (**BLUE Button**), telephone (7248), a walk-in or other means.
- 4.4.1.1.2 The Safety Coordinator, Senior FRT member, and/or the Shift Supervisor will direct the response for incipient fires only.
- 4.4.1.1.3 Employee(s) discovering a fire will take steps to fight the incipient fire using fire extinguishers and small hose systems.
- 4.4.1.1.4 **LOS personnel shall not fight interior structural fires.**
- 4.4.1.1.5 The Shift Supervisor or their designee will verify that sprinkler control vales are open and pumps are in operations in plant areas where sprinkler systems have been activated.
- 4.4.1.1.6 The Shift Supervisor, or designee, will notify the Plant Manager, Operations Supervisor, Maintenance Superintendent, Safety Coordinator, and affected area supervisor(s), and begin maintaining a log of all times, events, and activities pertaining to the emergency.

4.4.2 Interior Structural Fire Response:

- 4.4.2.1.1 The Shift Supervisor, Plant Manager and/or Safety Coordinator upon receiving an emergency call, and determining that the fire has developed past the point of an incipient fire, will request immediate firefighting assistance from the local fire departments
- 4.4.2.1.2 The local fire department will be notified for additional assistance by calling 9-911 of fires as directed by the Shift Supervisor.
 - 4.4.2.1.2.1 Should a coal delivery train be blocking LOS entrances from Highway 200A, the Shift Supervisor may request the haul road gate or old east entrance to be opened by Control Room Operator
 - 4.4.2.1.2.2 If a train is blocking all entrances and no gate is available, the Shift Supervisor will coordinate either by phone or in person to get the train moved or split to open an entrance.
 - 4.4.2.1.2.3 In all instances, a vehicle will be dispatched to meet the fire truck and lead them to LOS.



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- 4.4.2.1.3 The Shift Supervisor, and/or Safety Coordinator will direct appropriate personnel to meet the local fire department personnel in order to direct them to the scene of the emergency.
- 4.4.2.1.4 The Shift Supervisor, Safety Coordinator, and/or Operations Superintendent will report to the on-scene local fire department incident commander, and provide assistance as needed.
- 4.4.2.1.5 LOS employees, contractors, and sub-contractors **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.
- 4.4.2.1.6 LOS 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.
- 4.4.2.1.7 The Shift Supervisor, Safety Coordinator, and/or Plant Manager will ensure that all LOS personnel are accounted for, and will assist in seeing that fuel sources contributing to the fire are isolated.
 - 4.4.2.1.8 The Shift Supervisor, Safety Coordinator, and/or Plant Manager will respond to the fire scene and meet with the Local Fire Department Incident Commander, to further coordinate abatement and recovery activities.

4.4.3 **Rail Unloading Facility Fire Alarm:**

- 4.4.3.1 When the fire alarm in the rail unloading facility sounds, all personnel in the facility will move to the ground level by the safest possible route. They will assemble at the north side of the structure by the large overhead door used for scraper hauling of coal.
- 4.4.3.2 The Shift Supervisor will send appropriate operations personnel to investigate the alarm. Plant personnel that have evacuated the facility will wait for the arrival of operations.

4.4.4 **Chemical Release and Spills:**

- 4.4.4.1 Chemical Releases and Spills will be cleaned up in accordance with the LOS Chemical Spill Cleanup Procedures. (Reference the LOS SPCC)
 - 4.4.4.1.1 Employees will receive annual awareness level training.
 - 4.4.4.1.2 Personnel discovering a spill, or gas release, must immediately call the Shift Supervisor (extension 7248) to report the emergency condition. Other workers in the vicinity of the spill or releases must also be notified of the hazard condition.
 - 4.4.4.1.3 The Shift Supervisor will direct operations personnel to take immediate steps to control additional spills, or further gas



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releases, from a safe distance. Personnel will avoid exposure to toxic or flammable atmospheres.

4.4.4.1.4 Local Emergency Response may be called in the event that spill or release cannot be contained and cleaned up.

4.4.5 **Emergency Medical:**

4.4.5.1 The Safety Coordinator, Shift Supervisor, and/or the Plant Manager will decide if an injury requires implementation of the Emergency Action Procedures.

4.4.5.2 Basic first-aid will be provided to injured employees.

4.4.5.3 If an injury requires more than basic first aid or doctor's care, the supervisor will make arrangements with the Safety Coordinator, Shift Supervisor, and/or the Plant Manager to transport the individual.

4.4.5.3.1 Employees can be transported to the medical offices at DGC during core work hours (Monday-Friday, 07:00–16:00 hours) by BEPC vehicle.

4.4.5.3.2 During holidays, after hours and on weekends Ipad link is available to the Doctor, otherwise the individual should be transported to Sakakawea Medical Center in Hazen.

4.4.5.4 If in doubt, call the ambulance.

4.4.5.4.1 Should a coal delivery train be blocking All LOS entrances from Highway 200A, the Shift Supervisor will coordinate either by phone or in person to get the train moved or split to open an entrance. In all instances, a vehicle will be dispatched to meet the ambulance and lead them to LOS.

4.4.5.4.2 The FRT will be used to administer first-aid, stabilize the victim, and transport to the LOS layout area for pick up by the ambulance.

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

4.4.5.4.3.1 Determination of the type of transport is to be done by the FRT members and supervisor in charge.

4.4.5.4.3.2 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.

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

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



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- 4.4.5.4.3.5 Severe Bleeding
- 4.4.5.4.3.6 Drowning
- 4.4.5.4.3.7 Electrocution
- 4.4.5.4.3.8 Possible Heart Attack
- 4.4.5.4.3.9 Heatstroke/Heat illness
- 4.4.5.4.3.10 Breathing Difficulty or No Breathing
- 4.4.5.4.3.11 Altered Mental Status
- 4.4.5.4.3.12 Attempted Suicide
- 4.4.5.4.3.13 Some Seizure Cases
- 4.4.5.4.3.14 Critical Burns
- 4.4.5.4.3.15 Paralysis and/or Spinal Injury
- 4.4.5.4.3.16 Imminent Childbirth

4.4.5.4.4 If an ambulance is considered necessary, the Mercer County Ambulance shall be called at 9-701-745-3333 or 9-911.

4.4.5.4.4.1 The Shift Supervisor shall instruct the TEO or designee to meet the ambulance at the LOS plant entrance and escort the ambulance to the location of the patient.

4.4.6 **Confined Space:**

- 4.4.6.1 The LOS FRT members are responsible for confined space rescue, if required.
- 4.4.6.2 If an employee suffers an injury or is incapacitated inside a confined space and is unable to exit on their own, immediately notify the Shift Supervisor, Safety Coordinator, and/or Plant Manager.
- 4.4.6.3 Entry into the space to provide first aid treatment should not be attempted.
- 4.4.6.4 The FRT shall be notified of an emergency and may enter a confined space provided there are no atmospheric hazards and the scene is safe for entry. The FRT members shall perform assistance with the scope of their training.
- 4.4.6.5 Retrieval from outside the space should be attempted provided it will not cause additional injury to the employee.
- 4.4.6.6 Local emergency response should be notified to aid in the rescue/recovery efforts

4.4.7 **High Rope Rescue Response:**

- 4.4.7.1 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, Safety Coordinator, and/or Plant Manager.
 - 4.4.7.1.1 LOS FRT members that are trained and certified in high rope rescue will be used to rescue personnel that may need to be lowered from elevated locations using ropes.



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4.4.7.1.2 First aid treatment will be provided, if possible and at the direction of the Safety Coordinator, Shift Supervisor, and/or Plant Manager.

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

4.4.7.1.4 Local emergency services should be notified by Shift Supervisor

4.4.8 **General:**

4.4.8.1 The Safety Coordinator, Shift Supervisor, and/or Plant Manager should immediately proceed to the area to ensure steps are immediately taken to reduce further exposure of the injured employee or his or her co-workers. Also see that steps are being taken to prevent further injury from freezing weather or exposure to gases, etc.

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

4.4.8.3 The Shift Supervisor will contact the employee's Supervisor or Superintendent and the Plant Manager and provide information on patient condition.

4.4.9 **Fatal Injury:**

4.4.10 In the event of a fatal injury, the Shift Supervisor will immediately contact the following personnel:

4.4.10.1 The Plant Manager, the appropriate Supervisor, Section Head, and Corporate Manager of Human Relations.

4.4.10.2 The Safety Coordinator.

4.4.10.3 Shift Supervisor will notify the Sheriff's Department at 911.

4.4.10.4 The Corporate Manager of Human Relations with agreement from the Plant Manager will coordinate notification of the family, with the Department Section Head and Supervisor.

4.4.11 The Safety Coordinator, Plant Manager, and/or Shift Supervisor will:

4.4.11.1.1 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).

4.4.11.1.2 Allow no one to move or interfere with the body until law enforcement personnel arrive.



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- 4.4.11.1.3 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.
- 4.4.11.1.4 Only a medical doctor can determine if a person is legally deceased. 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 ambulance.
- 4.4.11.1.5 If non-company personnel (such as construction or vendor personnel) receive a serious or fatal injury, the Shift Supervisor, Plant Manager, and/or Safety Coordinator are to be contacted.
- 4.4.11.1.6 The Shift Supervisor will notify the following personnel at the earliest opportunity following patient care:
 - 4.4.11.1.6.1 Plant Manager and the LOS Contract Coordinator.
 - 4.4.11.1.6.2 Safety Coordinator.
 - 4.4.11.1.6.3 Other personnel as directed by the Plant Manager.
- 4.4.11.1.7 If the patient passes or is found deceased on arrival, the Mercer County Sheriff's Department will request additional information.
- 4.4.11.1.8 Safety Coordinator, along with the designated plant investigation team, 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.

4.5 **Severe Weather:**

- 4.5.1 If the Shift Supervisor, Plant Manager, and/or Safety Coordinator decides to implement the emergency action procedures for severe weather, then when group supervisors report personnel accountability they will be informed.
- 4.5.2 The initial weather shelter will be in the Unit 1 basement, NW corner. If time allows, assembly may occur in the Admin Main Conference Room Hallway and break rooms or shops without windows.
- 4.5.3 C & Y employees will meet in the "G" conveyor and then move to the reclaim tunnel. If time allows, they will meet in the C & Y offices/lunch room and will stay in the lunchroom area if the weather won't allow a move.
- 4.5.4 The Maintenance Planning & Scheduling Supervisor will inform the warehouse personnel to come to the shelter in the Unit 1 Basement, NW corner.



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4.5.5 **High Wind Conditions:**

- 4.5.5.1 The Control Room will monitor weather radar, using the National Weather Service. The Shift Supervisor will activate the alert system when threatening weather information is received. Information received from the National Weather Service will be relayed to the Plant Manager and/or Safety Coordinator.
- 4.5.5.2 The Shift Supervisor, Plant Manager, and/or Safety Coordinator will inform LOS 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.
- 4.5.5.3 **Outside work activities could be shut down if sustained wind velocities exceed 65 MPH.**
- 4.5.5.4 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
- 4.5.5.5 Operations will discontinue any start-up, shut-down, or major changes in plant operations that require operations personnel to be outside on a continuous basis until wind conditions subside.
- 4.5.5.6 High winds can cause tornado like damage. Light duty structures such as office trailers are dangerous to occupy during windstorms and will be evacuated.

4.5.6 **Thunderstorms (Severe):**

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

4.5.7 **Tornado Watch:**

- 4.5.7.1 In the event heavy thunderstorm activity moves to within a 10-mile radius of the plant and the National Weather Service has confirmed a tornado by radar or confirmed actual sighting, the Shift Supervisor, Plant Manager, and/or Safety Coordinator will sound the plant alarm (Tone) and direct plant personnel to proceed to a tornado shelter area (lower level, interior room without external windows or doors).
- 4.5.7.2 The Shift Supervisor will consult with the Plant Manager, or his designee, as to whether any reductions are to be made in plant production.



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- 4.5.7.3 C & Y equipment operator within the plant site will report to the Reclaim Tunnel entrance on east side of "G" conveyor. If caught at the landfill or haul road between plant and landfill, employees will report to shifter and take shelter in low-lying ravine or ditch.
- 4.5.7.4 In the event that a tornado strikes a part of the station, the Shift Supervisor, Plant Manager, and/or Safety Coordinator will immediately take charge and handle the situation as a fire or explosion emergency.
- 4.5.7.5 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.
- 4.5.7.6 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.
- 4.5.7.7 Plant operations will not be reduced because of tornado warning. However, all work not absolutely required is to be stopped if tornadoes are reported in the area.
- 4.5.7.8 Large hail can cause serious injury. Stay indoors.
- 4.5.7.9 Heavy rains may result in flash flooding. Do not drive across flowing waters.
- 4.5.7.10 Lightning kills more people each year than tornadoes or hurricanes. Take shelter from lightning storms.
- 4.5.8 **Ambulance, Confined Space Or High Rope Rescue, Fire Truck Or HazMat Team Response During Blizzard Conditions:**
 - 4.5.8.1 In the event of an emergency requiring an off-site response at a time when the roads in the Mercer County area are heavy with snow drifts or blocked, the Shift Supervisor, Plant Manager, and/or Safety Coordinator will notify the C & Y Supervisor of the situation and the need for snow removal equipment.
 - 4.5.8.2 The C & Y Supervisor will provide manpower and equipment to maintain required plant roads and county roads to a reasonable level of safety as agreed to with the Plant Manager.
 - 4.5.8.3 Highest priority must be given to maintaining roadways for the use of emergency medical and fire vehicles. In worse case situations a road grader and/or front loader may have to precede the emergency vehicles to an accident scene or to the Sakakawea Medical Center.
 - 4.5.8.4 Before any equipment or ambulance leaves plant site under severe weather conditions, the following should be considered in discussions with the Plant Manager and/or Safety Coordinator:



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- 4.5.8.4.1 Is visibility zero?
- 4.5.8.4.2 Is storm nearing peak conditions in our area?
- 4.5.8.4.3 What is the wind velocity?
- 4.5.8.4.4 Is wind chill a factor?
- 4.5.8.4.5 Is there snow or ice cover on the road?
- 4.5.8.4.6 Is it absolutely impossible under any means to make an attempt to travel on the highway?
- 4.5.8.4.7 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 LOS FRT Emergency Medical Technicians in patient treatment.

4.5.9 **Winter Storm Coverage:**

- 4.5.9.1 These procedures provide direction regarding the overnight accommodations, sleeping locations and meal services as required due to winter storm or equivalent.
- 4.5.9.2 Whenever inclement weather is considered to be hazardous to the health of employees during their commute back and forth to work, the Shift Supervisor, Plant Manager, and/or Safety Coordinator will declare an emergency and the following procedures will be followed:
 - 4.5.9.2.1 Management will stay advised of winter weather advisories, warnings, current weather forecasts and road closure information, etc.
 - 4.5.9.2.2 Prior to official notification, affected departments (such as Operations, Maintenance, C & Y, etc.) will determine the need for personnel hold-over and organize a phone notification system. Frozen overtime meals will be made available.
 - 4.5.9.2.3 If notified, the requirement to stay overnight at the plant will be mandatory. However, substitutions may be arranged between the employee and supervisor.
 - 4.5.9.2.4 Sleeping equipment shall be stored and maintained properly. 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.
 - 4.5.9.2.5 Supervision will be responsible for requesting release of all sleeping materials, cots, etc., will not be handed out to individuals. Supervision will also be responsible for the return of all sleeping materials.



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4.5.10 Unauthorized Personnel or Suspicious Activity:

4.5.10.1 **SEE SOMETHING, SAY SOMETHING**

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

4.5.10.3 Report suspicious incidents and or/trespassers immediately to the Control Room

4.5.10.4 Notify the Plant Manager and/or Safety Coordinator

4.5.10.5 The Control Room will notify Mercer County Sheriff's Department at 701-745-3333 with any concerns

4.5.10.6 Basin **HDQ Security** shall be contacted at **5555**

4.5.10.7 Maintain your professional approach - remain calm, cool and collected, avoid confrontation

4.5.10.8 If trespassing, politely ask them to leave, do not touch or attempt to restrain trespassers. Local Law Enforcement will handle removal if necessary.

4.5.10.9 Be sure your actions ensure the safety of you, plant employees, contractors, and visitors.

4.5.10.10 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 conduct an extra thorough review of your worksite and vehicle-equipment before starting work or unloading a truck.

4.5.10.11 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.

4.5.10.12 If a protest or demonstration is occurring and a picket line has been formed at the access gate(s), you may receive instructions to use an alternate access route.

4.5.10.13 Refrain from talking to reporters about the situation, even "off-the-record," leave the discussions to the authorized spokesperson for BEPC.

4.5.11 Bomb Threats:

4.5.11.1 The Bomb Threats Procedure will be followed.

4.5.11.2 Copies of the '*Telephone Bomb Threat Checklist*' will be maintained at the Reception Area and at the Control Room for use should a bomb threat occur.

4.5.11.3 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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- 4.5.11.3.1 All visitors entering the station will be registered and escorted
- 4.5.11.3.2 Private vehicles entering station areas will be controlled
- 4.5.11.3.3 Employees observing suspicious individuals within and/or around the outer perimeter of the station should immediately notify the Shift Supervisor at extension (7248), Plant Manager at extension (7200), Safety Coordinator (7202), and/or BEPC Security at extension (5555).
- 4.5.11.4 Receipt of call: It is possible that any individual working at LOS may receive a bomb threat by telephone. More than likely the call will be received on the published telephone number for the LOS.
- 4.5.11.5 Employee procedure for handling the Bomb Threat call:
 - 4.5.11.5.1 The moment it is determined that the call is a threatening call, the call receiver should remain calm and alert
 - 4.5.11.5.2 Record the time of call
 - 4.5.11.5.3 Determine the caller's identity if possible
 - 4.5.11.5.4 Record as much information as possible such as exactly what the caller says
 - 4.5.11.5.5 Utilize the attached checklist to obtain as much of the following as possible (Attachment #).
- 4.5.11.6 Employee procedures after receiving the Bomb Threat call:
 - 4.5.11.6.1 IMMEDIATELY after hanging up the telephone, notify one of the following in order as listed below:
 - 4.5.11.6.1.1 Shift Supervisor at extension 7248
 - 4.5.11.6.1.2 Plant Manager at extension 7200
 - 4.5.11.6.1.3 Safety Coordinator 7202
 - 4.5.11.6.1.4 Basin Electric Power Cooperative Headquarters Security at extension 5555
 - 4.5.11.6.2 Write down all information concerning the phone call as soon as possible after notifying one of the above people.
- 4.5.11.7 Procedures for handling the Bomb Threat after notification:
 - 4.5.11.7.1 During regular duty hours, Monday through Friday the Plant Manager and/or the Safety Coordinator notify the following personnel, in the following priority order:
 - 4.5.11.7.1.1 Local Authorities (9-911)
 - 4.5.11.7.1.2 BEPC Headquarters Security (5555)
 - 4.5.11.7.1.3 LOS Personnel



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4.5.11.7.1.4 Visitors and Contractors

4.5.11.7.2 During off-shift hours, the Shift Supervisor will notify the following personnel, in the following priority order:

- 4.5.11.7.2.1 Local Authorities (9-911)
- 4.5.11.7.2.2 BEPC Headquarters Security (5555)
- 4.5.11.7.2.3 LOS Personnel
- 4.5.11.7.2.4 Visitors and Contractors
- 4.5.11.7.2.5 Plant Manager
- 4.5.11.7.2.6 Safety Coordinator

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

- 4.5.11.8.1 Shut down and evacuate plant site or selected areas?
- 4.5.11.8.2 Organize a search team and conduct a systematic search as warranted?
- 4.5.11.8.3 Ignore the threat due to warranted circumstances and take no action?

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

- 4.5.11.9.1 Senior Management Headquarters staff
- 4.5.11.9.2 Security and Response Services
- 4.5.11.9.3 Employee Relations Manager
- 4.5.11.9.4 Occupational Safety and Health (OSHA)

4.5.12 **Conducting a Search:**

- 4.5.12.1 If the threat caller does not indicate a location in the plant where the bomb may be found, Management will determine the scope of the search or have the Local Emergency Service contacted to conduct the search.
- 4.5.12.2 Each location should be divided into sections and priorities established for which section will be searched first, such as critical areas, which would threaten personnel or cause the plant to close if damaged or destroyed or may stop or slow operations.
- 4.5.12.3 The search will be made in a systematic, unhurried manner so as not to create an atmosphere of alarm or excitement. All persons should understand that their search is restricted information and should not discuss their work until authorized to do so. Area personnel will be asked to assist the organized search team when in their area.
- 4.5.12.4 Reporting stations should be established to which personnel who will make the searches would report when so notified. A code word or phrase may be adopted to order personnel to report to the reporting stations. Radios may



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not be utilized in areas being searched as some devices may be detonated by a transmission.

- 4.5.12.5 The plan should provide for notification to the Shift Supervisor, Plant Manager, and/or Safety Coordinator when the search of an area has been completed or an unusual object noted.
- 4.5.12.6 If a suspicious object is found, the area should be immediately isolated and steps taken to evacuate that part of the facility in danger.
- 4.5.12.7 Personnel who will be conducting searches should recognize that a bomb may be any size, shape, and packaged in any way.
- 4.5.12.8 Personnel conducting searches must be instructed that their mission is only to search and report suspicious objects, not to move, jar or touch the object or anything thereto. The removal/dismanting of a bomb must be left to the professionals trained in bomb disposal.

4.5.13 **Evacuation for Bomb Threat:**

- 4.5.13.1 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.
- 4.5.13.2 Personnel should be instructed to leave all windows and doors open and be guided according to a plan provided by a supervisor or lead men in that area.
- 4.5.13.3 After the building has been evacuated, the area should be roped off with barricade tape.

4.5.14 **Disposal of Bomb or Identified Suspicious Object:**

- 4.5.14.1 The Plant Manager, Shift Supervisor, and/or Safety Coordinator shall coordinate all bomb disposal activities. The Mercer County Sheriff's Office will arrange for bomb disposal professionals if required on plant site.

4.5.15 **Investigations:**

- 4.5.15.1 The Plant Manager and/or Safety Coordinator 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 station and will interface with law enforcement agencies when appropriate.

4.6 **Mail Processing and Suspicious Substances:**

- 4.6.1 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 7202, the Plant Manager at 7200, Shift Supervisor at 7248, and/or BEPC Security at 5555. Report



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

4.6.2 Procedure to follow when suspicious substances are found in the work place:

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

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

4.6.2.3 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.

4.6.2.4 Handle the substance as "material evidence" (maintain chain of custody, etc.)

4.6.2.5 Complete an Incident Report for documentation purposes.

4.6.2.6 Turn over suspicious substance to law enforcement.

4.6.2.7 Communicate incident to all personnel.

4.6.2.8 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:

4.6.2.8.1 All incoming mail will be taken to the receptionist's office to be opened. Packages will be taken to the warehouse receiving area.

4.6.2.8.2 Personnel opening mail and packages will wear disposable rubber or nitrile gloves and a disposable respirator (available in the free stock area).

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

4.6.3 **General Mail Handling:**

4.6.3.1 Be observant for suspicious envelopes or packages.

4.6.3.2 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.

4.6.3.3 Do not blow into envelopes, shake or pour out contents.

4.6.3.4 Keep hands away from nose and mouth while opening mail.

4.6.3.5 Wash hands after handling mail.



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4.6.4 **Bioterrorism Screening / Response:**

- 4.6.4.1 Contact Plant Manager, Safety Coordinator, and/or BEPC Security as noted above
- 4.6.4.2 Suspicious unopened letter or letter that appears empty
- 4.6.4.3 Stay calm
- 4.6.4.4 Do not shake or empty the contents of any suspicious package or letter
- 4.6.4.5 Keep hands away from mouth, nose, and eyes
- 4.6.4.6 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.
- 4.6.4.7 If an unknown substance spills from the package / envelope, do not try to clean up substance.
- 4.6.4.8 Avoid creating air currents
- 4.6.4.9 Do not handle package / envelope any further
- 4.6.4.10 If material spills on floor avoid stepping near it. Avoid tracking any spilled materials to other locations
- 4.6.4.11 Do not remove any potentially contaminated items from area
- 4.6.4.12 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.
- 4.6.4.13 DO NOT brush off your clothes
- 4.6.4.14 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.
- 4.6.4.15 Supervisors or designated responders will determine if further action is necessary, such as:
 - 4.6.4.15.1 Notify others in the room, turn off any fans / portable heaters, evacuate the room, and close the door.
 - 4.6.4.15.2 Ensure no one enters the room until proper authorities arrive
 - 4.6.4.15.3 Report incident to law enforcement.
 - 4.6.4.15.4 Report incident to Headquarters security personnel at the emergency/security number 5555.



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- 4.6.4.15.5 Shut down the building's ventilation system
- 4.6.4.15.6 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
- 4.6.4.16 Examples of criteria that would raise suspicion:
 - 4.6.4.16.1 Missing or unfamiliar return address
 - 4.6.4.16.2 Excessive postage
 - 4.6.4.16.3 Addressed to title (Ms. or Mr.) but no name, Incorrect Titles
 - 4.6.4.16.4 Misspelling of common words
 - 4.6.4.16.5 Handwritten, block-printed, or poorly-typed addresses
 - 4.6.4.16.6 No return address
 - 4.6.4.16.7 Point of origin is a foreign country
 - 4.6.4.16.8 Discoloration, crystallization, strange odors, or oily stains
 - 4.6.4.16.9 Envelope with powder or powder-like residue
 - 4.6.4.16.10 Excessive securing material such as masking tape or string
 - 4.6.4.16.11 Unusual size or weight given size
 - 4.6.4.16.12 Lopsided or oddly shaped envelope
 - 4.6.4.16.13 Restrictive markings such as "personal" or "confidential"
 - 4.6.4.16.14 Addressed to individual no longer with organization
- 4.6.4.17 Package marked with threatening message such as "Anthrax."
 - 4.6.4.17.1 DO NOT OPEN.
 - 4.6.4.17.2 LEAVE it and EVACUATE the room.
 - 4.6.4.17.3 KEEP others from entering.
 - 4.6.4.17.4 NOTIFY Contact Plant Manager and/or Safety Coordinator as noted above.
- 4.6.4.18 Aerosols, small explosion, or letter stating "Anthrax in Heating System"
 - 4.6.4.18.1 LEAVE room immediately. SECURE entry.



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4.6.4.18.2 NOTIFY the Plant Manager and/or Safety Coordinator as noted above. They will arrange with Control Room to shut down air handlers remotely if deemed necessary.

4.6.4.18.3 REMAIN on premises until responders arrive.

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

4.6.5 **Mail Bomb Screening / Response:**

- 4.6.5.1.1 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.
- 4.6.5.1.2 To help prevent a mail bomb disaster, first, consider whether you or your organization could be a possible target. Some motives for mail bombs include revenge, extortion, love triangles, terrorism, and business disputes. Keep in mind that a bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the bomber. However, some unique characteristics of mail bombs may assist the identification of a suspect mailing. To apply these characteristics, it is important to know the type of mail your organization or your home receives.
- 4.6.5.1.3 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.
- 4.6.5.1.4 Addressee's name or title may be inaccurate.
- 4.6.5.1.5 Return address may be fictitious or not available.
- 4.6.5.1.6 Mail bombs may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- 4.6.5.1.7 Mail bombs may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
- 4.6.5.1.8 Cancellation or postmark may show a different location than the return address.
- 4.6.5.1.9 Mail bombs may have excessive postage.
- 4.6.5.1.10 Letter bombs may feel rigid, or appear uneven or lopsided.



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4.6.5.1.11 Package bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed.

4.6.5.1.12 "Fragile-Handle with Care" or "Rush-Do Not Delay."

4.6.5.1.13 Package bombs may have an irregular shape, soft spots, or bulges.

4.6.5.1.14 Package bombs may make a sloshing sound. Although placed devices may buzz or tick, mailed bombs generally do not.

4.6.5.1.15 Pressure or resistance may be noted when removing contents from an envelope or package.

4.6.5.2 If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender: do not open.

4.6.5.3 Isolate the mailing and evacuate the immediate area.

4.6.5.4 Do not put it in water or a confined space such as a desk drawer or filing cabinet.

4.6.5.5 If possible, open windows in the immediate area to assist in venting potential explosive gases.

4.6.5.6 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 Plant Manager and/or Safety Coordinator as noted above.

4.6.6 **Crisis Communication Plan:**

4.6.6.1 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 LOS.

4.6.6.2 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 BEPC.

4.6.6.3 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.

4.6.6.4 The Plant Manager, or his designee, will appraise the situation and determine if the situation has potential of attracting media or public attention.

4.6.6.5 The highest ranking manager, or their designee, at the scene will be the sole contact for media representative until communications staff arrives at the site.

4.6.6.6 During non-normal business hours, Security and Response Services personnel at BEPC Headquarters should be notified by calling extension



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5555. They will then be responsible for notifying the Government Relations staff.

4.6.6.7 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.

4.6.7 **Drills and Training Programs:**

4.6.7.1 The Safety Coordinator will test the emergency action procedures through announced and unannounced drills on a periodic basis.

4.6.7.2 Drills will be documented and critiqued and corrective action take as required.

4.6.7.3 Emergency drills will be rotated to involve all personnel. Emergency drills may include, but are not limited to:

4.6.7.3.1 Injured employee and test notification of Local Emergency Services - Ambulance Response.

4.6.7.3.2 Hazardous Materials Incidents and test notification – HazMat Team Response.

4.6.7.3.3 Evacuation of station personnel to designated assembly areas.

4.6.7.3.4 Shelter-In-Place.

4.6.7.3.5 Incipient Fire Response and test notification of Local Emergency Services – Fire Truck Response.

4.6.7.3.6 Take Cover (Tornado). Could use table-top type drills for discussions/awareness.

4.6.7.3.7 Confined Space Rescue/High Rope Rescue and test notification – LOS FRT members.

4.6.8 **Emergency Action Procedure Drills:**

4.6.8.1.1 Emergency Action Procedure drills will be planned by the Safety Coordinator or by any other employee as directed by the Plant Manager. The Plant Manager, Operations Supervisor, Maintenance Superintendent, and Shift Supervisor will be included in the planning of the drill.

4.6.8.1.2 Drills will be initiated through the Shift Supervisor. The Shift Supervisor may not always be informed that a drill is taking place until after the drill request is initiated. The Safety Coordinator, Plant Manager, or the Operations Superintendent will inform the Shift Supervisor that a drill is in progress.

4.6.8.1.3 When the alarm is sounded for a drill, there will be no announcement that it is a drill. The alarm should be sounded along with the announcement to wither go to designated areas or FRT members to respond. This will be done three times.



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- 4.6.8.1.4 Group supervisors will be informed that it is a drill when they report to the Control Room.
- 4.6.8.1.5 Response to drills will be timed, with the goal of accountability within four minutes. All employees and contractors are expected to react to a drill as if it were an actual event—quickly and safely.
- 4.6.8.1.6 All procedures will be followed, except that contacting outside agencies—such as the local fire department—will only be simulated. The initiator of the drill should be called instead.
- 4.6.8.1.7 During a drill, vendors and visitors will be brought to the conference room. They may remain on the plant site and continue their work when the drill is completed.
- 4.6.8.1.8 The Safety Coordinator, Plant Manager, their designee, or the initiator of the drill will inform the Shift Supervisor that the drill is complete and employees can be released back to normal duties.
- 4.6.8.1.9 The Safety Coordinator will document drills. Drills will be discussed and critiqued and the corrective action taken. Records will be kept for 3 years.
- 4.6.8.2 **Emergency alarms will be tested by the Shift Supervisor to determine they are functioning correctly at 10 am, on the first Monday of each month. If a holiday falls on the first Monday, then the testing will commence the following Tuesday.** When testing occurs it will be preceded by the announcement "**THIS IS A TEST.**" two times prior and two times after the actual test. All tests will be planned in advance and notice given before the test. Testing shall be documented by Shift Supervisor or designee in shift log.
- 4.6.9 Plant personnel shall report any issues with Gai-Tronics systems to Shift Supervisor after test is complete.
- 4.6.10 **Training will be provided:**
 - 4.6.10.1 Before the employee is first assigned duties covered by this procedure
 - 4.6.10.1.1 Before there is a change in assigned duties.
 - 4.6.10.1.2 Whenever there is a change in the Emergency Action Plan in which the employee has not previously been trained.
 - 4.6.10.1.3 Whenever there is a deviation from the work scope or there are inadequacies in the employee's knowledge.
 - 4.6.10.1.4 The trained 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.
 - 4.6.10.1.5 Fire extinguisher training will be conducted annually. The training sessions will be coordinated by the safety coordinator.



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- 4.6.10.1.6 Employees will be trained in First Aid, CPR, and AED's every two years.
- 4.6.10.1.7 Refresher training in these procedures will be conducted on an annual basis.
- 4.6.10.1.8 Training documentation will include at least the employee's name, employee number and the date of the training.
- 4.6.10.1.9 Training Records will be retained for the duration of employment plus 5 years.

5.0 ATTACHMENTS

- 5.1 Coordination with Local Fire Department & Emergency Services
- 5.2 Contractor Instructions
- 5.3 Control Room Checklist
- 5.4 Bomb Threat Checklist
 - 5.4.1 <http://hdq1139.bepc.net/adm/links.aspx?id=Library.39118BC9-53D0-411C-B61F-C58AFC471379>
- 5.5 Emergency Notification Instructions

6.0 REFERENCES

- 6.1 OSHA 1910.38 Emergency Action Plan
- 6.2 OSHA 1910.120 Hazardous Waste Operations and Emergency Response
- 6.3 LOS SPPC Procedure



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Attachment 5.1

EMERGENCY ACTION PROCEDURE FIRE DEPARTMENT ORIENTATION:

1.0 The Area Departments (Hazen Fire and Rescue, Beulah Fire Department, and Stanton Fire Department) will be invited to LOS bi-annually (or as needed/requested by the fire department(s)) for an orientation and discussion on joint firefighting. The following subjects will be discussed

2.0 **LOS Facilities:**

2.1 **Inside the Plant:**

- 2.1.1 Each Floor has fire extinguishers and 1-1/2" fire hose stations.
- 2.1.2 Large BC and ABC Ansell wheel fire extinguishers are available.
- 2.1.3 Warehouse has sprinkler system.
- 2.1.4 Relay room has a smoke detection system.
- 2.1.5 Coal system has deluge system.
- 2.1.6 Turbine-generators protected by CO₂ systems and ABC systems.
- 2.1.7 Turbine lube oil systems have sprinkler systems.
- 2.1.8 Boiler oil gun areas protected by sprinklers.

2.2 **Outside the Plant:**

- 2.2.1 System of 14 fire hydrants. Fire hydrant by Unit 2 stack is set up to fill water tank trucks.
- 2.2.2 Operations pickup has fire hose and fire extinguishers.

2.3 **Recognized Hazards at LOS:**

- 2.3.1 Boiler ignition oil systems.
- 2.3.2 Lube oil systems.
 - 2.3.2.1 Turbine-generator bearings.
 - 2.3.2.2 Boiler feed pumps.
 - 2.3.2.3 Fans.
 - 2.3.2.4 Equipment oil reservoirs.
- 2.3.3 Coal system.
 - 2.3.3.1 Belts and coal on them.
 - 2.3.3.2 Bunkers.
 - 2.3.3.3 Plastic liners in chutes.
- 2.3.4 Fuel oil storage.
 - 2.3.4.1 Main ignition oil tanks: two 200,000-gallon tanks.
 - 2.3.4.2 Equipment fuel: 12,000-gallon tank.
 - 2.3.4.3 Vehicle gasoline: 1,000-gallon tank.
 - 2.3.4.4 Diesel fire pump tank: 250-gallon tank.



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3.0 **Joint Fire Fighting:**

- 3.1 This is the best way to approach fires inside the plant proper. Plant personnel would team up with fire department personnel so that fire teams would have someone familiar with the facility with them.
 - 3.1.1 During a normal day shift there would be many station employees available. At nights and on weekends the plant is manned by a regular operating crew.
 - 3.1.2 Even though there is a fire, equipment must be operated to either maintain operation or shut the plant down in a safe manner. This limits the number of plant employees available for firefighting.

Locations of AED Units

Leland Olds Station Currently has 10 Cardiac Science AED's with first aid Bags. The location for the cabinets are as follows:

- AED is currently located in the Operation's Lunch Room
- AED is currently located in the Locker Room Hallway Admin Building
- AED is currently located in the First Response Room
- AED is currently located Unit 2, 5th Floor near Cross-over to U1
- AED is currently located in the MCC Room of the Absorber Building
- AED is currently located in the Reagent Building near the Eye Wash Station
- AED is currently located in the MCC Room of the De-watering Building
- AED is currently located in the V-Slot Control Room
- AED is currently located in the Coal & Yard Lunch Room
- AED is currently located in the Intake MCC Room East Wall



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Attachment 5.2

EMERGENCY ACTION PROCEDURE Contractor/Visitor Instructions

- 1.0 If you suspect an emergency condition exists on the LOS plant site, report it as quickly as possible to the LOS Shift Supervisor and/or Safety Coordinator.
- 2.0 The LOS General Alert and Alarm Systems uses a two alert and alarm tones that will be activated over the paging phone system.
 - 2.1 Gai Tronics “**Siren**” General Plant Emergency
 - 2.2 Gai Tronics “**Yelp**” First Response Team Activation
 - 2.3 Gai Tronics “**Tone**” Severe Weather Emergency
 - 2.4 Once the Alert System and Alarms have been activated, Channel 1 on the Plant Radios and the Gai Tronics are to be used for Emergency Communication, Only
 - 2.5 Instructions will be communicated through the Gai Tronics and radio systems.
 - 2.6 The Alert System will be sounded for one of three reasons:
 - 2.6.1 Alarm Test. An alarm test will be preceded and followed by the phrase, "This is a test," repeated twice before and twice after the alarm is sounded. No response is required for an alarm test. Advance notice will be given for alarm tests.
 - 2.6.2 An Emergency Action Procedure drill. There will may be no advance notice of drills. Response as if this were an actual emergency is required. You will be informed of the drill after responding.
 - 2.6.3 An Actual Emergency. The alarm will be sounded as directed by the shift supervisor. You will be informed about the nature of the emergency after responding.
- 3.0 **Emergency Procedures:**
 - 3.1 Contractor foremen, general foremen, superintendents, and Contract Administrators will account for their employees in an emergency.
 - 3.1.1 **Inside Plant Work:**
 - 3.1.1.1 Proceed to the ground floor by the safest and quickest route.
 - 3.1.1.2 Gather at the U1 Lay-down area or as directed during the contractor in-briefing.
 - 3.1.1.3 Report to your LOS contact person as to accountability status and to receive additional instructions.
 - 3.1.2 **Outside Plant Work:**
 - 3.1.2.1 Proceed to the area designated during the contractor in-briefing by the safest and quickest route for accountability.



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3.1.2.2 Report to your LOS contact person as to accountability status and to receive additional instructions.

3.2 If the emergency is such that either an area or the entire plant must be evacuated, the Shift Supervisor, Plant Manager, and/or Safety Coordinator will determine which designated Outdoor Assembly Area(s) to evacuate to. The order to evacuate will be given over the paging phone, but if this system fails, evacuate upon three separate soundings of the alarm. They are as follows:

3.2.1 **Area 1: Primary** area is the area west of the upper parking lot west of the plant.

3.2.2 **Area 2: Alternate** area is the area west of the 230 kV switchyard.

3.2.3 **Area 3: Coal and Yard** area is the area west of the shop near the contractor parking.

3.2.4 The evacuation order will be: "Evacuate the Plant – Primary" or "Evacuate the Plant – Alternate". If only the area of the emergency is to be evacuated, the order will be: "Evacuate the Area – Primary" or "Evacuate the Area – Alternate".

3.2.5 Do not use elevators or manlift in an emergency. Should there be a designated elevator operator, he will bring the elevator to the ground floor and lock it there.

3.2.6 Do not use plant communications equipment except in conjunction with emergency procedures.



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Attachment 5.3

EMERGENCY ACTION PROCEDURES Control Room Checklist

- 1.0 If an emergency situation is reported, notify the Shift Supervisor immediately. **Remember to get:**
 - 1.1 Who is reporting?
 - 1.2 Where is the emergency?
 - 1.3 What kind of emergency is it?
 - 1.4 Are there any injuries?
- 2.0 The Shift Supervisor, Plant Manager, and/or Safety Coordinator will decide if the alarm will be sounded.
- 3.0 If the Shift Supervisor leaves the control room, a radio must be taken along.
- 4.0 If the emergency is a fire, decide whether or not to contact the fire department.
- 5.0 If the emergency is an injury, decide whether or not to call an ambulance.
- 6.0 Dispatch a vehicle (TEO) to meet emergency vehicles.
- 7.0 The Shift Supervisor is in charge of the Primary Command Post and will be the Incident Commander.
 - 7.1 In the event the Shift Supervisor becomes disabled, control of the emergency will pass onto:
 - 7.1.1 Plant Manager
 - 7.1.2 Operations Supervisor
 - 7.1.3 Maintenance Superintendent
 - 7.1.4 Plant Engineer
- 8.0 In other-than-normal-day-shift hours, control will pass to the Senior Control Room Operator.
 - 8.1 The Senior Control Room Operator will notify the Plant Manager, Operations Supervisor, and/or the Safety Coordinator as soon as possible.
- 9.0 If a coal delivery train is blocking the LOS entrances on Highway 200, the shift supervisor will coordinate either by phone or in person to get the train moved or split to open an entrance.
- 10.0 The Safety Coordinator, or the Plant Manager in the Safety Coordinators absents, will be the liaison between the Shift Supervisor and the FRT members.
- 11.0 If the Shift Supervisor or Safety Coordinator determines that more help than the First Response Team is needed, he will have the alarm sounded a second time.
- 12.0 *If the emergency is so severe that the plant or area of the plant must be evacuated, the Shift Supervisor will have the alarm sounded for a **third time**.* This will be followed by an announcement to "**EVACUATE THE PLANT-PRIMARY (or ALTERNATE)**" or "**EVACUATE THE AREA-PRIMARY (or ALTERNATE)**" repeated three times over the paging system and radio system.



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Attachment 5.4

Bomb Threat Checklist

- 1.0 The BEPC Bomb Threat Checklist can be found in Altien using the hyperlink:
 - 1.1 Bomb Threat Checklist: <http://hdq1139.bepec.net/adm/links.aspx?id=Library.39118BC9-53D0-411C-B61F-C58AFC471379>

Attachment 5.5

EMERGENCY NOTIFICATION INSTRUCTIONS

Other-Than-Day-Shift Hours:

- 1.0 In the event of a larger than Insipient Stage Fire at Leland Olds Station, after the Shift Supervisor, the Shift Supervisor will notify the following:
 - 1.1 The Mercer County Emergency Center (911).
 - 1.2 The Operations Superintendent.
 - 1.3 The Plant Manager.
 - 1.4 The Safety Coordinator.
 - 1.5 The Environmental Coordinator
- 2.0 Should an unauthorized vehicle, person, or suspicious activity occur on the plant site, the Shift Supervisor will notify the following:
 - 2.1 The Plant Manager.
 - 2.2 The Operations Superintendent.
 - 2.3 The Mercer County Emergency Center (911) if the Operations Supervisor, Plant Manager, and/or HQ Security so decide.
 - 2.4 DO NOT intercept or interrupt the activity. Let trained professionals do that.
- 3.0 Should a serious weather emergency arise the Shift Supervisor will notify the following:
 - 3.1 The Operations Supervisor.
 - 3.2 The Plant Manager.
 - 3.3 Safety Coordinator.
 - 3.4 The C & Y Supervisor.
- 4.0 Should there be a seriously injured or ill employee or contractor at LOS the Shift Supervisor will notify the following:
 - 4.1 The Mercer County Emergency Center (911).
 - 4.2 The Plant Manager.
 - 4.3 The Operations Superintendent.
 - 4.4 The Safety Coordinator.
- 5.0 Bomb threats will be handled in accordance section 4.5.11 of this procedure



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Key Phone Numbers:

Contact	Phone Number	Home Phone Number
Shift Supervisors Office	7248	701-498-0291
Plant Manager – Jason Cowan	7200	307-331-5093
Operations Superintendent- Tony Michlitsch	7215	426-7811
Asst. Coal/Yard Supervisor – Jake Tweeten	7246	319-2762
Maintenance Superintendent – Jon Dronen	7209	701-460-0319
Environmental Coordinator – Casey Mutzenberger	7271	400-7751
Safety Coordinator – Matt Middlemas	7202	701-995-5521 or 307-331-7470
SR Administrative Assistant-Sarah Feist	7206	
DGC Medical Services		(701) 873-6789
BEPC Emergency/Security	5555	(701) 224-5555
Mercer County Emergency Manger	745-3302	745-3695
Police, Local Ambulance and Fire Department	911	745-3333
CHEMTREC	1-800-424-9300	
National Poison Control Center	1-800-222-1222	

Signatures

Jason D Cowan

Jason D Cowan (Mar 9, 2023 15:07 CST)

LOS Plant Manager

Tony Michlitsch

Tony Michlitsch (Mar 6, 2023 08:50 CST)

Operations Superintendent

Jon Dronen

Jon Dronen (Mar 7, 2023 13:20 CST)

Maintenance Superintendent

Matt Middlemas

Matt Middlemas (Mar 6, 2023 08:57 CST)

Safety Coordinator












LOS Emergency Action Plan 2023

Final Audit Report

2023-03-09

Created:	2023-03-06
By:	Sarah Feist (sfeist@becp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEBRqVqJbiebk1mgMr5CA2pS5xcw98L1H

"LOS Emergency Action Plan 2023" History


-  Document created by Sarah Feist (sfeist@becp.com)
2023-03-06 - 2:45:31 PM GMT- IP address: 216.235.161.1
-  Document emailed to jcowan@becp.com for signature
2023-03-06 - 2:46:17 PM GMT
-  Document emailed to amichlitsch@becp.com for signature
2023-03-06 - 2:46:17 PM GMT
-  Document emailed to Jon Dronen (jdronen@becp.com) for signature
2023-03-06 - 2:46:17 PM GMT
-  Document emailed to mmiddlemas@becp.com for signature
2023-03-06 - 2:46:18 PM GMT
-  Email viewed by amichlitsch@becp.com
2023-03-06 - 2:50:22 PM GMT- IP address: 216.235.161.1
-  Email viewed by mmiddlemas@becp.com
2023-03-06 - 2:50:24 PM GMT- IP address: 172.225.24.17
-  Signer amichlitsch@becp.com entered name at signing as Tony Michlitsch
2023-03-06 - 2:50:41 PM GMT- IP address: 216.235.161.1
-  Document e-signed by Tony Michlitsch (amichlitsch@becp.com)
Signature Date: 2023-03-06 - 2:50:43 PM GMT - Time Source: server- IP address: 216.235.161.1
-  Signer mmiddlemas@becp.com entered name at signing as Matt Middlemas
2023-03-06 - 2:57:49 PM GMT- IP address: 216.235.161.1
-  Document e-signed by Matt Middlemas (mmiddlemas@becp.com)
Signature Date: 2023-03-06 - 2:57:51 PM GMT - Time Source: server- IP address: 216.235.161.1

 Email viewed by jcowan@bepc.com


2023-03-06 - 3:36:05 PM GMT- IP address: 104.28.103.23

 Email viewed by Jon Dronen (jdronen@bepc.com)

2023-03-07 - 3:20:41 AM GMT- IP address: 104.28.97.30

 Document e-signed by Jon Dronen (jdronen@bepc.com)

Signature Date: 2023-03-07 - 7:20:40 PM GMT - Time Source: server- IP address: 216.235.161.1

 Signer jcowan@bepc.com entered name at signing as Jason D Cowan

2023-03-09 - 9:07:19 PM GMT- IP address: 216.235.161.1

 Document e-signed by Jason D Cowan (jcowan@bepc.com)

Signature Date: 2023-03-09 - 9:07:21 PM GMT - Time Source: server- IP address: 216.235.161.1

 Agreement completed.

2023-03-09 - 9:07:21 PM GMT