		BASIN ELECTRIC POWER COOPERATIVE LARAMIE RIVER STATION PROCEDURE			
Origination Date: 06/07/2016	PRMP <input checked="" type="checkbox"/>	Procedure No.: SAF-EPB-007	Revision No.: 10	Date Revised: 04/18/2023	Page 1 of 37
Affected Area(s): PLANT WIDE			Originated By: Reena McCoy, Becky Glasson		
			Revised By: William Deglman		Date: 04/18/2023
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 LRS Emergency Action Plan is intended to be used as a guide for planning, training and responding to emergency situations.
- 1.2 LRS Emergency Action Plan procedures exist for when an emergency occurs and provides methods for emergencies to be dealt with quickly and effectively while minimizing foreseeable hazards to personnel. After ensuring personal safety of employees, contractors, visitors and vendors, procedures are in place to minimize damage to equipment, minimize interruption of operations, and coordinate outside assistance.
- 1.3 The LRS 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:
 - Fires (Incipient, Free Burning, Control Room and Coal System) section 5.0
 - Evacuations section 6.0
 - Chemical Releases and Spills section 7.0
 - Hazardous Waste section 8.0
 - Medical Emergency section 9.0
 - Confined Space Rescue section 10.0
 - Fatal Injury section 11.0
 - Forces of Nature (high winds, thunderstorms, tornado watch/warning, winter weather) section 12.0
 - Unauthorized Personnel or Suspicious Activity section 13.0
 - Bomb Threats section 14.0
 - Mail Processing and Suspicious Substances section 15.0
 - Crisis Communication Plan section 16.0



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2.0 DEFINITION OF TERMS

- 2.1 **Alert System:** Consists of the warble, the plant Gai-Tronics and radio communication.
- 2.2 **Anhydrous Ammonia Release / Spill Team:** This team is composed of Operations personnel that have successfully passed HAZWOPER training and that are knowledgeable of, and trained in proper response in the event of an Anhydrous Ammonia Release or Spill. The purpose of this Team is to assist with shut down of equipment when able to do so without putting themselves in an IDLH atmosphere.
- 2.3 **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 work place.
- 2.4 **PlatteAlert:** a reverse 911 notification system supported and managed by the county. This system will notify residents of an emergency at the plant when necessary.
- 2.5 **Contracted Rescue Team:** A rescue team contracted by LRS or a Contractor to provide rescue services during a major shut down or other maintenance activity.
- 2.6 **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:
- 2.6.1 Escape procedures and emergency escape route assignments.
 - 2.6.2 Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 - 2.6.3 A procedure to account for all employees after emergency evacuation has been completed.
 - 2.6.4 Rescue and medical duties for those employees who are to perform them.
 - 2.6.5 Means of reporting fires and other emergencies.
 - 2.6.6 Names or job titles of persons, who can be contacted for further information, or explanation of duties under the plan.
- 2.7 **Emergency Response Team:** On-site, LRS employees trained in rescue and/or response techniques. This team is a combined team responsible for responding to all emergency situations. Membership is as designated on the Emergency Contact List. Members are also known as Emergency Responders.
- 2.7.1 Emergency Responders (fire, ambulance, and rescue) are not required to sign onto a confined space permit or any clearance in the execution of their response. It is the responsibility of the Scene Commander to account for entrants; this can be designated to the Attendant or as necessary. A permit-required confined space will have the hazards communicated to the Scene Commander and team by the Attendant.



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- 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.
- 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 Free Burning Fire: Is an advanced fire that has spread beyond the capabilities of fire extinguishers, Class II standpipe or small hose system, and 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.
- 2.13 Hazardous Waste: Any solid, liquid, or contained gaseous material that is discarded by being disposed of, burned, incinerated, or recycled.
- 2.14 High Hazard Area: An area inside a workplace in which operations include high hazard materials, processes, or contents.
- 2.15 Incident Commander: This function shall be performed by the Main Plant Shift Supervisor on duty. This person is in charge of the situation at hand and shall work with the Scene Commander until the situation is deemed over.
- 2.16 Incipient Fire: A fire which is in the initial stage or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose system without the need for protective clothing or a breathing apparatus.
- 2.17 Local Emergency Services: Local services for Platte County such as ambulance, fire department and/ or Platte County Emergency Management.
- 2.18 On-Site Coordinator: Basin Electric Power Cooperative (BEPC) on-site employee that interfaces with contractors.
- 2.19 Operating Authority: The Supervisor Staff in the Operations Section is the "Operating Authority" in the power plant and the administrator of this procedure.
- 2.20 Product Delivery Drivers: This includes lime, ammonia, urea, PAC, and other delivery drivers.
- 2.21 Rescue Station One: Muster location for Emergency Response Team members.
- 2.22 Scene Commander: This function shall be performed by the Scrubber Shift Supervisor on duty. This person is in charge of the scene and will work with the Incident Commander and any outside agency as needed. They shall direct the Emergency Response Team.
- 2.23 Spill Control Coordinator: This function shall be performed by one of the designated parties on



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the Emergency Contact List (Results Engineer, Plant Engineer and/or Environmental Coordinator). This person shall direct the Spill Control Team as required by the situation.

- 2.24 Spill Control Team: This team is composed of Lab Personnel. The function of this team is to work side by side with the Spill Control Coordinator and the Emergency Response Team (as needed) to aid in the event of a chemical spill within the constraints of their knowledge and training.
- 2.25 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 This procedure shall apply to all emergency situations at Laramie River Station. It shall be the responsibility of all employees to know and understand their roles under this procedure. This applies to Contractors and their employees as well.

3.2 **Supervisory Authority** is responsible for:

3.2.1 Safe Administration of the Emergency Action Plan.

3.2.2 Taking immediate actions dictated by the emergency for:

- Deciding to keep equipment operational or removing them from service
- Determining the appropriate action and response to the emergency.
- Determining if personnel should proceed to their assigned emergency staging area.
- Deciding if evacuation of an area or the entire station is necessary.

3.3 **Operating Authority** is responsible for:

3.3.1 Safe Administration of the Emergency Action Plan.

3.3.2 Taking immediate actions dictated by the emergency for:

- Deciding to keep equipment operational or removing from service.
- Determining the appropriate action and response to the emergency.
- Determining if personnel should proceed to their assigned emergency staging area.
- Determining if a shop or shops need to be recalled to their work area for headcount (i.e. radio distress call that can't be identified, etc.)



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- Deciding if evacuation of an area or the entire station is necessary.
- 3.3.3 Corresponding with Local Emergency Services.
- 3.3.4 Accounting for personnel under their direction.
- 3.3.5 Reporting all missing personnel to the Plant Manager, Operations Superintendent, Maintenance Superintendent, Plant Engineer, and/or Safety and Training Supervisor
- 3.3.6 Requesting activation of Code Red if there is an Anhydrous Ammonia emergency that would require notification of surrounding residents.
- 3.3.7 Providing additional support as requested by the Plant Manager and/or supervision.
- 3.4 **Safety Personnel** are responsible for:
- 3.4.1 Safe administration of the Emergency Action Plan.
- 3.4.2 Taking immediate actions dictated by the emergency for:
- Determining the appropriate action and response to the emergency.
 - Reporting to the evacuation area assigned to
 - Reporting to Rescue Station
 - Reporting to the Control Room
- 3.4.3 Accounting for personnel under their direction.
- 3.5 **Employees** are responsible for:
- 3.5.1 Immediately notifying the Unit 1 Control Room Operator of any suspected emergency situation as the first step in activating the Emergency Action Plan.
- 3.5.2 Making sure the scene is safe and secure before approaching injured personnel or the emergency area.
- 3.5.3 Following all procedures within the Emergency Action Plan.
- 3.5.4 Upon hearing the emergency warble, follow instructions given in the announcement.
- 3.6 **On-Site Coordinators** are responsible for:
- 3.6.1 Discussing this program with contractors.
- 3.6.2 Showing contractors where the evacuation assembly areas are located.
- 3.7 **Contractors** are responsible for:
- 3.7.1 Following Laramie River Station's Emergency Action Plan.



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3.7.2 Coordinating with their LRS On-Site Coordinator.

3.7.3 Accounting for their personnel and reporting anyone missing to their On-Site Coordinator who will report to the Shift Supervisor. If the On-Site Coordinator is not on-site they shall report to the Shift Supervisor.

3.7.4 Providing additional support as requested by the Operating Authority, Plant Manager or other LRS Supervisory employees.

3.7.5 Developing plans for personnel to follow in their absence.

4.0 REPORTING PROCEDURES

4.1 Call Unit 1 Control Room from any LRS radio; from any internal LRS phone dial extension 7015; Direct dial from cell phone or outside line call 1-307-322-7015; or on any open line with a Gai-tronics phone; Identify yourself so you can be contacted in case more information is needed.

4.2 Give type of emergency (injury, vehicle accident, fire, chemical spill, anhydrous ammonia release, oil spill, explosion, tornado, etc.) and describe the situation as well as possible.

4.3 Give detailed location of emergency. Give unit number and equipment number if possible, if not use the number printed on the label on the Gai-tronics phone and they will locate you.

4.4 Request ambulance if there are injured persons.

4.5 Do not hang up the phone. The Control Room Operator will terminate the call when they have all needed information.

4.6 If safe to do so, remain near the location to provide information or guide emergency teams.

4.7 The **Control Room Operator** receives the call. They will perform the following steps:

4.7.1 Obtain all necessary information. Note all items on the Call Report Sheet.

4.7.2 Notify the Shift Supervisor immediately. If immediate contact is not obtained, then notify the Scrubber Shift Supervisor and a CRO will activate the alarm system.

4.7.3 Return to Control Room Operation and stand by to assist if needed.

4.8 The **Main Plant Shift Supervisor** is the Incident Commander (the Shift Supervisor that initiates the emergency call stays in command in the shift office until the call is complete and the all clear is sounded) and will issue directions as he deems appropriate. If the Main Plant Shift Supervisor is not able to fulfill this role (for example, if they are the injured party) another Shift Supervisor can step up to fill this role or the Scrubber Shift Supervisor can step up to this role and designate someone to fulfill the Scene Command role

4.8.1 Notify or order notification of the designated Scrubber Shift Supervisor who will be the Scene Commander. If the Scrubber Shift Supervisor is not able to fulfill the responsibilities of this role (for example, if they are the injured party) the Main Plant Shift



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Supervisor will designate a Scene Commander.

- 4.8.2 If needed, call 911 to dispatch the Wheatland Ambulance and Fire Department. Always request both agencies to be dispatched.
- 4.8.3 For an Anhydrous Ammonia Release also request activation of the Anhydrous Ammonia PlatteAlert when talking to dispatch (911)
- 4.8.4 Contact the Spill Control Coordinator for Chemical or Oil Spills. Notify the Spill Control Team as needed via the sounding of the warble and an announcement over the Gai-tronics.
- 4.8.5 Notify the Anhydrous Ammonia Release / Spill Team as needed via the sounding of the warble and an announcement over the Gai-tronics.
- 4.8.6 Notify the Emergency Response team via the sounding of the warble and an announcement over the Gai-tronics.
- 4.8.7 Notify Department Supervisors when the emergency is in their area, and order evacuation if needed.
- 4.8.8 Notify the Plant Manager or person designated to act in his behalf, if evacuation of the Administration Building is needed.
- 4.8.9 Notify Plant Personnel as necessary.
- 4.8.10 Call for off-site assistance as needed.
- 4.8.11 Order evacuation of personnel in areas, or from plant site as needed.
- 4.8.12 The Shift Supervisor will make the following notifications:
 - The designated Scrubber Shift Supervisor will be notified by phone, Gai-tronics, or 2-way radio.
 - Emergency will be announced by using the alarm button in the Shift Supervisors office. The push-button will be held in for 5 to 10 seconds, the announcement will be made on the Gai-tronics, it will be announced on the 2-way radio ALL CALL channel (#14) and then it will be announced on the Admin and the Water Treatment Plant paging systems. Then the procedure will be repeated so that the warble is sounded at least twice.
 - Emergency Response Team Notification:
 - 5-10 second alarm
 - Gai-tronics announcement.
 - 2-way radio announcement.
 - Admin Building and Water Treatment Plant announcement.



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- NOTE: Announcements will be repeated 3 times and will include Emergency Response Team report to Rescue Station No. 1.
- Spill Control Team Notification:
 - 5-10 second alarm.
 - Gai-tronics announcement.
 - 2-way Radio announcement.
 - Admin Building and Water Treatment Plant announcement.
 - NOTE: Announcements will be repeated 3 times and will include, Spill Control Team report to Spill Control Cabinet (Or as directed by the Shift Supervisor)
- Anhydrous Ammonia Release Team Notification:
 - 5-10 second alarm.
 - Gai-tronics announcement.
 - 2-way Radio announcement.
 - Admin Building and Water Treatment Plant announcement.
 - NOTE: Announcements will be repeated 3 times and will include, Anhydrous Release/ Spill Team report to Control Room (Or as directed by the Shift Supervisor)
- Tornado Warning Notification:
 - 5-10 second alarm.
 - Gai-tronics announcement.
 - 2-way radio announcement.
 - Admin. Building and Water Treatment Plant announcement.
 - Order equipment shutdown in a safe orderly manner if warranted by the situation.
 - NOTE: Announcement will be repeated 3 times and will include **TORNADO WARNING**, report to the nearest tornado shelter.
- Evacuation Notification:
 - 5-10 second alarm.
 - Gai-tronics announcement.
 - 2-way radio announcement.
 - Admin Building and Water Treatment Plant announcement.
 - Order equipment shutdown in a safe and orderly manner if warranted by the situation.
 - Order evacuation of the area, or the plant if personnel become endangered.
 - Notify the Plant Manager or designee if evacuation of the Administration building becomes necessary.



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- **NOTE:** Announcement will be repeated 3 times and will include the area or areas to be evacuated. The announcement will also include the prevailing wind direction if this is an anhydrous ammonia release.
- All Clear Notification:
 - Gai-tronics announcement will be made when the emergency situation is under control, when the area has been deemed safe, when the tornado warning has expired, etc. The announcement will be repeated 3 times.
 - Shift Supervisor will confirm, via phone or radio, with Water Treatment Plant and Administration areas received All Clear.

4.8.13 The designated **Scrubber Shift Supervisor** is the Scene Commander and will:

- Proceed to Rescue Station No. 1 to direct all Response Team Members and assign equipment.
- Evaluate the emergency and take charge at the location.
- Maintain communication with Shift Supervisor to keep him updated.
- Brief local emergency services (ambulance, fire, etc.) of the situation upon their arrival.
- Direct fire watch as needed, secure the area, have emergency equipment returned to normal ready status, any other action necessary or as directed by Main Plant Shift Supervisor.

4.8.14 The **Emergency Response Team** will:

- The Outside APO will drive to the contractor gate to escort emergency vehicles on site. Return as needed to bring in additional emergency vehicles.
- All other Emergency Response team designees and volunteers will report to Rescue Station 1.
- Drive the rescue truck and take assigned equipment to the emergency area.
- Render first aid and/or CPR to the extent to which the team has been trained.
- Assist local emergency service responders (ambulance, fire, etc.) as needed.
- Return equipment to normal ready status.
- Assist with other duties as directed by Incident or Scene Commanders.



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4.8.15 The Spill Control Team will:

- Report to the Spill Control Cabinet and await direction from the Spill Control Coordinator or follow specific procedures for spills as per their knowledge and training.
- Take necessary equipment to the spill site
- Utilize yellow or red tape as necessary to rope off area, determine magnitude of spill, type of spill, proper containment, neutralization, and clean up procedures.
- Spill control teams are to operate within the parameters of their training.

4.8.16 Anhydrous Release/Spill Team will:

- Report to Control Room, or as directed by Shift Supervisor
- Will perform an assessment of what actions are necessary to protect personnel.
- Will shut down equipment as necessary for personnel safety.
- WILL NOT put themselves at undo risk in the process of shutting down.

4.8.17 Plant Personnel will:

- Stop work and listen to announcements when the warble is sounded and will follow the instructions given.
 - In the event instructions are unclear or you are unable to hear the announcement, proceed to your area supervisor.
- Assist in emergency as directed by the Scene Commander.
- Stay off of elevators when they are being utilized for an emergency.
- Stay off of the Gai-tronics, and radios, except for emergency communications, until an all-clear has been given.
- The wind socks 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 release.
- Evacuate in a timely and orderly manner to the designated area when ordered.
- Assemble in designated areas during evacuations and report to those in charge as required.



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4.8.18 Safety Department will:

- When available a representative from the safety department will report to Rescue Station No. 1 and proceed to the scene to assist as needed.
- When available a representative from the safety department will report to the main plant shift office.

4.8.19 Contractors will:

- Stop work and listen to announcements when the warble is sounded and will follow instructions given.
- Stay off the elevators when they are being utilized for an emergency.
- Stay off the Gai-tronics, except for emergency communication until an all-clear has been given.
- Evacuate area and assemble to assigned areas when evacuations are ordered.
- Report to their On-site Contact when they have accounted for their personnel and report if any personnel are unaccounted for.

4.8.20 Radio usage during emergencies:

- To call in an emergency using a plant radio, call the Unit 1 Control Room Operator on the Unit 1 Channel (Channel #2).
- Paging of the emergency will be done on the "ALL CALL" channel (Channel #14).
- Communications with the Scene Commander and Emergency / Spill Response teams will be done on the "ALL CALL" channel (#14).
- Communications with Ambulance and Fire Department will be done on the W911-Fire Channel #15.

4.8.21 Phone Use During Emergencies

- During 0700-1530 hours Monday-Friday the Administrative Assistant will transfer outside calls **concerning emergencies** to the Shift Supervisor.
- After day shift hours and weekends the Control Room Operator will transfer outside calls **concerning emergencies** to the Shift Supervisor.

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5.0 **FIRE EMERGENCY**

- 5.1 A fire alarm can be received in the Control Room via an alarm circuit, radio, phone call, Gaionics, a walk-in, or other means. Upon receipt, the following steps shall take place if safely possible:
 - 5.1.1 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, if able to do so safely.
 - 5.1.2 The electric fire pump starts automatically when the jockey pumps can't keep up and the diesel pump starts when the electric pumps can't keep up. All of these may be started manually by operations personnel if they fail to start automatically.
 - 5.1.3 Under the Nation 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 as necessary. It is recognized the Fire Department's Incident Commander has the training and experience to recognize the nature and extent of the fire and would call for such exceptions.

- 5.2 **Incipient Fire Response:**
 - 5.2.1 All fires will be immediately reported to the Unit 1 Control Room Operator per this procedure.
 - 5.2.2 The Shift Supervisor (Incident Commander) will direct the response for fires. The local fire department does not need to be contacted for incipient fires. They should be called for free burning fires or fires outside the capabilities of a fire extinguisher or standpipe line, unless the Shift Supervisor is concerned about fire extension in ceilings, walls or systems.
 - 5.2.3 Employees should make every available effort to extinguish the incipient fire without placing themselves at undue risk, unless the fire is outside the capabilities of their PPE, training, extinguisher or standpipe or if the fire creates an IDLH atmosphere.
 - 5.2.4 The Shift Supervisor will keep a log of all times, events and activities pertaining to the event.

- 5.3 **Free Burning Fire Response:**
 - 5.3.1 The Shift Supervisor, upon receiving the emergency call, and determining that a fire has developed or may develop past the incipient fire stage, will request immediate firefighting assistance from the local fire department by calling 911.
 - 5.3.2 The Outside APO will meet the local fire department /emergency services personnel at the Security gate in the contractor parking lot in order to direct them to the scene of the emergency.



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- 5.3.3 Any BEPC, Contractor and/or subcontractor employees that are not part of the Wheatland Volunteer Fire Department are not trained fire brigade and therefore not permitted to enter smoke filled rooms to directly assist trained fire fighters in the fighting of interior structural fires or free burning fire.
- 5.3.4 BEPC employees will assist in whatever means feasible and within the scope of training and experience, while maintaining a safe distance from the fire or any potential Immediately Dangerous to Life and Health (IDLH) atmosphere.
- 5.3.5 The Shift Supervisor (Incident Commander) will ensure that all personnel are accounted for, and the Incident Commander and Scene commanders will work together to ensure that all electrical and fuel sources contributing to the fire are isolated.
- 5.3.6 The Scrubber Shifter (Scene Commander) will coordinate with the local fire department on scene to further coordinate abatement and recovery activities.

5.4 Fire in Control Room Areas

- 5.4.1 In the event a fire would break out that would cause smoke and fumes to enter the control room areas, Scott Air Packs are available for Control Room Operators.
- 5.4.2 By the direction of the Shift Supervisor, these air packs are to be used whenever it is required for a safe evacuation or to use during emergency shut down of equipment.
- 5.4.3 Four air packs are located in the hallway east of the main plant control room. Two air packs are located in between the training room and the lab in the scrubbers; one air pack is located inside the main entrance of the Water Treatment plant, each in a sealed pelican case. These air packs are not fire rated and should only be used for safe shut down of equipment and safe evacuation.
- 5.4.4 If a fire takes place near the control room where smoke may enter via the HVAC system, the air packs should be obtained and ready for use. The decision should be made by the Shift Supervisor to wear them and shutdown the units as directed and evacuate the area
- 5.4.5 If a fire takes place in control rooms, efforts should be made to extinguish the fire at the incipient stage using an extinguisher. The fire extinguishers in the main plant are located on the west wall of the control room. The fire extinguishers in the Scrubbers and Water Treatment Plant are located on the north wall of the control rooms. If you are unable to extinguish the fire at the incipient stage, evacuate the control room and await the fire department.

NOTE: This procedure does not intend for any heroics to take place. Good judgment and common sense must be used in all cases.

5.5 Coal Fire Response (Silo, Hopper, Bunker, etc.)

- 5.5.1 Once a hot spot is detected or suspected, the first step is to contact supervision and a complete assessment shall be performed. The assessment provides responders with a better understanding of the hot spot (size, location, temperature, depth and stage of spontaneous combustion).



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- 5.5.2 If a fire is suspected, stop all coal moving activities and verify the coal feeder inlet gate is 100% closed.
- 5.5.3 Perform a heat survey of the fire area with a laser thermometer or thermal imaging camera to show fire location and intensity.
- 5.5.4 The local fire department should be called for coal system fires.
- 5.5.5 DO NOT:
- Smother the fire with a layer of fresh coal.
 - Run through feeders and mills.
 - Attempt to extinguish with plain water (can erode the foundation).
- 5.5.6 Coal bunker, silo, and feeder fires shall be extinguished using an approximate 1% or greater concentration of F-500 encapsulating agent and/or piercing rod kit.
- 5.5.7 Perform a wash down to remove combustible dust.
- 5.5.8 Begin gravity or forced ventilation by opening hatches or doorways. Do not use dust collectors or open interior plant fire doors. Fogging the headspace with F-500 will increase visibility and CO encapsulation.
- 5.5.9 Once the hazards of a secondary dust explosion have been eliminated the responders can begin attacking the hot spot with a piercing rod and F-500. A surround and cool approach should be used by slowly advancing the piercing rod 5 feet at a time.

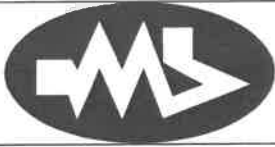
NOTE: For small smolders found in the coal tubes and similar locations, DO NOT attempt to put them out with a direct high pressure spray.

6.0 EVACUATIONS:

6.1 General Evacuation Information:

- 6.1.1 Control room personnel must stay with their units as long as possible to provide an orderly shutdown if necessary. The Shift Supervisor and the Scrubber Shift Supervisor on duty will direct safe operation and/or shutdown of systems.
- 6.1.2 When making the announcement over the Gai-tronics for evacuations, instructions will be communicated with the location, source of the problem, wind direction and the need for personnel to evacuate to designated assembly points.
- 6.1.3 Upon hearing the announcement, personnel in the emergency area will choose the safest route and proceed to the outdoor assembly area or to a designated indoor shelter for accountability and instructions. Personnel shall proceed cross-wind / upwind 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. IF you cannot safely evacuate to your assigned location, move cross-wind/up-wind to a safe location and notify your supervisor of your location.



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- 6.1.4 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.
- 6.1.5 If personnel are believed missing, the Plant Manager, and/or Operating Authority will inquire with each assembly area or designated shelter.
- 6.1.6 After the emergency alert has been sounded, the plant site will remain under emergency conditions until the All-Clear has been announced.
- 6.1.7 In the event of a gas or vapor release, DO NOT try to outrun the vapor or gas cloud by going down wind.
- 6.1.8 Always move cross wind (90 degrees to the wind) from the leak. This is the quickest way to get away from a vapor cloud.
- 6.1.9 Pay particular attention to the wind direction and the source of the leak. If an assembly area is in the path of the vapor or gas cloud it cannot be considered an assembly area.
- 6.1.10 If you are in another department/area, report to the nearest evacuation or shelter in place area and report to the person in charge of that area.

6.2 Outside Evacuation Assembly Areas:

- 6.2.1 There will be two outside evacuation assembly areas:
 - The Employee Parking Lot
 - The Contractor Parking Lot
- 6.2.2 Report to the location specified in the plan for your area below, and report to the person in charge by giving first and last name. The person(s) in charge at the evacuation locations will wear high visibility vests to assist in identification.
- 6.2.3 Always be aware of the wind direction, and change to an alternate location as necessary.
- 6.2.4 The Plant Engineer and the Maintenance Superintendent will be in charge at the Employee parking lot, and will account for all that assemble in that area (the Operations Superintendent or other designee will fill roles as needed). The parking lot will have two locations designated by last name (A-L and M-Z. Employees are to go to the designated location for check-in. Administrative Assistants will be assigned to assist as needed. The Plant Engineer will notify the Main Plant Shifter of all personnel that have assembled in this location by best means of communication (radio, cell phone, etc.). After hours, and on weekends the Main Plant Shifter will designate someone to be in charge at the employee parking lot.
 - Administration building personnel, HDQ personnel, Visitors.
 - Electrical and Main Plant Instrument personnel



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- U1 and 2 and Scrubber Maintenance personnel
- Coal yard personnel
- Lab personnel
- Scrubber personnel
- Main Plant personnel

6.2.5 The Warehouse Supervisor will be the person in charge at the Contractor parking lot, and will account for all that assemble in that area. (If the Warehouse Supervisor is not available the Safety and Training Supervisor or designee will fill this role). The Warehouse Supervisor will notify the Main Plant Shifter of all personnel that have assembled in this location by best means of communication (radio, cell phone, etc.) After hours, and on weekends the Main Plant Shifter will designate someone to be in charge at the employee parking lot. Safety and Training personnel will assist as needed with this process.

- Warehouse personnel
- Water Treatment Plant personnel
- Planner/Scheduler personnel
- Repair Shop and P.I.M. personnel
- Scrubber Instrument Shop Personnel
- Outside Maintenance personnel
- Safety and Training personnel
- Contractor personnel

6.2.6 NOTE: The employees in charge of the evacuation areas should print off the On-Site Report before they go to their designated location. This report is found on INSIDE BASIN> Software Applications > Cognos Reporting > Team Content > Pegasys Package > Laramie River Station > Laramie River Station On-.Site Report.

6.3 Shelter in Place Locations:

6.3.1 There will be 4 Shelter in Place locations:

- Main Plant Control Room (Operations Supervisor / Shift Supervisor or designee)
- Scrubber Control Room (Scrubber Supervisor / Shift Supervisor or designee)



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- Water Treatment Plant Control Room (WTP Supervisor or designee)
- Administration Building downstairs conference room (Plant Engineer or designee)

6.3.2 If sheltering in place is required HVAC systems shall be shut off and doors and vents will be covered.

6.3.3 An accounting of all that are assembled in the shelter will be made to the Main Plant Shift Supervisor by the person in charge of that area.

6.4 **Tornado Shelters:**

6.4.1 There are a number of tornado shelter locations (see map). Each work group has a designated shelter as outlined in this procedure.

6.4.2 If you are in another area, please report to the closest shelter and check in with the person in charge at that shelter.

6.4.3 The person in charge will be a supervisor or designee, such as a lead person. If more than one supervisor is assigned to a shelter, the supervisors should communicate with each other and make only one call to the Main Plant Shift Supervisor to account for all personnel assembled. This will decrease the number of calls to the Shift Supervisor.

6.5 **Scrubber Area Evacuation Plan:**

6.5.1 In case of a tornado Scrubber personnel will assemble in the basement of the Unit 1 & 2 GCE Building.

6.5.2 In case of emergency requiring evacuation, Scrubber personnel will exit the building and assemble in the employee parking lot and will report to the Plant Engineer so that he can account for all personnel.

6.5.3 If required to shelter in place, Scrubber employees will report to the Scrubber Control Room.

6.6 **Coal Yard Evacuation Plan:**

6.6.1 In case of tornado, the Coal Yard personnel will assemble in the basement of the Unit 3 GCS building. Personnel working on the coal pile or coal unloading will assemble to the basement of the dumper or coal silos (closest available) and will report their location to their supervisor via best means of communication (radio, phone, Gai-tronics)

6.6.2 In case of an emergency requiring evacuation Coal Yard personnel will evacuate to the employee parking lot and report to the Plant Engineer.



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6.7 WATER TREATMENT PLANT (WTP) Evacuation Plan:

- 6.7.1 In case of a tornado, all Water Treatment Plant personnel will enter the basement of the WTP just below the control room.
- 6.7.2 In case of an emergency requiring evacuation the WTP personnel will evacuate the buildings and assemble in the contractor parking lot and report to the Mnt Pln/Sch/Wh Supv. or designee.
- 6.7.3 If the Emergency requires sheltering in place, then Water Treatment personnel will report immediately to the Water Treatment Plant Control room and the HVAC shall be shut off and the doors and any vents will be covered. An accounting of all personnel sheltering in this area will be reported to the Main Plant Shift Supervisor by the WTP supervisor or his designee.

6.8 Electrical Maintenance Evacuation Plan:

- 6.8.1 In case of tornado, Electrical personnel will assemble in the main shop restrooms.
- 6.8.2 In case of an emergency requiring evacuation, Electrical personnel will evacuate the shops and assemble in the employee parking lot and report to the Plant Engineer.

6.9 INSTRUMENT MAINTENANCE Evacuation Plan:

- 6.9.1 In case of tornado, the Main Plant Instrument shop personnel will assemble in the Main Plant Instrument Shop. The Scrubber Instrument Shop personnel will assemble in the basement of the Unit 3 GCS building.
- 6.9.2 In case of an emergency requiring evacuation Main Plant Instrument shop personnel will evacuate the building and will assemble in the employee parking lot and will report to the Plant Engineer or designee. The Scrubber Instrument Shop personnel will evacuate and will assemble in the contractor parking lot and report to the Mtc Pln/Sch/Wh Supv or designee.

6.10 Mechanical Maintenance Evacuation Plan:

- 6.10.1 In case of tornado, the Main Plant and Scrubber Maintenance personnel will report to the break room located in the Unit 1 shop. The Outside Crew will report to the main warehouse bathrooms. The Repair Shop personnel and P.I.M's will report to the SNCR common area shelter.
- 6.10.2 In case of an emergency requiring evacuation Main Plant and Scrubber Maintenance Shop will exit the building into the main plant parking lot and will report to the Plant Engineer or designee. Unit 3 Maintenance Shop, Repair Shop and P.I.M. personnel will evacuate their respective buildings and assemble in the Contractor Parking lot northwest of the guard shack and report to the Mtc Pln/Sch/Wh Supv or designee.

6.11 Results Lab Evacuation Plan:

- 6.11.1 In case of tornado, Unit 1 and 3 Results Lab personnel will assemble in the lunchroom of



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the Unit 1 lab, Scrubber Lab personnel will assemble in the basement of the Unit 1 and 2 GCE Building.

6.11.2 In case of an emergency requiring evacuation ALL lab personnel will evacuate buildings and assemble in the employee parking lot and will report to the Plant Engineer or his designee.

6.12 Administration Building Evacuation Plan:

6.12.1 In case of a tornado, all personnel, visitors and any others in the admin building will assemble in the downstairs conference rooms.

6.12.2 In case of an emergency requiring evacuation, all personnel, visitors and any other persons will exit the building and assemble in the employee parking lot and will report to the Plant Engineer or his designee so that they can account for all personnel.

6.12.3 If the Emergency requires sheltering in place, all employees, visitors, etc. in the administration building will report to the downstairs conference rooms.

6.12.4 The Plant Engineer or designee will be responsible for accounting for all staff personnel in the administrative building, as well as visitors and custodial staff, and will report to the Shift Supervisor by text, phone, radio, or Gai-tronics as soon as possible that personnel are accounted for, any personal, contractors or visitors from other areas, and any personnel that are not accounted for.

6.12.5 The Administrative supervisor or designee will be responsible for:

- Ensuring that the Administrative Assistants take the portable switchboard phone with them when they evacuate.
- Clearing locker rooms, restrooms, and fitness center.

6.13 WAREHOUSE Evacuation Plan:

6.13.1 In case of a tornado, all personnel, vendors and any others will assemble in the bathrooms located in the office area.

6.13.2 In case of an emergency requiring evacuation all personnel, vendors or any others will exit the building and assemble in the parking lot on the south side of the warehouse towards the guard shack. Portable radios should be taken with employees as they leave. All personnel will report to the Warehouse Supervisor or designee so that they can account for all personnel.

6.14 RX Building Evacuation Plan:

6.14.1 In case of a tornado, all personnel should assemble in the SNCR common area shelter.

6.14.2 In case of an emergency requiring evacuation, all personnel should exit the building and assemble in the contractor parking lot and report to the Mtc Pln/Sch/Wh Supv or designee.



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6.15 Safety and Training Center Evacuation Plan:

6.15.1 In case of a tornado, all personnel should assemble in the SNCR common area shelter.

6.15.2 In case of an emergency requiring evacuation, all personnel should exit the building and assemble in the contractor parking lot.

6.16 Contractors:

6.16.1 In case of tornado contractors will report to the closest designated tornado shelter. (See map.) Contractor Supervisors will make an accounting of all of their personnel to their On-Site Contact. The On-Site contact will notify the Shift Supervisor.

6.16.2 In case of emergency requiring evacuation, contractors will report to the Southeast section of the contractor parking lot and report to their supervisors. Supervisors will make an accounting of all of their personnel to the Mtc Pln/Sch/Wh Supv or designee in charge of this evacuation point. If unable to evacuate to the contractor lot, you would then report to the employee parking lot and report to the Plant Engineer.

6.16.3 During night and weekend hours Supervisors would make an accounting of their personnel to the Main Plant Shift Supervisor at 307-322-7007

7.0 CHEMICAL RELEASES AND SPILLS:

7.1 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 or as directed by SDS.

7.2 The Shift Supervisor in conjunction with the Spill Control Coordinator will direct trained personnel to take immediate steps to control additional spills or further releases from a safe distance. Personnel will avoid exposures to toxic or flammable atmospheres.

7.3 Personnel discovering a chemical spill or release must immediately report the emergency condition to the Unit 1 Control Room.

7.4 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 to designated locations until given the All Clear signal from the Control Room.

7.5 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.

7.6 Local Emergency Services shall be called in the event that spill or release cannot be contained or cleaned up.

7.7 Notification of an anhydrous ammonia release shall be made to residents and businesses that



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are located in approximately a 3.6 mile radius from LRS. This notification will be done with reverse 911 and/or the PlatteAlert system by notifying Platte County dispatch/Emergency management.

7.8 The Shift Supervisor will:

7.8.1 Assess the seriousness of the emergency and direct the sounding of the emergency warble to warn personnel and contractors of the emergency as directed in section 4 of this procedure.

7.8.2 Determine if personnel should evacuate to a designated assembly area and if off-site notification is necessary.

7.8.3 Request assistance from Local Emergency Services and notify them of the following.

- Location and severity of gas or chemical spill.
- Nature of the gas or chemical being released.
- Areas to be evacuated.
- Need for Anhydrous Ammonia Code Red Activation.
- Situation on plant site (medical, confined space, gas, fire etc.).
- Recommended routes of travel for the Local Emergency Service.

7.8.4 The Shift Supervisor will instruct operations personnel to begin shutting down equipment or entire units when it is determined that personnel and equipment can contribute a source of ignition, or that personnel or equipment are endanger by potential flash fire.

8.0 HAZARDOUS WASTE EMERGENCY

8.1 Personnel discovering a hazardous waste emergency must immediately report the emergency condition to the Unit 1 control room.

8.2 Employees shall use the nearest eye wash station/shower in the event they come in contact with a hazardous chemical. Employees must flush their eyes and/or use the shower for 20 minutes or as directed by the SDS.

8.3 The Shift Supervisor will notify the Spill Control Coordinator immediately and in conjunction they will direct trained personnel as to the appropriate response.

8.4 In the event of a spill:

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



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8.4.2 Clean up the hazardous waste and any contaminated materials or soil.

8.5 In the event of a fire:

8.5.1 Attempt to extinguish the fire using a fire extinguisher, if it is safe to do so and the appropriate fire suppressant is available.

8.5.2 Call the fire department for a free burning fire.

8.5.3 Follow guidance given in more detail in section 5.

8.6 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 the Environmental Coordinator/Spill Control Coordinator in conjunction with the Plant Manager will contact the National Response Center.

9.0 MEDICAL EMERGENCY

9.1 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 the Safety and Training Supervisor, the Shift Supervisor or the Plant Manager to arrange transportation of the individual(s) to the Platte County Memorial Hospital in Wheatland.

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

9.2.1 Determination of the type of transport is to be done by the 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.

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

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

- Severe Bleeding
- Drowning
- Electrocution
- Possible Heart Attack
- Breathing Difficulty or No Breathing



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- Altered Mental Status
- Attempted Suicide
- Loss of Consciousness
- Critical Burns
- Paralysis and/or Spinal Injury
- If an ambulance is necessary the Shift Supervisor will make such call.

9.2.4 General

- The Scene Commander should 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.
- If an employee is hospitalized, it will be the responsibility of the Plant Manager or Operating Authority or their designee to notify the employee's immediate family.
- The Safety and Training Coordinator, Plant Manager or HDQ personnel shall notify OSHA of any fatalities within 8 hours and any work related in-patient hospitalizations, all amputations and all losses of an eye within 24 hours.
- Reports to OSHA can be made by:
 - Calling OSHA's free and confidential number at 1-800-23-OSHA (6742)
 - Calling the closest area office during normal business hours (Denver)
- Additional requirements for OSHA include that only fatalities occurring within 30 days of work-related incident must be reported to OSHA. 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.

10.0 CONFINED SPACE RESCUE:

- 10.1 As part of pre-job planning, a plan for rescuing employees 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.



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- 10.2 If an employee suffers 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 team members.
- 10.3 Retrieval from outside the space should be attempted.
- 10.4 The contracted rescue team (when applicable and by contract) shall have two members stationed at the confined space location.
- 10.5 The Emergency Response Team shall be notified of an emergency and may enter a confined space if the scene is safe and they don the correct PPE for protection against any known hazards. The Emergency Response Team shall provide assistance within the scope of their training.
- 10.6 The Shift Supervisor will call Local Emergency Services to assist with rescue as necessary.

11.0 FATAL INJURY:

- 11.1 In the event of a fatal injury, the Plant Manager or designee will immediately contact Headquarters personnel.
- 11.2 Take all measures to provide care for injured/ill personnel. Follow the steps outlined for injury/illness emergencies. Then follow the steps outlined below for fatalities or serious injuries with potential for fatality.
- 11.3 The Shift Supervisor shall:
 - 11.3.1 Protect and preserve the privacy of the victim and his/her family. Photos will only be taken of the scene by one (1) designated individual. NO cell phone photos, texting or phone calls by other employees. NO posting of incident to social media. Any violations will be subject to disciplinary action up to and including termination.
 - 11.3.2 Have the accident scene and all equipment barricaded and take all steps necessary to assure preservation of evidence and the accident scene. Scene Commander shall assign a scene watch to ensure physical control of the scene and prevention of scene contamination. Scene preservation can only be terminated by order of the Plant Manager / Safety Supervisor or their designee.
 - 11.3.3 Notify the pertinent Plant Supervision, including the Plant Manager and the Safety Supervisor.
 - 11.3.4 Ensure the accident site or accident related equipment will remain barricaded until permission to cleanup, repair, restart, etc., is obtained from the Plant Manager.



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- 11.3.5 Take steps to preserve evidence including: Witness statement, pictures of the scene, "DCS" printouts, clearance forms and tags, measurements at the scene, logs, procedures, records, recorded information, computer records, memory tapes, broken or failed parts, and any other information that could be helpful to the investigation.
- 11.4 Notification of the family will be coordinated between the Plant Manager, Department Superintendent, Supervisor, and the Corporate Manager of Human Relations.
- 11.5 Only a medical doctor can determine if a person is legally dead. If there is any possibility life exists, life support functions will be continued and the person should be immediately transferred by ambulance to the Platte County Memorial Hospital.
- 11.6 If the patient is dead upon arrival of the Ambulance at the scene, allow no one to view, further move or interfere with the body until law enforcement arrives.
- 11.7 Take pictures of the area, identify and locate witnesses.
- 11.8 A complete accident/incident report needs to be filled out.
- 11.9 A narrative summary will be prepared and include the following information:
 - 11.9.1 Employee background/personal history (to be provided by Human Resources).
 - 11.9.2 Birth date, height, weight.
 - 11.9.3 Family Status / names
 - 11.9.4 Non LRS work background
 - 11.9.5 LRS work background
- 11.10 Incident Witnesses
 - 11.10.1 Personnel statements (signed if possible).
 - 11.10.2 Direct witnesses (saw the occurrence).
 - 11.10.3 Indirect witnesses (arrive at the scene, etc.).
 - 11.10.4 Supervision (background information related to the incident).
- 11.11 Drawings, sketches and photographs



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11.11.1 Before and after type photographs if possible

11.11.2 Relationship of employees to surroundings

11.11.3 Injury Source (photo "close-up", if possible)

12.0 FORCES OF NATURE - SEVERE WEATHER

12.1 High Wind Conditions

12.1.1 The Shift Supervisor will inform LRS personnel of the high wind warning and direct personnel to secure all areas for high wind conditions. This may include removing or securing boards, scaffold, and any other miscellaneous material that can blow about. Any temporary structures are to be anchored with cables when warning time permits.

12.1.2 Outside work activities will be shut down if sustained wind velocities exceed safe working conditions. The Shift Supervisor, Plant Manager and/or the Safety Supervisor will make the decision and the Shift Supervisor will make the announcement over the Gai-Tronics as outlined in this program.

12.1.3 Crane operations will be shut down if sustained wind velocities exceed the manufacturer's recommendations for wind.

12.1.4 All LRS and Contractor personnel must be constantly alert for debris or material that can be moved by high winds that can cause employee injury or damage to equipment.

12.1.5 High winds can cause tornado like damage. Light duty structures such as office trailers are dangerous to occupy during windstorms and may be evacuated.

12.2 Thunderstorms

12.2.1 During spotted lightning storms, employees should come down from any outside structures and remain indoors.

- When lightning strikes are reported within a 10-mile radius of work location, outside work is to cease. This will be communicated by the Shift Supervisor over the Gai-tronics as outlined in this procedure.

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

12.3 Tornado Watch

12.3.1 Tornado Watch/Warning "tracking" by the Control Room will be initiated when such



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conditions are indicated by monitoring sources within a 30-mile radius of the plant. Personnel will continue to monitor 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.

12.3.2 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 Shift Supervisor will sound the plant emergency warble and direct plant personnel to proceed to an indoor shelter area as outline earlier in this document.

12.4 Winter Weather

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

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

12.4.3 If employees are unable to get home due to winter weather food and blankets will be made available.

12.4.4 In the event of an emergency requiring an off-site response at a time when the roads are heavy with snow drifts or blocked the Shift Supervisor will notify emergency responders of the situation and of the need for snow removal equipment.

13.0 UNAUTHORIZED PERSONNEL OR SUSPICIOUS ACTIVITY:

13.1 IF YOU SEE SOMETHING, SAY SOMETHING!

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

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

13.4 The Control Room Operator will report to the Shift Supervisor

13.5 The Shift Supervisor will contact the Sherriff's Department at 307-322-2331 with any concerns.

13.6 Basin HDQ Security shall be contacted at 701-557-5555.

13.7 Maintain a professional approach--remain calm, avoid confrontation, or don't approach at all.

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



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- 13.9 Be sure your actions ensure the safety of you, plant employees, contractors and visitors.
- 13.10 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 vehicles-equipment before starting work or unloading a truck.
- 13.11 If a protest or demonstration is occurring and a picket line has been formed at the entry gate, you may receive instructions to use an alternate access or exit route.
- 13.12 Refrain from talking to reporters about the situation, even "off-the-record" leave those discussions to the authorized spokesperson for BEPC/LRS.

14.0 BOMB THREATS

- 14.1 Prevention: As a 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.
- 14.1.1 All visitors entering the station will be registered and escorted.
- 14.1.2 Private vehicles entering station areas will be controlled.
- 14.1.3 Employees observing suspicious individuals within and/or around the outer perimeter of the station should immediately notify the Shift Supervisor.
- 14.2 Receipt of a call: It is possible that any individual working at LRS may receive a bomb threat by telephone. More than likely the call will be received on the published telephone number for the Laramie River Station.
- 14.3 Types of calls to anticipate:
- 14.3.1 Call to regular switchboard during normal business hours.
- 14.3.2 Call that bypasses the plant switchboard.
- 14.3.3 Call to plant after switchboard is closed.
- 14.3.4 Call to LRS employee at home.
- 14.4 Employee procedure for handling the Bomb Threat call.
- 14.4.1 The moment it is determined that the call is a threatening call, the call receiver should remain calm and alert.



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14.4.2 Record the time of the call. Write down the number that is showing on the caller ID.

14.4.3 Determine the caller's identity if possible.

14.4.4 Record as much information as possible such as exactly what the caller says.

14.4.5 Utilize the attached checklist to obtain as much of the following as possible.

- Where is the bomb located?
- What time is it set to detonate?
- What does it look like?
- Advise the caller that detonation of a bomb could result in death or serious injury too many innocent people, note the caller's reaction.
- Ask him/her their name and where he/she is calling from.
- Sex of caller.
- Approximate age of the caller.
- Race of caller?
- Accent (is voice native to this area)?
- Speech impediments or peculiar voice characteristics such as intoxicated, etc.
- Attitude of caller, calm or excited?
- Any background noises such as a motor running, music, a baby crying, laughter, other voices, etc.
- Could it be a cell phone call?

14.5 Employee procedure after receiving the Bomb Threat call.

14.5.1 IMMEDIATELY after hanging up the telephone, notify the Unit 1 Control Room Operator.

14.5.2 Write down all the information concerning the phone call as soon as possible after notifying the CRO.

14.6 Procedures for handling the Bomb Threat after notification:



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14.6.1 The Shift Supervisor will notify the Plant Manager or designee of the threat, and the Shift Supervisor or the Plant Manager will notify Basin Electric Power Cooperative Headquarters Security at 701-557-5555.

14.6.2 Notify the Platte County Sheriff's Office with approval from Plant Manager or designee.

14.7 Evacuation for Bomb Threat:

14.7.1 The Shift Supervisor shall sound the warble and make the announcement to evacuate.

14.7.2 Personnel shall proceed in a calm and orderly fashion to their designated evacuation muster point as covered earlier in this procedure.

14.8 The Platte County Sheriff's office will coordinate all search and disposal efforts and will lead the criminal investigation as necessary.

15.0 MAIL PROCESSING AND SUSPICIOUS SUBSTANCES

15.1 The following guidelines are offered to help reduce the possibility of exposure to a suspicious substance (anthrax, biological agent, controlled substance, etc.) in the workplace, or terrorist threat that may be posed by mail processing. Any situation that meets the criteria listed below should be reported to the Shift Supervisor. Report the nature of your concern, specifics about what is happening and give your exact location.

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

15.2.1 Do not further disturb or handle the substance.

15.2.2 Notify the Shift Supervisor.

15.2.3 Shift Supervisor shall notify law enforcement and their recommendation will be followed for handling and removing the substance.

15.2.4 Complete applicable reports.

15.3 When put on notice by Headquarters Security personnel, Plant Management or local law enforcement, of an outbreak of tainted mail activity occurring in the country, the following precautions will be taken:

15.3.1 All incoming mail will be taken to the mail processing area in the administration building. Located downstairs in the administrative assistants' area.

15.3.2 Packages will be opened in the warehouse receiving area.



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15.3.3 Personnel opening mail and packages will wear disposable rubber or nitrile gloves and a disposable respirator as a precautionary measure.

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

15.4 **General Mail Handling**

15.4.1 Be observant for suspicious envelopes or packages.

15.4.2 Open all mail with a letter opener or method that is least likely to disturb contents. Open packages/envelopes with a minimum amount of movement.

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

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

15.4.5 Wash hands after handling mail.

15.5 **Bioterrorism Screening/Response**

15.5.1 Suspicious unopened letter or letter that appears empty.

15.5.2 Stay calm.

15.5.3 Do not shake or empty the contents of any suspicious package or letter.

15.5.4 Keep hands away from mouth, nose and eyes.

15.5.5 Place letter into Ziploc bag or isolate the package by gently covering the package with anything available nearby (clothing, paper, inverted trash can, etc.)

15.5.6 If unknown substance spills from the package/envelope, do not try to clean up substance.

15.5.7 Avoid creating air current.

15.5.8 Do not handle the package/envelope any further.

15.5.9 If material spills on the floor avoid stepping near it. Avoid tracking any spilled materials to other areas.

15.5.10 Do not remove any potentially contaminated items from the area.

15.5.11 If you have material on your clothes/shoes, etc., keep movements within the building to a



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minimum. This will keep contamination of building to a minimum. Remove heavily contaminated outer clothing and shoes as quickly and gently as possible to minimize dispersal. Place in a bag.

15.5.12 DO NOT brush off clothes.

15.5.13 Proceed to shower facilities, remove rest of clothing in shower under a water stream. Place this clothing in a bag as well and give to responders for proper handling.

15.5.14 Shift Supervisor should be notified as soon as possible.

15.5.15 Shift Supervisor will determine further action including:

- Turn off fans, portable heaters, evacuate the room, and close the doors.
- Ensure no one enters the room until authorities arrive.
- Report incident to law enforcement.
- Shut down building ventilation system.
- List all people in the room or area when the package or letter was recognized. Give this list to the health and law enforcement officials.

15.6 Examples of criteria that would raise suspicion:

15.6.1 Missing or unfamiliar return address.

15.6.2 Excessive postage.

15.6.3 Addressed to title but no name, incorrect titles.

15.6.4 Misspelling of common words.

15.6.5 Handwritten, block-printed, or poorly typed addresses.

15.6.6 Point of origin is a foreign country.

15.6.7 Discoloration, crystallization, strange odor, or oily stains.

15.6.8 Envelope with powder or powder-like residue.

15.6.9 Excessive securing material such as masking tape or string.

15.6.10 Unusual size or weight, given size.



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15.6.11 Lopsided or oddly shaped envelope.

15.6.12 Restrictive markings such as "personal" or "confidential".

15.6.13 Packages marked with threatening messages.

15.7 Mail Bomb Screening / Response:

15.7.1 The United States 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.

15.7.2 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.

15.7.3 Addressee's name or title may be inaccurate.

15.7.4 Return address may be fictitious or not available.

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

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

15.7.7 Cancellation or postmark may show a different location than the return address.

15.7.8 Mail bombs may have excessive postage.

15.7.9 Letter bombs may feel rigid, or appear uneven or lopsided.

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

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

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

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



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15.8 If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender: DO NOT OPEN.

15.8.1 Isolate the mailing and evacuate the immediate area.

15.8.2 Do not take a chance or worry about possible embarrassment if the item turns out to be innocent, instead, NOTIFY the Shift Supervisor and follow the steps listed in this procedure.

16.0 CRISIS COMMUNICATION PLAN:

16.1 The Crisis Communication 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 Laramie River Station.

16.2 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.

16.3 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.

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

16.3.2 If the situation has such potential, the Plant Manager, or his designee, will notify Senior Headquarters Staff. Upon appraisal of the emergency, a decision whether additional headquarters staff should be at the site will be made jointly between senior staff and the Plant Manager, or his designee.

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

16.3.4 After normal business hours and on weekends or holidays, Security and Response Services personnel at BEPC Headquarters should be notified by calling 701-557-5555. They will then be responsible for notifying appropriate Headquarters Communication/Government Relations staff.

16.3.5 Media persons will be staged in the downstairs conference room area of the Administration Building. A staff person will be posted to ensure visitors are directed to remain in this location.



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17.0 DRILLS AND TRAINING PROGRAMS:

- 17.1 Emergency Action Plan drills will be conducted on a periodic basis. They will be rotated to include all Shift Supervisors, all Crews. Emergency drills may include, but are not limited to:
 - 17.1.1 Injured employees
 - 17.1.2 Chemical or Gas Release Incidents and test notification of designated services
 - 17.1.3 Evacuation of station personnel to designated assembly areas.
 - 17.1.4 Fire Response
 - 17.1.5 Tornado
 - 17.1.6 Local Emergency Service Response
 - 17.1.7 Rescue Team response to various conditions throughout the plant.
 - 17.1.8 Table top exercise with plant personnel and/or the local Emergency Planning Committee for Platte County.
- 17.2 Emergency alarms will be tested every Monday at 12:00 Noon and will be preceded with the announcement "THIS IS A TEST"
 - 17.2.1 See SAF-SP-009 - Testing Emergency Notification Warble/Paging System Procedure.
- 17.3 Training will be provided:
 - 17.3.1 Before the employee is first assigned duties covered by this procedure.
 - 17.3.2 Before there is a change in assigned duties.
 - 17.3.3 Whenever there is a change in the Emergency Action Plan in which the employee has not been previously been trained.
 - 17.3.4 Whenever there is a deviation from the work scope or there are inadequacies in the employee's knowledge.
- 17.4 Employees will be trained in First Aid, CPR and AED's every two years.
- 17.5 Refresher training in these procedures will be conducted on an annual basis.



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17.6 Training documentation will include at least the employee's name, employee number and the date of the training.

17.7 Training records will be retained for the duration of employment plus seven (7) years.

18.0 ATTACHMENTS:

18.1 [Attachment A: LRS Emergency Call Report](#)

18.2 [Attachment B: Bomb Threat Checklist](#)

18.3 [Attachment C: Emergency Equipment List](#)

18.4 [Attachment D: Emergency Contact List](#)

18.5 Attachment E: Map of Shelter Locations

19.0 REFERENCES:

19.1 OSHA 1910.38; Emergency Action Plan

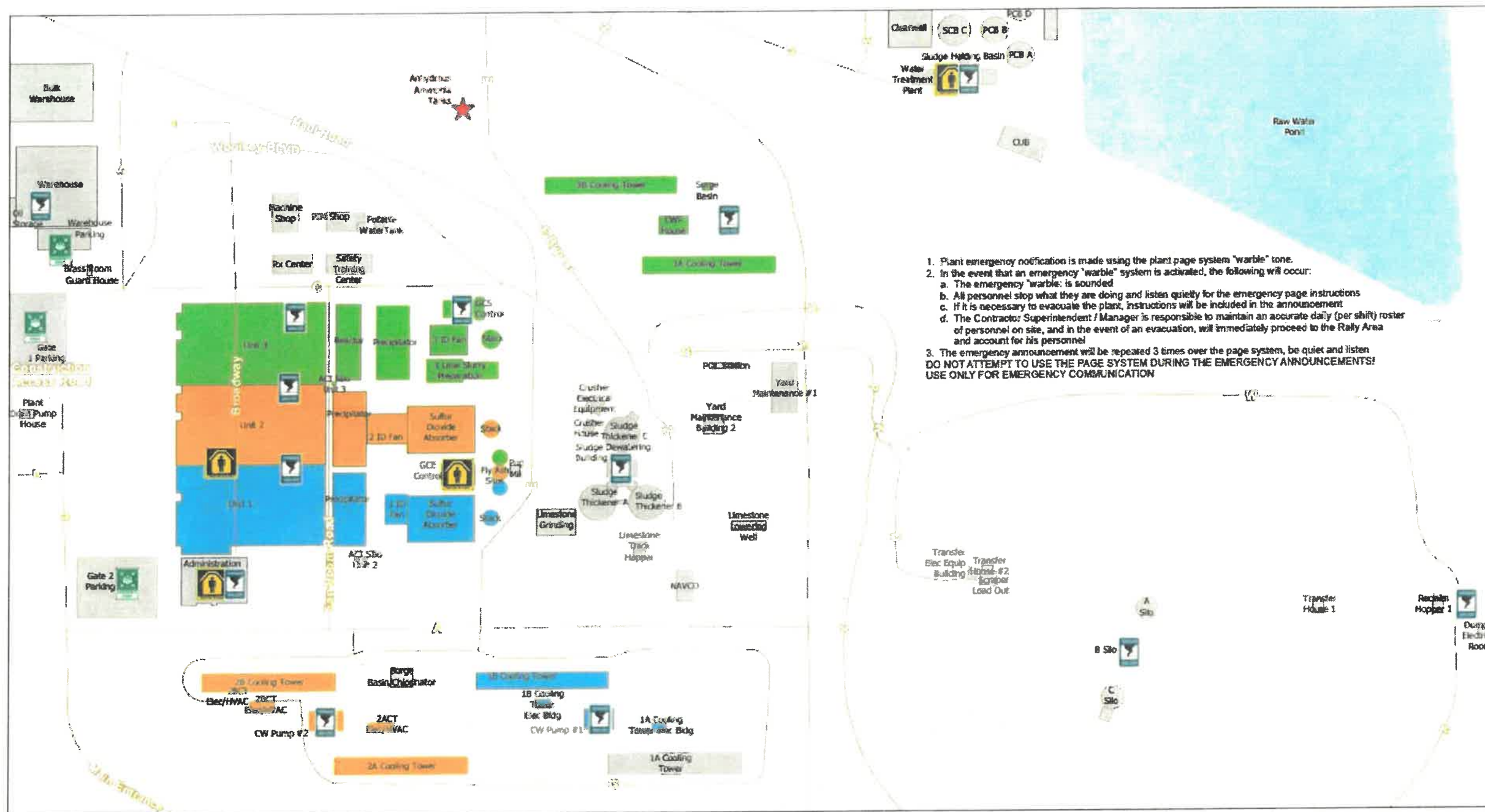
19.2 OSHA 1920.120; Hazardous Waste Operations and Emergency Response

19.3 OSHA 1910.119; Process Safety Management of Highly Hazardous Chemicals

19.4 40 CFR Part 68; Accidental Release Prevent Requirements: Risk Management Programs under the Clean Air Act, Section 112(r) (7)

Approved By: *William Deglman* Date: May 1, 2023
William Deglman (May 1, 2023 09:31 MDT)

Approved By: *Levi Mickelsen* Date: May 1, 2023
Levi Mickelsen (May 1, 2023 10:14 MDT)



1. Plant emergency notification is made using the plant page system "warble" tone.
2. In the event that an emergency "warble" system is activated, the following will occur:
 - a. The emergency "warble" is sounded
 - b. All personnel stop what they are doing and listen quietly for the emergency page instructions
 - c. If it is necessary to evacuate the plant, instructions will be included in the announcement
 - d. The Contractor Superintendent / Manager is responsible to maintain an accurate daily (per shift) roster of personnel on site, and in the event of an evacuation, will immediately proceed to the Rally Area and account for his personnel
3. The emergency announcement will be repeated 3 times over the page system, be quiet and listen DO NOT ATTEMPT TO USE THE PAGE SYSTEM DURING THE EMERGENCY ANNOUNCEMENTS! USE ONLY FOR EMERGENCY COMMUNICATION

Notify Unit 1 Control Room of any emergency by Gaitronics page or by phone 307-322-7015 (Shift Supervisor 307-322-7007)



ASSEMBLY POINTS / RALLY AREAS
 Employees:
 Gate 2 Parking
 Warehouse Parking
 Contractors:
 Gate 1 Parking



SHELTER IN PLACE
 Administration Building - Ground Floor Conference Rooms
 Main Plant Control Room
 Scrubber Control Room
 Water Treatment Plant Control Room



TORNADO SHELTERS	
Administration Building - Ground Floor Conference Rooms	Main Plant Operations - Lunch Room
Coal Silo B Basement	Maintenance Shop Lunch Room (Units 1 & 2)
CW Pumphouse (Units 1, 2, & 3)	SNCR Common Area Lunch Room
Dumper Basement	Warehouse Break Room
Electric Shop Break Room	Water Treatment Plant Basement
GCE Basement	
GCS Basement	Unit 2 - Along Cinderblock walls Surrounding Pulverizers
Instrument Shop	
Lab Lunch Room	



Basin Electric Power Cooperative
 Laramie River Station
 As of 201904
 By Melodee Bassett



**Laramie River Station
 Emergency Notification
 and
 Evacuation Plan**