



ITC Emergency Action Plan (EAP)

February 2021

I. OBJECTIVE

The objective of the ITC Emergency Action Plan (EAP) is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare personnel for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and resources by training personnel, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the ITC.

II. ASSIGNMENT OF RESPONSIBILITY

A. ITC Operations Manager

The ITC Operations Manager will manage the ITC EAP, maintaining all training records, and scheduling routine tests of the EAP in conjunction with the appropriate authorities.

The ITC Operations Manager will also coordinate with local public resources, such as the fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this EAP.

B. Lessee and Lessee Safety Leads

Lessees are responsible for their own safety and for recognizing and responding to emergencies impacting their personnel. The ITC does not have a general alert system, central emergency command center, or in-house emergency response team. Lessees must have the resources (personnel, equipment, training, procedures, etc.) to recognize when emergencies occur and to effectively respond to such emergencies. Effective emergency response includes communicating with and assisting emergency services personnel.

Lessee Safety Leads are responsible for implementing the procedures in this plan for their personnel, visitors, contractors and vendors. Implementation of this plan includes training, procedural modifications to account for the unique processes of the lessee, plan testing, stocking emergency response supplies\equipment, reporting and communicating with the ITC Operations Manager about the EAP.

C. Personnel, Contractors, Vendors and Visitors

All people working or visiting the ITC are responsible for following the procedures in this plan.

D. Dry Fork Station (DFS)

The Dry Fork Station, adjacent to the ITC, maintains a detailed EAP, is staffed 24/7/365, and is equipped with an emergency response team and audible alert system. DFS's emergency response resources are intended for personnel working at the DFS, not those working at the ITC.

The Dry Fork Station operator may assist as they are able during an emergency at the ITC. This assistance will normally be limited to ensuring first responders gain access to the ITC site.

The DFS alert system and instructions given over loudspeakers are audible to those working at the ITC. Lessees should remain attentive to the DFS loudspeaker system. Notification of an anhydrous ammonia leak will be communicated using this loudspeaker system and the plant radio. Other DFS instructions and warnings may be useful, however, they are normally intended for DFS personnel.

III. PLAN IMPLEMENTATION

A. Reporting Emergencies

Emergency situations will be reported as soon as possible directly to local emergency services **by calling 911**. Give a detailed location as described below.

*The Integrated Test Center (ITC) at the Dry Fork Station
12480 North Highway 59
Include the name or identifier of the individual test bay*

Describe the situation and stay on the phone until you are released.

Send someone to meet the first responders at the Basin Electric Dry Fork Station sign (at the highway) and escort them to the location of the emergency.

After emergency services has been contacted, contact the Dry Fork Station control room using the ITC facility radio system or by phone at 307-687-8401.

The emergency services personnel will lead the emergency response. DFS control room operators can provide site access escort if necessary.

Lessees must have the personnel, procedures, training and equipment necessary to recognize when emergencies occur and then to effectively communicate with and to assist emergency services personnel who respond to their emergency.

All personnel are authorized to contact emergency services when fire, chemical, medical, or other emergencies deem it necessary. Personnel who contact emergency services *are also responsible for further communications* as outlined below

B. Informing ITC personnel

In the event of an emergency situation, the person who initially reported the emergency will ensure that all personnel working at the ITC are notified as soon as possible. This can be accomplished using the ITC facility radio system.

C. Administrative Notification

In the event of an emergency, as soon as reasonably practical the person who initially reported the emergency will contact the Lessee Safety Lead and the ITC Operations Manager.

ITC Operations Manager will contact the Wyoming Energy Authority Executive Director or their designee.

D. Emergency Contact Information

The ITC Operations Manager will maintain an emergency contact list kept in the following locations:

1. ITC Office (in the vicinity of the WEA office phone and door)
2. Storm Shelters
3. Appendix "A" of this plan

Lessee safety leads will post emergency contact information for their organization in a prominent place on or near their testing facility and in the vicinity of their assigned ITC office.

E. Evacuation Routes and Designated Assembly Areas

Emergency evacuation escape route plans, also showing the designated assembly areas, are posted in the following areas:

1. ITC Office (in the vicinity of the WEA office door)
2. Storm Shelters
3. Appendix "B" of this plan

The ITC's designated assembly areas are listed below:

Indoor Assembly Areas:

1. ITC Office Building (**not** intended as a severe storm (tornado) shelter)
2. Small Test Bay Storm Shelter
3. Large Test Bay Storm Shelter

Outdoor Assembly Areas:

1. Flagpole Outside ITC Office Building
2. South East corner of the Large Test Center bay
3. The ITC main gate (in the event of complete site evacuation).

In the event that a fire or emergency requires evacuation (a partial or complete site evacuation), all personnel (except those noted in Part III. F of this plan "Securing Property and Equipment") must

immediately report as soon as possible to the closest safe assembly area. All personnel are responsible to know the location of the closest assembly area and must use their judgement to determine if, given the nature of the emergency, the assembly area is safe. The ITC main gate assembly area will be used if a complete evacuation of the ITC site is necessary. When applicable, doors must be unlocked and closed as the area is exited.

Prior to entering the ITC, mobility-impaired personnel must be assigned an assistant(s) who will aid the mobility impaired person in the event of an evacuation.

F. Securing Property and Equipment

Prior to evacuating the ITC site (or portion of the site), some equipment may need to be secured to prevent further danger to the facility and personnel (such as shutting down equipment to prevent release of hazardous materials).

Lessees will develop an emergency plan for securing (shutting down) their facilities and provide the plan to the ITC Operations Manager. The plan must include assignment of responsibilities, estimated duration of planned tasks, and consideration of after-hours staffing.

During an evacuation, all personnel remaining behind to shut down critical systems must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the facility by the nearest escape route as soon as possible.

G. Accounting for Personnel (and visitors) After Evacuation

The ITC does not have a central system for accounting for all personnel, visitors and contractors. Each Lessee Safety Lead and the Operations Manager (or their designee(s)) is/are responsible for accounting for people under their responsibility. Lessees must have procedures in place to ensure they can account for their personnel in the event of an emergency.

All people who have not entered the ITC using a badge swipe entry must sign in and out (daily) using the visitor's log located in the ITC office. All visitors are required to be continuously escorted by badged personnel.

Once an evacuation has occurred, the ITC Operations Manager, Lessee Safety Lead (or their designees) will account for each employee or visitor assigned to them. Each person on site is responsible for reporting to the appropriate person so an accurate head count can be made.

In the event of a catastrophic event where personnel are unaccounted for, Lessees and the ITC Operations Manager will consult the visitor's log and may request badge entry system data from DFS to validate the head count (this will be a post-event process that will require substantial time).

H. Re-entry

Once the ITC has been evacuated, no one may re-enter for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All personnel must remain at the designated assembly area until the fire department or other emergency response agency indicates that either:

1. The site is safe for re-entry, in which case personnel will return to their workstations.
2. The designated assembly area is not safe, in which case personnel will vacate the premises.

IV. TRAINING

A. Employee Training

All personnel will receive instruction on this Emergency Action Plan as part of initial site safety training (required for obtaining an ITC entry badge). Additional training must be provided:

1. When there are any changes to the plan or facility.
2. Annually, as refresher training (ITC entry badges expire annually).

Items for review during the training include:

1. Means of reporting emergencies (use of radios and office phones).
2. Listing of emergency contacts.
3. Fire extinguisher locations, usage, and limitations.
4. Individual responsibilities.
5. Escape routes, assembly areas and procedures.
6. Emergency shut-down procedures.
7. Procedures for accounting for personnel and visitors.
8. Closing office doors.
9. Sheltering in storm shelters.
10. Procedures for specific emergencies (fire, medical, chemical, weather, etc.).

B. Evacuation Drills

Evacuation drills must be conducted at least annually and in coordination with local police and fire departments when public health considerations allow. Public health considerations may require simulated or distanced walk throughs of annual drills. Additional drills will be conducted if physical properties of the site or processes change impacting this EAP.

C. Training Records

The ITC Operations Manager will document all training pertaining to this plan and will maintain records at the ITC office.

V. PLAN EVALUATION

The ITC Operations Manager will review and modify (as needed) this plan at least annually. Following each drill, affected parties will evaluate the drill's effectiveness and will suggest improvements to the EAP.

VI. SPECIFIC EMERGENCIES – ADDITIONAL PROCEDURES

Additional procedures are given in this section for the specific emergencies listed below.

A. Unexpected Incidents

1. Fires and Explosions

In the event of a fire: Call the fire department (911). Attempt to extinguish the fire using a fire extinguisher only if safe to do so and the appropriate fire suppressant is available.

Personnel shall not fight a fire after it can no longer be put out with a fire extinguisher or enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

Lessee personnel who are knowledgeable about their process equipment must be available to assist and ensure the safety of first responders.

2. Chemical Releases and Spills

Lessees shall use the nearest eye wash station/shower in the event they come in contact with a chemical or hazardous material.

The Lessee will control additional spills or further gas releases from a safe distance. Lessees will avoid exposure to toxic or flammable atmospheres.

Chemical spills will be cleaned up in accordance with the SPCC Plan. In emergency situations the fire department can assist with containing spills of hazardous chemicals that may be a threat to the public. The fire department does not provide spill cleanup.

During an ammonia release personnel are to move crosswind or upwind depending on your location relative to the area of the release. The propane tank windsock and ITC flags will help personnel determine wind direction. All personnel must determine the best shelter location depending on the specifics of the situation (temperature, wind, amount of ammonia released, etc.). The ITC office may provide adequate shelter, however all heating, air-conditioning and ventilation systems must be turned off and doors and windows must remain closed. Evacuation may be the best course of action. The ITC will receive emergency notification of a gas or ammonia leak from BEPC via DFS's plant radio system.

3. Hazardous Waste

Contain the flow of hazardous waste to the extent possible. Clean up the hazardous waste and any contaminated materials or soil.

4. Medical Emergency

In all cases that require more than minor first aid treatment, the Lessee shall make arrangements for transportation of the individual(s) to Campbell County Health (hospital) in Gillette.

The Lessee will determine the type of transport needed. If the individual is conscious, ambulatory (able to walk) and not considered to be in immediate danger, an on-site vehicle may be used as transportation.

An ambulance response is required for all life-threatening injuries. All personnel are authorized to request ambulance service (911).

Ambulance response time to the ITC is estimated at 20-30 minutes. In some situations, the patient may be transported by the Lessee part way to the hospital, meeting the ambulance in route to the hospital. The emergency services dispatcher can give instructions if meeting and transferring the patient is deemed a reasonable and time saving option.

Advanced medical care and treatment shall be administered by trained professionals who have the necessary training, equipment, and experience to give such aid. Campbell County emergency medical services will normally provide advanced medical care. Untrained people might endanger

themselves or those they are trying to assist.

5. Confined Space Rescue

Lessees are responsible for planning for a confined space rescue (pre-job planning) and staging necessary rescue equipment on the site according to the rescue plan requirements. If personnel are injured or incapacitated inside a confined space and are unable to exit on their own, immediately notify emergency services (911). Entry into the space to provide first aid treatment will not be attempted by the attendant or any untrained personnel.

6. High Rope Rescue

If personnel are injured or incapacitated at an elevated location and are unable to climb down on their own, immediately notify emergency services (911). First aid treatment may be provided, if possible, by trained personnel. Trained personnel administering first aid at elevated locations will ensure their own safety and maintain positive fall protection at all times.

Only a trained high rope rescue team will be used to rescue personnel that may need to be lowered from elevated locations using rope.

B. Forces of Nature

Lessees shall monitor for approaching weather threats, and shelter in one of two available storm shelters when necessary. Internet access is available at the ITC office and may be used for accessing current and forecasted weather information (<https://www.weather.gov/>). The ITC does **not** issue weather alerts or warnings.

1. High Wind Conditions, Thunderstorms, Tornadoes

The location of storm rated shelters is shown on the Evacuation/Designated Assembly Area drawing. Lessee Safety Leads will ensure that all personnel have been trained and have practiced entering and securing the door of these shelters. Lessees are responsible for monitoring weather conditions and determining when entry into a storm shelter is required. The ITC office building and ITC bathrooms are **not** secured by means of a permanent foundation and are **not intended** as a severe storm (tornado) shelter.

When high winds are occurring or predicted lessees shall 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.

Outside work activities will be shut down if sustained wind velocities exceed safe working conditions. All lessees must be constantly alert for debris or material that can be moved by high winds and cause employee injuries or damage to equipment.

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

In the event of a hailstorm, all lessees must take immediate cover for the duration of the hailstorm.

During tornado season (typically May through August) the lessees must, at the beginning of each shift, minimize boards, scaffolding, sheet metal, etc. that can be blown about. Lessees are required to remove or tie down any elevated structure, scaffold, or unused material that can endanger personnel or equipment.

2. Winter Weather (Blizzards)

Lessees are responsible for monitoring winter weather advisories and alerts (<https://www.weather.gov/>) and to be aware of road conditions and road closures (<https://www.wyoroad.info/>). Remain alert and plan ahead for changing weather and road conditions. Lessees should limit road travel when severe winter weather is occurring or predicted.

If road conditions and/or closures warrant, lessees are permitted to stay overnight at the ITC office. The ITC will **not** provide food or bedding for overnight stays. Lessees are encouraged to plan for and stock supplies that may make an extended stay at the ITC more comfortable.

C. Unauthorized Personnel and Suspicious Activity

Stay alert for any unusual activities and/or unauthorized personnel while approaching or working at the ITC. Report suspicious incidents and/or trespassers immediately to the Lessee Safety Lead and ITC Operations Manager.

The Operation's Manager will contact the DFS control room and if warranted will contact the Sheriff's Department at 307-682-7271 with any concerns.

If you make contact with a suspected trespasser maintain your professional approach and avoid confrontation (or avoid contact all together). Do not touch or attempt to restrain trespassers. Law enforcement officials will handle removal if necessary. Be sure your actions ensure the safety of you, other personnel, contractors and visitors.

Trespassers may attempt site access by hiding in delivery trucks or on equipment, or by jumping railroad tracks or fences. Be aware of this and conduct an extra thorough review of your work site, vehicles and equipment before starting work or unloading a truck.

Appendix A: Emergency Contact List

Your Location

The Integrated Test Center (ITC) at the Dry Fork Station
 12480 North Highway 59
 Include the name or identifier of the individual test bay

ITC Emergency Contact Phone Numbers			
Line	Group	Contact	Phone Number
1	DFS	BEPC HDQ Emergency/Security	1-701-557-5555
2	DFS	DFS Control Room/Operating Authority	1-307-687-8401
3	DFS	DFS Plant Manager	1-307-689-1585
4	DFS	DFS Safety Coordinator	1-307-689-9997
5	DFS	Environmental Coordinator	1-307-351-1423
6	DFS	Shift Supervisors Office	1-307-689-1318
7	ES	Campbell County Emergency Management Agency	1-307-686-7477
8	ES	Emergency Service Dispatch, non-emergency	1-307-682-7271
9	ES	Police, Ambulance and Fire Department	911
10	ITC	Operations Manager, Jim Ford	1-307-680-3445
12	ITC	Technical Lead, Will Morris	1-385-249-0587
13	ITC	WEA Executive Director	1-307-256-0098
14	ITC	WEA Office (Cheynne, WY)	1-307-635-3573
15	ITC	Jason Begger	1-307-640-1913
16	ITC	Office Phones (not attended) "X"=26-32	1-307-696-82XX
17	Neighbor	Dry Fork Mine	1-307-682-2839
18	Neighbor	Gillette TSM	1-307-685-8950
19	Other	CHEMTREC	1-800-424-9300
20	Other	National Poison Control Center	1-800-222-1222
21	Other	National Response Center	1-800-424-8802
22	Other	Occupational Safety and Health Administration	1-303-844-1600