



## Filing Receipt

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**PROJECT NO. 53385**

|                                    |          |                                  |
|------------------------------------|----------|----------------------------------|
| <b>PROJECT TO SUBMIT EMERGENCY</b> | <b>§</b> | <b>PUBLIC UTILITY COMMISSION</b> |
| <b>OPERATIONS PLANS AND</b>        | <b>§</b> |                                  |
| <b>RELATED DOCUMENTS UNDER 16</b>  | <b>§</b> |                                  |
| <b>TAC § 25.53</b>                 | <b>§</b> | <b>OF TEXAS</b>                  |

**OLD SETTLER WIND, LLC'S EMERGENCY OPERATIONS PLAN**  
**EXECUTIVE SUMMARY**

Pursuant to 16 Texas Administrative Code ("TAC") § 25.53, Old Settler Wind, LLC ("Old Settler Wind") hereby files an executive summary of its emergency operations plan known as the Emergency Action Plan (the "Plan"), which describes the contents and policies contained in the Plan, includes references to specific sections and page numbers of the Plan that correspond with the requirements of 16 TAC § 25.53, includes the Plan's record of distribution, and attaches the required affidavit and a redacted copy of the Plan and supporting documents. Old Settler Wind is registered with the Public Utility Commission of Texas as a power generation company. The Old Settler Wind facility is a wind generation facility whose operations are managed by Apex Wind Asset Management, LLC, an affiliate of Apex Clean Energy. The Plan is an omnibus plan of Apex Clean Energy with appropriate Texas- and site-specific information incorporated. This Executive Summary is incorporated into the Plan in its entirety.

**A. Contents and Policies (16 TAC § 25.53(c)(1)(A)(i)(I))**

Attachment A to this Executive Summary is a redacted copy of Old Settler Wind's Emergency Action Plan. Apex Clean Energy recognizes that site personnel have the right and need to know the procedures to follow in the event of an emergency. The purpose of the Plan is to ensure the transmission of necessary information to site personnel regarding emergency action. The Plan is maintained to ensure the safety of all site personnel at the Old Settler Wind facility in the event of a major emergency that could occur within the facility or at the fields in which personnel. The EAP includes provisions for (1) medical emergency, (2) building evacuation, (3) building utility failure, (4) fire, (5) adverse weather, (6) hazardous material spill, (7) crime / violent behavior / civil disturbance, and (8) bomb threat, among others.

The Plan (1) identifies alarm and emergency evacuation procedures, (2) identifies procedures to be followed by site personnel who remain to operate critical business operations



before they evacuate, (3) identifies rescue and medical duties for all site personnel following emergency evacuation, (4) identifies persons who can be contacted for further information or explanation of duties under the Plan, and (5) establishes training guidelines for site personnel regarding the Plan and what they need to know to protect themselves.

The Plan contains the following sections:

| <b>Content/Policies</b>                                                | <b>Plan Reference</b> |
|------------------------------------------------------------------------|-----------------------|
| Introduction                                                           | Page 4                |
| Responsibility                                                         | Page 5                |
| Emergency Preparedness Coordination                                    | Page 5                |
| Program Evaluation                                                     | Page 5                |
| Inspections                                                            | Page 6                |
| Deenergization                                                         | Page 7                |
| Site Personnel Training                                                | Page 7                |
| Apex Emergency Management Responsibilities                             | Pages 8-11            |
| Operations and Asset Management Incident Management Notification Chart | Page 10               |
| Apex Business Support Team                                             | Page 11               |
| Emergency Contact List                                                 | Page 12               |
| Apex and O&M Emergency Contact List                                    | Page 12               |
| Emergency Response Procedures                                          | Pages 13-38           |
| Corporate Emergency Response                                           | Pages 13-14           |
| Power Outage Coordination                                              | Page 14               |
| Call in/Report a Field Injury                                          | Pages 14-15           |
| Medical Emergency                                                      | Pages 15              |
| Emergency Equipment                                                    | Page 16               |
| Building Evacuation                                                    | Pages 16-17           |
| Building Utility Failure                                               | Pages 17-18           |
| Fire                                                                   | Pages 18-20           |
| Adverse Weather                                                        | Pages 20-30           |
| Winter Weather                                                         | Pages 30-32           |
| Pandemic Travel Policy                                                 | Annex I; Pages 39-42  |

| Content/Policies       | Plan Reference        |
|------------------------|-----------------------|
| ROCC Procedures, ERCOT | Annex II; Pages 43-46 |

**B. Record of Distribution (16 TAC §§ 25.53(c)(1)(A)(i)(III) and 25.53(c)(4)(A))**

The Plan's record of distribution required by 16 TAC § 25.53(c)(4)(A) is described below consistent with 16 TAC §§ 25.53(c)(1)(A)(i)(III).

As described in the Site Personnel Training, page 7 of the Plan, new site personnel will be oriented to the Plan via a copy and review of the Plan in combination with their orientation to other Apex Clean Energy safety policies. Beyond new hire orientation, the facility manager or the person's direct supervisor shall be responsible for providing training on the Plan. A copy of this Plan is provided to each site person and is always to be available for all site personnel to review.

The following table identifies Old Settler Wind's record of distribution of the Plan.

| Name       | Title            | Date       |
|------------|------------------|------------|
| [REDACTED] | EHS Manager      | 04/15/2022 |
| [REDACTED] | Facility Manager | 04/15/2022 |
| [REDACTED] | CEO              | 04/15/2022 |

The EHS Manager is responsible for distribution of the Plan to site personnel and maintains these records separately. A copy of these records and the names redacted in the table above will be made available to Commission Staff upon request.

**C. Affidavit (16 TAC §§ 25.53(c)(1)(A)(i)(IV) and 25.53(c)(4)(C))**

Attachment B to this Executive Summary is the affidavit required by 16 TAC § 25.53(c)(4)(C).

**D. Emergency Contact List (16 TAC § 25.53(c)(4)(B))**

The primary and backup emergency contact for Old Settler Wind who can immediately address urgent requests and questions from the Commission during an emergency are identified in the Emergency Contact List section and will be made available to Commission Staff upon request.

**E. Common Operational Functions Relevant Across Emergency Types (16 TAC § 25.53(d))**

In addition to those items explicitly listed in 16 TAC § 25.53, the Plan addresses common operational functions relevant across emergency types, including:

| <b>Content/Policies</b>                                                | <b>Plan Reference</b> |
|------------------------------------------------------------------------|-----------------------|
| Introduction                                                           | Page 4                |
| Responsibility                                                         | Page 5                |
| Emergency Preparedness Coordination                                    | Page 5                |
| Program Evaluation                                                     | Page 5                |
| Inspections                                                            | Page 6                |
| Deenergization                                                         | Page 7                |
| Site Personnel Training                                                | Page 7                |
| Apex Emergency Management Responsibilities                             | Pages 8-11            |
| Operations and Asset Management Incident Management Notification Chart | Pages 10              |
| Apex Business Support Team                                             | Page 11               |
| Emergency Contact List                                                 | Page 12               |
| Apex and O&M Emergency Contact List                                    | Page 12               |
| Media                                                                  | Pages 13-14           |

**F. Approval and Implementation (16 TAC § 25.53(d)(1))**

| <b>Content/Policies</b>                                                                                      | <b>Plan Reference</b>             | <b>Rule Reference</b>   |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|
| Introduction of Plan and outline of its applicability                                                        | Pages 4-5                         | 16 TAC § 25.53(d)(1)(A) |
| List of individuals responsible for maintaining and implementing the Plan, and those who can change the Plan | Pages 5-6                         | 16 TAC § 25.53(d)(1)(B) |
| Revision control summary                                                                                     | Page 1<br>Executive Summary below | 16 TAC § 25.53(d)(1)(C) |
| Dated statement that the current Plan supersedes previous plans                                              | Page 1                            | 16 TAC § 25.53(d)(1)(D) |

| <b>Content/Policies</b>                                      | <b>Plan Reference</b> | <b>Rule Reference</b>   |
|--------------------------------------------------------------|-----------------------|-------------------------|
| Date the Plan was most recently approved by Old Settler Wind | Page 1                | 16 TAC § 25.53(d)(1)(E) |

The revision control summary for this Plan is included in the chart below:

| <b>Revision</b> | <b>Date</b> | <b>Nature of Change</b>                | <b>Author</b> | <b>Title</b> |
|-----------------|-------------|----------------------------------------|---------------|--------------|
| 1               | 02-21-2019  | EAP Creation                           | [REDACTED]    | EHS Director |
| 2               | 04-15-2022  | Revisions implementing PUCT rule 25.53 | [REDACTED]    | EHS Manager  |

The redacted names will be provided to Commission Staff upon request.

**G. Communication Plan (16 TAC § 25.53(d)(2)(B))**

The following sections of the Plan to describe the procedures during an emergency for communicating with the media; the Public Utility Commission of Texas; the Office of Public Utility Counsel; fuel suppliers; local and state governmental entities, officials, and emergency operations centers, as appropriate in the circumstances for the entity; and the applicable reliability coordinator:

| <b>Content/Policies</b>                    | <b>Plan Reference</b> |
|--------------------------------------------|-----------------------|
| Apex Emergency Management Responsibilities | Pages 8-11            |
| Required Communications/Media              | Pages 13-14           |
| Emergency Contact List                     | Page 12               |
| ROCC Procedures, ERCOT                     | Annex II; Pages 43-46 |

**H. Emergency Supply Plan (16 TAC § 25.53(d)(3))**

The Emergency Equipment section, pages 16-17 of the Plan describes Old Settler Wind's plan to maintain pre-identified supplies for emergency response.

**I. Emergency Staffing Plan (§ 25.53(d)(4))**

The Apex Emergency Management Responsibilities section, page 8 of the Plan, and each specific type of emergency includes Old Settler Wind's plan to address staffing emergency response.

**J. Weather Related Hazards (16 TAC §§ 25.53(d)(5) and 25.53(e)(2)(A))**

The following sections of the Plan include Old Settler Wind's plans for monitoring and responding to severe weather as outlined below:

| <b>Content/Policies</b>                           | <b>Plan Reference</b> | <b>Rule Reference</b>                                                                                          |
|---------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------|
| Site Personnel Guidelines and General Information | Pages 20-22           | 16 TAC §§ 25.53(d)(5)                                                                                          |
| Lightning Safety                                  | Pages 22-24           | 16 TAC §§ 25.53(d)(5)                                                                                          |
| Flooding                                          | Page 24               | 16 TAC §§ 25.53(d)(5)                                                                                          |
| Tornadoes                                         | Pages 24-27           | 16 TAC §§ 25.53(d)(5)                                                                                          |
| Winter Weather                                    | Pages 29-32           | 16 TAC §§ 25.53(d)(5)<br>16 TAC § 25.53(e)(2)(A)<br>16 TAC § 25.53(e)(2)(A)(i)<br>16 TAC § 25.53(e)(2)(A)(iii) |
| Heat Stress Injuries/Hot Weather                  | Pages 32-35           | 16 TAC §§ 25.53(d)(5)<br>16 TAC § 25.53(e)(2)(A)<br>16 TAC § 25.53(e)(2)(A)(i)<br>16 TAC § 25.53(e)(2)(A)(iii) |
| Hurricane                                         | Pages 27-29           | 16 TAC §§ 25.53(d)(5)<br>16 TAC §§ 25.53(e)(2)(E)                                                              |

The Plan does not include a verification of the adequacy and operability of fuel switching equipment because the Old Settler Wind facility is a wind generation unit that does not rely on fuel to operate and does not have fuel switching equipment installed. Therefore, 16 TAC § 25.53(e)(2)(A)(ii) requiring verification of the adequacy and operability of fuel switching equipment does not apply to Old Settler Wind.

**K. Water Shortage (16 TAC § 25.53(e)(2)(B))**

The Plan does not include a water shortage annex because the Old Settler Wind facility is a wind generation unit that does not rely on nor require water to operate. Therefore, 16 TAC § 25.53(e)(2)(B) requiring a water shortage annex does not apply to Old Settler Wind.

The Building Utility Failure section, page 17 of the Plan, describes plans to address an extended potable water compromise or shortage for site personnel.

**L. Restoration of Service (16 TAC § 25.53(e)(2)(C))**

The Restoration of Service section, page 38 of the Plan, and Annex II identify plans intended to restore to service a generation resource that failed to start or that tripped offline due to a hazard or threat.

**M. Pandemic and Epidemic (16 TAC § 25.53(e)(2)(D))**

Annex I of the Plan addresses Old Settler Wind's pandemic and epidemic emergency response plan.

**N. Hurricane (16 TAC §§ 16 TAC §§ 25.53(d)(5) and 25.53(e)(2)(E))**

The Old Settler Wind facility is not located in a hurricane evacuation zone. Therefore, 16 TAC § 25.53(d)(5) requiring a plan that addresses how an entity identifies hurricanes and 16 TAC § 25.53(e)(2)(E) requiring a hurricane annex does not apply to Old Settler Wind.

**O. Cyber Security (16 TAC § 25.53(e)(2)(F))**

Attachment C to the Executive Summary (AWAM NERC Cyber Security Incident Response Procedure) is Old Settler Wind's cyber-security emergency response plan. A copy of Attachment C will be made available to Commission Staff upon request.

**P. Physical Security Incident (16 TAC § 25.53(e)(2)(G))**

The following sections of the Plan combine to create Old Settler Wind's physical security incident response plan:

| Content/Policies | Plan Reference |
|------------------|----------------|
| Deenergization   | Page 7         |

| <b>Content/Policies</b>                  | <b>Plan Reference</b> |
|------------------------------------------|-----------------------|
| Field Injury Procedure                   | Pages 14-15           |
| Medical Emergency                        | Pages 15-16           |
| Building Evacuation                      | Pages 16-17           |
| Building Utility Failure                 | Pages 17-18           |
| Fire                                     | Pages 18-20           |
| Crime/Violent Behavior/Civil Disturbance | Pages 36-37           |
| Bomb Threat                              | Page 37-38            |

**Q. Appropriate Additional Annexes (16 TAC § 25.53(e)(2)(H))**

The following list are additional sections of Old Settler Wind's Plan that are appropriate for the Old Settler Wind facility:

| <b>Content/Policies</b>   | <b>Plan Reference</b> |
|---------------------------|-----------------------|
| Power Outage Coordination | Page 14               |
| Building Utility Failure  | Pages 17-18           |
| Fire                      | Pages 18-20           |
| Hazardous Material        | Pages 35-36           |

**R. Drills (16 TAC § 25.53(f))**

Old Settler Wind generally performs at least one drill a year on its Plan. Old Settler Wind performed a drill consistent with 16 TAC § 25.53(f) in 2021. The April 2022 deadline to file new emergency operations plans did not allow for a 2022 drill to be conducted prior to this filing. Old Settler Wind has a plan to ensure a drill is conducted in 2022 and will fill a supplement in this docket upon completion of the drill.

April 18, 2022

Respectfully Submitted,

/s/ Lourdes Spurlock  
Lourdes Spurlock  
Compliance Engineer  
Apex Clean Energy

# **ATTACHMENT A**





# Emergency Action Plan

Cotton Plains/Old Settler

Version 2.0 (supersedes any previous version)

April 15, 2022

Apex Clean Energy

120 Garrett Street, Suite 700

Charlottesville, VA 22902

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# Introduction

Apex Clean Energy recognizes that site personnel have the right and need to know the procedures to follow in the event of an emergency. With this policy, Apex Clean Energy intends to ensure the transmission of necessary information to site personnel regarding emergency action.

This Emergency Action Plan ( "EAP" ) is maintained to ensure the safety of all site personnel at Apex Clean Energy facility in the event of a major emergency that could occur within our facility or at the fields in which we work. The EAP includes provisions for:

1. medical emergency
2. building evacuation
3. building utility failure
4. fire
5. earthquake
6. adverse weather
7. hazardous material spill
8. crime / violent behavior / civil disturbance
9. bomb threat

The EAP is established to:

1. Identify alarm and emergency evacuation procedures.
2. Identify procedures to be followed by site personnel who remain to operate critical business operations before they evacuate.
3. Identify rescue and medical duties for all site personnel following emergency evacuation.
4. Identify persons who can be contacted for further information or explanation of duties under this plan.
5. Establish training guidelines for site personnel regarding this plan and what they need to know to protect themselves.

## Responsibility

The responsibility for maintaining this EAP has been assigned to the facility manager.

Herein the term “manager” or “management” shall mean any manager or supervisor, unless otherwise specified.

## Emergency Preparedness Coordination

The project team will hold a preconstruction coordination meeting with identified response personnel and project contractors prior to the start of construction. The date of the initial training will be discussed along with identifying the attendees of the training.

Each year during the operating life of the project, the site operation team shall check in with local response personnel to determine what form of emergency drills (in person, online, or other options that may become available over the life of the project) are appropriate to train and coordinate efforts with local emergency responders.

The initial training shall provide training to local response personnel in the project area for emergency response actions pertaining to a wind power generation facility. This program ensures that response personnel are prepared to assess and respond to incidents that may occur at or near the facility. Training includes hazard identification, recommended protocols for maintaining materials and safety data sheets for the specific facility, and emergency response planning. Training will be provided annually if requested by the response personnel.

## Program Evaluation

The Health and Safety Director shall review and evaluate the effectiveness of the EAP as outlined below.

- On an annual basis
- Whenever regulatory changes occur requiring a revision to the program.
- Whenever changes occur to related procedures that require a revision.

- The EAP shall be distributed to each facility as a guide to manage emergencies at operating sites.

# Inspections

All alarm and control systems outlined in this program, or otherwise necessary for emergency reporting and control, shall be tested on a regular and frequent basis. All such equipment shall be registered and logged into a testing schedule based on the strictest applicable regulation or standard. Inspection reports shall be maintained and accessible for review at any time.

# Deenergization

The facility manager shall bear responsibility for deenergizing, and/or isolating equipment and systems under emergency conditions to reduce the risk of fire, electric shock, and personal injuries. Emergency personnel shall coordinate with the facility manager or their representative to ensure proper system deenergization.

## Site Personnel Training

New site personnel will be oriented to the EAP via a copy and review of this document in combination with their orientation to other Apex Clean Energy safety policies.

Beyond new hire orientation, the facility manager or the person's direct supervisor shall be responsible for providing training

A copy of this EAP is provided to each site person and is always to be available for all site personnel to review.

# Apex Emergency Management Responsibilities

## EMERGENCY RESPONSE (ALL SITE PERSONNEL)

### First Aid/Survival

- Evacuation
- Emergency supplies
- Injury assessment
- First aid
- Light search and rescue
- Vehicles and other heavy equipment for rescue
- Light firefighting
- Site personnel shelter

### Security

- Security personnel to protect lives and property (e.g., equipment lock-up, sentry posting)
- Signage, plywood and plastic sheeting, security ribbons, flares
- Property damage assessment (physical threats; structural damage)

### Maintenance

- Utilities control (building utilities shut-off; field high-voltage procedures)
- Hazardous materials decontamination
- Debris removal
- Auxiliary power equipment

### Communications

- Operate communications equipment (PA, phones, pagers, field radio)
- Compile and relay disaster information as needed (site personnel roll call, injury lists)
- Notify outside emergency services
- Deploy messengers
- Set up message board



## MANAGEMENT GROUP

### Preparation

- Develops and maintains overall emergency plan and policies
- Reviews recommendations for mitigative measures and training; makes necessary decisions; authorizes use of finances
- Ensures site personnel training on policies and procedures
- Maintains supply of emergency cash
- Develops, maintains and distributes forms, maps, personnel assignment flowcharts, etc.

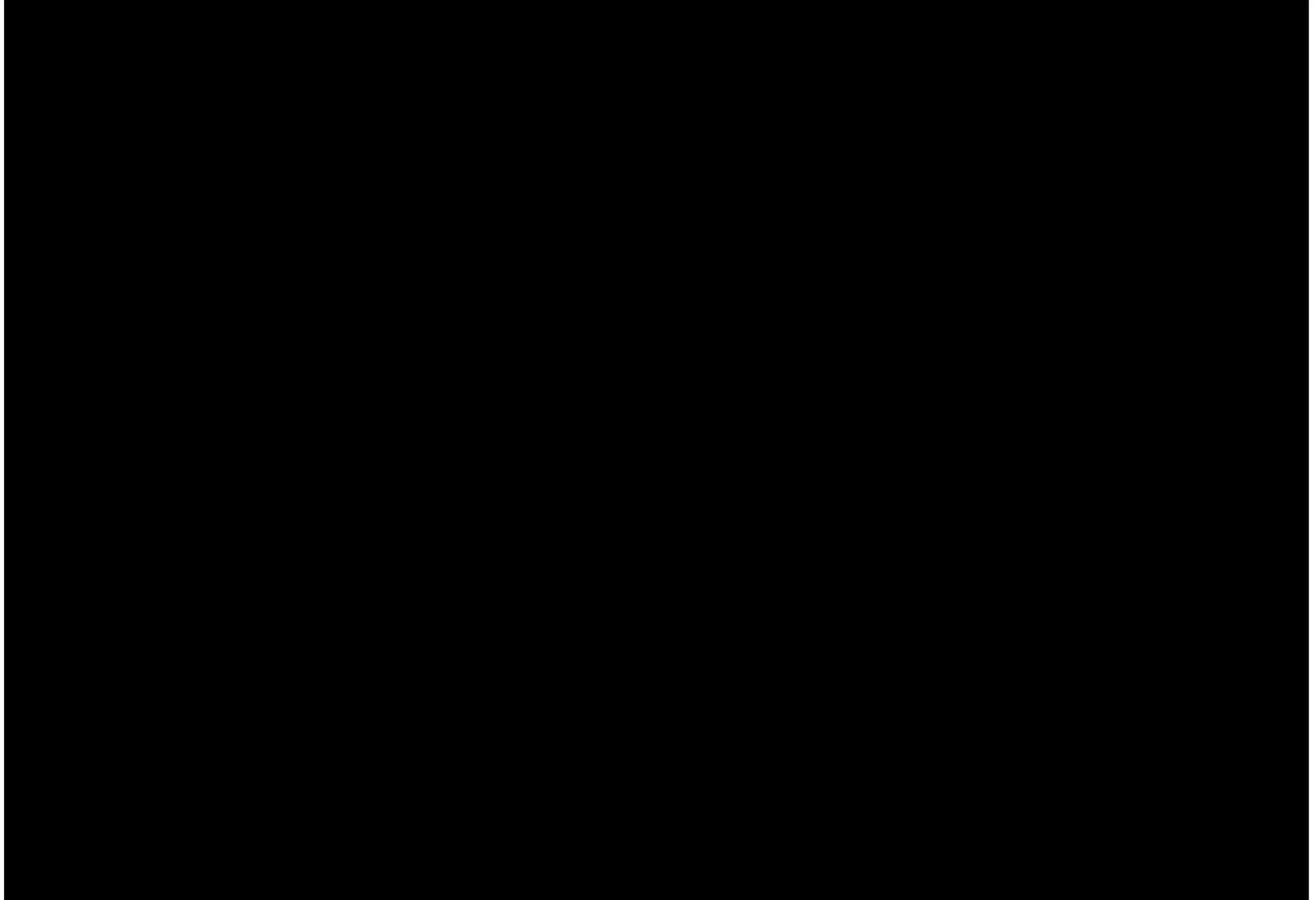
### Response in an Emergency

- Overall coordination and personnel deployment
- Declares existence of an emergency based on status and damage assessment reports from teams
- Authorizes evacuation when necessary
- Interfaces with local utility companies
- Interfaces with area Emergency Operation Centers regarding extent of disaster and availability of mass shelter
- Responds to media and public inquiries

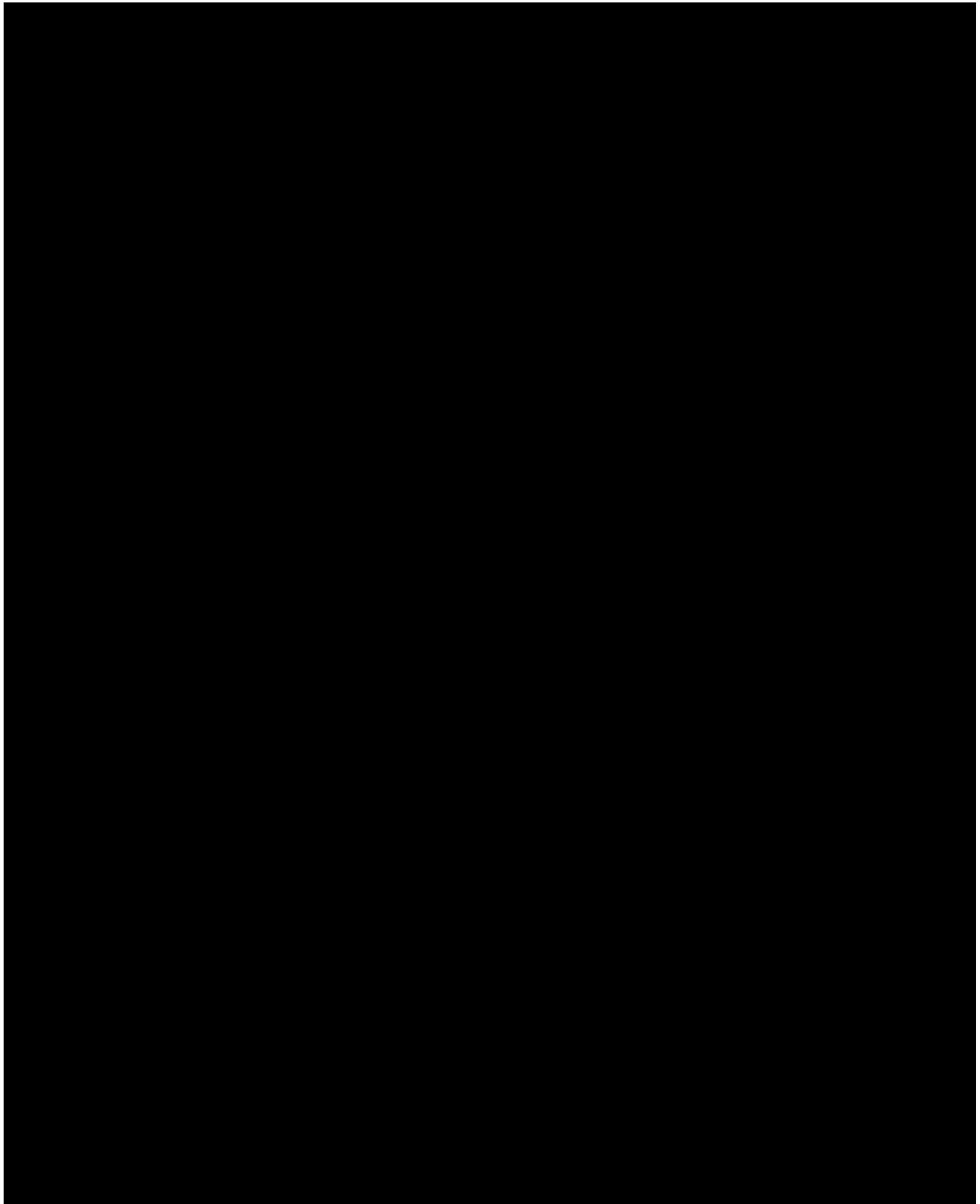
### Business Recovery

- Responsible for business recovery
- Maintains documentation necessary to resume business
- Determines value and estimates damages
- Handles insurance claims
- Handles loan applications
- Interfaces with Apex Clean Energy U.S. corporate entities

## Operations and Asset Management Incident Management Notification Chart



Apex Business Support Team



# Emergency Contact List

|                                                                       |                      |
|-----------------------------------------------------------------------|----------------------|
| Police: 911 or Floyd County Sherriff                                  | Phone (806) 983-4901 |
| Fire Department: 911 or Floyd County VFD                              | Phone (806) 983-2834 |
| Emergency Medical Services: 911 or Floydada EMS                       | Phone (806) 983-3004 |
| Medical Helicopter: Aero Care, Lubbock, TX                            | Phone (806) 627-2376 |
| Hospital: Covenant Medical Center, Lubbock, TX                        | Phone (806) 725-0000 |
| Occupational Clinic: Covenant West Texas Med.                         | Phone (806) 402-4033 |
| Hazmat: Safety-Kleen Systems, Amarillo                                | Phone (806) 622-7764 |
| Federal Bureau of Investigation, Lubbock Division                     | Phone (806) 765-8571 |
| Occupational Safety and Health Administration,<br>Lubbock Area Office | Phone (806) 472-7681 |
| Poison Control: South Texas Poison Center San Antonio                 | Phone (800) 222-1222 |

## Apex and O&M Emergency Contact List

Director of Operations: [REDACTED]  
[REDACTED]  
Phone: [REDACTED]

Compliance Engineer: [REDACTED]  
Phone: [REDACTED]

Owner' s Rep: Apex Asset Management  
Address: 120 Garrett Street, Ste 700, Charlottesville, VA 22902  
Phone: (434) 282-2119

Facility Manager: [REDACTED]  
Phone: [REDACTED]

Director of Health and Safety: [REDACTED]  
Phone: [REDACTED]

Apex Remote Operations Control Center (ROCC)  
Phone: (434) 328-2305  
Additional Line: (844) 442-4752

# Emergency Response Procedures

## Corporate Emergency Response

Emergency response procedures cannot be developed for every conceivable situation; however, the EAP provides the necessary guidelines to cope with the most foreseeable emergencies that may occur. Emergency response procedures shall be followed in sequence, unless management or conditions at the time dictate otherwise. Procedures in this plan shall be subordinate to the procedures and directions of those local, state, or federal agencies responding to the emergency.

### Required Communications / Media

As soon as practical, initial communication about a crisis at the impacted location should flow through the normal chain of command as directed in the Operations and Asset Management Incident Management Notification Chart.

### Media Communications

Well-prepared and successful organizations always take the lead in delivering information, even when the subject is unpleasant. Some crisis events will mean interacting with the news media. It is a good idea to set the tone for ongoing relationships with the media by being as open and honest as possible from the beginning.

### Initial Communication

There is a chance that reporters will show up and begin to ask questions before the full response is assembled. It is very important that initial communication be handled by a representative who presents a clear, brief statement and that the story is not assembled from conjecture or passerby statements.

*For this initial statement:*

- Acknowledge the incident ( “this is what happened at this time, this number of injuries have been reported” ). Cover only known facts.
- Buy time to gather more information and get the spokesperson to the site.

*“My name is \_\_\_\_\_ and I am \_\_\_\_ (Title) \_\_\_\_\_. The incident just happened, and we are still in the process of assessing the site. I am not prepared to answer any questions at this time. Please stay in this safety area so that we can do our job and take care of the situation. I need to return to the site, but either \_\_\_\_ (spokesperson) \_\_\_\_ or I will be back at \_\_\_\_ (time) \_\_\_\_ with an update. Thank you.”*

*"We're aware of the situation and are investigating the details. We will keep you informed as the situation progresses."*

*"The cause of the incident is not known at this time. The investigation is continuing, and we are working closely with the authorities."*

*"We do not have information as to the extent of the emergency at this time. As soon as we receive verifiable information, we will share it with you."*

## Power Outage Coordination

When communications media is being used to coordinate power outages for transformer maintenance or substation maintenance, you will need to know which fields are affected to call the appropriate offices for clearance of their field personnel.

## Call in / Report a Field Injury

1. Confirm the severity of injury; are emergency personnel required?
2. Obtain an Accident Report Form and ask all the questions thereon of the caller. Fill out the form as you talk.
3. Confirm that someone from the field will meet emergency personnel at the appropriate rendezvous point.
4. Have the completed Accident Report in hand and contact 911 to relay the information.

## Field Injury Procedure

### A. First person at the accident scene

Upon arriving at the scene of an injury related accident, the first person shall survey the scene (is it safe?), then notify management personnel of the following:

- Severity of the victim(s) injury.
- Emergency personnel "are" or "are not" required.

### B. Accident report

If emergency personnel are required, the management personnel shall:

- Obtain an "Accident Report"
- Copy information received via radio to the form.
- Ensure that all areas of the form are completed.
- Continue to monitor communications for further developments.

### C. Call 911

The designated 911 call person shall:

- Dial 911 immediately.
- Relay all the information on the accident form to the 911 operator.

D. Notify the following persons

After the call to 911, the designated 911 call person shall notify all the following personnel (if possible):

- Facility manager
- ROCC

## Medical Emergency

Medical cases generally fall under the following categories:

1. Minor Medical Case: Medical cases requiring minimal lay care and presenting no disability potential. Frequently do not require professional medical care.
2. Urgent Medical Case: Medical cases that are not life threatening and not likely to result in permanent or serious disability. Require professional medical care.
3. Emergency Medical Case: Those medical cases that, if not properly attended to, could result in serious injury or death. Permanent disability is possible. Require professional medical care.

Procedure:

1. Do not move victim unless safety dictates.
2. Notify “base” of the extent of the medical emergency and your location.
3. See “Field Injury - Emergency Operations Procedure.”
4. If the injury appears to be life threatening, be prepared to give “base” as much information as possible so that they can relay the information to the professional (911) EMT’s.
5. See “Accident Report.”
6. If the injury is not life threatening or not likely to result in permanent disability, first aid care may be provided by a trained site personnel or the injured person will be transported to our industrial clinic by a supervisor or designee.

Location of first aid supplies:

1. Each Apex Clean Energy vehicle is equipped with an individual trauma kit and AED.
2. Each O&M Facility is equipped with rescue equipment, including first aid kit, AED, etc. (see next section)

## Emergency Equipment

All emergency equipment must be readily available. Locations of site equipment shall be identified in the site emergency response plan and reiterated in the site's safety orientation. All emergency equipment shall be inspected monthly for expired supplies and components, and insurance of adequately supplied stock.

### Equipment

- 2 Tech Safety Lines Medical First Aid Kits (exceeding OHSA/ANSI requirements)
- First aid kits (Multiple)
- 3 Automatic Electric Defibrillators (AED)
- 1 Tech Safety Lines Spark Rescue Kit
- 1 Yates Spec Pack
- Mobile and Fixed Eyewash Stations (Multiple)

## Building Evacuation

### Site Personnel Guidelines

1. Building evacuation will occur upon instruction by management personnel. Notification to building site personnel will be made via radio, telephone, and/or intercom system.
2. Be aware of all marked exits from your area and building. Know the routes from your work area. Marked exit signs are installed in all buildings.
3. Take note of physically handicapped individuals in your area who may need assistance.
4. When instructed to evacuate, walk quickly to the nearest marked exit and ask others to do the same.
5. DON'T: Run, lag, scream, stop to get personal belongings, smoke, leave any doors open, or return to the building until you are instructed to do so.
6. All personnel should meet at designated muster point.



7. If it is safe, remain in this location until roll call has been taken by a manager. Do not leave premises until accounted for and given permission to do so by management. Valuable time could be wasted searching for personnel that have not followed correct procedures.
8. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment.
9. During emergency, only personnel authorized by management will be allowed in the building to perform such responsibilities as shutting down power, potentially hazardous equipment, heat sources, gases, machine, and other electrical equipment.
10. Should you become trapped in a building, DO NOT PANIC.
  - If a window is available, place an article of clothing outside the window as a marker for rescue crews.
  - If there is no window, tap on the wall and shout at regular intervals to alert emergency crews.

## Building Utility Failure

### Site Personnel Guidelines

1. In the event of a major utility outage in an Apex Clean Energy building during working hours, notify a member of management.
2. If there is potential danger to the building occupants or if the utility failure occurs after hours, on the weekend, or a holiday, notify a member of management.
3. Do not evacuate a building unless directed to do so by management, the police, or the fire department. Do not return to an evacuated building unless directed to do so by management personnel.

### Electrical / Light Failure

It is advisable to have a flashlight nearby for emergencies.

### Plumbing Failure / Flooding / Water Leak

1. Cease using all electrical equipment.
2. Notify a manager immediately.
3. Evacuate the immediate area to prevent injuries.

## Natural Gas Leak

1. Cease all operations.
2. Notify a manager immediately.
3. Evacuate the area immediately.

**\*\*DO NOT SWITCH LIGHTS ON / OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT– ELECTRICAL ARCING  
COULD TRIGGER AN EXPLOSION. \*\***

## Ventilation Problems

1. If smoke or odors come from the ventilation system, immediately notify a manager.
2. If necessary, cease all operations and vacate the area.

**\*\*DO NOT RETURN TO AN EVACUATED AREA UNLESS THE “ALL CLEAR” SIGN IS GIVEN BY A  
MANAGER. \*\***

## Water Shortage or Water Compromise

Extended potable water compromise or shortage more than 48 hours:

Site operations will be relinquished to Apex’ s Remote Operations Center. The site will be operated remotely until potable water is reestablished for site personnel.

# Fire

## Site Personnel Guidelines

1. Field personnel should notify “O&M” to report the fire emergency. Someone at “base” will notify the Fire department. Office / warehouse personnel should immediately dial “911” in the event of a fire. However, when in doubt, shout “FIRE.”
2. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. In most cases, do not attempt to extinguish the fire.
3. If a minor fire appears to be controllable, a Manager or a member of the Safety Committee may attempt to extinguish the fire using the fire extinguishers or other sources, such as water from a hose—only after “911” has been called.

4. A complete evacuation of the entire building or area will be performed in any fire emergency. All site personnel should proceed to the nearest exit. Last ones to exit should close doors behind them.
5. Seek out any handicapped personnel in the area and provide assistance when exiting.
6. Managers or site personnel will assist in the evacuation and will meet the Fire Department to direct them to the proper location. Once the Fire Department has arrived, the responding incident commander will take charge of all rescue operations and suppression activities.
7. Keep clear of fire lanes, hydrants, and walkways for emergency crews and vehicles.
8. Personnel should remain at this location until accounted for by management. Do not leave premises until accounted for and given permission to do so. Valuable time could be wasted searching for personnel who have not followed correct procedures.
9. Only members of management can declare the state of emergency over and give permission to reenter.

Should you become trapped in a building during a fire:

- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window for the rescue crews.
- If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.
- If the door is warm, do not open it. If smoke is entering the room through cracks around the door, stuff something in the cracks to slow the flow.

#### Brush Fire

1. Dial 911
2. Notify facility manager
3. Advise all site employees of the fire emergency and gather team at the muster location.
4. Work with local responders to address fire encroachment near the facility.

5. Fire Department will manage the fire scene, site personnel will stand by to assist with isolation of module strings and electrical equipment if requested by the Fire Department Incident Commander.
6. All safety requests from the Incident Commander shall be followed by the site team.

## Turbine Fire

1. Dial 911
2. Notify facility manager
3. Verify turbine affected is isolated from the electrical system.
4. Determine fire location—base or nacelle—and investigate with binoculars 100 feet from the turbine
5. Base Fires— Advise emergency responders of hazards and give them control of the scene
6. Nacelle Fires— Establish a sterile zone (approximately 300ft) around the base of the turbine.
7. Keep all personnel away from the turbine (including emergency responders)
8. Allow fire debris to fall freely within controlled area.
9. Watch for fire debris to go beyond the controlled area

## Adverse Weather

### Site Personnel Guidelines

A serious weather “watch” indicates that conditions for bad weather exist. During a “watch” status, maintain a normal routine. Management will monitor available information report. A “warning” is more serious. The following is a list of emergency situations, definitions of these conditions, and general emergency instructions which should be followed:

### Severe Thunderstorms

Winds exceeding 55 miles per hour and heavy lightning and thunder. Lightning is the greatest danger during a severe thunderstorm.

### Special Precautions

Remain indoors.

1. Stay away from open doors, windows, metal pipes, or electrical appliances.
2. Prepare for flash flooding and low water crossings.
3. Follow management instructions.

#### Working in Adverse Weather: Lightning

In addition to the General Safety Policy and General Safety Rules, the following shall apply:

1. Morning safety meetings shall cover forecasted weather conditions for the day.
2. Lightning warnings shall reflect a fifty (50) mile radius as an initial advisement to technicians that a storm is in the area, and a thirty (30) mile radius will indicate an immediate weather stand down. Technicians will be required to immediately stop working and head to their vehicles until the storm passes.
3. Stand down directions will be clear. The message “STOP WORK; weather stand down is in effect” shall be communicated when a storm reaches a thirty (30) mile radius from the site.
4. Site supervision will confirm all employees are accounted for and down tower. At that time, they will be directed to return to the shop or stay in the field until the lightning passes.
5. Lines of communications shall include radios as a primary source.

This policy affects all locations and the procedures are consistent throughout each wind farm.

The seemingly random nature of thunderstorms cannot guarantee the individual or group absolute protection from lightning strikes, however, being aware of, and following lightning safety guidelines can greatly reduce the risk of injury or death.

#### General Information

During late spring to the summer months, in certain parts of the country, thunderstorms are common. Because of this, all service technicians who work in these areas need to be aware of the possible lightning conditions that may occur on our sites during these thunderstorms. Before, during, and after thunderstorms all affected site personnel need to be aware of what to do and where to report.

#### Safer Locations During Thunderstorms and Locations to Avoid

No place is absolutely safe from the lightning threat; however, some places are safer than others. Large enclosed structures (substantially constructed buildings) tend to

be much safer than smaller or open structures. The risk of lightning injury depends on whether the structure incorporates lightning protection, construction materials used, and the size of the structure. Avoid contact with metal or conducting surfaces outside or inside the vehicle.

Generally speaking, if an individual can see lightning and/or hear thunder he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching and increasing. If the time delay between seeing the flash (lightning) and hearing the bang (thunder) is less than 30 seconds, the individual should be in or seek a safer location. Be aware that this method of ranging has severe limitations in part due to the difficulty of associating the proper thunder to the corresponding flash.

High winds, rainfall, and cloud cover often act as precursors, to actual cloud-to-ground strikes by notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore the precursors. Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area but not overhead, the lightning can exist even when it is sunny, not raining, or when clear sky is visible.

When available, pay attention to weather warning devices such as weather radio and/or credible lightning detection systems. However, do not let this information override good common sense as isolated storms are common.

## Lightning Safety

Avoid being in or near:

Fences and communications towers, other high places, open fields, isolated trees, light poles, metal fences, and open water (ocean, lakes, rivers, etc.). After the storm has passed, all site personnel shall wait at least one (1) hour before approaching any equipment.

When inside a building avoid use of the telephone, washing your hands, or any contact with conductive surfaces with exposure to the outside such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, plumbing, etc.

When in vehicles during lightning you must not be touching any metallic objects referenced to the outside of the car. Door and window handles, radio dials, CB microphones, gearshifts, steering wheels, and other inside-to-outside metal objects should be left alone during close-in lightning events. If you are driving and get caught in a lightning storm, pull off to the side of the road in a safe manner (in a

low area, not on a hill), turn on the emergency blinkers, turn off the engine, put your hands in your lap, and wait out the storm.

Heavy equipment like boom trucks, cranes, backhoes, bulldozers, loaders, graders, scrapers, mowers, etc. which employ an enclosed rollover systems canopy (ROPS) are safe in nearby electrical storms. The operator should shut down the equipment, close the doors, and sit with hands in lap, waiting out the storm. In no circumstances, during close-in lightning, should the operator attempt to step off the equipment to ground in an attempt to find another shelter. If operating a boom truck or crane, make sure to retract the boom and place in the boom rack.

**\*\*NOTE: EMERGENCY WORK CAN BE CONDUCTED IN THE SUBSTATION. ONLY QUALIFIED AND TRAINED PERSONNEL WILL BE ABLE TO CONDUCT WORK. A JSEA MUST BE COMPLETED AND RISK ASSESSMENT SHOULD REFLECT THE WEATHER AND ITS HAZARDS\*\***

#### First Aid Recommendations for Lightning Victims

Most lightning victims can actually survive their encounter with lightning, especially with timely medical treatment. Individuals struck by lightning do not carry a charge and it is safe to touch them to render medical treatment. Follow these steps to try to save the life of a lightning victim:

1. First: Call 911 to provide directions and information about the likely number of victims.
2. Response: The priority of emergency care is “make no more casualties.” If the area where the victim is located is in a high-risk area (mountain top, open field, etc.) with a continuing thunderstorm, the rescuers may be placing themselves in significant danger.
3. Evacuation: It is relatively unusual for victims who survive a lightning strike to have major fractures that would cause paralysis or major bleeding complications unless they have suffered a fall or been thrown a distance. As a result, in an active thunderstorm, the rescuer needs to choose whether evacuation from very high-risk areas to an area of lesser risk is warranted and should not be afraid to move the victim rapidly if necessary. Rescuers are cautioned to minimize their exposure to lightning as much as possible.
4. Resuscitation: If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them. Determine if the victim has a pulse by checking the pulse at the carotid artery (side of the neck) or femoral artery (groin) for at least 20 - 30 seconds. If no pulse is detected, start cardiac compressions as well. In situations that are cold and wet, putting a protective layer

between the victim and the ground may decrease the hypothermia that the victim suffers which can further complicate the resuscitation.

Note: The persons named above shall be trained in the procedures to follow and have full authority to perform said duties. Training shall be performed annually or when the plan changes. A copy of this plan shall be available to all site personnel. The location manager shall maintain the master copy of this plan and forward a copy to the corporate safety officer. A map of any evacuation routes shall be posted and kept up to date by the plan supervisor.

## Flooding

### Concerns of the Office / Warehouse

- Top off any underground tanks. Make tank access caps water tight, plug vents, and seal off pumping lines.
- Plug all floor drains and sanitary lines.
- If possible, disconnect electric motors and store in dry place.
- Move chemicals to a high shelf.
- If possible, put merchandise on pallets.
- Shut off main power and valves.

### Concerns of the Field

- Downed power lines.
- Deenergize substation.
- Transformers down, exposing primary/secondary lines.
- Cracks in dikes, exposing primary/secondary lines.
- Control panels down, exposing secondary lines.
- Towers over, exposing secondary lines.

## Working in Adverse Weather: Tornadoes

### General

This policy effects all locations that see annual alerts.

### Definitions

*Tornado Watch:* A tornado watch means that conditions are favorable for tornadoes to develop.

*Tornado Warning:* A tornado warning means that either official spotters have sighted a tornado or Doppler Radar has reported a developing tornado. A tornado warning is typically issued for a small area (possibly a county or two) for less than an hour.

*Fujita-Pearson Tornado Scale:*



1. F-0: 40-72 mph, chimney damage, tree branches broken
2. F-1: 73-112 mph, mobile homes pushed off foundation or overturned
3. F-2: 113-157 mph, considerable damage, mobile homes demolished, trees uprooted
4. F-3: 158-205 mph, roofs and walls torn down, trains overturned, cars thrown
5. F-4: 207-260 mph, well-constructed walls leveled
6. F-5: 261-318 mph, homes lifted off foundation and carried considerable distances, autos thrown as far as 100 meters

### General Information

During late spring to the summer months in certain parts of the country, tornados are commons. Because of this, all service technicians who work in these areas need to be aware of the possible tornado conditions that may occur.

When a tornado is coming, you have only a short amount of time to make life-or-death decisions. Planning and quick response are the keys to surviving a tornado. Therefore, it is so important to conduct tornado drills before and during each tornado season.

1. When a tornado watch is issued in your area, stay tuned to a weather radio, commercial radio, and/or television to stay informed of changing weather conditions. Remain alert for approaching storms and remember that tornados can occur with little to no warning. Be prepared to take cover on short notice.
2. When a tornado warning is issued, local EMS will take, as a minimum, the following precautions to alert the public:
  - Sound local sirens (know what the sequence in your area) is
  - Activate the Emergency Alert System (EAS) to interrupt radio and television broadcasts to provide instructions and information to the public

### Tornado Safety

Tornado danger signs (learn and know these tornado danger signs):

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Take the following protective actions when a tornado watch has been issued in your

area:

1. Have a person designated to monitor a radio or television
2. Notify all affected site personnel of the tornado watch and assure that they are in immediate contact if an emergency arises.
3. If the weather is extreme, remove all site personnel from the field and prepare for the safety of all site personnel.

Take the following protective actions when a tornado warning has been issued in your area:

1. Seek sturdy shelter in a basement or other predestinated "tornado shelter" (not a mobile home, car, or trailer)
2. Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
3. If there is no basement, go to an inner hallway or a small inner room without windows, such as a bathroom or closet.
4. Stay away from windows, doors, and outside walls (most deaths occur from flying debris)

If outdoors:

1. If possible, get inside a building.
2. If shelter is not available or there is no time to get indoors, lie in a ditch or a low-lying area or crouch near a strong building. Be aware of the potential for flooding.
3. Use arms to protect head and neck.

If in a car:

1. Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air.
2. Get out of the car immediately and take shelter in a nearby building.
3. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

After a tornado, be aware of your surroundings. Also:

1. Turn on radio or television to get the latest emergency information
2. Use the telephone only for emergency calls.

3. Watch for downed power and telephone lines (do not use the phone unless calling 911)
4. Around the projects watch for falling debris, exposed power lines, and chemical spills.
5. Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury.
6. Stay out of damaged buildings. Return only when authorities say it is safe.
7. Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. Leave the buildings if you smell gas or chemical fumes.

## Hurricane

### Hurricane Procedure Policy

It is our policy that safety of site personnel is the primary concern. Apex Clean Energy will activate this procedure well before a hurricane reaches the project to assure the safety of site personnel.

### Notification

In the event of an approaching Hurricane the following people must be notified:

- [REDACTED], Apex Facility Manager
- Apex ROCC

### Hurricane Procedure

**48 HOURS FROM LANDFALL:** About two days before a hurricane is expected to affect your location, begin implementing the following actions.

- Review the hurricane emergency action plan with all involved personnel.
- Check building roofs. Make repairs to coverings and flashing as time allows.
- Remove all loose items from the roof, secure equipment doors and covers, and remove debris.
- Verify roof drains are clear of trash and other obstructions.
- Fill fuel tanks serving emergency generators and other vital services.
- Verify dewatering pumps are in service and working.
- Verify outside storm drains and catch basins are clean.
- Remove debris from outdoor areas that may become "missiles."
- Remove loose, outdoor, inactive equipment.
- Back up computer data.

**36 HOURS FROM LANDFALL:** At 36 hours before anticipated landfall, time will be

limited. Make sure you will have the staff needed to complete all of the following actions, and leave plenty of time to evacuate personnel.

- Protecting or relocating vital business records
- Removing all loose outdoor storage or equipment
- Anchoring portable buildings or trailers to the ground
- Securing outdoor storage or equipment that cannot be moved
- Installing manual protection systems (e.g. shutters, plywood covers and flood gates)
- Raising critical equipment off floors
- Moving critical equipment from basement and other below-ground areas
- Covering critical stock and equipment with waterproof tarpaulins
- Turning off fuel gas services
- Turning off non-essential electrical systems
- Verifying all fire protection systems are in service (e.g. water supplies, fire pumps, sprinklers, fire alarms and special extinguishing systems)
- Setting up flood barriers at all first-floor doors and entrances
- Temporarily closing buildings under construction to avoid entry of wind-driven rain

*24–32 HOURS BEFORE LANDFALL: ALL PERSONNEL SHALL EVACUATE THE SITE*

*DURING THE HURRICANE: Personnel shall remain off site. ROCC will operate the site remotely.*

*AFTER THE HURRICANE: Apex Facility Management will return to the site to conduct a safety assessment of the O&M building, warehouse, substation, and other critical components. When returning to the site, bring additional supplies and cameras to document conditions.*

*AFTER THE HURRICANE HAZARD ASSESSMENT: If the site is deemed safe to return by the Apex facility manager, an ALL CLEAR will be issued and communicated to awaiting site personnel. Site personnel may return to the site once an ALL CLEAR is issued.*

- Survey the site for hazards: Live electrical wires, broken glass and sharp metal, leaking fuel gases or flammable liquids, damaged building features or contents that could shift or collapse, Paved or hardscape areas undermined by wave action and subject to collapse, Flammable atmosphere in vapor space of flammable storage tanks, etc.
- Verify the status of protection systems. Check water supplies, fire pumps, automatic sprinklers, fire alarms and security systems.
- Manage impairment for protection systems: or Expedite repairs, Post fire watch in area with impaired fire protection, Post security personnel in areas where building or site access is not suitably controlled.

- Survey the damage and initiate repairs immediately: Promptly notify contractors to avoid waiting in line for service.
- Perform site wide inspection to determine if Turbine start up can be initiated.
- After confirmation site restoration can be established use SCADA to remote start turbines.
- Coordinate with site team to troubleshoot and repair turbines that were faulted and could not be restarted.
- Establish repair priorities, including the building envelope, utilities and fire protection systems.
- Document all damage by photograph for potential insurance claims. Work with Asset Manager to determine if Met Tower Data Logger download is required.

## Winter Weather

Facility manager shall monitor weather forecast and prepare for adverse conditions.

Take immediate precautions if you hear these words:

*Winter Storm WARNING:* Life-threatening, severe winter conditions have begun or will begin within 24 hours.

*Blizzard WARNING:* Sustained winds or frequent gusts of 35 miles per hour or greater, plus considerable falling or blowing snow reducing visibility to less than a quarter mile, expected to prevail for three hours or longer.

### Vehicles

Ensure your vehicle(s) is/are winterized before the winter storm season:

- Have a mechanic check your battery, antifreeze, wipers and windshield washer fluid, ignition system, thermostat, lights, flashing hazard lights, exhaust system, heater, brakes, defroster, and oil.
- Install good winter tires with adequate tread. All-weather radials are usually adequate but some jurisdictions require vehicles to be equipped with chains or snow tires with studs.

Keep in your vehicle:

- A windshield scraper
- A brightly colored (preferably red) cloth to tie to the antenna
- An emergency supply kit, including warm clothing

### Facility

Be sure to monitor conditions, and be prepared for hazardous conditions

- Ensure supply of winter weather supplies, including sand or salt.
- When possible, treat walking and working surfaces with salt prior to precipitation falling.

## Cold Weather Safety

The purpose of this Safety Document is to provide the site personnel with the basic knowledge needed to work safely in conditions where the possibility of cold exists. At the end of this period of instruction the site personnel should:

- Be able to identify the conditions and circumstances that can lead to cold injury.
- Know the signs of cold injury.
- Explain the first aid treatment for cold injury.

## The Cold Environment

The human body can experience a loss of functionality, damage, or death from the cold environment. Temperature is not the only factor resulting in cold injury. Immersion and wind speed can also contribute to the severity of cold injuries.

Immersion can cause a significant and rapid loss of body heat. In water temperatures that are well above freezing, a person can quickly become immobilized and drown.

## Immersion Survival Times

| Water Temperature<br>(Degrees Fahrenheit) | 30     | 40     | 50     | 60           | 70   |
|-------------------------------------------|--------|--------|--------|--------------|------|
| Time for 50% Death                        | 15 min | 20 min | 50 min | 2 hrs.       | Safe |
| Time for 100% Death                       | 1 hr.  | 2 hrs. | 4 hrs. | Some survive | Safe |

In water temperatures as high as 60 degrees there is danger of people being overcome by the cold. Heavy rain can have the same effect as immersion. In the event a person should experience immersion the first step is to remove them from the cold, the second is to get them dry. As the need arises, use clothing to protect from getting wet.

## Wind Chill

Just as exposure to wet and cold can rob heat faster than just temperature alone, so can strong winds. Strong winds enhance the effects of low temperatures. This chart shows combinations of wind and temperature that can lead to cold injuries. In areas where these conditions exist, care should be taken to cover all exposed flesh or stay

out of the weather.

| Wind Speed (MPH) | Perceived Temperature |    |    |     |     |     |     |     |      |      |      |      |
|------------------|-----------------------|----|----|-----|-----|-----|-----|-----|------|------|------|------|
| Calm             | 50                    | 40 | 30 | 20  | 10  | 0   | -10 | -20 | -30  | -40  | -50  | -60  |
| 5                | 48                    | 37 | 27 | 16  | 6   | -5  | -15 | -26 | -36  | -47  | -57  | -68  |
| 10               | 40                    | 28 | 16 | 4   | -9  | -21 | -33 | -46 | -58  | -70  | -83  | -95  |
| 15               | 36                    | 22 | 9  | -5  | -18 | -36 | -45 | -58 | -72  | -85  | -99  | -112 |
| 20               | 32                    | 18 | 4  | -10 | -25 | -39 | -53 | -67 | -82  | -96  | -110 | -121 |
| 25               | 30                    | 16 | 0  | -15 | -29 | -44 | -59 | -74 | -88  | -104 | -118 | -133 |
| 30               | 28                    | 13 | -2 | -18 | -33 | -48 | -63 | -79 | -94  | -109 | -125 | -140 |
| 35               | 27                    | 11 | -4 | -20 | -35 | -49 | -67 | -82 | -98  | -113 | -129 | -145 |
| 40               | 26                    | 10 | -6 | -21 | -37 | -53 | -69 | -85 | -100 | -116 | -132 | -148 |

Little Danger if Properly Clothed  
 Danger of Freezing Exposed Flesh  
 Great Danger of Freezing Exposed Flesh

## Cold Injuries

### Hypothermia

The medical term for a drop in core body temperature is Hypothermia. As temperatures drop the human body adapts various strategies to keep the core temperatures at 98.6 degree Fahrenheit. “Goose bumps” and shivering are the first signs of a drop in body temperature. The body may restrict flow of blood to the extremities making them more susceptible to freezing. As the extremities get colder there is loss of coordination. As a person gets colder they become apathetic and lose gross motor functions. At some point shivering will cease. The skin will be cold and waxy, muscles will be rigid, and the heart rate slows. As the core temperature drops, the pupils dilate, and the person will go into a coma. At a core body temperature below 86 degrees Fahrenheit, there is a chance of cardiac arrest.

### Local Cold Injury

Local cold injury is commonly called “frostbite.” Frostbite occurs when body tissue gets cold enough to freeze. It is most likely to affect the tips of the fingers, toes, ears, nose, cheek bones, and chin. While when first exposed to cold a body part will burn and sting, eventually as exposure time lengthens, there will be a loss of sensation. The skin may turn waxy grey or yellow. If the condition is allowed to continue, the tissue will freeze and cause permanent tissue damage.

### Treatment

Prevention is always preferable to treatment. Heat is lost through the body by several means, not the least of which is radiation. It is important to cover all exposed areas of the body. Hands and head are often neglected when dressing for the

cold environment. Head coverings should cover as much of the head, neck, and face as possible. Gloves should be insulated as should footwear. Clothes should be loose and layered. Clothing may need to be shed and donned several times during a work day. As one works, the clothes might need to be removed to keep from overheating. The clothes will need to be put on again during periods of inactivity.

### Hypothermia

First priority in hypothermia / cold injury treatment is to remove the patient from the cold environment. Keep the person warm and dry. Use blankets, sleeping bags, etc. to cover exposed areas. Shelter the patient from the wind. If in the field, the cab of a vehicle with the heater running will provide a warm environment. If the patient is in advanced hypothermia (confused, no shivering) handle them gently and do not allow patient to exert themselves. There is possibility of cardiac arrest. Seek medical attention.

### Local Cold Injury

In the event one suspects a local cold injury, remove the person from the cold. Never try to thaw any tissue if there is a possibility of it refreezing. Carefully remove any jewelry, wet or restrictive clothing. Leave the clothing if it is frozen to the skin. Cover the skin with loose clothing or bandage to prevent friction or pressure. Never rub or massage the affected area. If the area is hard and frozen, do not attempt to re-warm it by applying heat. Seek medical attention.

### Heat Stress Injuries/Hot Weather

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given.



| Symptoms                                                                                                                                                                                                                                                                                    | First Aid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Symptoms of heat stroke include:</p> <ul style="list-style-type: none"> <li>• Hot, dry skin (no sweating)</li> <li>• Hallucinations</li> <li>• Chills</li> <li>• Throbbing headache</li> <li>• High body temperature</li> <li>• Confusion/dizziness</li> <li>• Slurred speech</li> </ul> | <p>Take the following steps to treat a worker with heat stroke:</p> <ul style="list-style-type: none"> <li>• Call 911, notify their supervisor and make arrangement for transportation to medical facility identified in the Emergency Response Plan</li> <li>• Move the sick worker to a cool shaded area.</li> <li>• Cool the worker using methods such as: <ul style="list-style-type: none"> <li>• Soaking their clothes with water.</li> <li>• Spraying, sponging, or showering them with water.</li> <li>• Fanning their body.</li> </ul> </li> </ul> |

## Heat Exhaustion

| Symptoms                                                                                                                                                                                                                                                                                                                                                                                 | First Aid                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Symptoms of heat exhaustion include:</p> <ul style="list-style-type: none"> <li>• Heavy sweating</li> <li>• Extreme weakness or fatigue</li> <li>• Dizziness, confusion</li> <li>• Nausea</li> <li>• Clammy, moist skin</li> <li>• Pale or flushed complexion</li> <li>• Muscle cramps</li> <li>• Slightly elevated body temperature</li> <li>• Fast and shallow breathing</li> </ul> | <p>Treat a worker suffering from heat exhaustion with the following:</p> <ul style="list-style-type: none"> <li>• Have them rest in a cool, shaded or air-conditioned area.</li> <li>• Have them drink plenty of water or other cool, nonalcoholic beverages.</li> <li>• Have them take a cool shower, bath, or sponge bath.</li> </ul> |

## Heat Syncope

| Symptoms                                                                                                                                    | First Aid                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Symptoms of heat syncope include: <ul style="list-style-type: none"><li>• Light-headedness</li><li>• Dizziness</li><li>• Fainting</li></ul> | Workers with heat syncope should: <ul style="list-style-type: none"><li>• Sit or lie down in a cool place when they begin to feel symptoms.</li><li>• Slowly drink water, clear juice, or a sports beverage.</li><li>• If they have or are fainting, then Call 911, notify their supervisor and make arrangement for transportation to medical facility identified in the Emergency Response Plan</li></ul> |

## Heat Cramps

Heat cramps usually affect workers who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

| Symptoms                                                    | First Aid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Muscle pain or spasms usually in the abdomen, arms, or legs | Workers with heat cramps should: <ul style="list-style-type: none"><li>• Stop all activity, and sit in a cool place.</li><li>• Drink clear juice or a sports beverage.</li><li>• Do not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.</li></ul> Seek medical attention if any of the following apply: <ul style="list-style-type: none"><li>• The worker has heart problems.</li><li>• The worker is on a low-sodium diet.</li><li>• The cramps do not subside within one</li></ul> |

|  |       |
|--|-------|
|  | hour. |
|--|-------|

## Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather.

| Symptoms                                                                                                                                                                           | First Aid                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heat rash looks like a red cluster of pimples or small blisters.<br>It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases. | Workers experiencing heat rash should: <ul style="list-style-type: none"> <li>• Try to work in a cooler, less humid environment when possible.</li> <li>• Keep the affected area dry.</li> <li>• Dusting powder may be used to increase comfort.</li> </ul> |

## Hazardous Material

### Site Personnel Guidelines

Safety Data Sheets (SDSs) are kept on premises on all chemicals we use.

These data sheets are located in:

For spills, leaks, and incidents when a fire is not involved, the following steps should be taken, if appropriate:

1. Do not make contact with the chemical. Evacuate all personnel in the area immediately. Seal off the area if possible to prevent further contamination of others until someone from management arrives.
2. Seek out any handicapped personnel in the area and provide assistance when exiting.
3. Report the incident immediately to anyone in management.
  - Type of incident. Are there any injuries?
  - Name and quantity of the material, if known.
  - Possible hazards to persons or the environment, if known.

- Be sure to state if you feel that the spill or its vapors may cause an immediate threat to human life so that evacuation procedures may be implemented.
4. Anyone who is contaminated by the spill should avoid contact with others as much as possible. Washing-off contamination and first aid should be started immediately.
  5. Do not try to clean up spills. If possible, stop the source of the spill, control the spill to avoid further exposure—cover drains, close valves, place absorption materials, etc.
  6. If it is safe, remain in this location until accounted for by roll call by management. Do not leave premises until accounted for and given permission to do so. Valuable time could be wasted searching for personnel that have not followed correct procedures.
  7. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment.
  8. Only members of management can declare the state of emergency over and give permission to reenter.

## Crime / Violent Behavior / Civil Disturbance

### Site Personnel Guidelines

#### How to Report

You may contact any manager or call “911” yourself to access the police department.

#### Reporting Crimes in Progress

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible, providing the following information:

1. Nature of the incident. **MAKE SURE** that the 911 dispatcher understands that the incident is **IN PROGRESS!**
2. Location of the incident.
3. A description of the suspect(s) involved.
4. A description of any weapons involved.
5. A description of any property involved.

Stay on the line with the dispatcher until a police officer arrives at the scene. Keep the dispatcher informed of any changes in the situation so that updated

information can be relayed to the responding units. Even if you are the victim and unable to communicate further, try to keep the line open.

### Reporting Crimes Not in Progress

Even though it seems futile, all crime should be reported.

Be prepared to provide the following information to the investigating officer:

1. When the incident occurred.
2. If a property crime, what was taken or damaged.
3. The named and/or descriptions of any suspects or witnesses.

### Civil Disturbance Response Plan

Any site personnel noting a possible civil disturbance should contact a Manager immediately. If necessary, all entrances and exits will be secured. Should unauthorized intruders gain access onto premises, refrain from any contact with the intruders. All site personnel should remain in the area, remain calm, and follow instructions from management. Should intruders gain access into the building and damage property, site personnel should not interfere. The personal safety of our personnel is more important than the protection of our property.

### Bomb Threat

#### Site Personnel Guidelines

All bomb threats must be treated as a serious matter and must be considered real until proven otherwise.

#### Bomb Threats Through Mail or Suspicious Packages

1. Do not handle the envelope or package. Clear the area and call "911." In addition, contact any manager.
2. The building will not be evacuated until management personnel or local authorities have given orders to do so.

#### Bomb Threats Over the Phone

1. Keep the caller on the line as long as possible and try to obtain the following information:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?

- Why did you place the bomb?

2. Also, try to record the following information:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possibly nationality, etc.
- Emotional state of caller
- Background noise

Immediately notify your supervisor or a manager. Await further instructions. The building will not be evacuated until management personnel or local authorities have given orders to do so.

### Restoration of Service

Refer to ROCC procedure for restoration of service to operations (see Annex II).

# Annex I: Pandemic Travel Policy

## Objective

All Apex activities begin with a focus on the core value of the health and safety of employees and of anyone working or visiting an Apex Clean Energy site. The focus of this policy is to provide risk assessment guidance for company travelers during a pandemic, as well as guide department leaders in making appropriate decisions for approving/disapproving travel. During the pandemic, Apex employee business travel should be reserved for essential travel only. It is the goal of this document to assist leaders in arriving at that assertion.

## Scope

This policy identifies that all nonessential travel must be approved. This policy is not designed to take away authority of travel approval from department heads, but rather provide a systematic process for appropriate risk assessment and consistent decision-making. It is not uncommon for travelers to overlook certain risks that can be present during traveling, resulting in a lack of mitigation to eliminate the risk. Apex has tools and information at its disposal to assist with identifying some of the major pandemic-related risks that can become fatal to the traveler.

One challenge that department heads will face will be determining what is considered “essential” and “nonessential” travel. Unfortunately, there is no simple definition for these terms, and ultimately, the decision for the individual employee and their supervisor must be based on the risk to the business. This policy is not simply stating that nonessential travel is prohibited until otherwise approved; it is also intended to serve as a guide to ensure that the risk of nonessential travel has been properly assessed when making the final decision. *This policy does not apply to those who undertake essential travel as identified below.* It is highly recommended, however, that those who fall into this category seek assistance in assessing the risk of travel in concert with the health and safety department.

## Examples of Essential Travel

- Travel to routine job location (facility managers, technicians, site-based construction/project personnel, etc.)
- Travel to job site/location to fill in for/cover another employee to maintain critical business operations

## Examples of Nonessential Travel

- Conducting company business that has no effect of the success of Apex
- Conducting company business that does not have to take place at the present time
- Attending a business-related meeting that can be accomplished remotely or virtually
- Conducting travel-related business because it is easier or more efficient
- Conducting business for site survey purposes

## Responsibilities

All employees seeking to travel during the pandemic shall submit a timely travel request to their immediate supervisor. Each department vice president should hold the responsibility to approve all travel. The Apex Clean Energy Health and Safety and Facilities departments will provide the travel risk research and assist with assessing the risk of travel.

## Procedure

The process to complete the appropriate travel request outlined in this policy is as follows:

1. All employees shall submit a timely travel request to their immediate supervisor.
  - Unless the immediate supervisor is at the VP level, the immediate supervisor shall elevate this request to the VP level.
2. The VP or immediate supervisor shall instruct the employee to complete the Travel Risk Assessment document located in Smartsheet.
3. The Health and Safety/Facilities administrator will complete the document, researching and adding pandemic-related data for the area to be visited.
4. Once completed, the document will be electronically routed to the department VP and the Health and Safety director.
5. The department VP shall review the document and discuss the risk concerns and mitigations with the traveling employee to make a decision to approve/reject the request.
6. A request for a PPE travel pack (masks, gloves, wipes, sanitizing spray, sanitizer, etc.) can be made for your trip by submitting a ticket to [REDACTED]



## Apex-Hosted Events

Apex leadership is committed to protecting its employees and communities in which we host events. Due to the presence of COVID-19 risks, most states presently have specific guidelines for hosting indoor and outdoor events.

Outdoor Apex-sponsored events are allowed providing they meet certain guidelines:

- All planned events shall be communicated in advance and in writing to [REDACTED] with the following information provided to allow the area COVID data to be researched:
  - State and county of the event location
  - Event venue
  - Approximate number of expected attendees
  - Duration of the event
- CDC COVID-19 safety measures must be followed:
  - Appropriate social distancing
  - Face mask
  - Hand sanitizer available for attendees
  - Restrictions on food/drink sharing
- The decision to revoke approval can be made based on present COVID data during the time of the scheduled event.
- Covid data for events scheduled in advance will be monitored and updated appropriately.
- Indoor events such as dinners, meetings, meet and greets, etc., will be managed on a case-by-case basis. All such events shall be approved by the group head following discussions with pertinent business partners.

## Apex-Sponsored Events

Apex may “sponsor” (i.e. provide funding for) events of more than 10 people, according to the following guidelines:

- If the Apex representative receiving the solicitation determines that the event is appropriate, being handled safely, and important to the success of Apex’ s work in the community, Apex may provide funds and supply an Apex/project logo to be associated with the event materials.
- If the event does NOT seem appropriate or safe due to COVID, but it feels

critical to the success of Apex' s work in the community to provide some support, Apex may provide funds but withhold the logo or public attribution of the sponsorship to Apex or the project. (It may be preferable in cases like these to fund the organization, rather than sponsor the event.)

- If the event does not seem appropriate or safe due to COVID, and/or is not critical to the success of Apex' s work in the community, Apex should not sponsor the event.

Managers should consult with their supervisors if the distinctions above are not clear in any particular case.

Other guidelines which shall be followed:

- Event organizers should be encouraged to incorporate COVID protocols as directed by the state and CDC into planning (to the extent possible).
- Event organizers shall consult with [REDACTED] to obtain site Covid data to determine if health condition are appropriate for Apex involvement.
- Indoor events such as dinners, meetings, meet and greets, etc., will be managed on a case-by-case basis. All such events shall be approved by the group head following discussions with pertinent business partners.

# Annex II: ROCC Procedures, ERCOT

## Planned Events

All planned outages have to be routed to ERCOT by QSE/Apex ROCC for approval. In the case of MID, Tenaska serves as the QSE for appropriate paperwork submission. This section outlines the steps taken by the ROCC operator in order to facilitate a planned outage at MID.

MID FM/DFM will contact Apex ROCC and relay plan for work and categorize the request using ERCOT outage guidelines for classification of work (see image).

| Resource                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planned                  | Any major or minor transmission or resource facility equipment outage (other than a defined Maintenance outage) that is planned and scheduled in advance.                                                                                                                                                                                                                                                                                                                    |
| Maintenance 1            | An Outage submitted for Equipment that must be removed from service within 24 hours to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                              |
| Maintenance 2            | An Outage submitted for Equipment that must be removed from service within 7 days to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                                |
| Maintenance 3            | An Outage submitted for Equipment that must be removed from service within 30 days to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                               |
| Forced                   | An outage initiated manually or by protective relay in response to an observation by personnel or the system operator that the condition of equipment could lead to an event, or potential event that poses a threat to people, equipment or public safety.                                                                                                                                                                                                                  |
| Transmission             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Planned                  | Any major or minor transmission or resource facility equipment outage (other than a defined Maintenance outage) that is planned and scheduled in advance.                                                                                                                                                                                                                                                                                                                    |
| Maintenance 1            | An Outage submitted for Equipment that must be removed from service within 24 hours to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                              |
| Maintenance 2            | An Outage submitted for Equipment that must be removed from service within 7 days to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                                |
| Maintenance 3            | An Outage submitted for Equipment that must be removed from service within 30 days to prevent a Forced Outage.                                                                                                                                                                                                                                                                                                                                                               |
| Forced                   | An outage initiated manually or by protective relay in response to an observation by personnel or the system operator that the condition of equipment could lead to an event, or potential event that poses a threat to people, equipment or public safety.                                                                                                                                                                                                                  |
| Remedial Switching Actio | A type of Forced Outage submitted for near real-time switching devices that will be opened to relieve or prevent an overload condition. The Outage must start within three days, have a maximum restoration time of four hours and cannot exceed 72 hours in duration.                                                                                                                                                                                                       |
| Simple                   | An Outage for Transmission Equipment that can be removed from service without affecting LMP prices or causing congestion. The Outage request should be submitted at least 1 day in advance, have a maximum restoration time of 1 hour and cannot exceed 12 hours in duration.                                                                                                                                                                                                |
| Opportunity              | An Opportunity Outage is a special category of Planned Outage that always involves a set of designated Resources. A Transmission Opportunity Outage (TOO) is a two-stage process. The first stage involves submitting the initial request for a TOO with its duration, set of designated Resources, and planned start to occur within the next 90 days. The second stage involves the actual approval and implementation of a TOO when conditions have been met for the TOO. |

ERCOT requires supporting information for Forced and Maintenance Outages. Removal of Resources from service under Maintenance Outages shall be coordinated with ERCOT To minimize harmful impacts to the system in urgent situations, equipment may be removed from service immediately, provided notice is given immediately, by the QSE, to ERCOT of such action.

Once received, ROCC will ensure the information is processed by taking the following actions:

#### Submitting Planned Outage Requests

- The ROCC operator will coordinate with Tenaska for approval by submitting an outage request via email, followed up with a phone call to ensure the email was received.
- The ROCC operator will then notify the Transmission Operator (AEP) that the Apex ROCC has requested an outage from ERCOT (provide brief details of the work).
- The ROCC will notify facility management when ERCOT approves or denies the planned outage request. If the request is denied, ROCC will coordinate with facility management to update the outage request, and re-submit to ERCOT.
- Once the outage has been approved, the ROCC operator will then complete the internal Apex Planned Event Notification Template and emails to the [REDACTED] and [REDACTED] email distribution lists.

#### Day of Planned Outage

Facility management will contact ROCC when they are ready to begin the planned outage.

- The ROCC will contact Tenaska and AEP to get final “clearance to come offline.”
- Once final approval has been received from Tenaska and AEP, the ROCC will contact the Facility management with the clearance to proceed with the outage.
- As soon as practicable, ROCC will reply all and update the Planned Event Notification that was created during the planning process.
- Update the Outage Tracker actual start time for the event.
- When required (if the outage is scheduled to last into the nighttime hours), the ROCC will submit the NOTAM to the FAA.

#### During Planned Outage

- The ROCC Operator will monitor facility SCADA and Substation RTU to ensure site maintains expected conditions during the work.
- ROCC and Facility management will be in contact with a status update at least 1 hour prior to the scheduled end time.
- If work will not end by planned end time, ROCC will notify Tenaska and AEP if there will be an outage extension request as soon as practicable.

## Ending the Outage

- 30 minutes prior to reenergizing, FM will contact the ROCC.
- The ROCC operator will contact Tenaska and AEP to coordinate the end of the outage and request a “clearance to come online.” The ROCC will provide Tenaska with an Actual End Time for their OS UI Submission.
- After reenergization, ROCC will request a data flow checkup from SCADA IT by contacting the SCADA IT On-Call technician.

## Notifications/Logs

- For any event that requires ROCC attention, outgoing notifications and/or appropriate log entries are required. As soon as practicable, reply all and provide a final update to the Planned Event Notification that was created during the planning process.
- Finally, update the entry in the Outage Tracker with the actual end time, and any additional notes regarding the work.

## Unplanned Events

Any unexpected outage or significant deviation from MID’s full generation potential requires “Forced Outage” or “Forced Derate” notification to Tenaska and AEP. This section outlines the steps taken by the ROCC operator in order to notify affected parties of a Forced Outage or Forced Derate at MID.

In general, ROCC operators will follow guidelines outlined in PRC-001:

“If a protective relay or equipment failure reduces system reliability, the ROCC shall notify the Transmission Operator and Host Balancing Authority. The Generator Operator Shall take corrective action as soon as possible. Examples of failures requiring such action include: Communication failure between breakers; battery failure; dc circuit failure.

The ROCC shall notify the Transmission Operator in advance of changes in generation or operating conditions that could require changes in the Transmission Operator’s Protection System.”

## Notification of Forced Outage or Forced Derate

- Apex ROCC will contact facility management to notify them of the event so that they can investigate.
- The ROCC operator will submit a forced outage ticket to Tenaska via email, and follow up with a phone call.
- The ROCC operator will notify the Transmission Operator (AEP) that MID is experiencing a Forced Outage (provide brief details).

- The ROCC operator then completes the internal Apex Unplanned Event Notification Template and emails to the [REDACTED] and [REDACTED] email distribution lists.
- The ROCC operator will then call the Asset Manager for the site to notify them of the event. If they do not answer, leave a voicemail. Do not call them over and over until they answer the phone.
- The ROCC operator then creates an entry in the Outage Tracker, with actual start time and any notes pertaining to the unplanned event.

#### During Forced Outage or Forced Derate

- ROCC will monitor facility SCADA and Substation RTU to ensure site maintains expected conditions during the work.
- When required (if the outage is during or will last into the nighttime hours), the ROCC will submit the NOTAM to the FAA.
- ROCC and facility management will be in contact with regular status updates to coordinate end time. ROCC will update Tenaska with the Planned End Time as information becomes available.

#### Ending the Outage

- FM/DFM will contact the ROCC when prepared to bring site back online.
- The ROCC operator will contact Tenaska and AEP to coordinate the end of the outage and request a “clearance to come online.” Once the site has been re-energized, ROCC will submit an “Actual End Time” to Tenaska.
- After re-energization, ROCC will request a data flow checkup from SCADA IT by contacting the SCADA IT On-Call technician.

#### Notifications/Logs

- For any event that requires ROCC attention, outgoing notifications and/or appropriate log entries are required. As soon as practicable, reply all and provide a final update to the Unplanned Event Notification that was created during the planning process.
- Update the Outage Tracker entry with actual end time and any relevant notes about the work.



# Apex ROCC Operating Procedure

Version 1.0

Apex Wind Asset Management, LLC



|                                                                                   |                                                                                                                                                                    |                                                                              |
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|  | <p style="text-align: center;"><b>Apex ROCC Operating Procedure</b></p> <p>Prepared By: [REDACTED]</p> <p>Approved by: [REDACTED]</p> <p>Document ID: 9001.1.0</p> | <p>Version: 1.3</p> <p>Effective Date:<br/>6/25/2020</p> <p>Page 2 of 38</p> |
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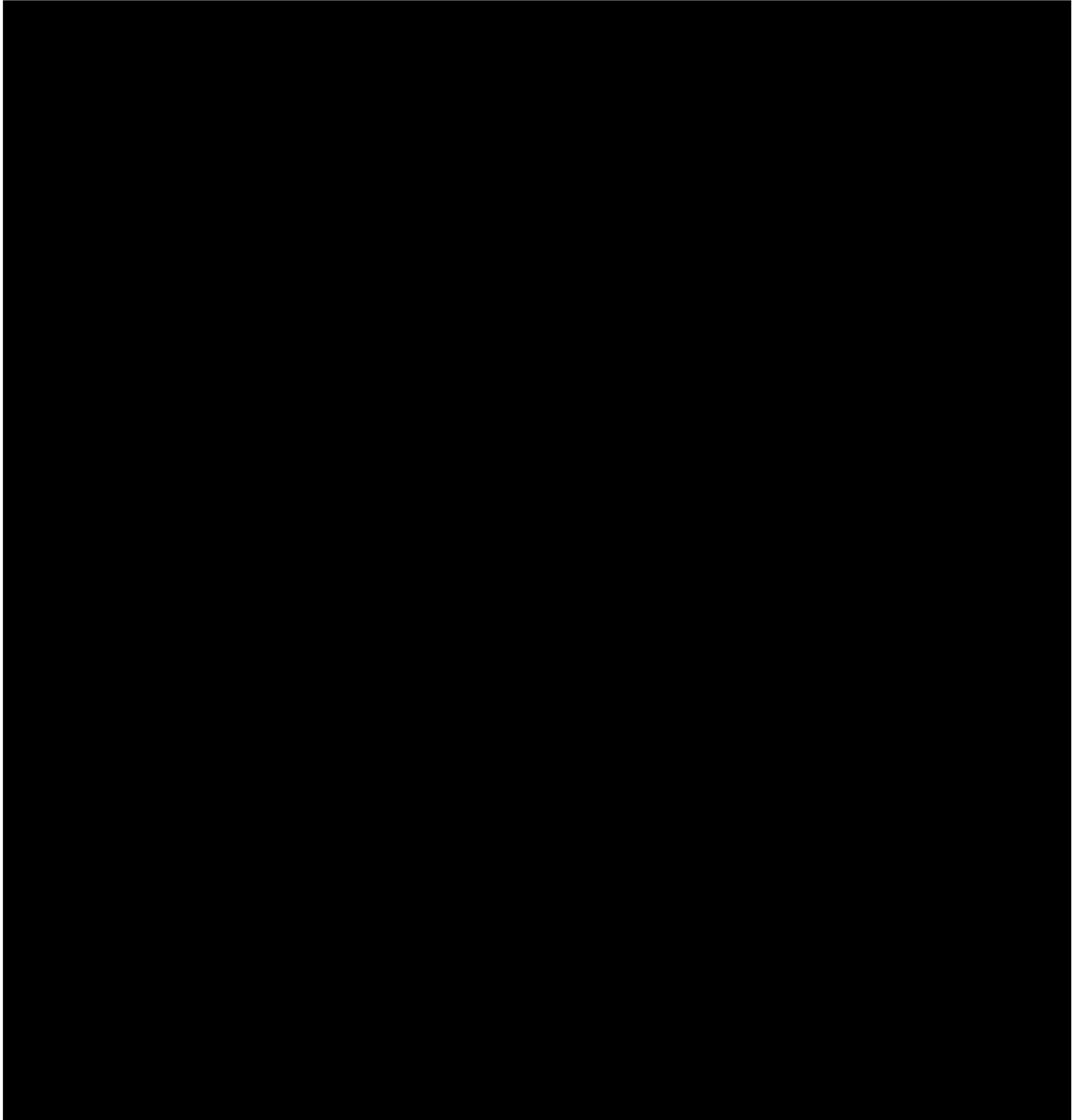
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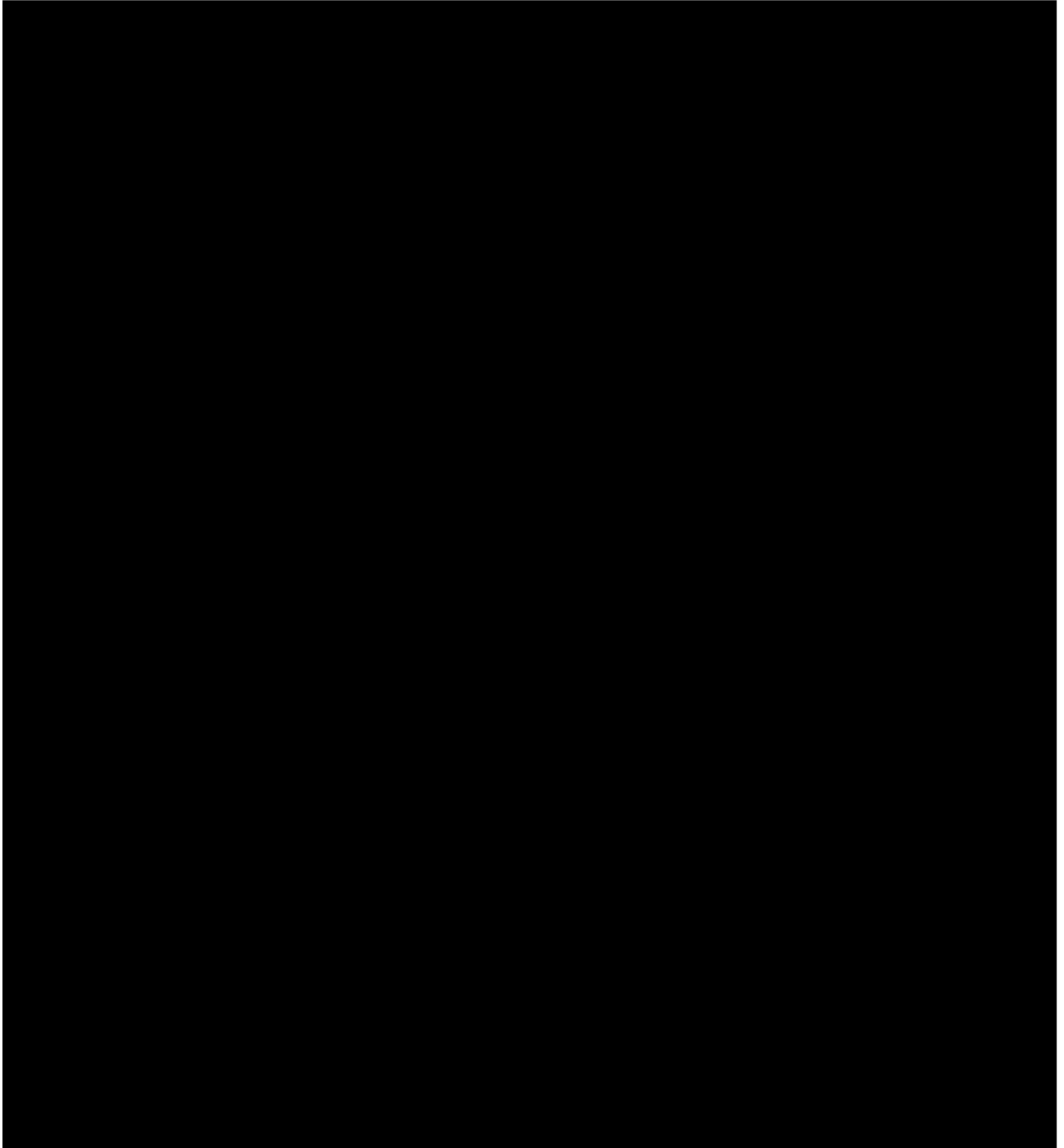
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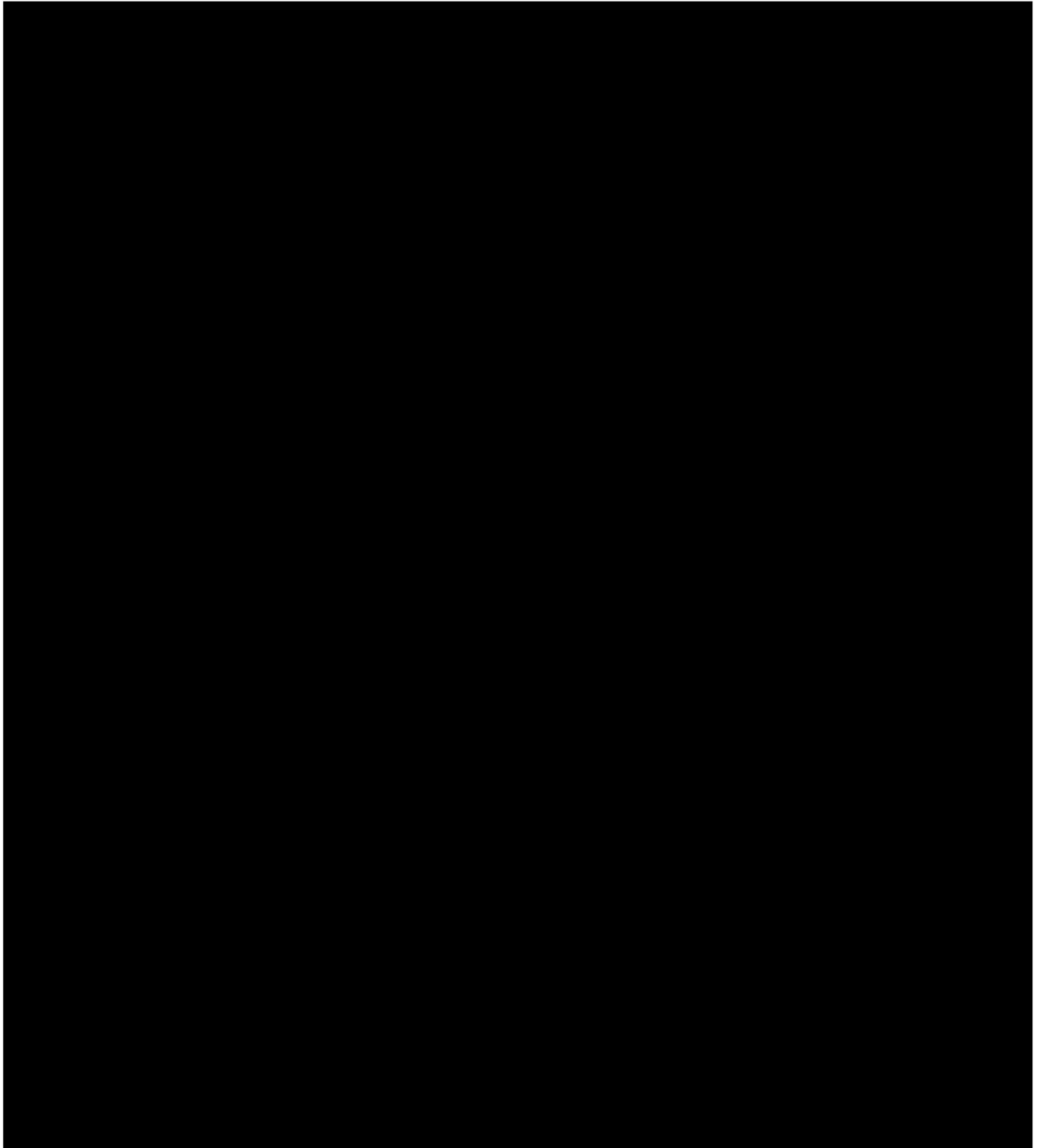
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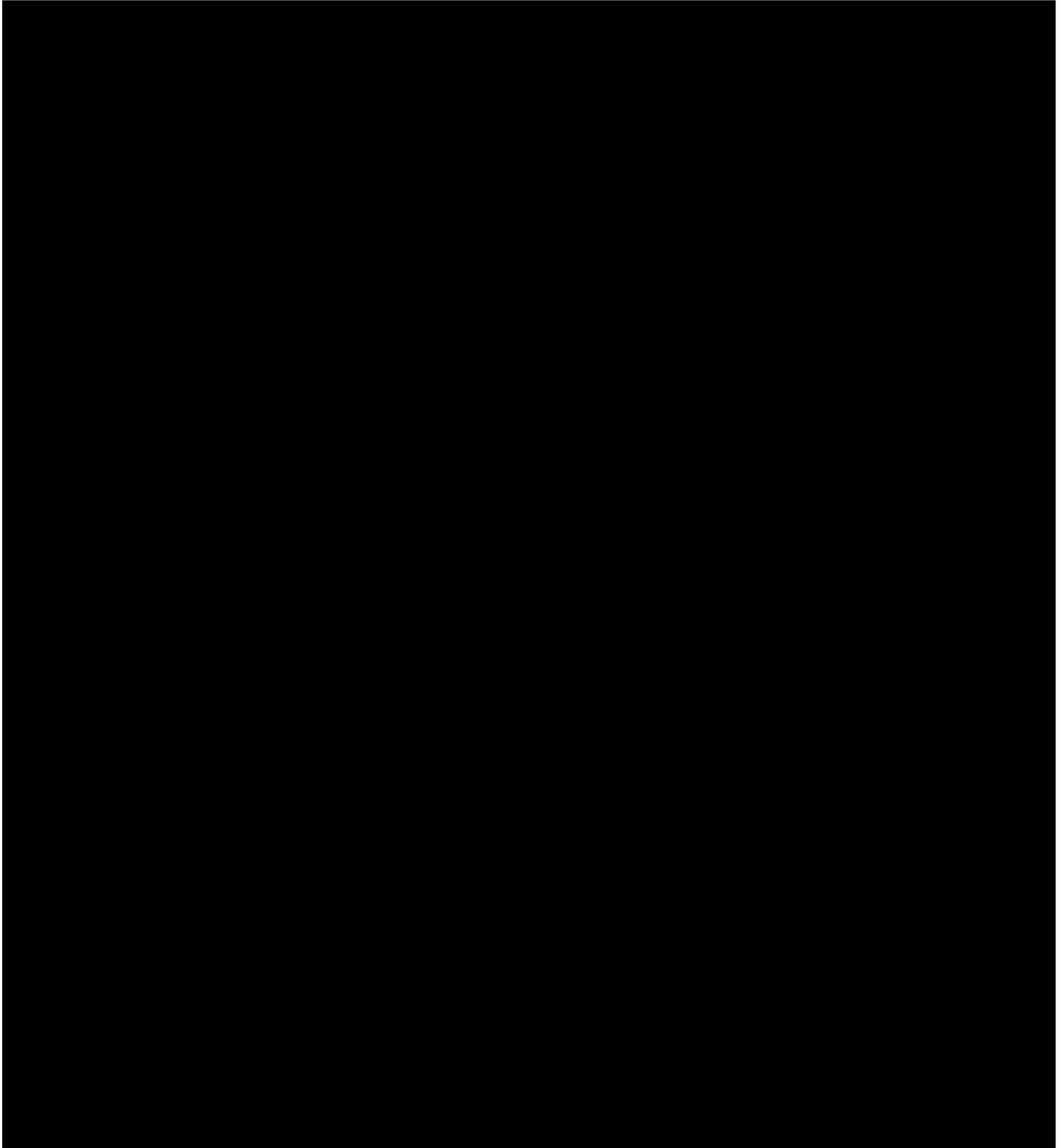
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## Apex ROCC Operating Procedure

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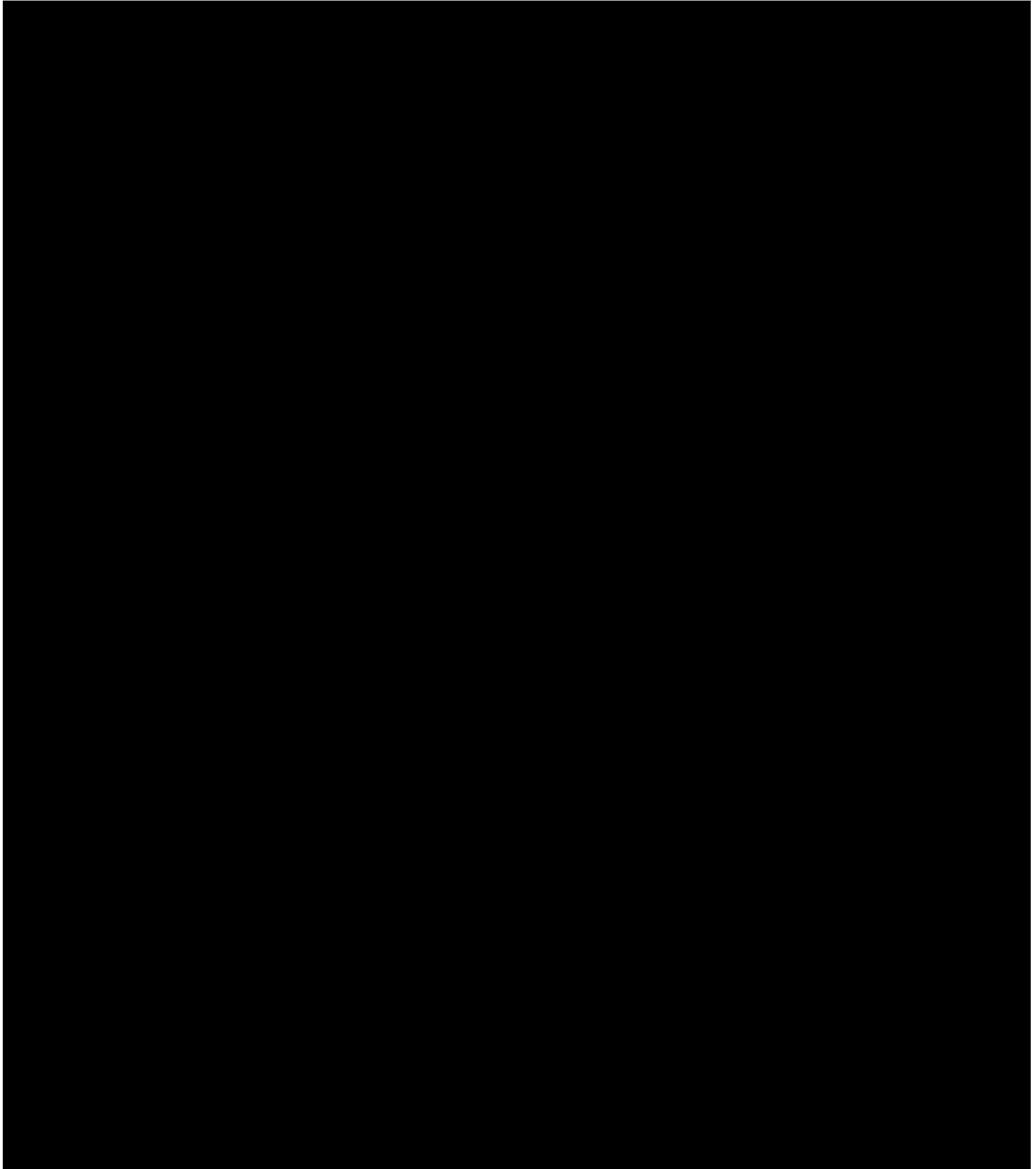
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Version: 1.3

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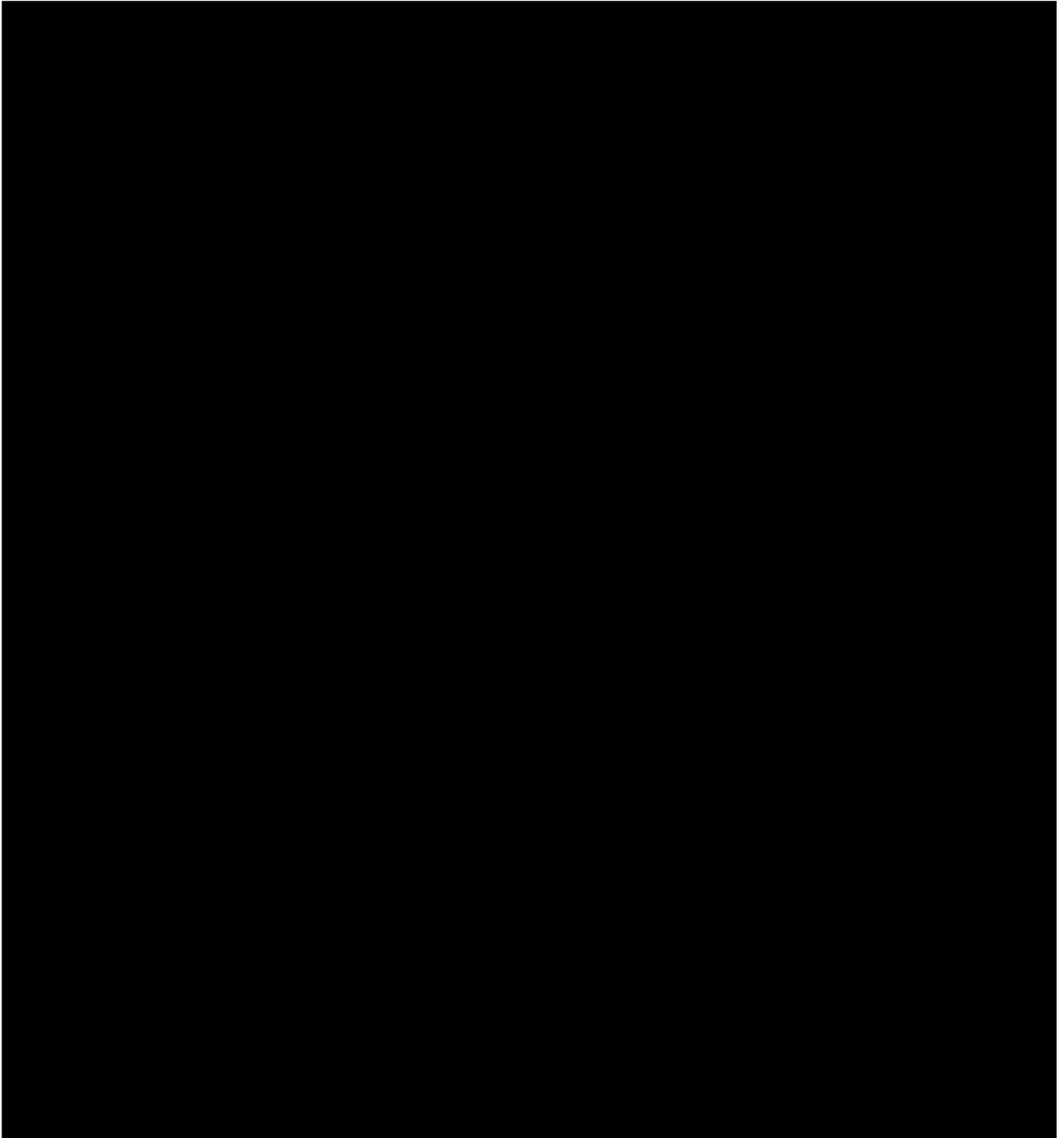
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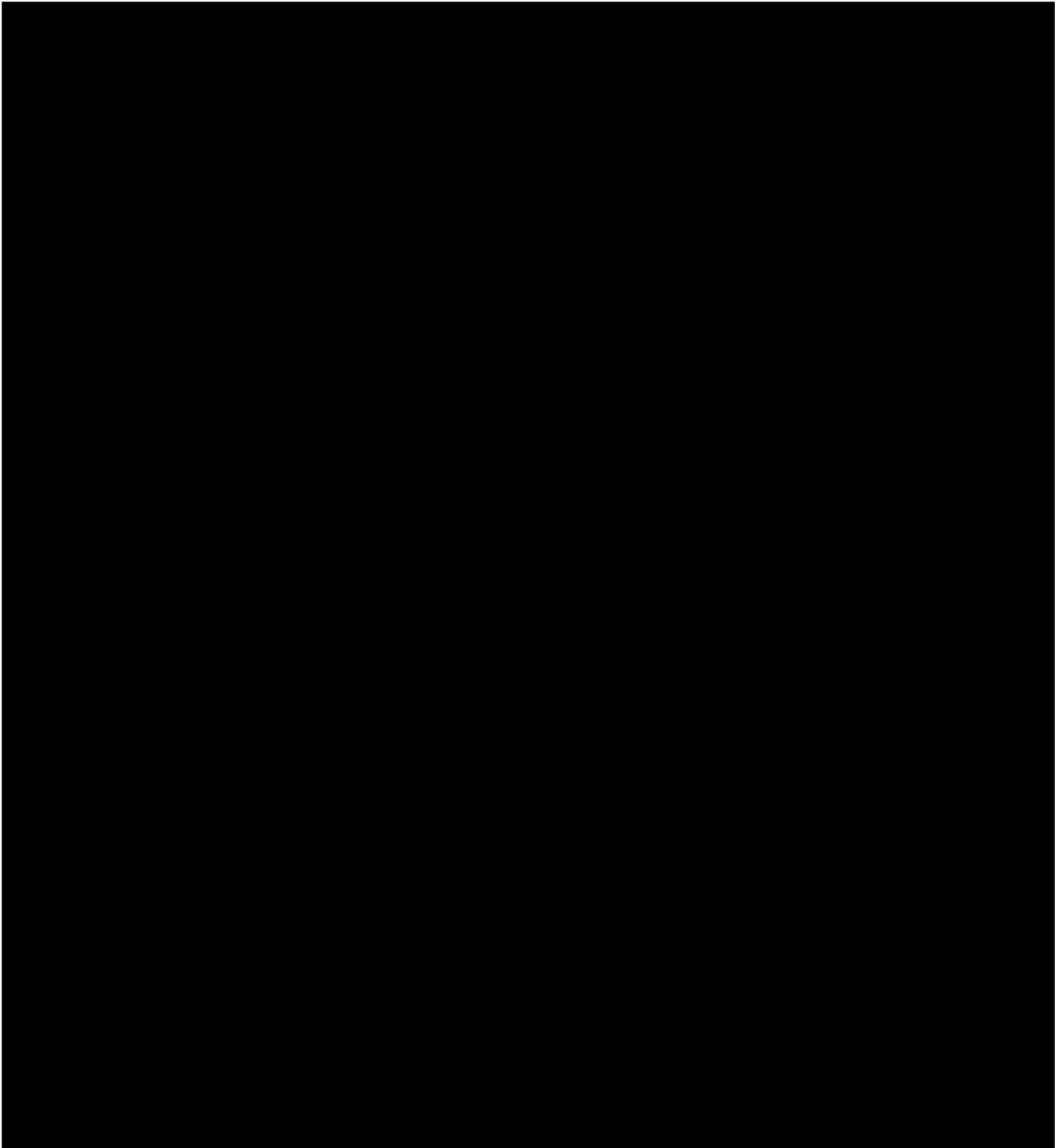
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Effective Date:  
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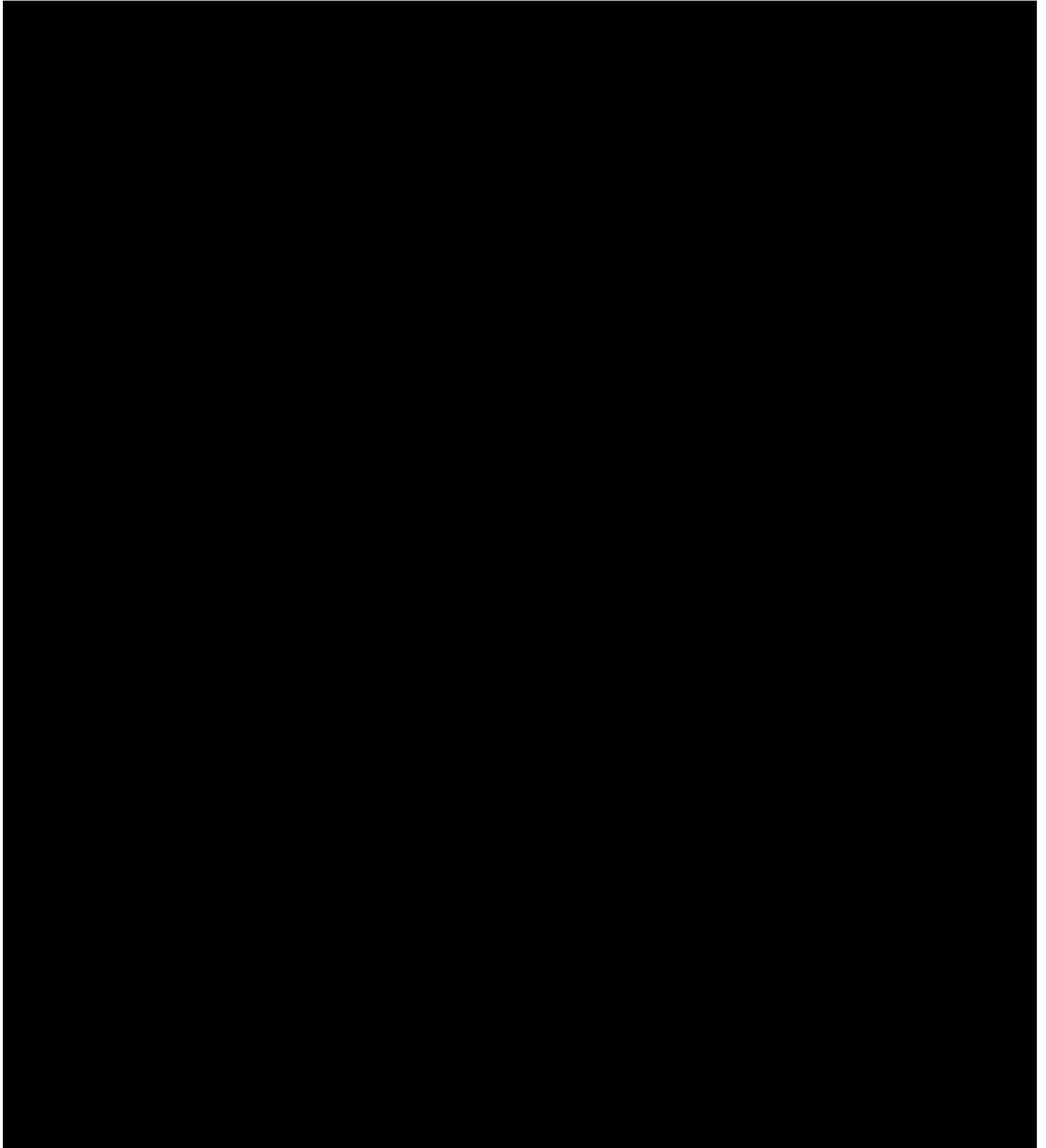
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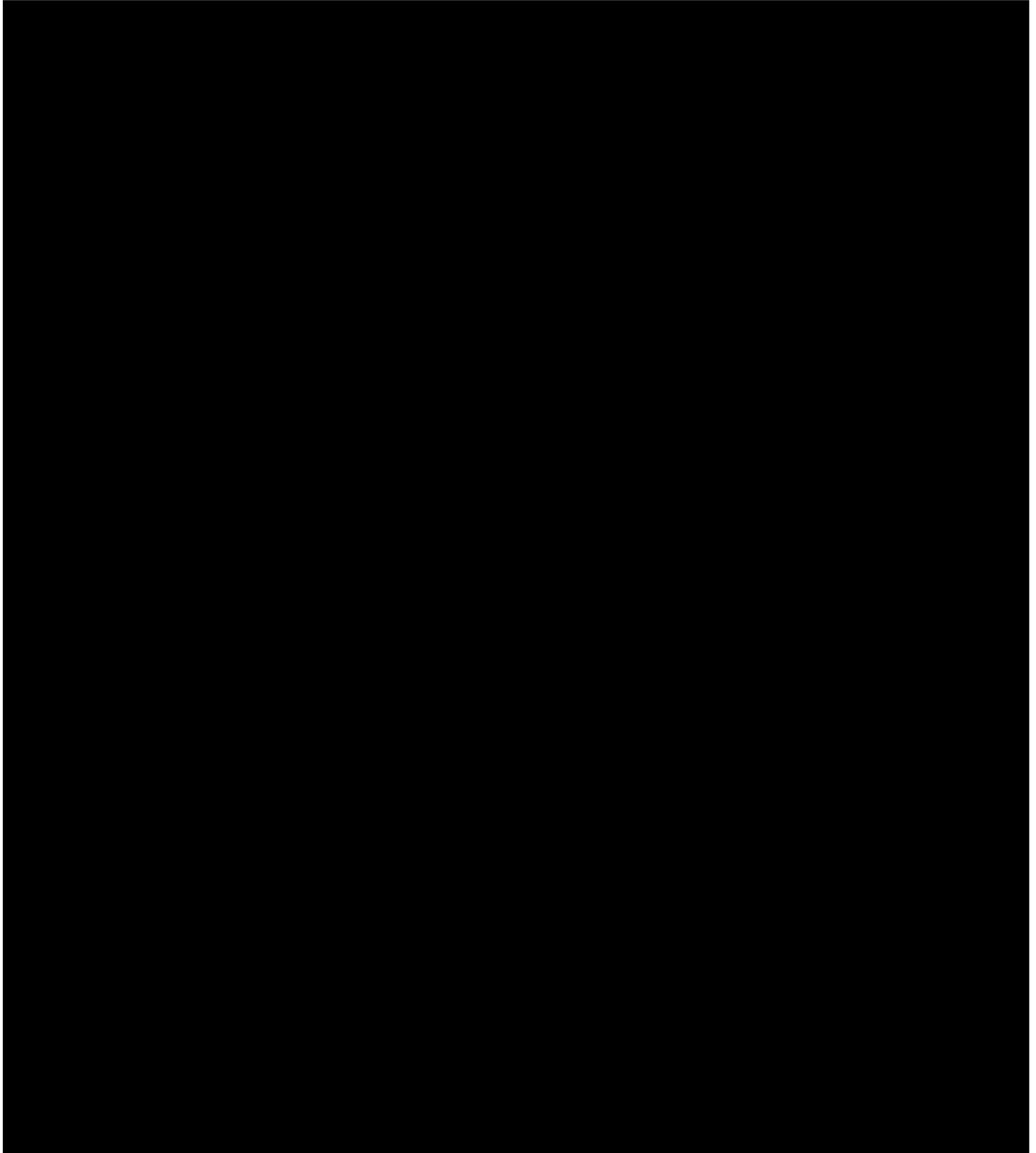
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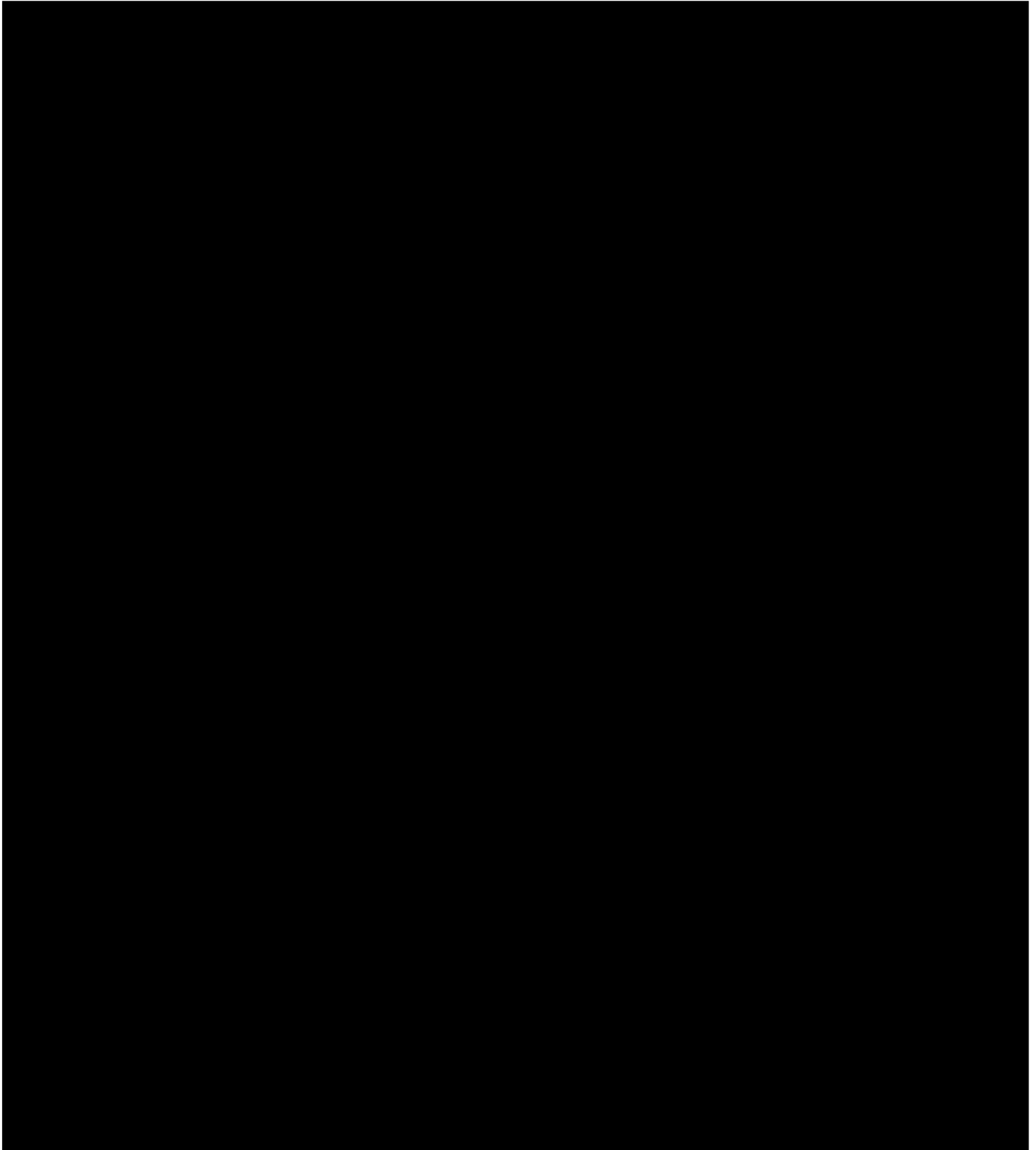
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Version: 1.3

Effective Date:  
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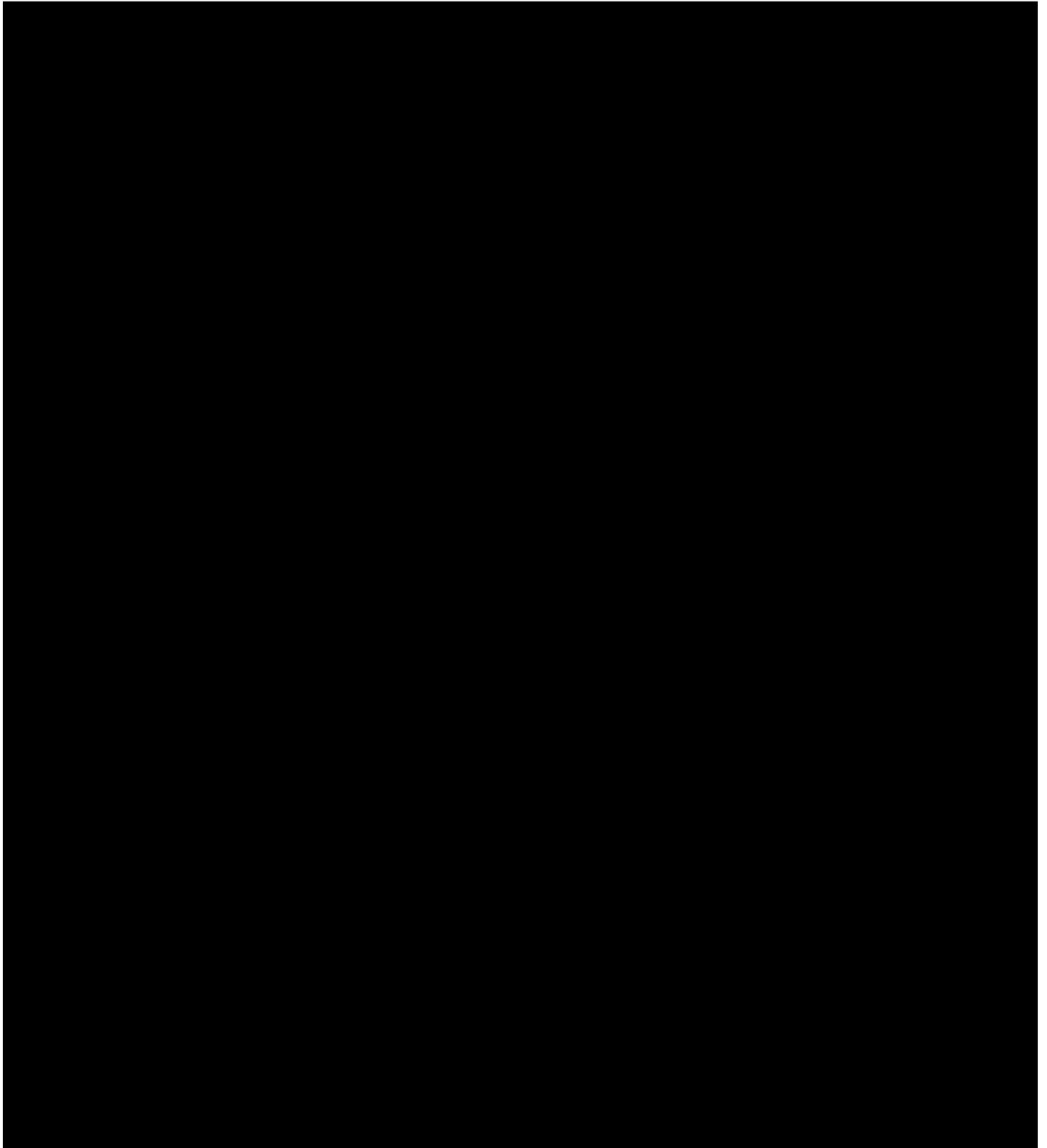
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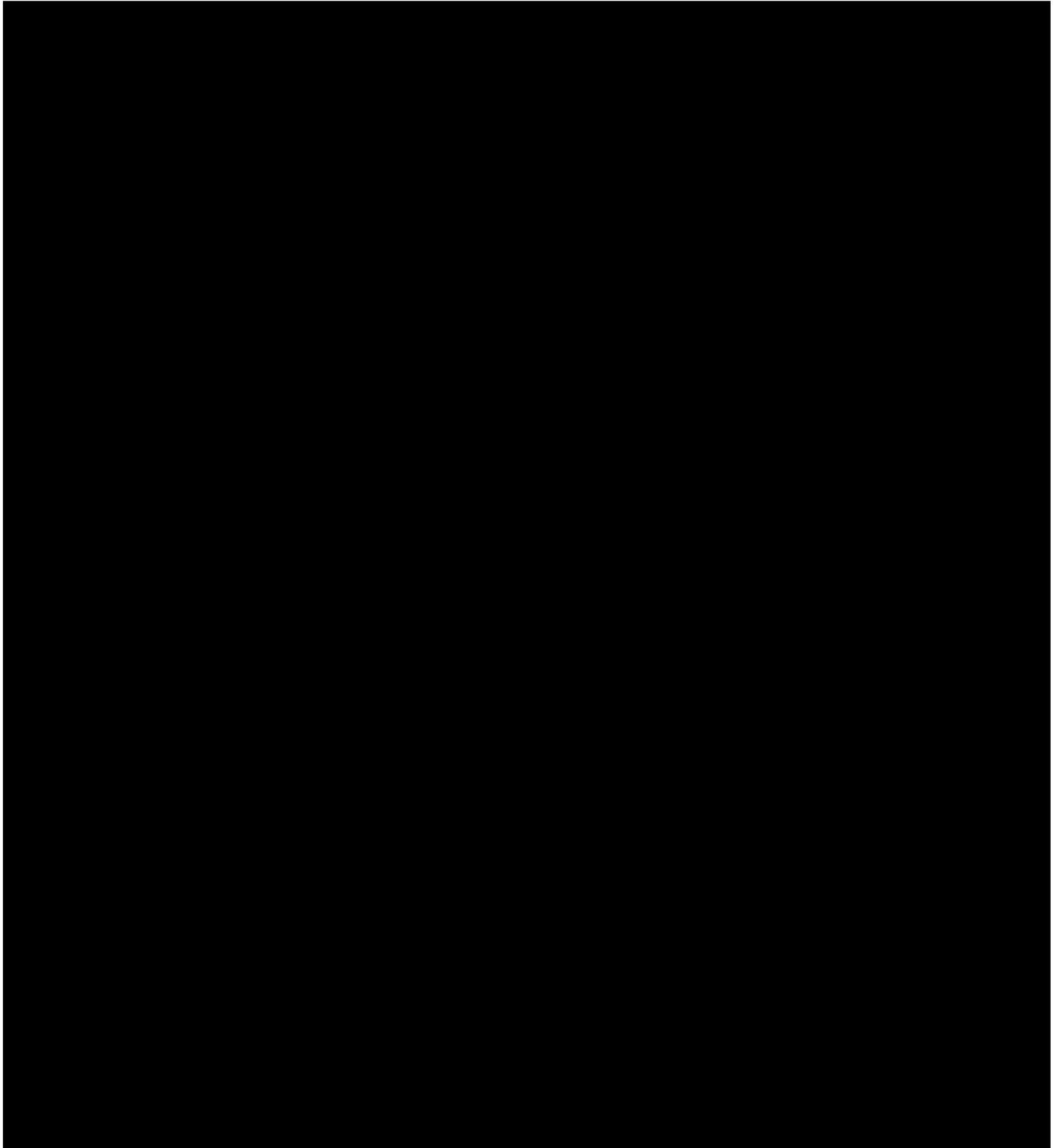
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Version: 1.3

Effective Date:  
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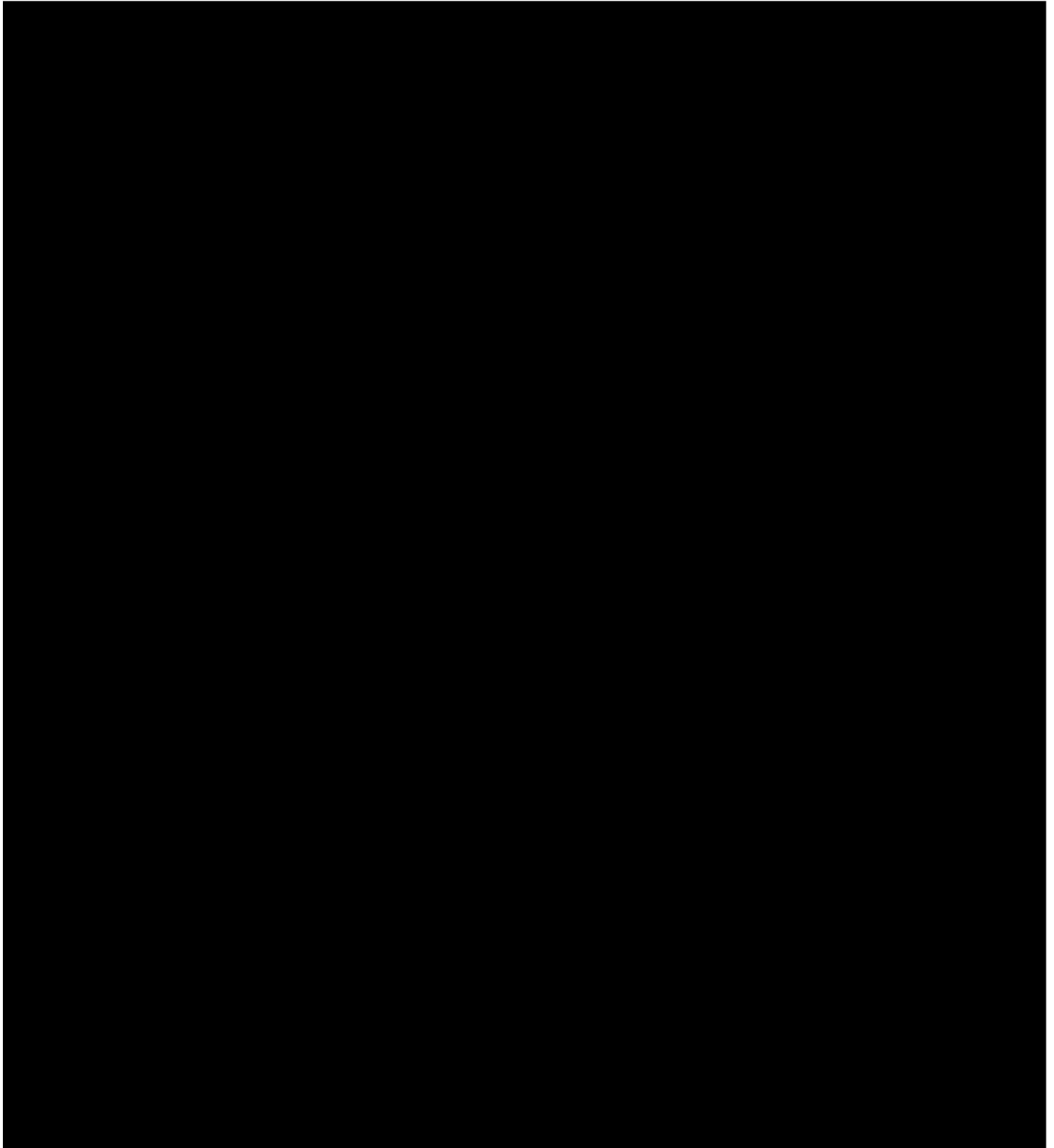
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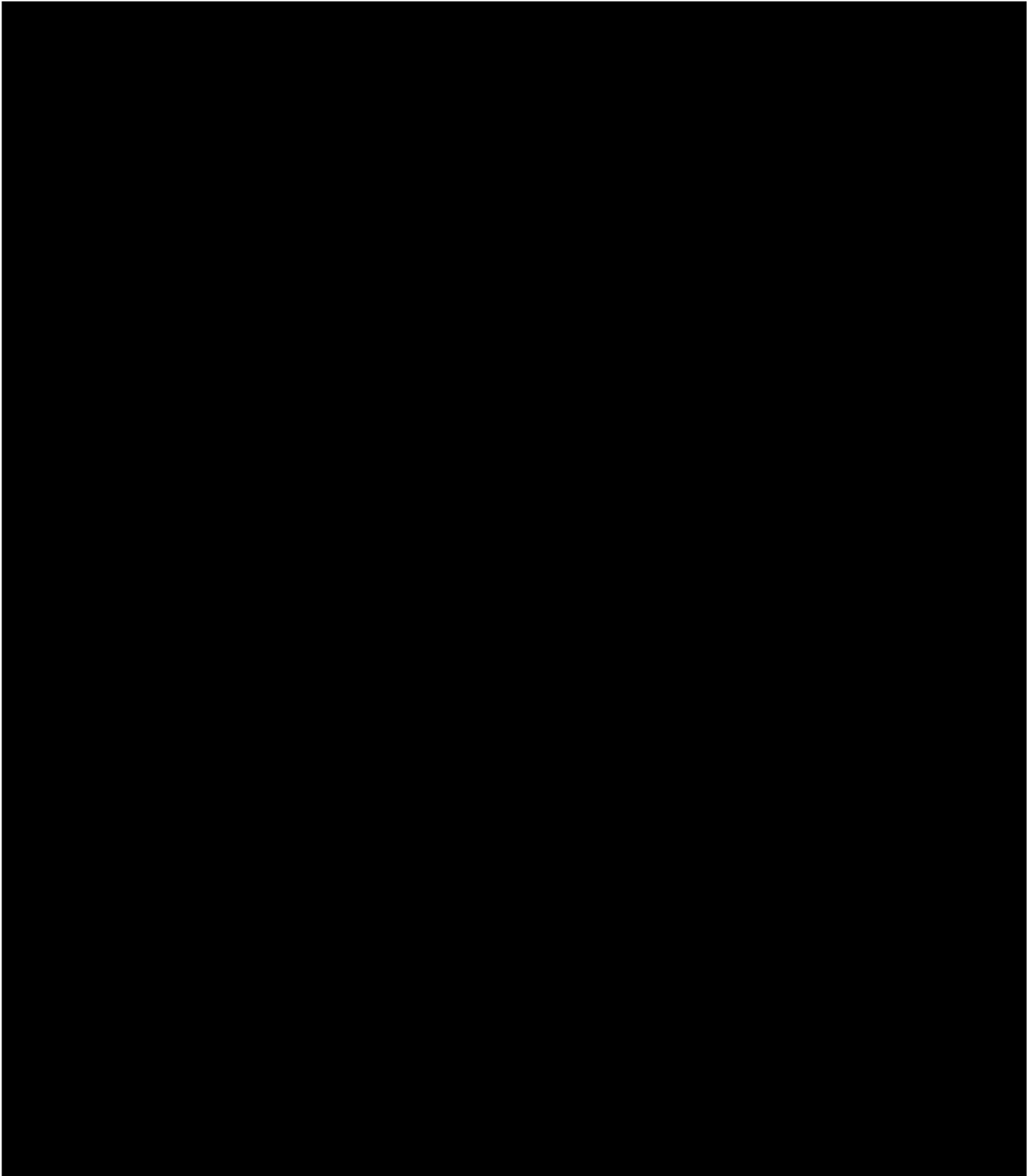
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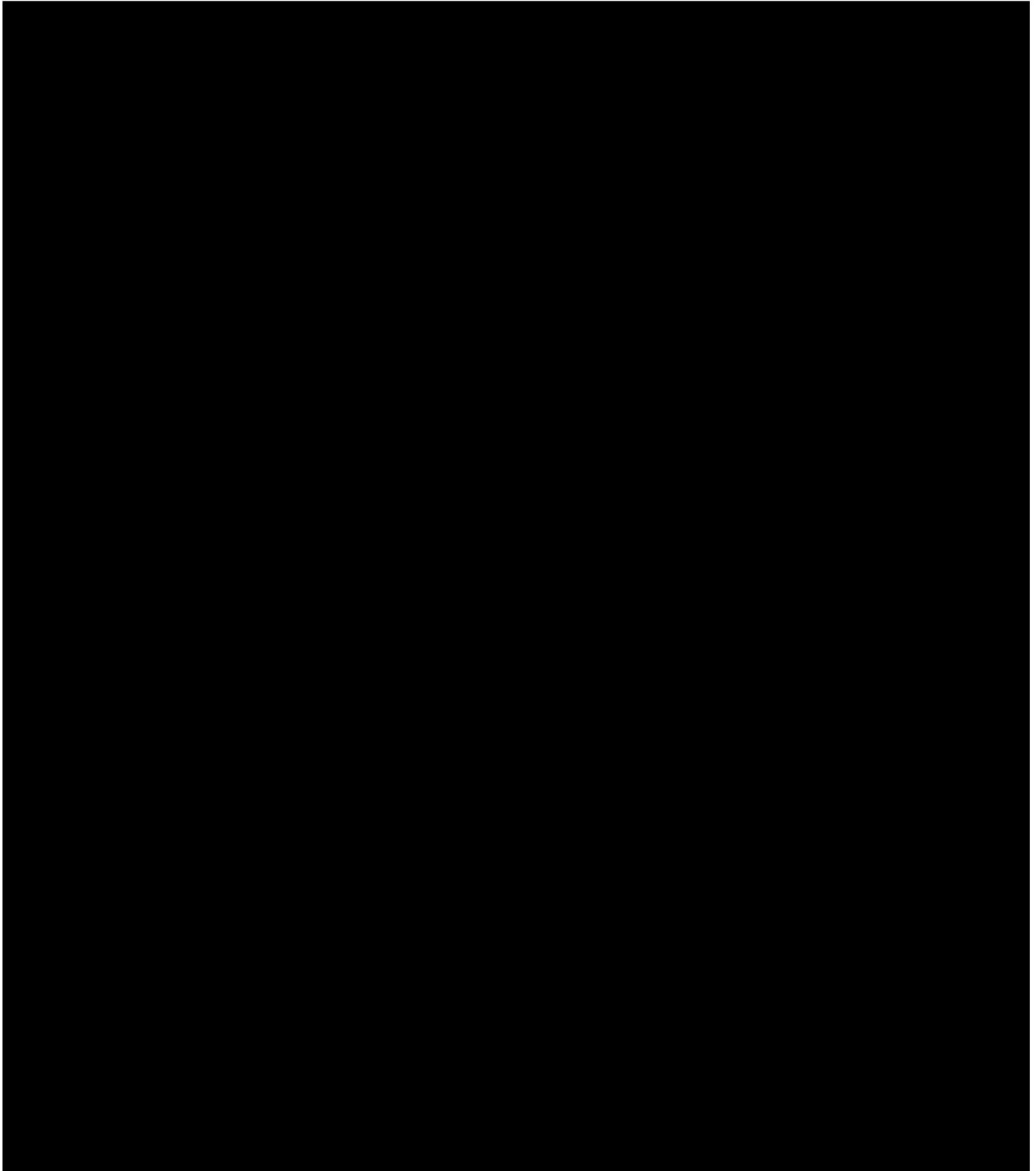
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Effective Date:  
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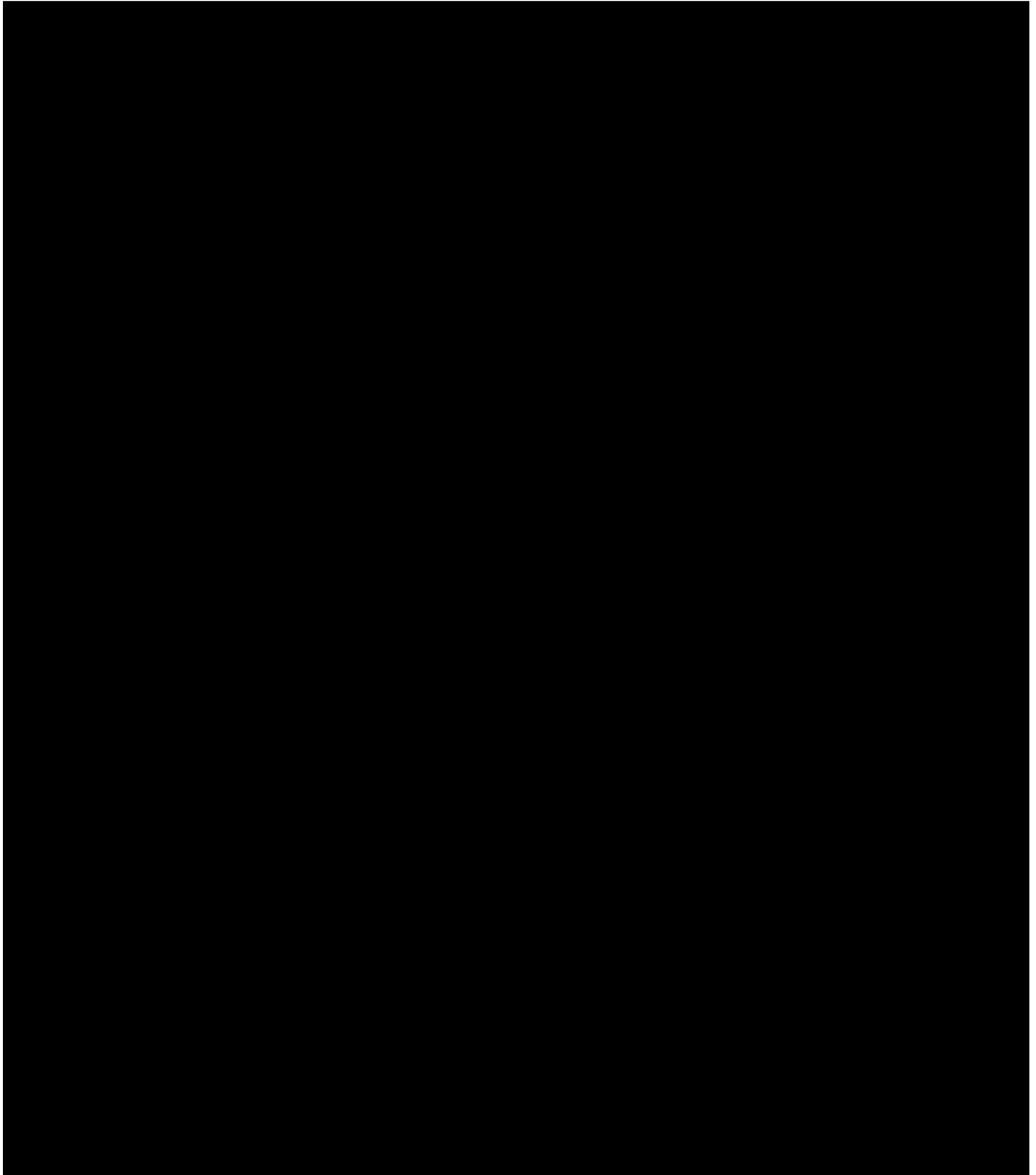
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Version: 1.3

Effective Date:  
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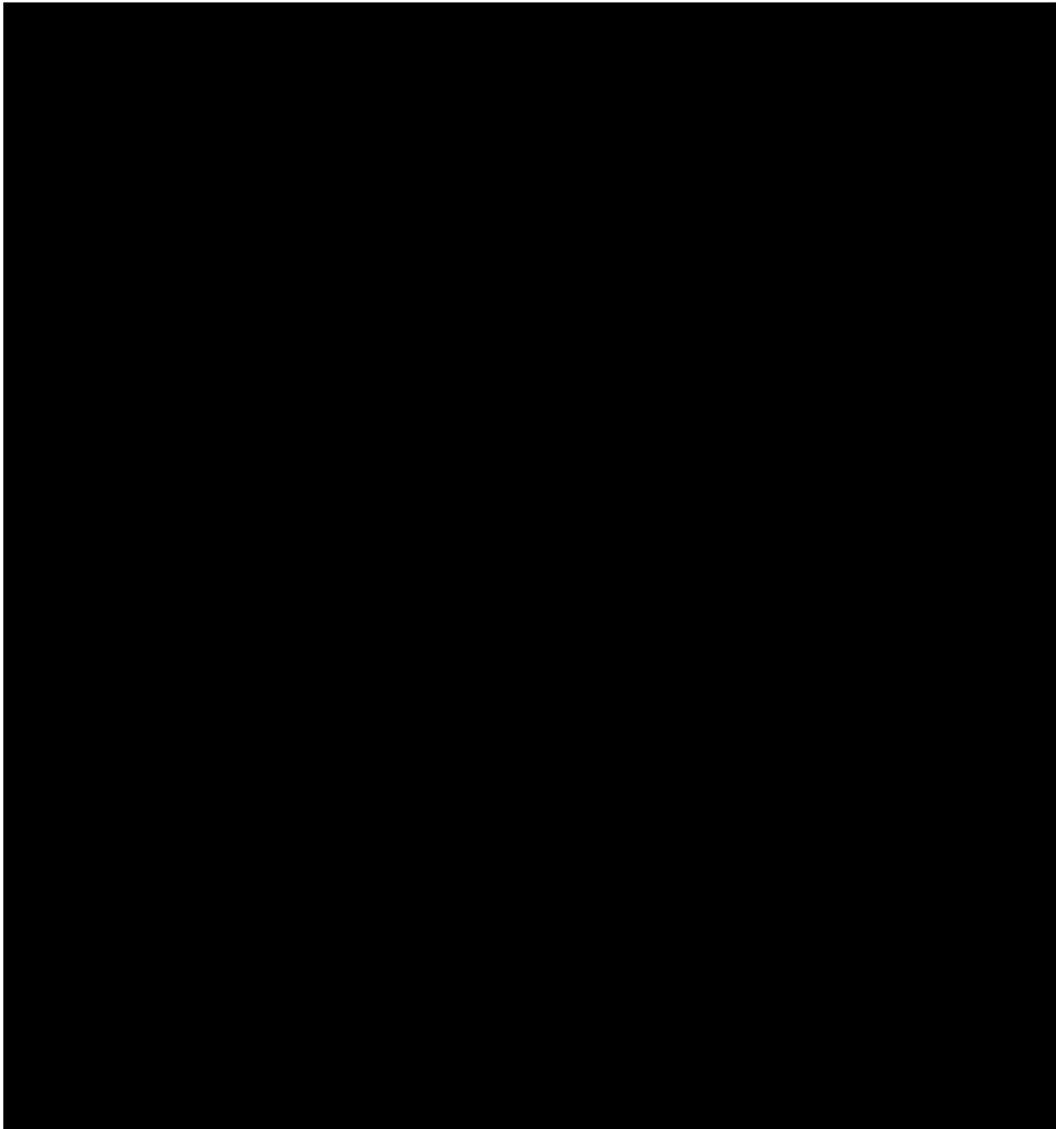
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Version: 1.3

Effective Date:  
6/25/2020

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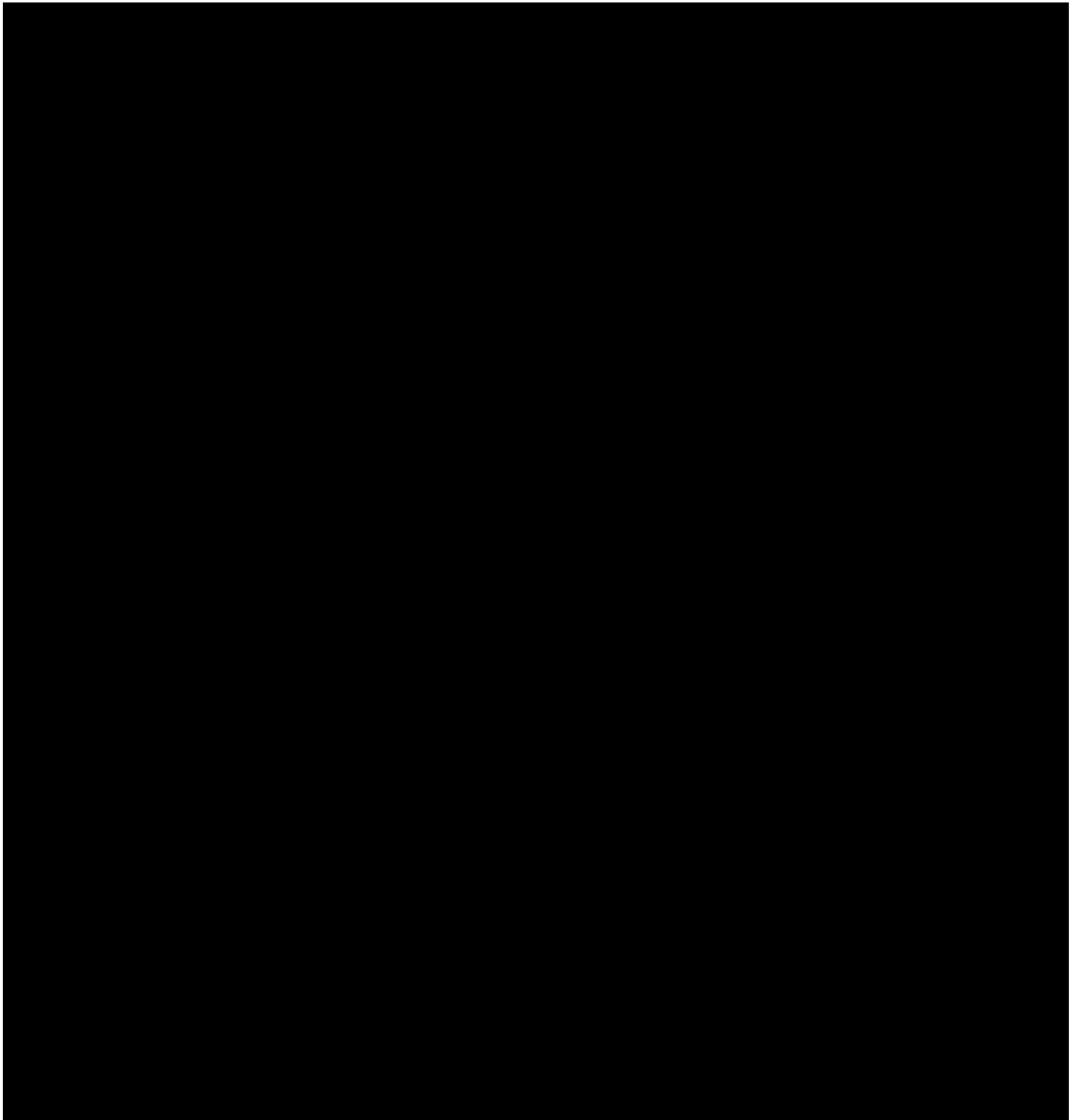
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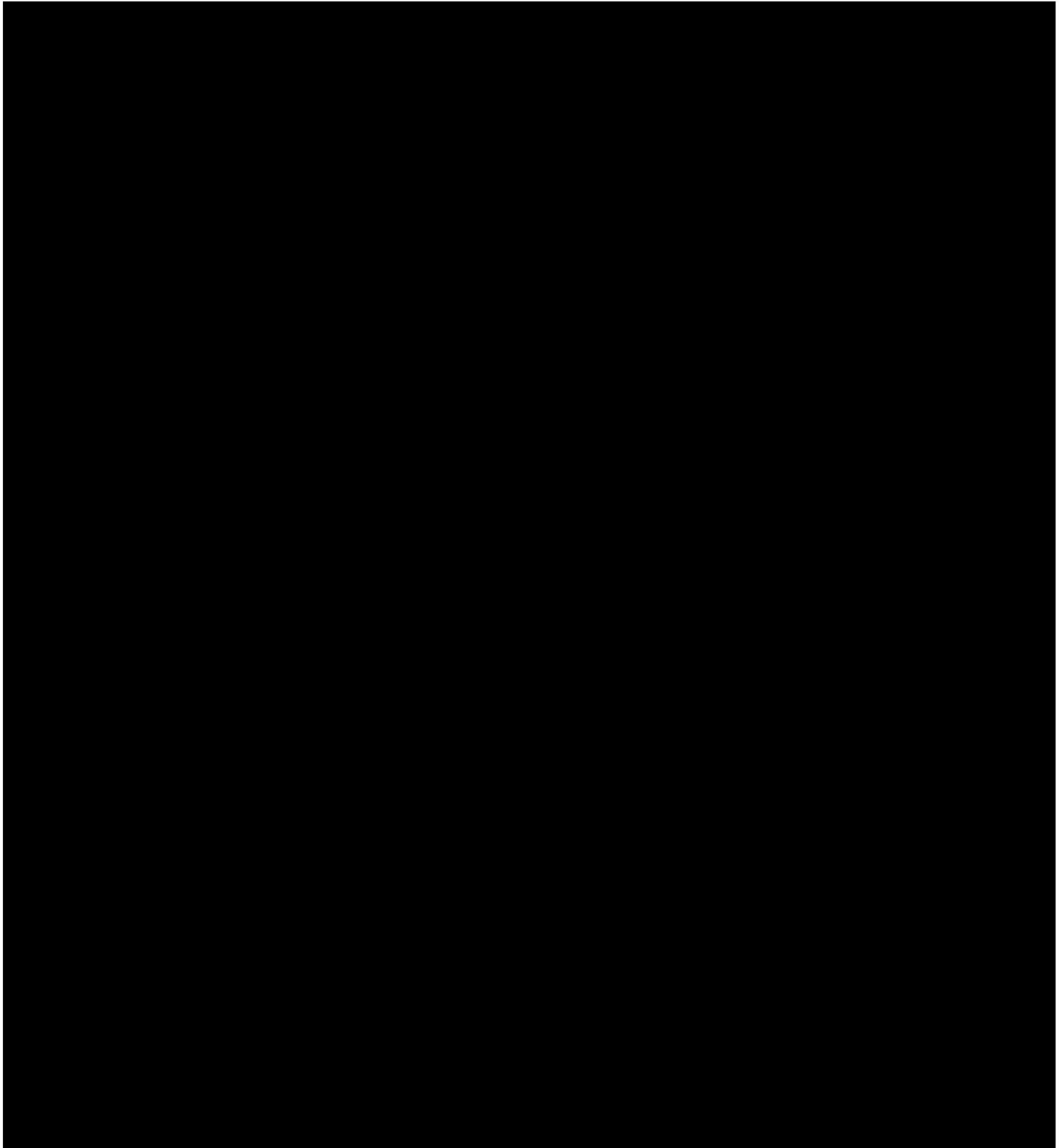
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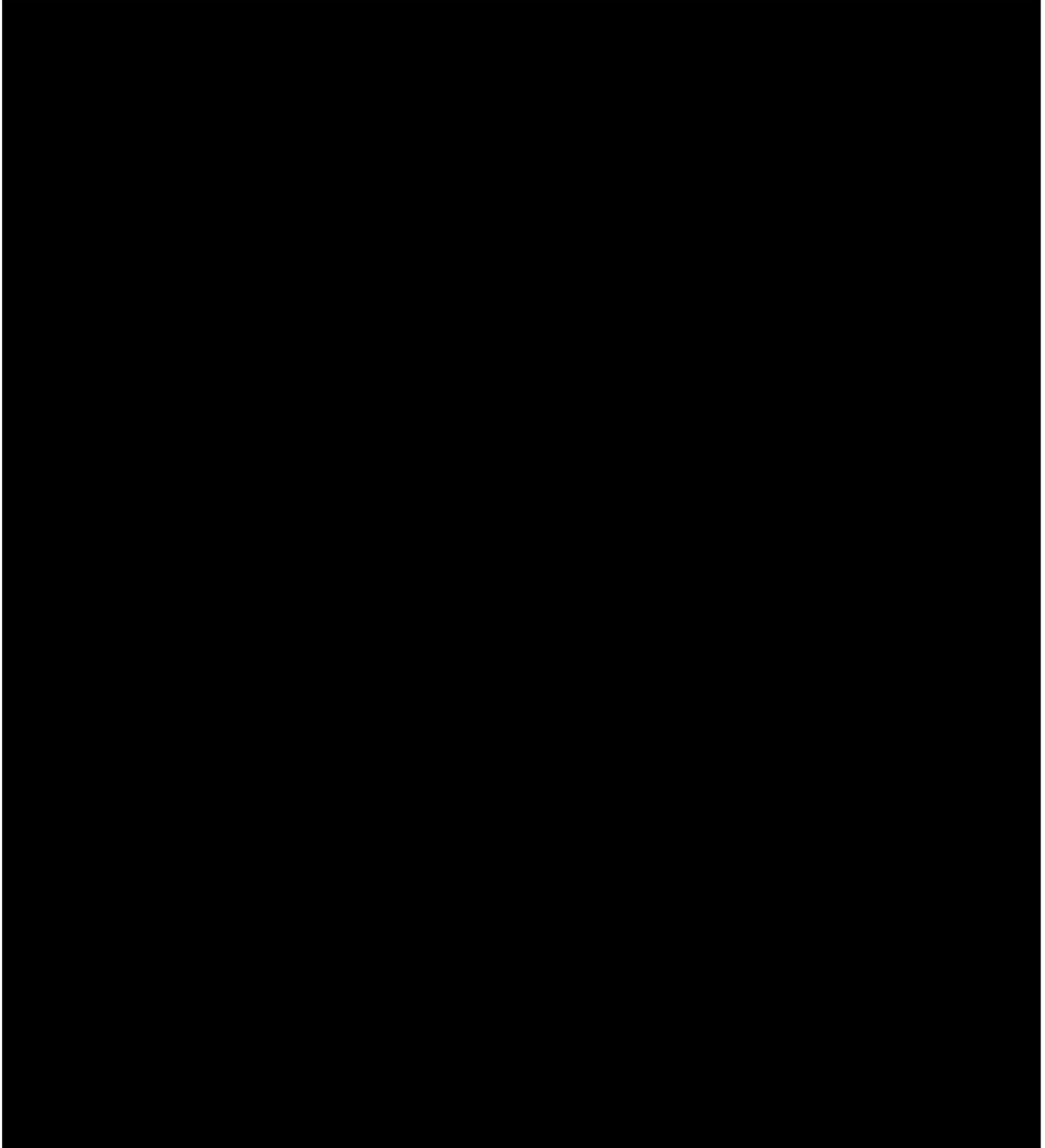
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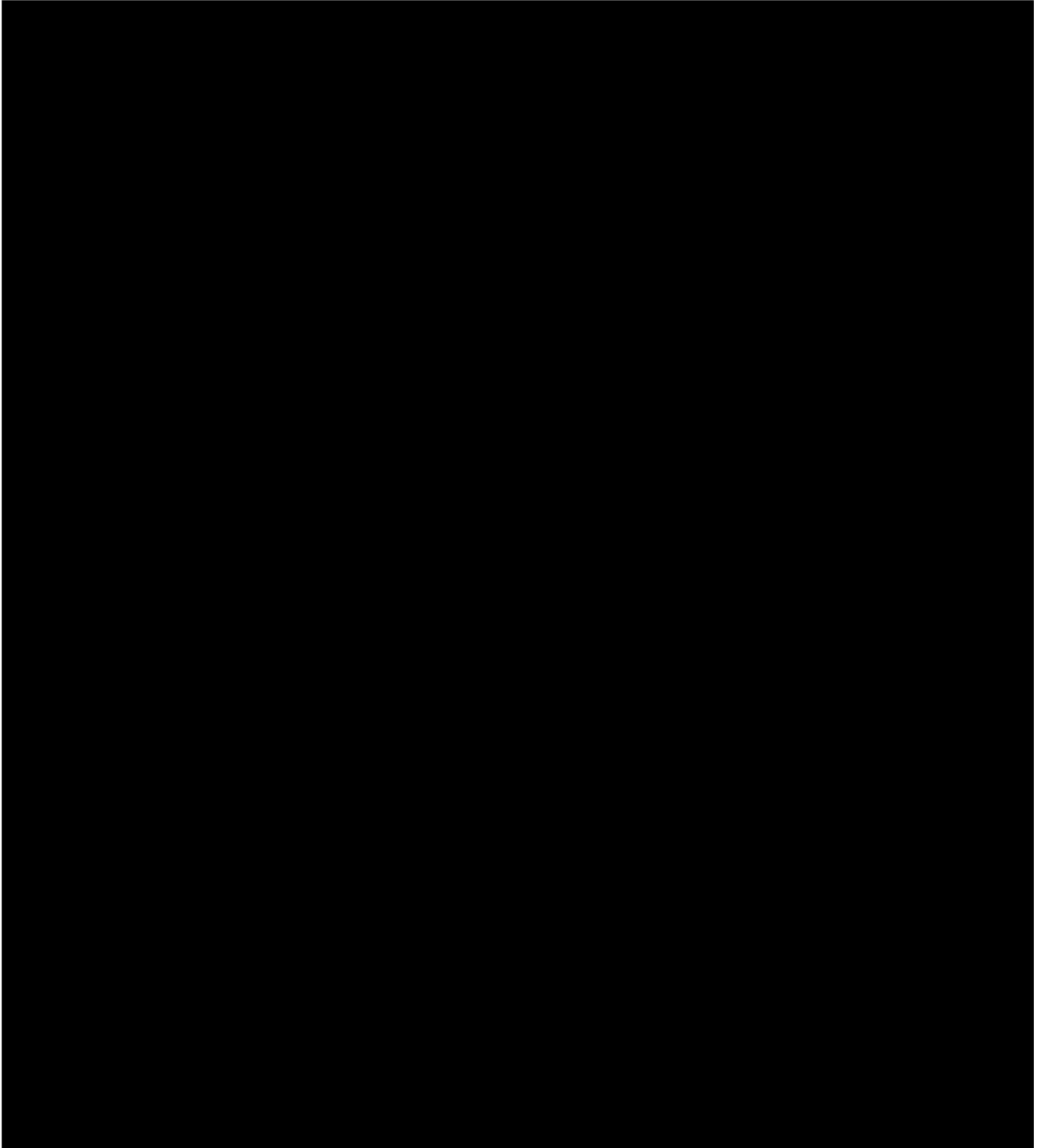
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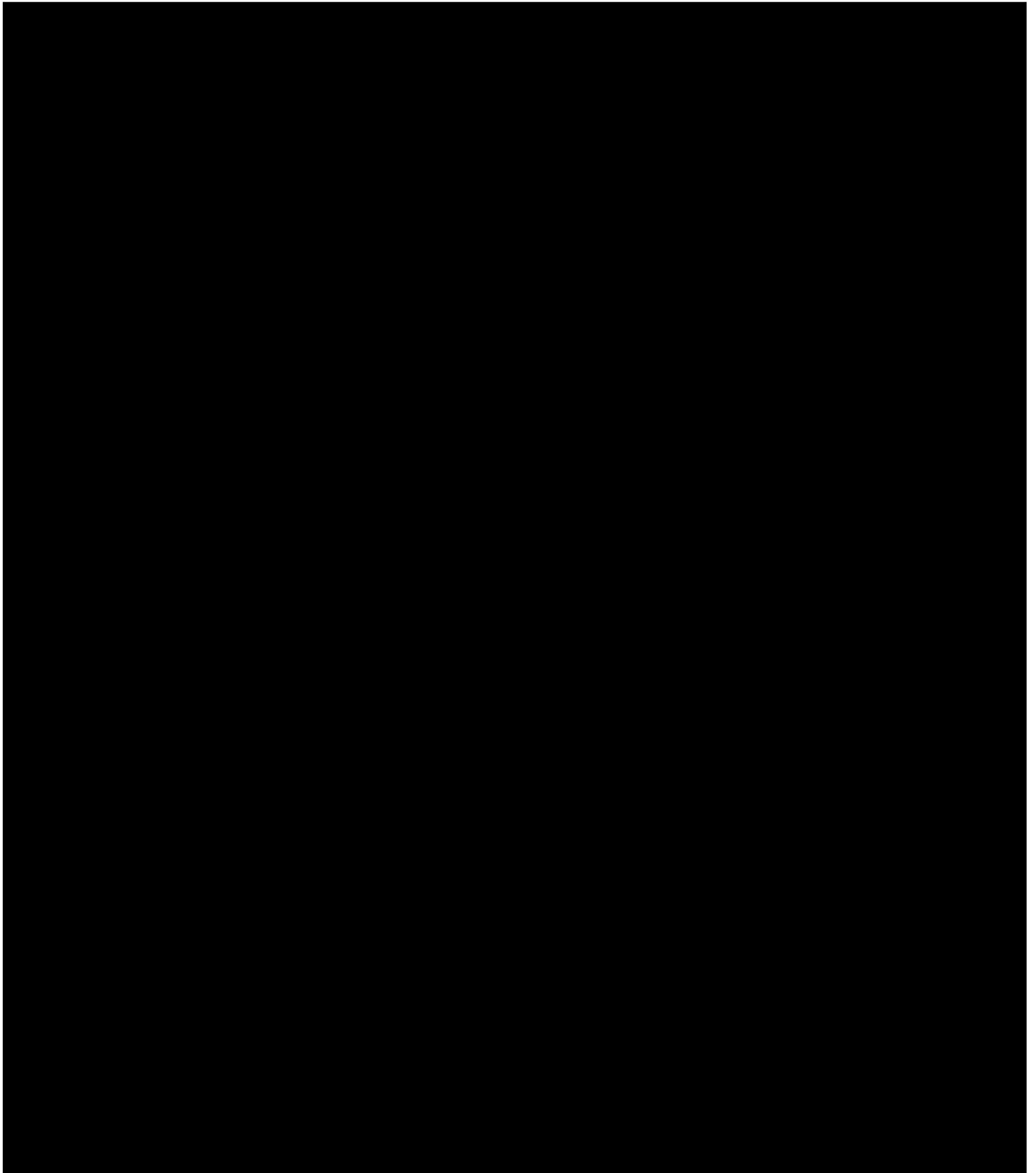
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Document ID: 9001.1.0

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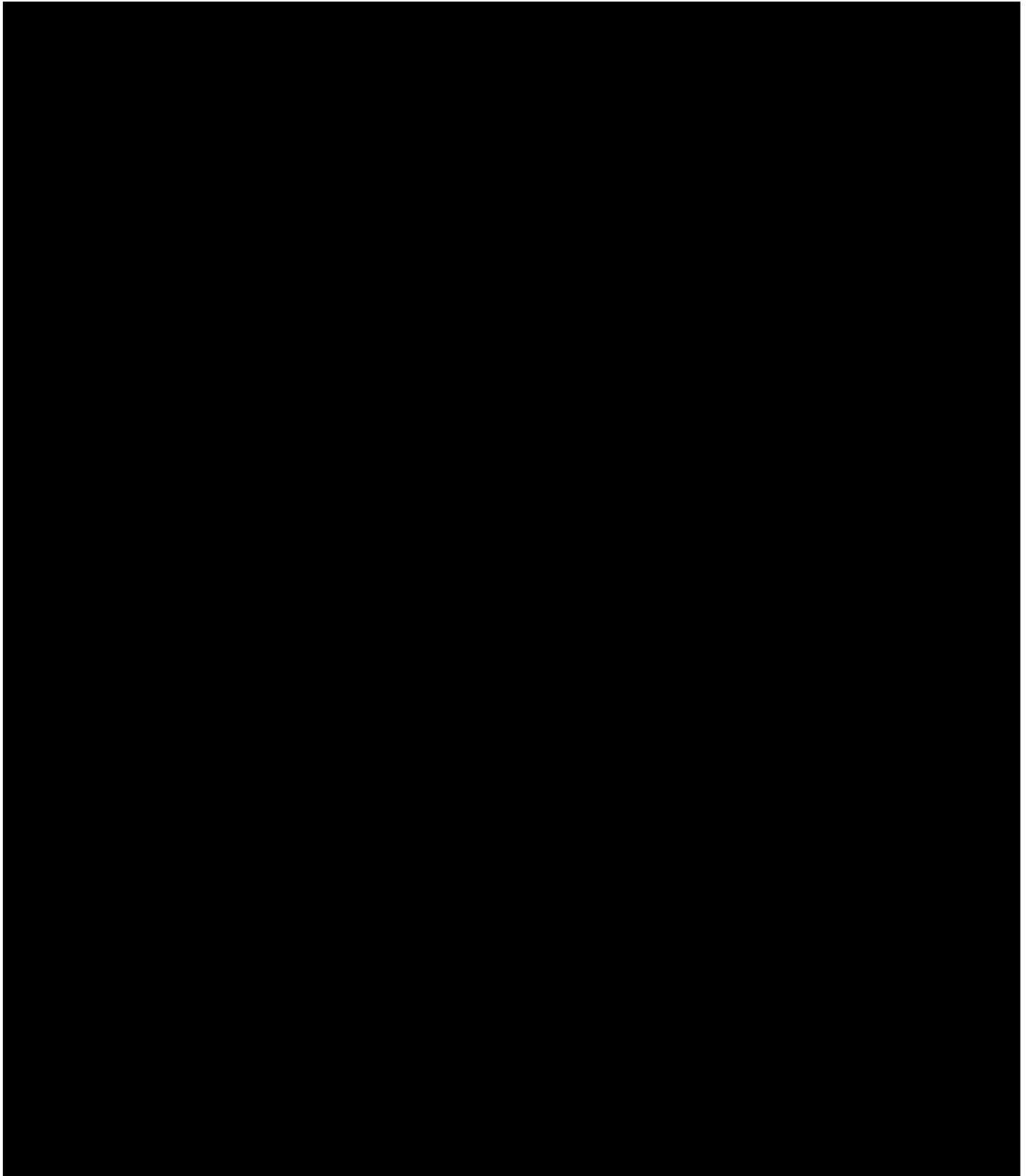
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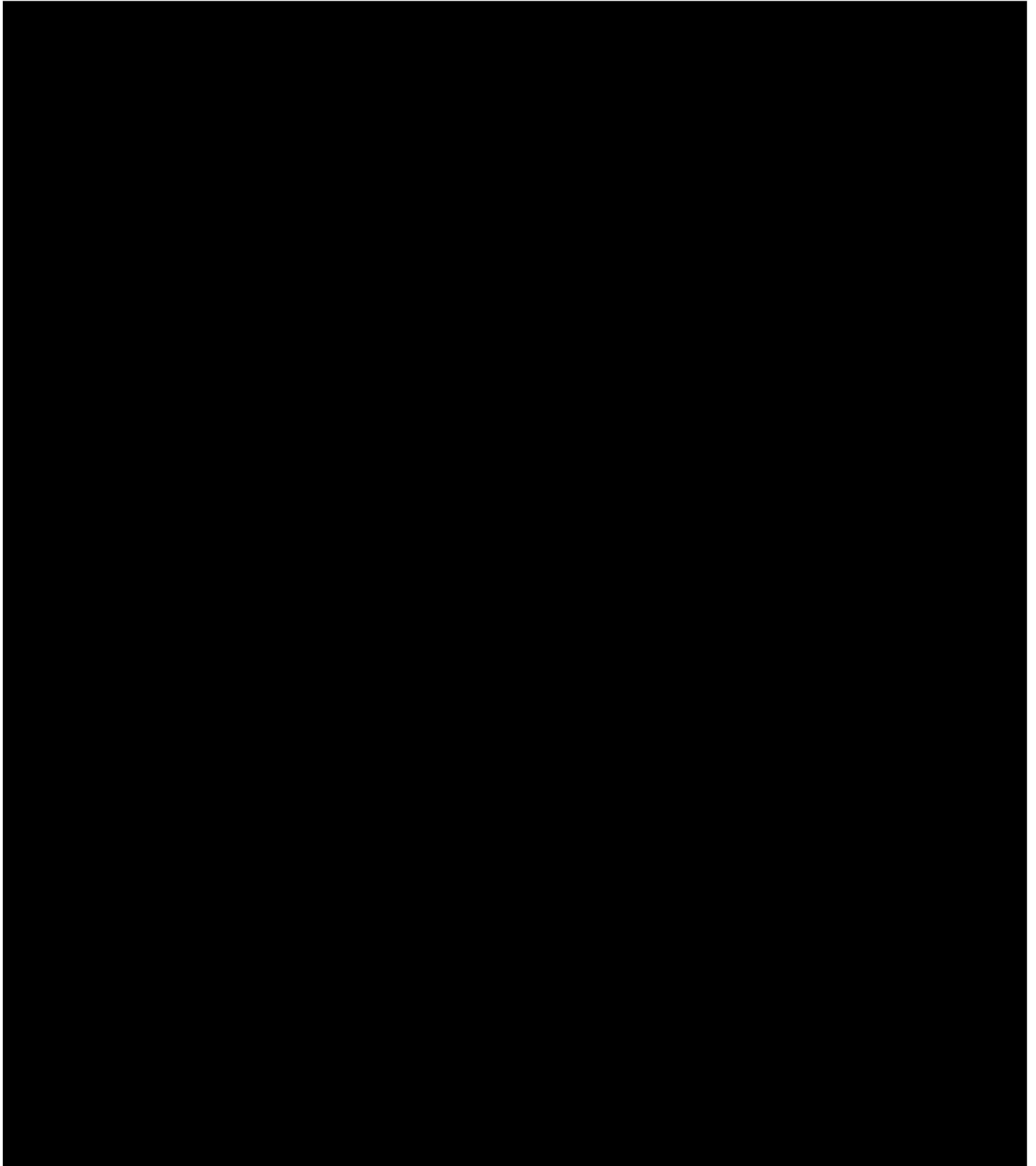
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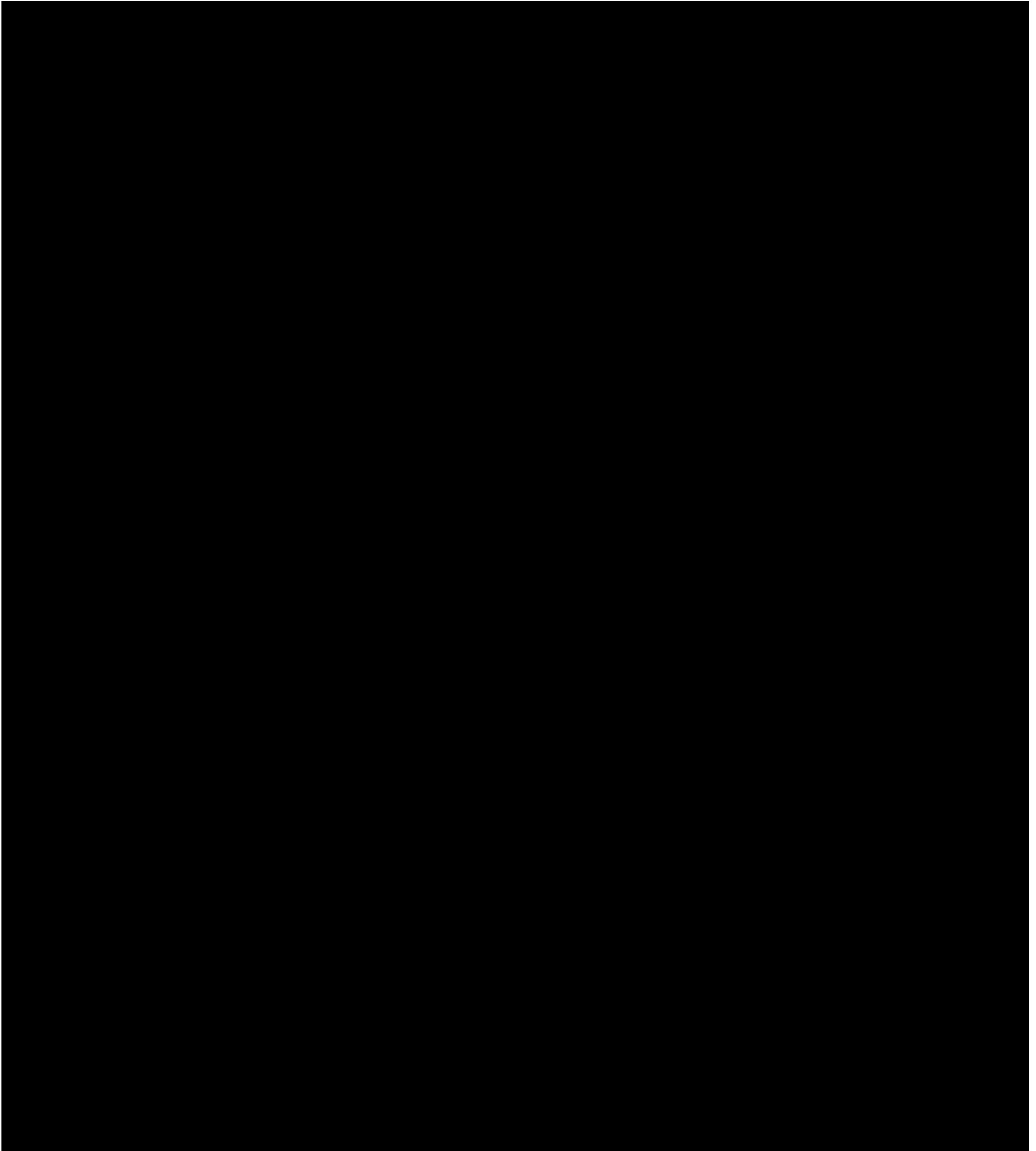
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Effective Date:  
6/25/2020

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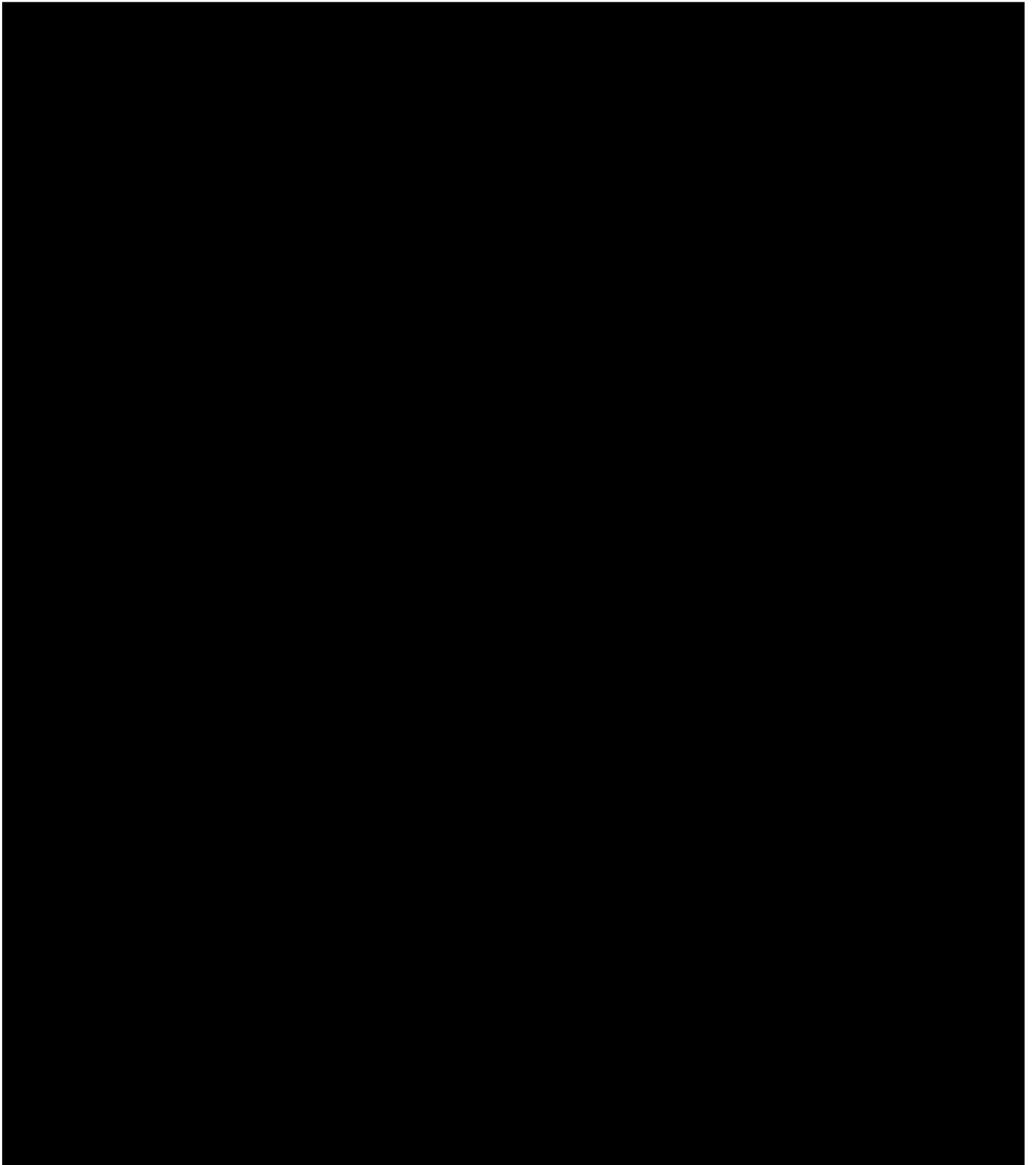
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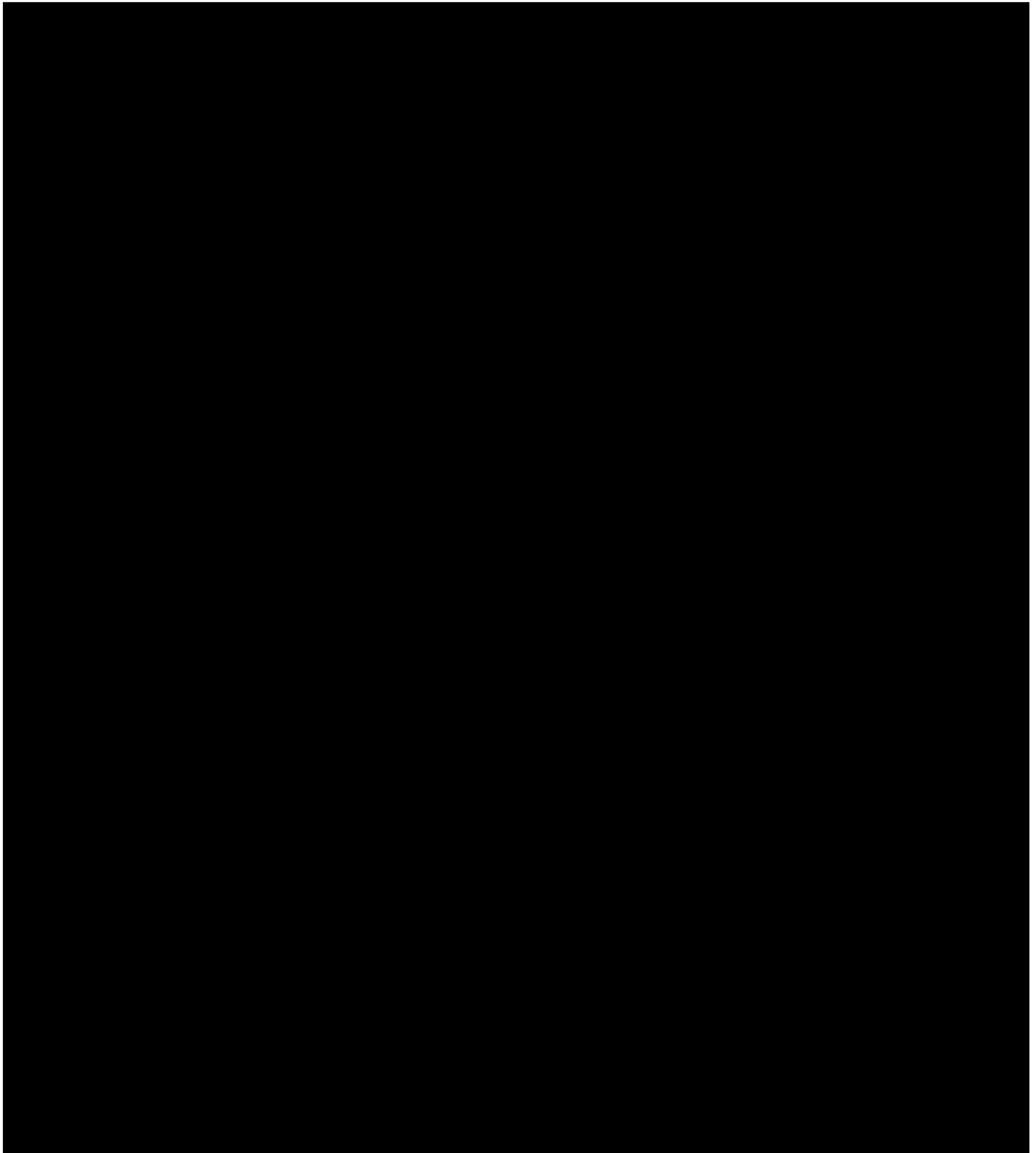
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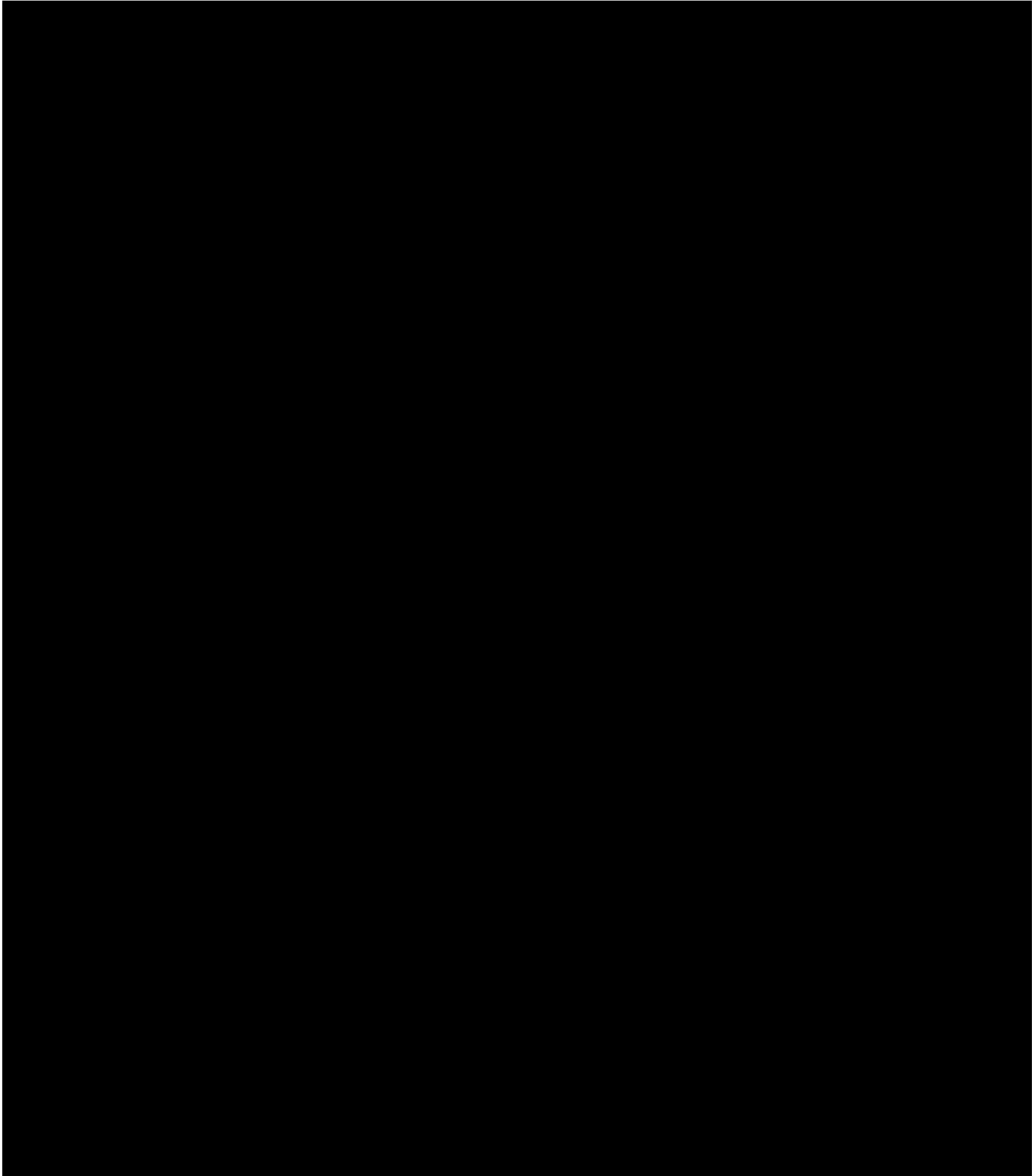
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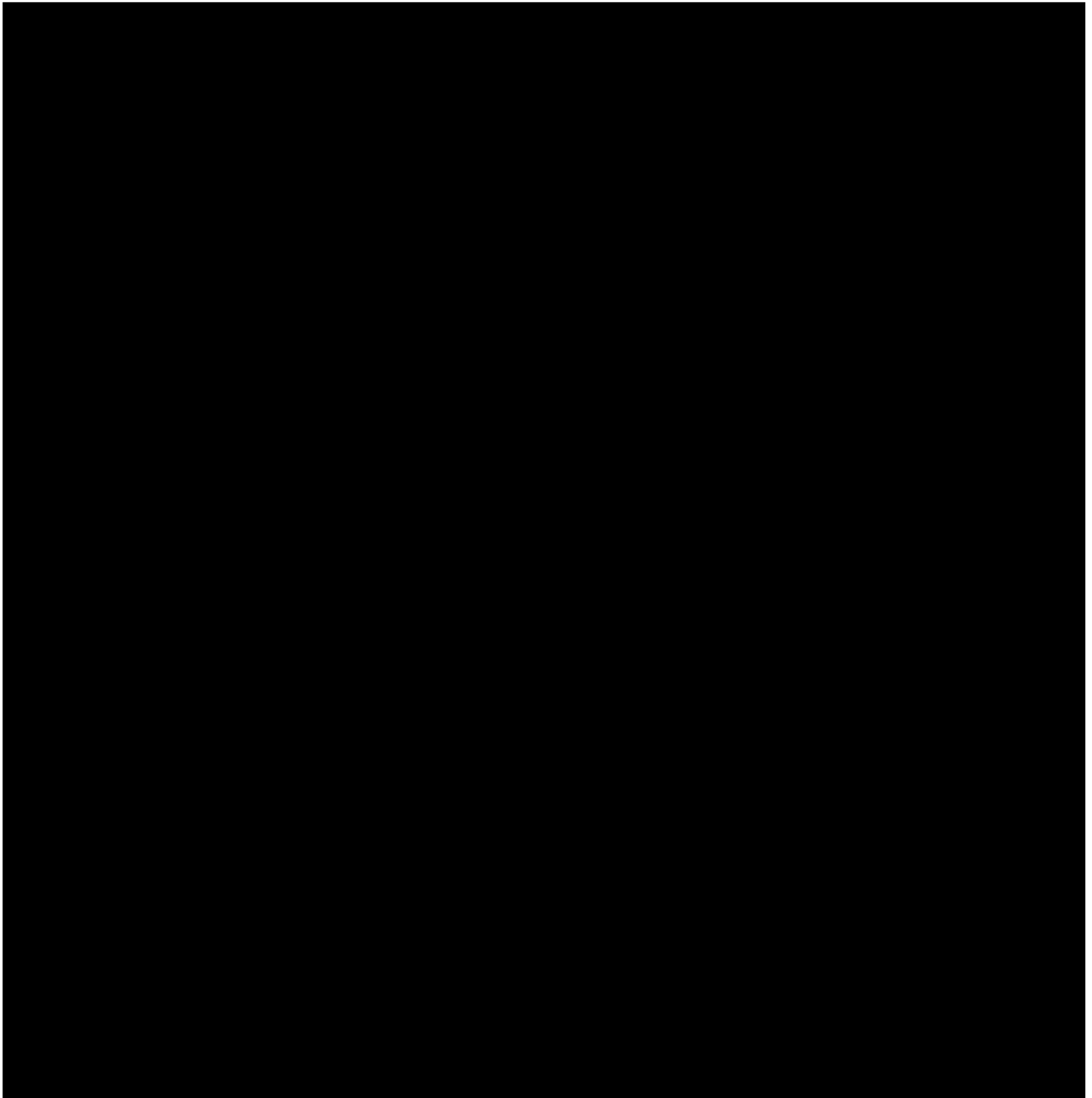
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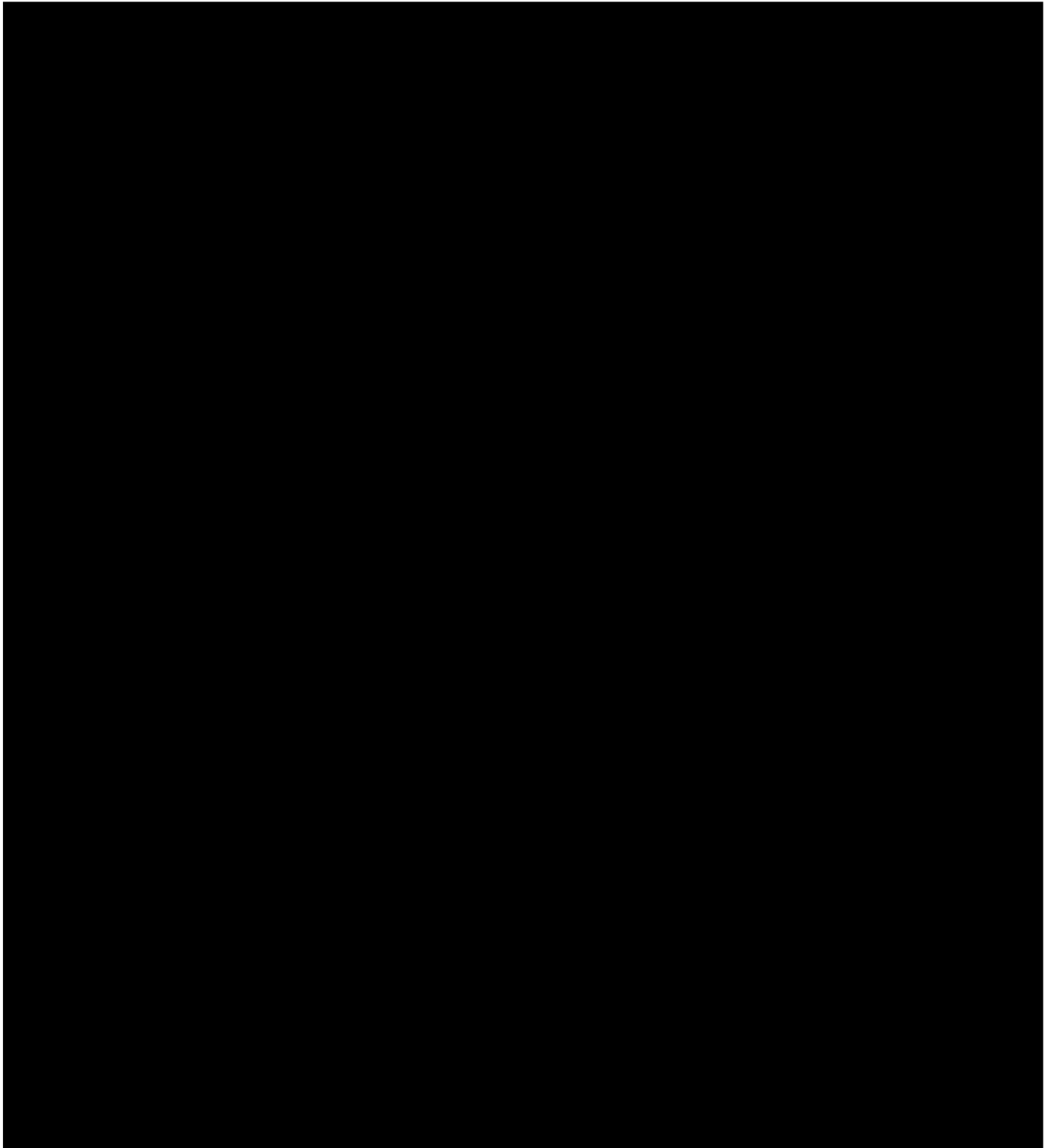
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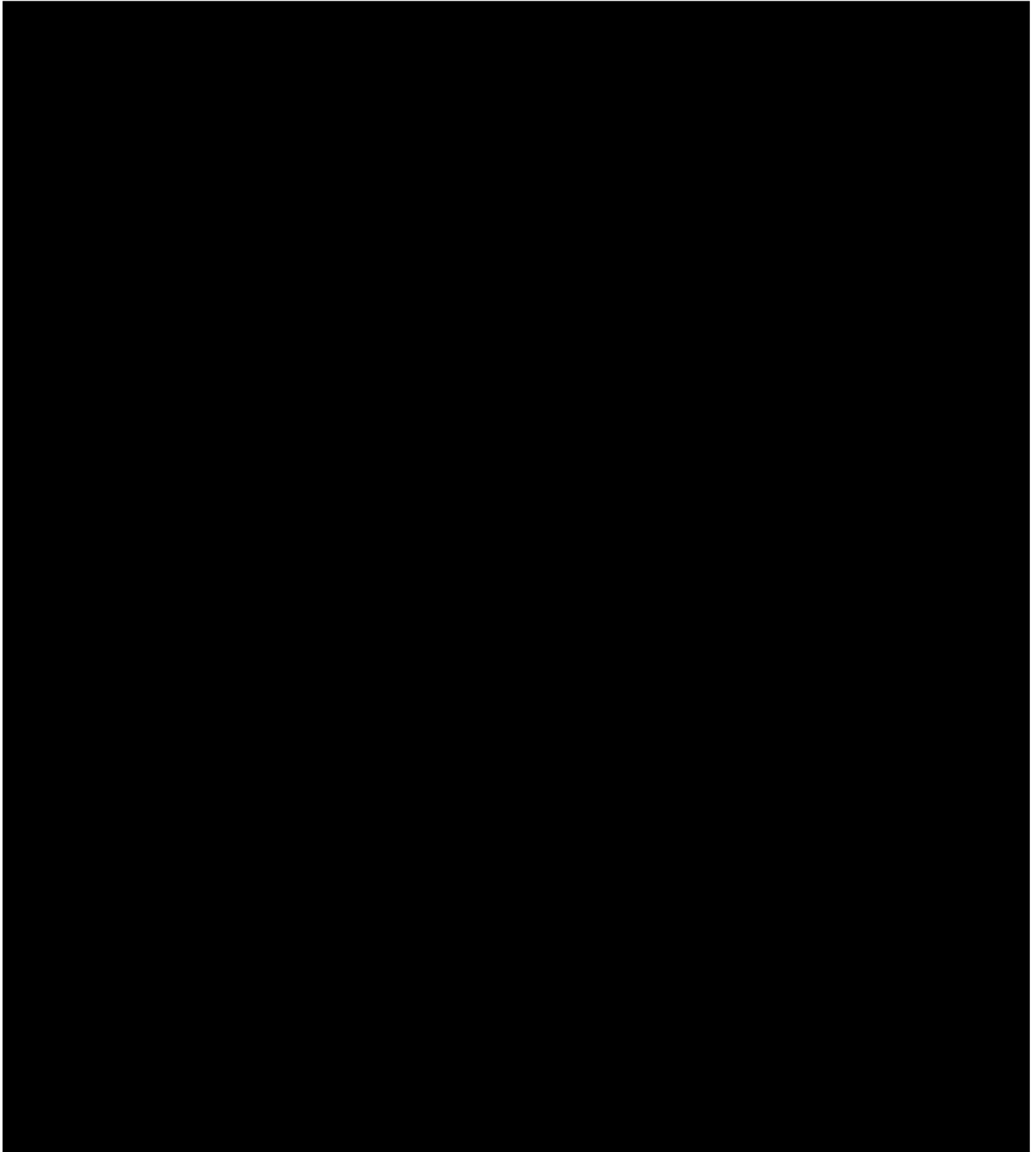
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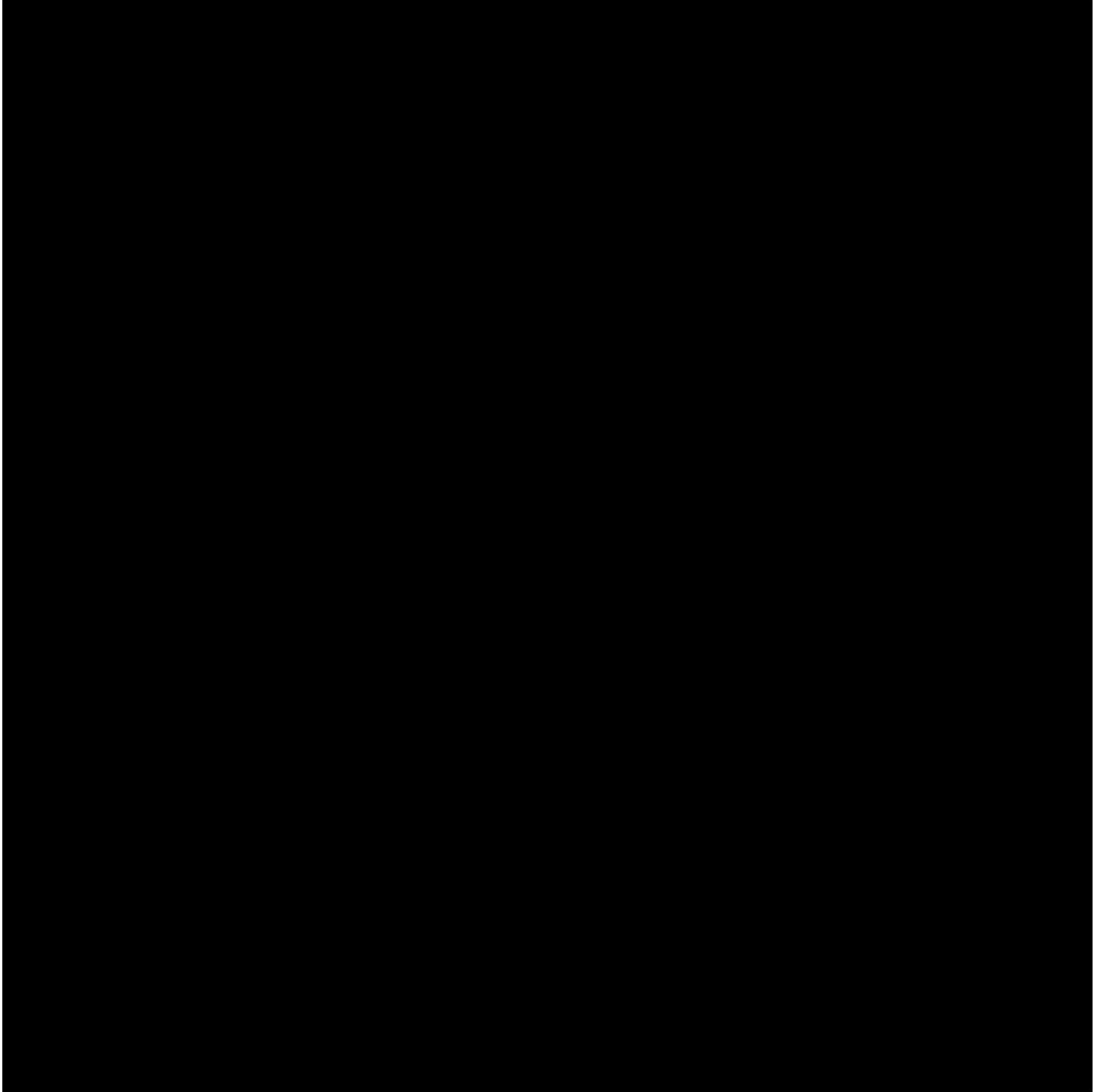
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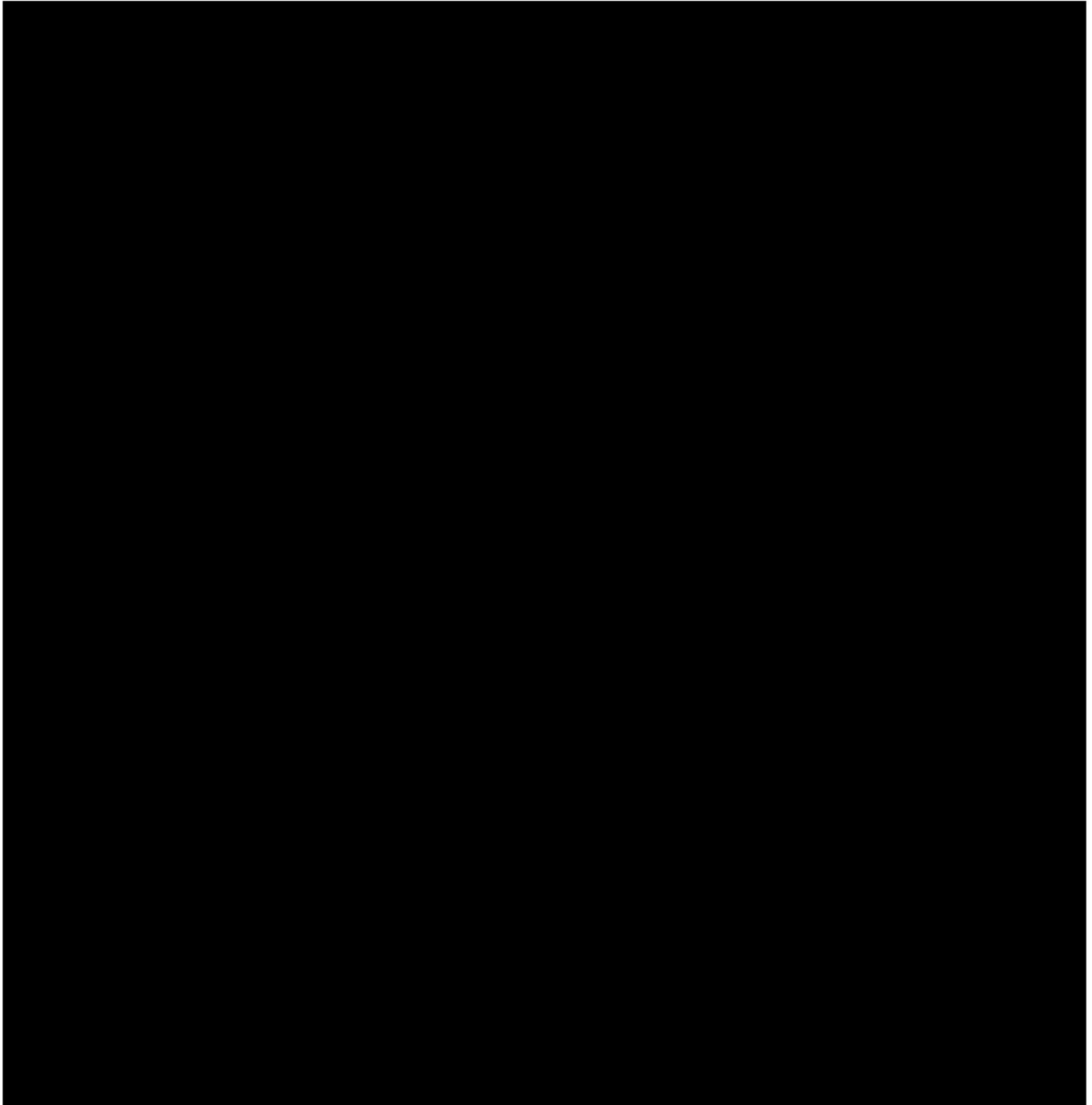
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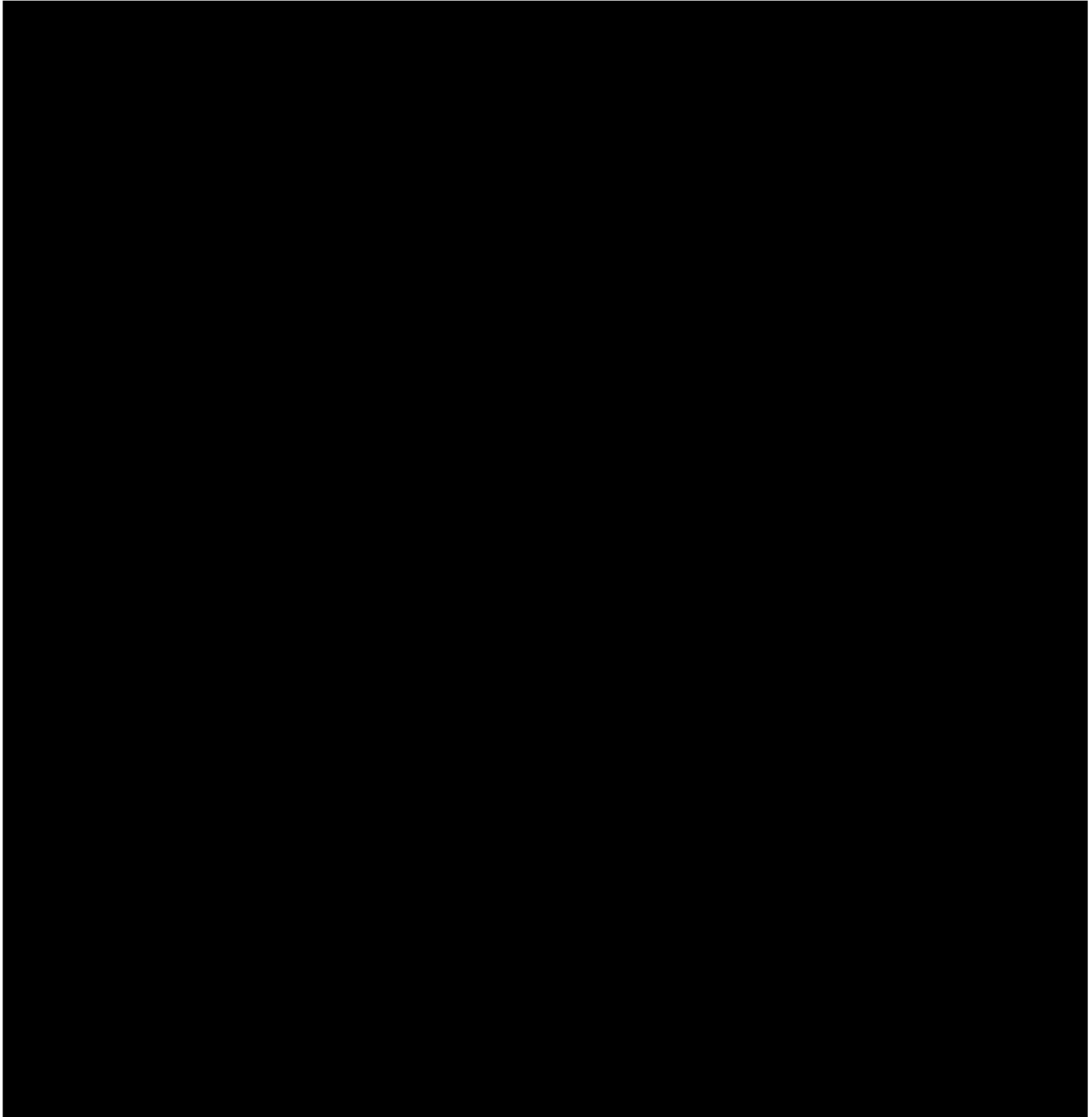
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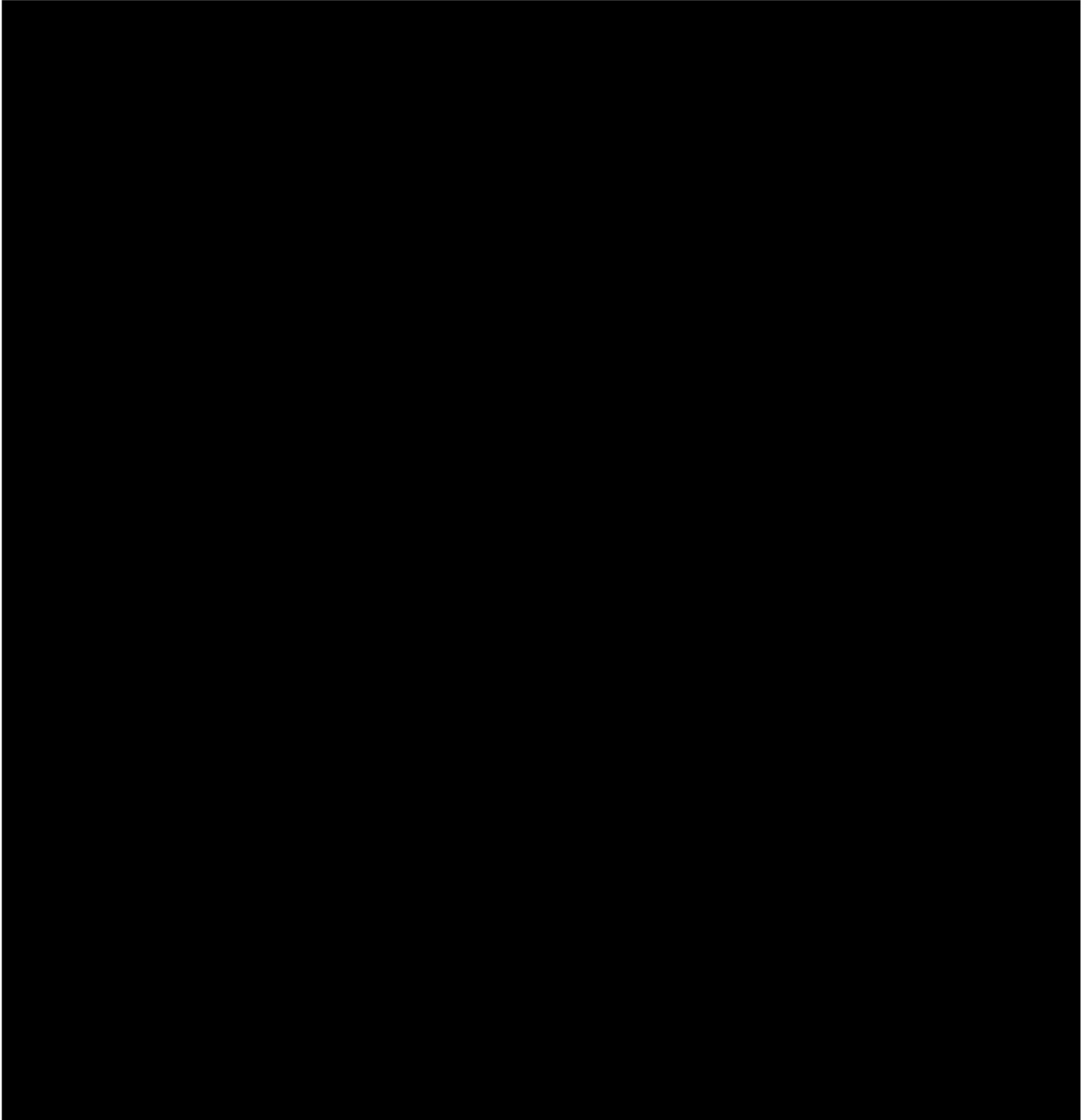
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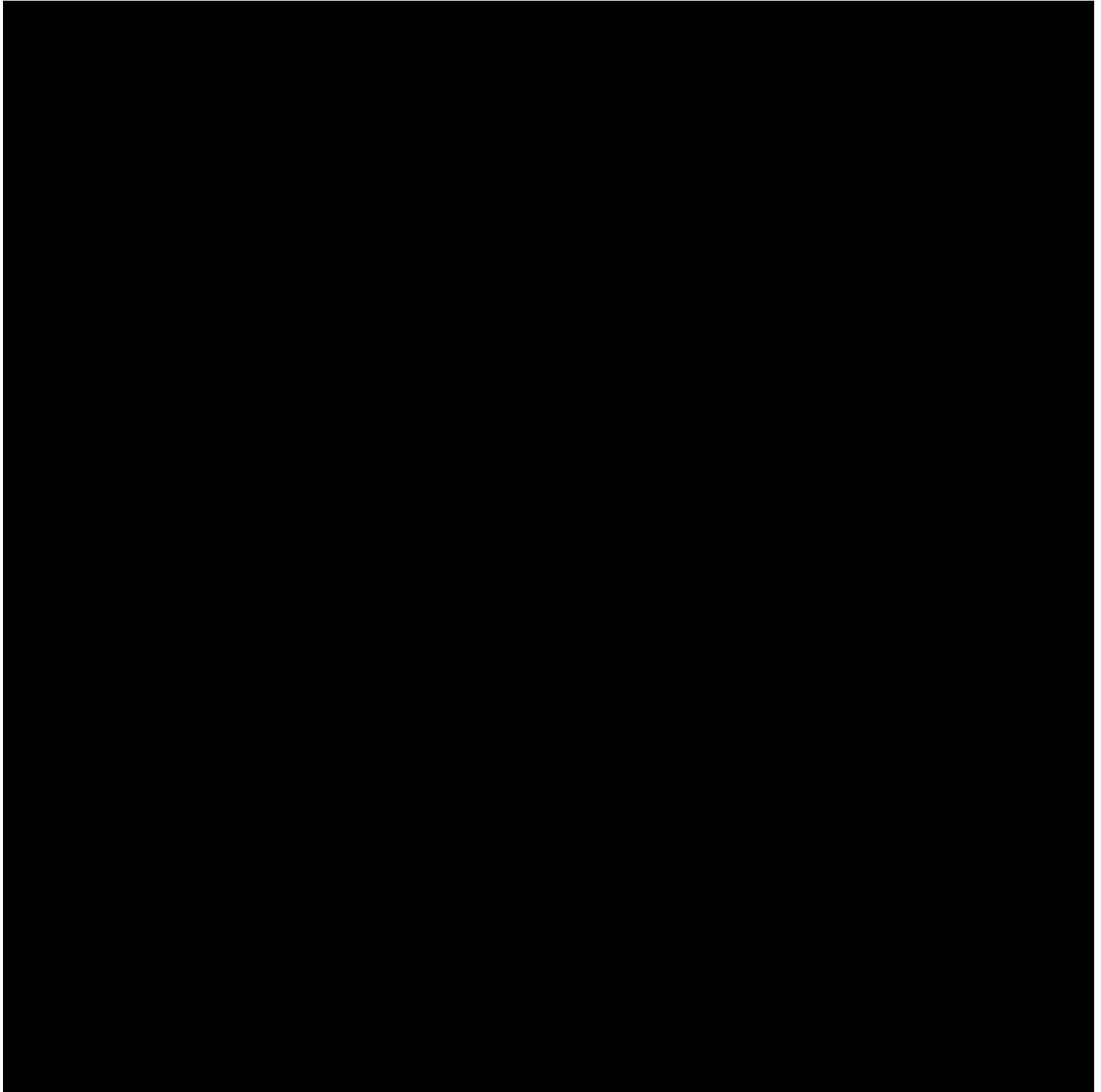
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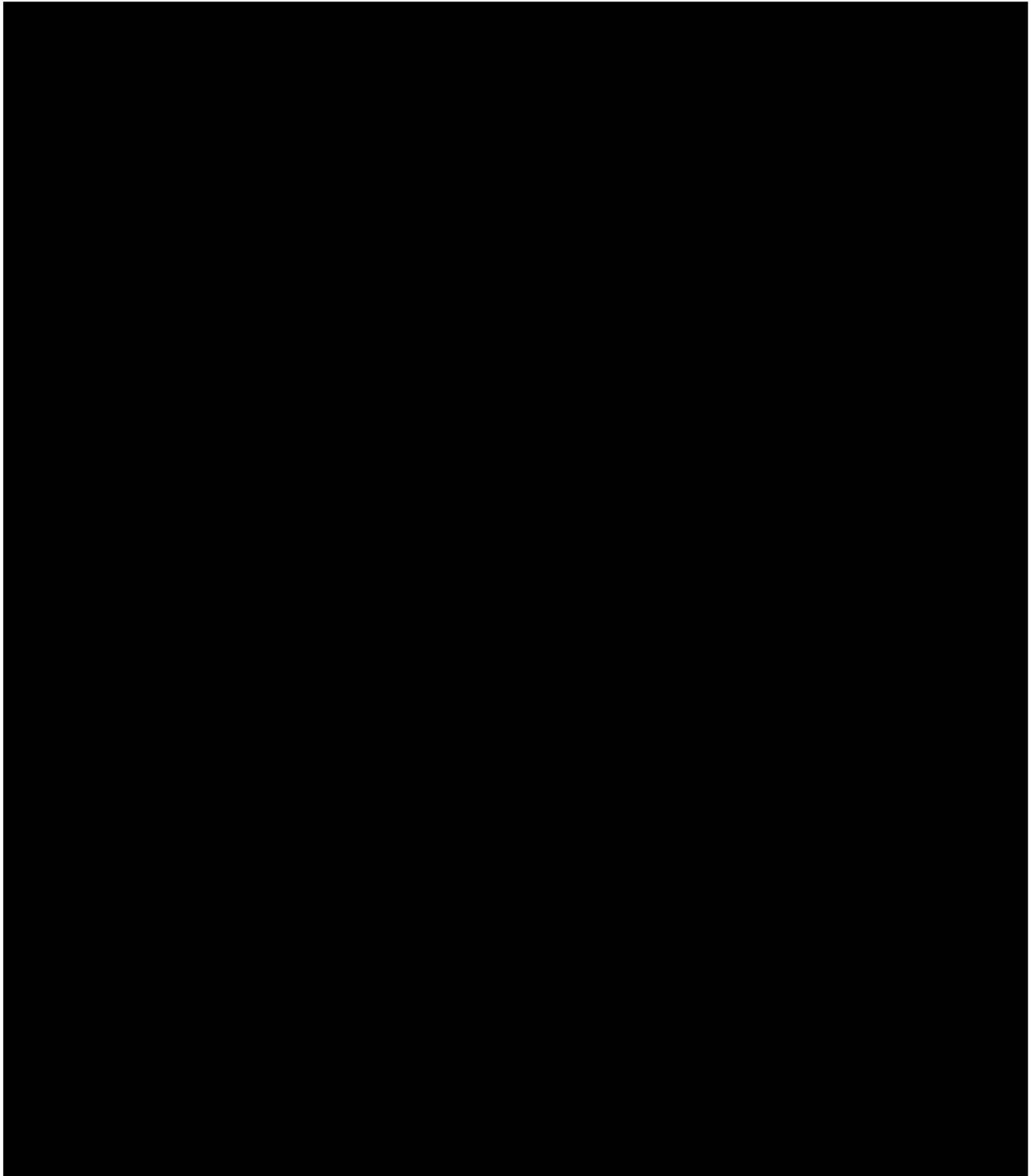
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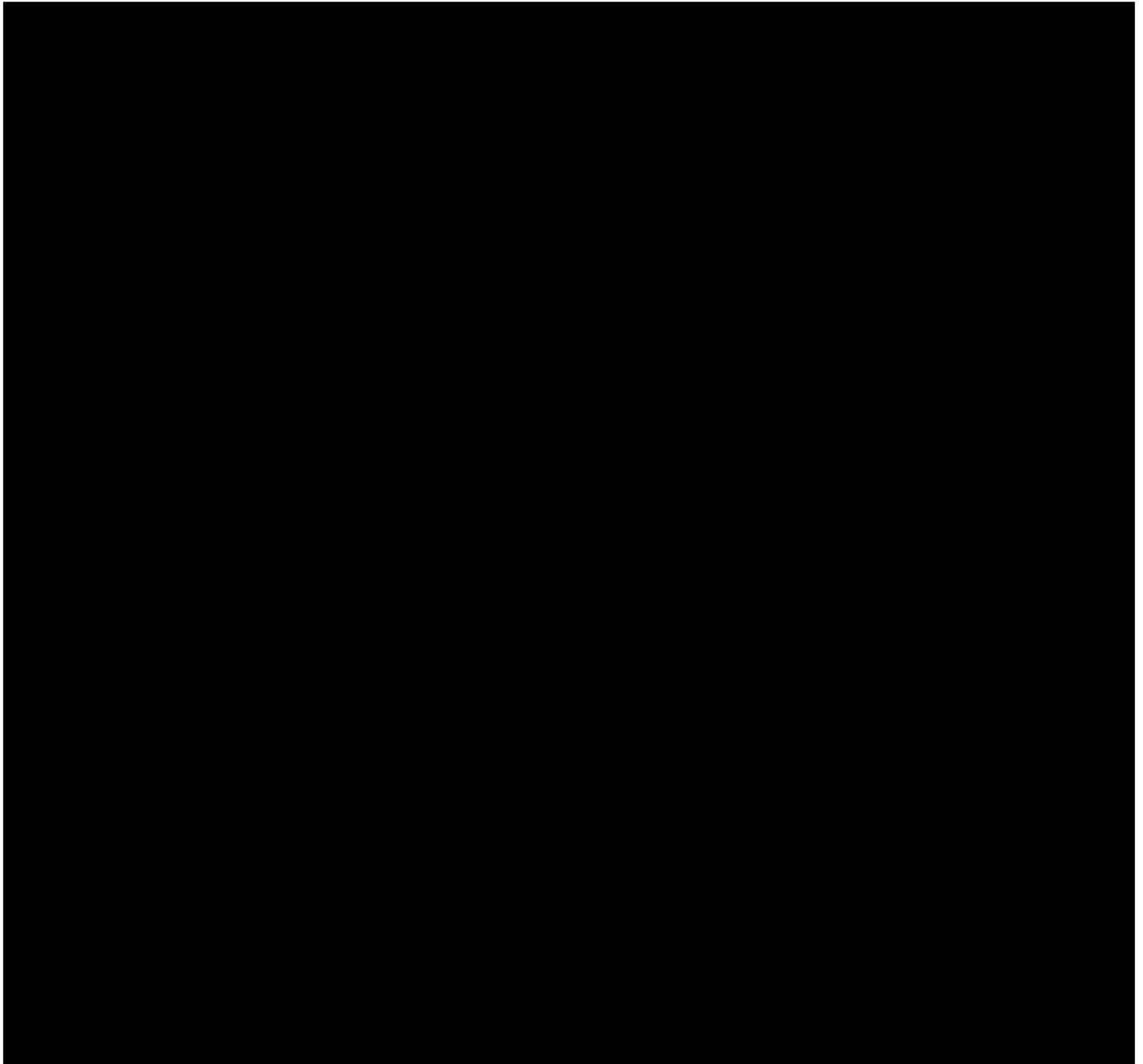
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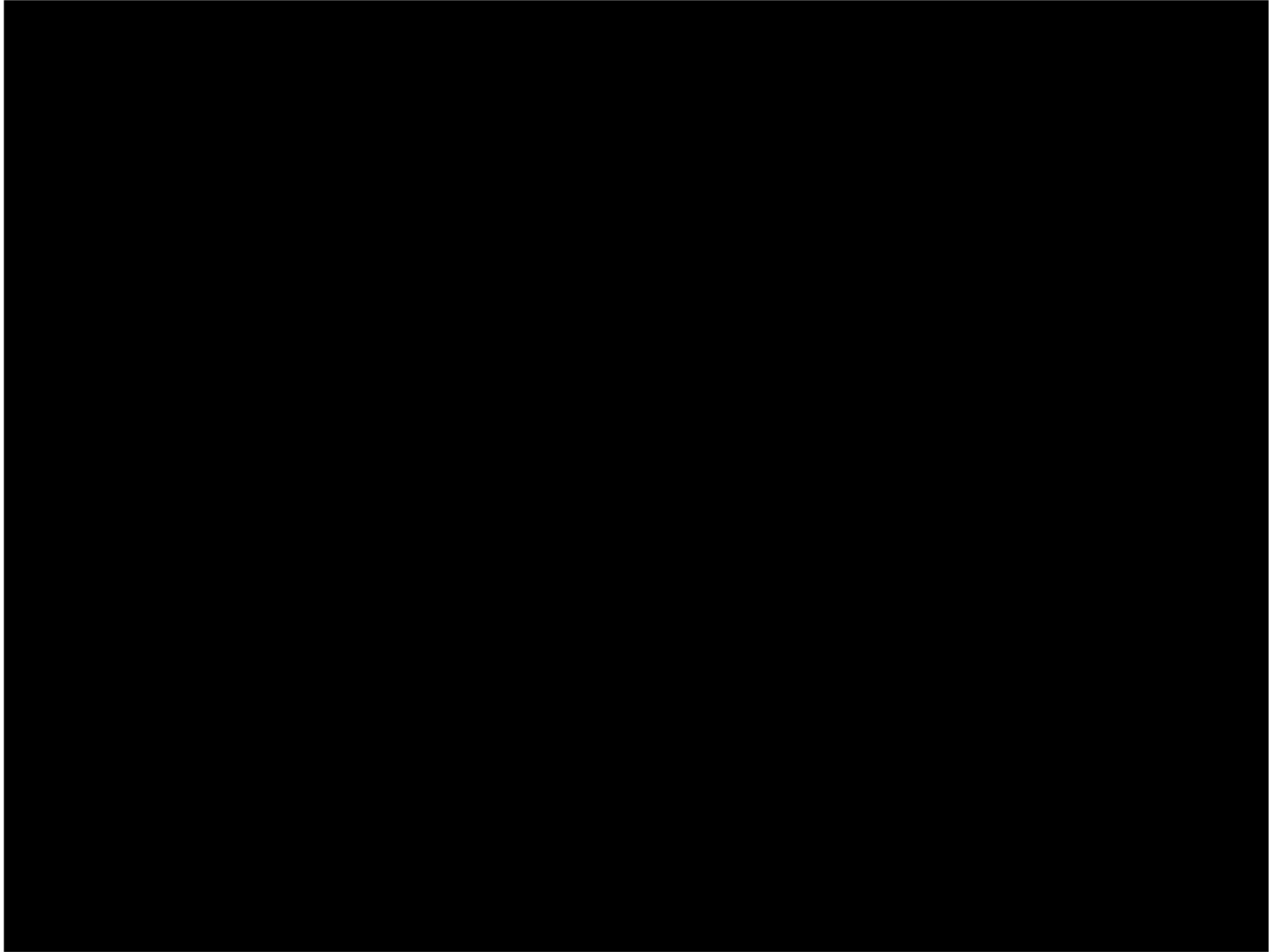
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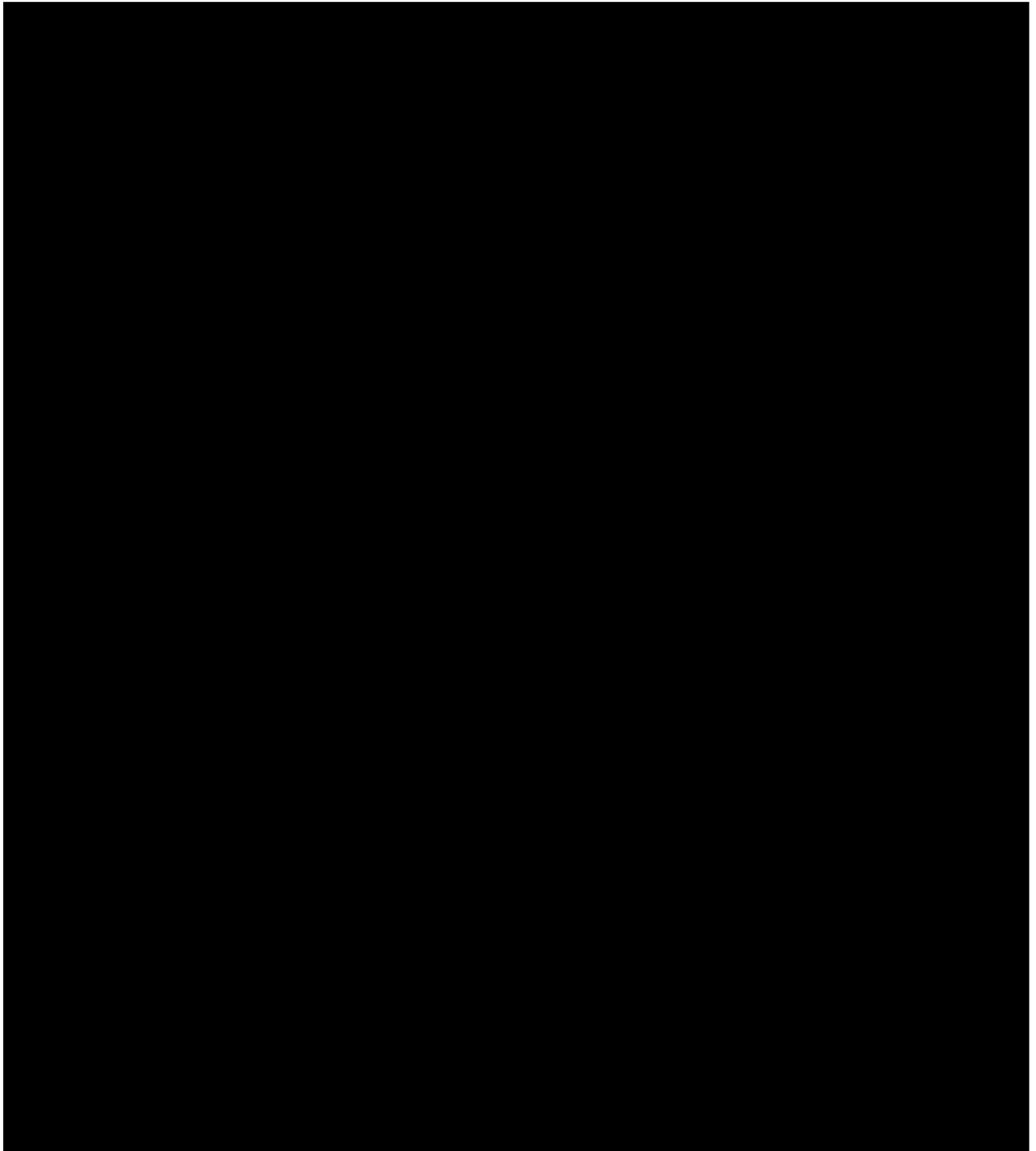
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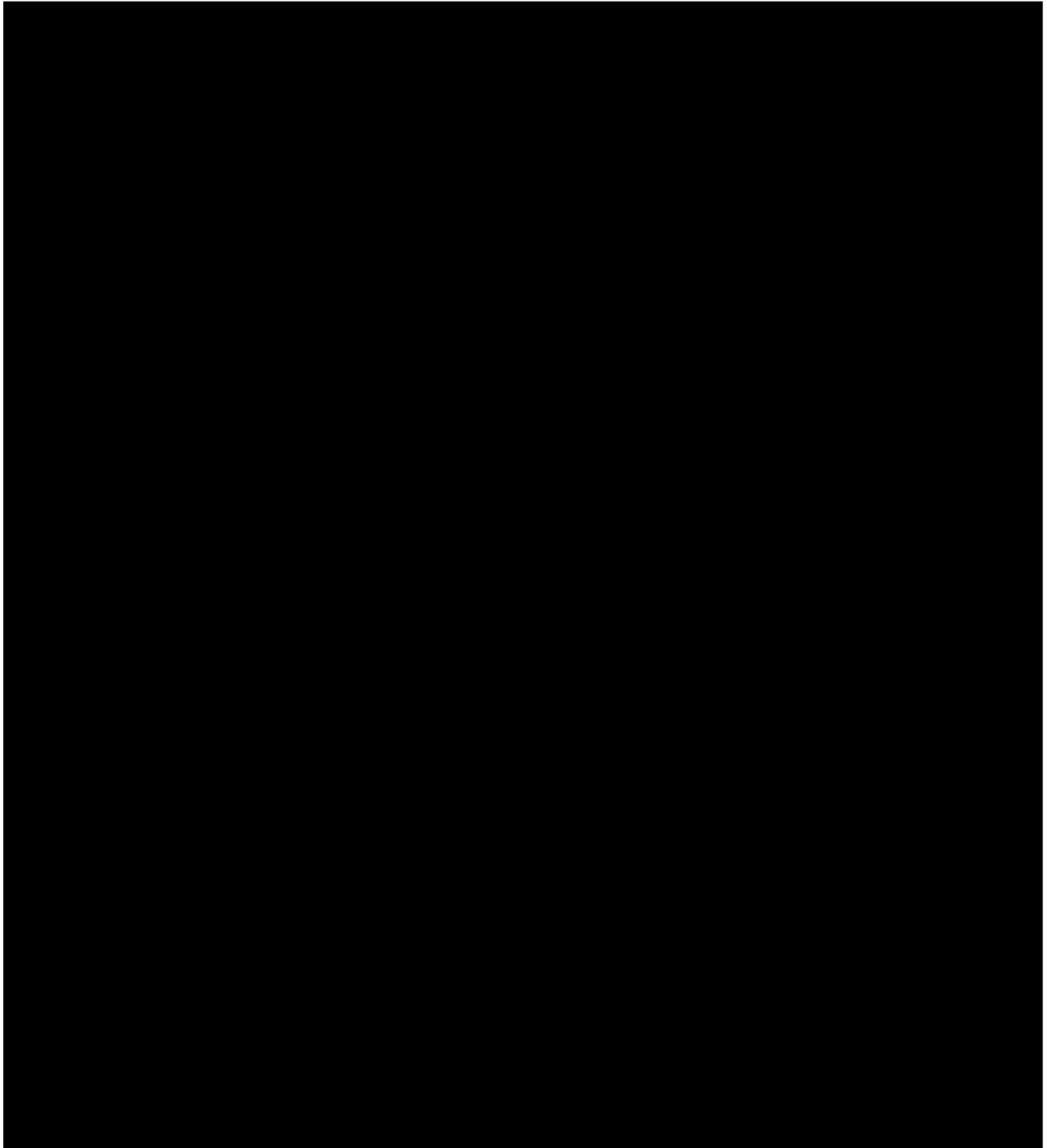
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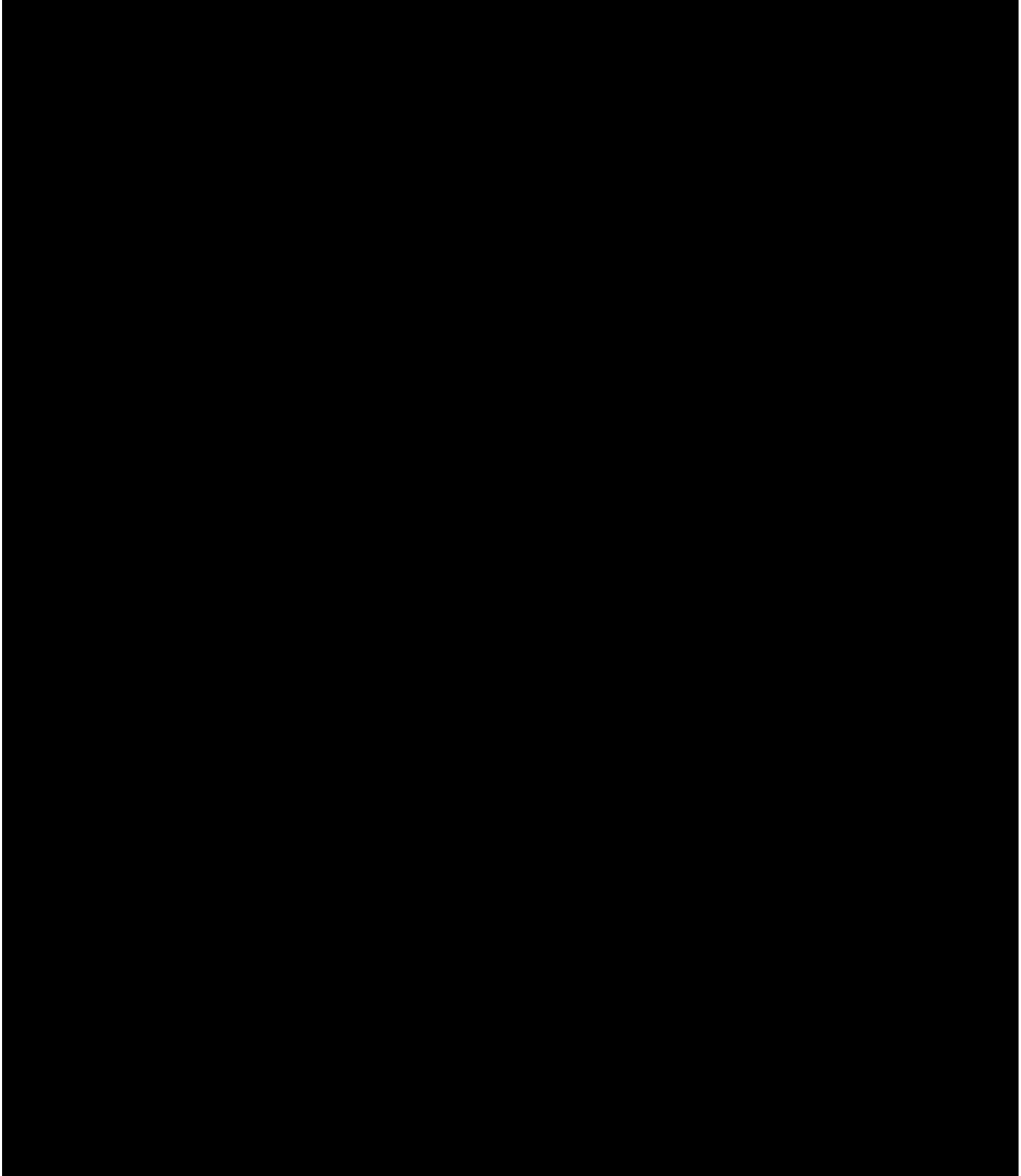
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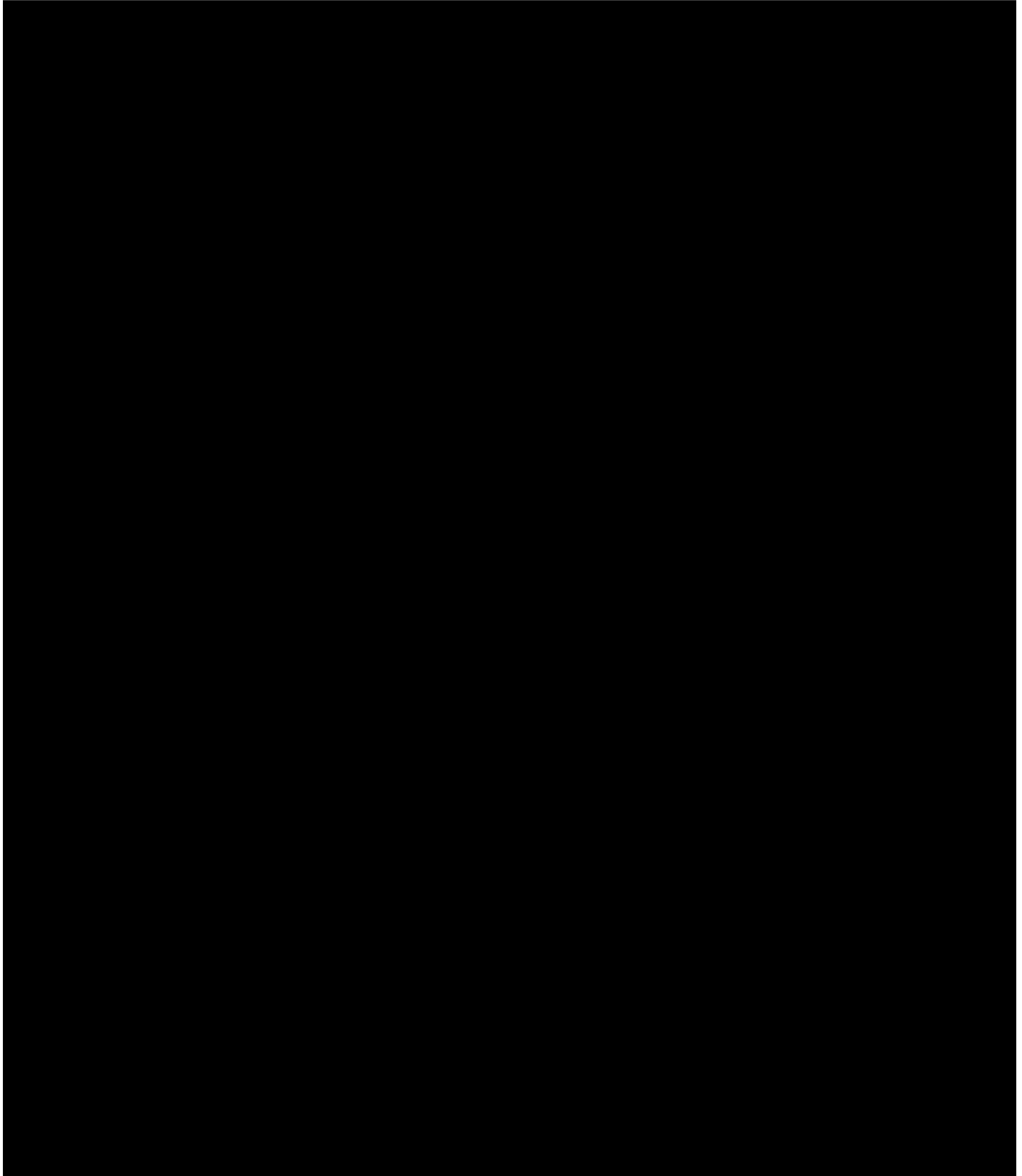
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Version: 1.3

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6/25/2020

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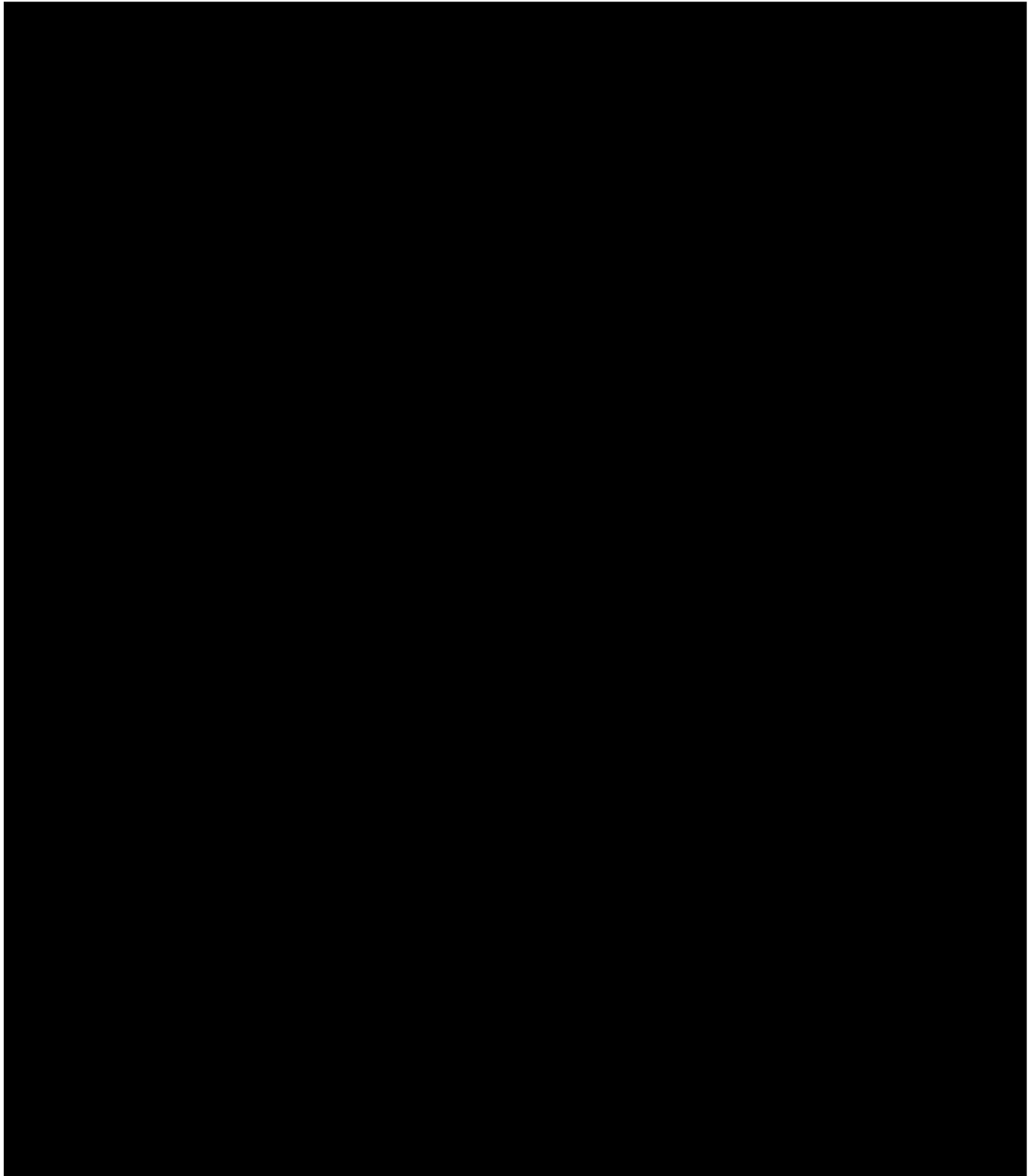
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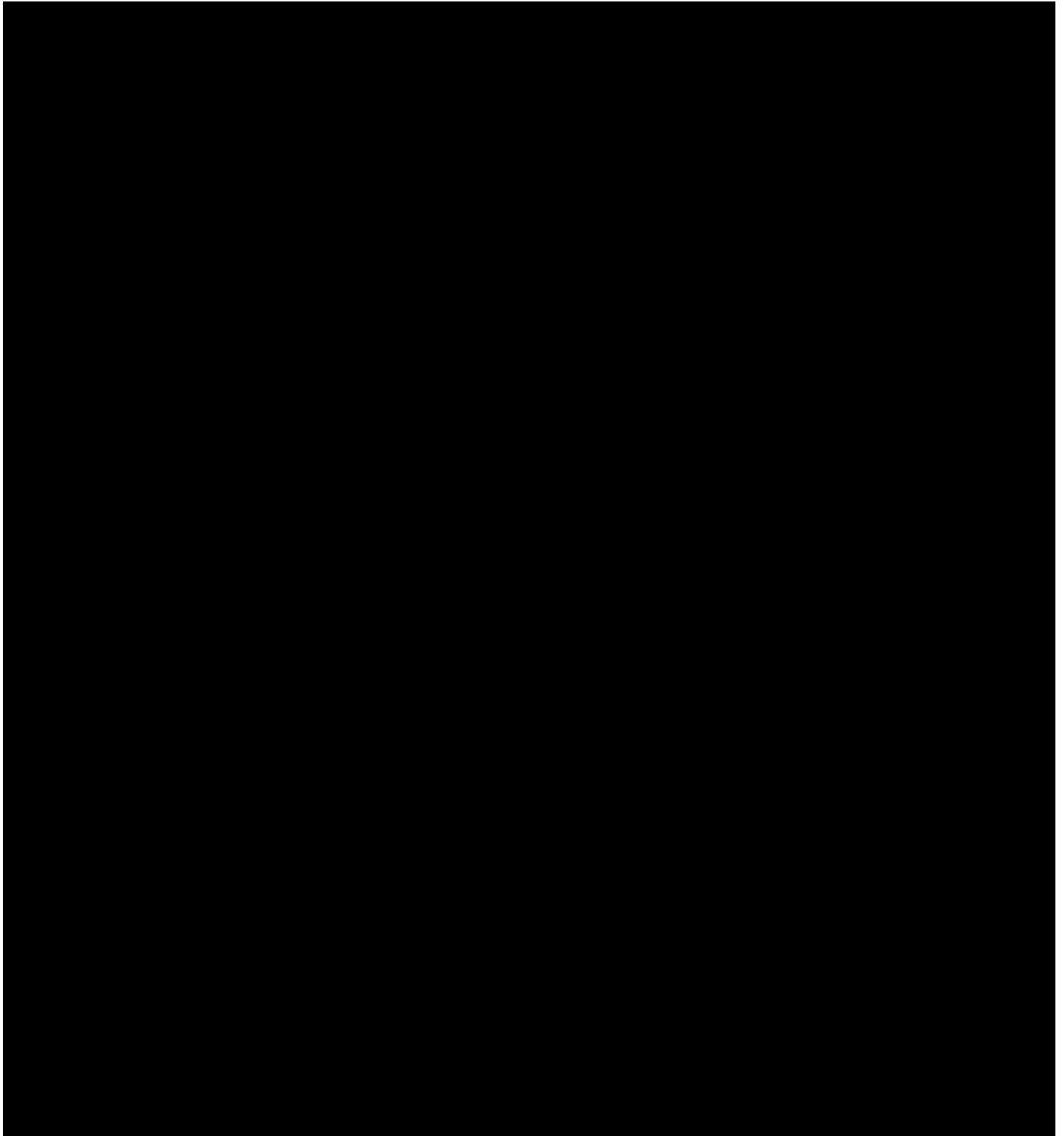
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Version: 1.3

Effective Date:  
6/25/2020

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## Apex ROCC Operating Procedure

Prepared By: [REDACTED]

Approved by: [REDACTED]

Document ID: 9001.1.0

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6/25/2020

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# **ATTACHMENT B**

**AFFIDAVIT**

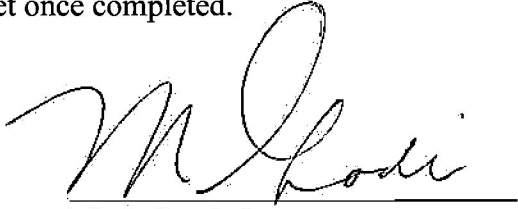
THE STATE OF Virginia                   §  
                                                         §  
COUNTY OF Albemarle               §

BEFORE ME, the undersigned authority, on this day personally appeared Mark Goodwin who swore an oath that the following facts are true:

1. My name is Mark Goodwin. I am the Chief Executive Officer of Apex Clean Energy Holdings, LLC and the highest-ranking officer with binding authority over Old Settler Wind, LLC ("Old Settler Wind"). I am over 18 years of age, of sound mind, and competent and authorized to make this affidavit on behalf of Old Settler Wind. I have personal knowledge of the matters described herein.
2. Apex Clean Energy Holdings, LLC is the sole member of Apex GCL, LLC. Apex GCL, LLC is the manager of the manager of the sole member of the manager of the sole member of Old Settler Wind.
3. Old Settler Wind is registered with the Public Utility Commission of Texas as a power generation company. The Old Settler Wind facility is a wind generation facility.
4. Old Settler Wind has in place an emergency operations plan (the "Plan") in accordance with 16 Texas Administrative Code ("TAC") § 25.53.
5. The short window of time between adoption of the new rule and the April filing deadline did not allow all relevant operating personnel to receive training on the applicable contents and execution of the revised Plan. Old Settler Wind has a plan to ensure all relevant operating personnel will receive training on the applicable contents and execution of the revised Plan and will file a supplement in this docket once completed. Such personnel will be instructed to follow the applicable portions of the Plan except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.
6. The Plan has been reviewed and approved by the appropriate executives.
7. Old Settler Wind generally performs at least one drill a year on its Plan. Old Settler Wind performed a drill consistent with 16 TAC § 25.53(f) in 2021. The April 2022 deadline to file new emergency operations plans did not allow for a 2022 drill to be conducted prior to this filing. Old Settler Wind has a plan to ensure a drill is conducted in 2022 and will fill a supplement in this docket upon completion of the drill.
8. The Plan or an appropriate summary has been distributed to local jurisdictions as needed.

9. Old Settler Wind maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.
10. The short window of time between adoption of the new rule and the April filing deadline also did not allow the Old Settler Wind emergency management personnel who are designated to interact with local, state, and federal emergency management officials during emergency events to be trained on the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System training. Old Settler Wind has a plan to ensure this training is completed and will file a supplement in this docket once completed.

FURTHER AFFIANT SAYETH NOT.

  
Mark Goodwin  
Chief Executive Officer  
Apex Clean Energy Holdings, LLC

Sworn to and subscribed before me this 18<sup>th</sup> day of April, 2022.

  
Notary Public, State of Virginia  
My Commission Expires: 9.30.22



# **ATTACHMENT C**



|                |           |
|----------------|-----------|
| Document Type: | Procedure |
|----------------|-----------|

|                                                      |
|------------------------------------------------------|
| AWAM NERC Cyber Security Incident Response Procedure |
|------------------------------------------------------|

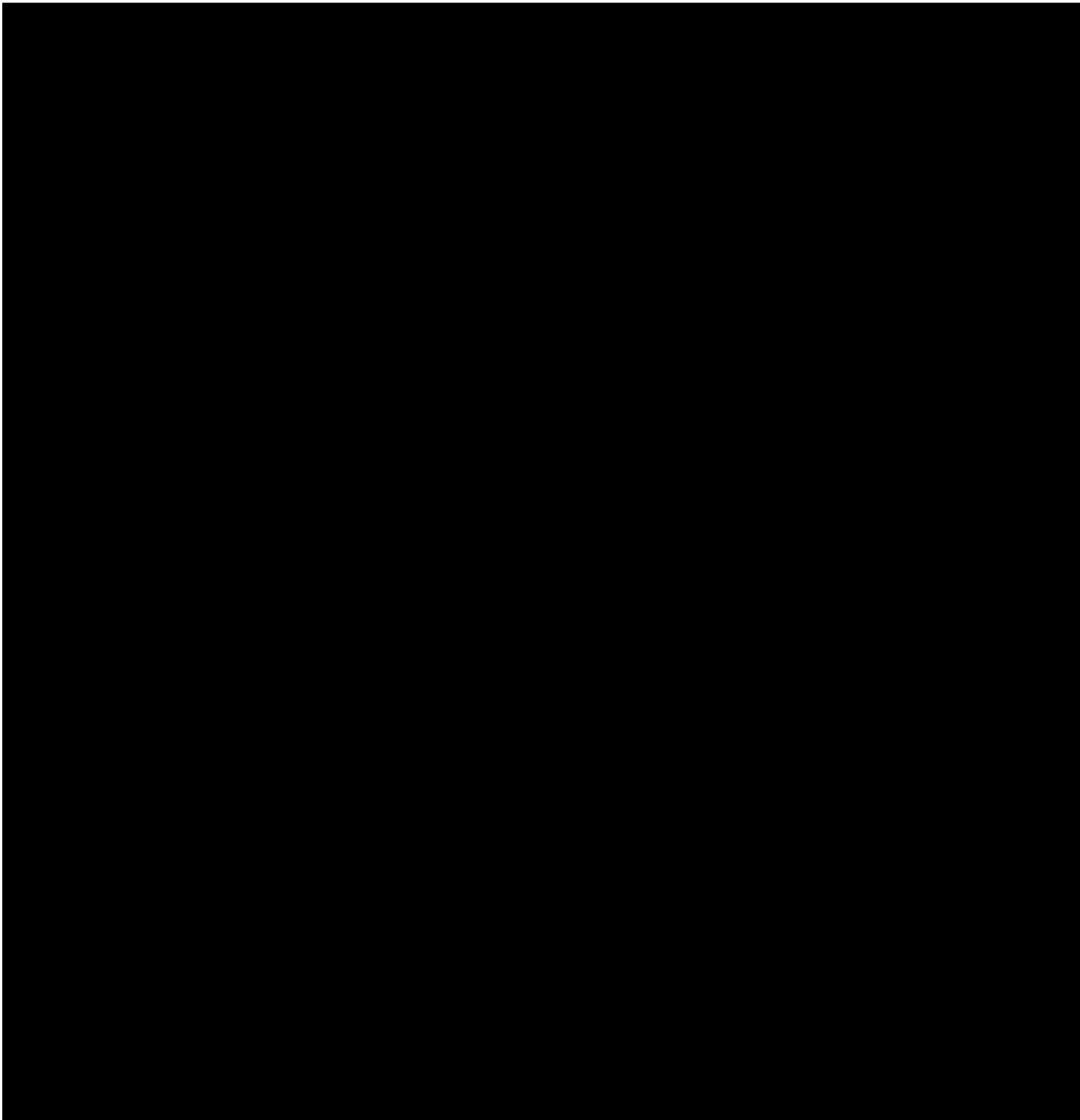
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|-----------------|------------|---------------------------------------------------------------|-------------------------------------------------------|
| Version #       | Date       | Content                                                       | Justification                                         |
| 2.0             | 2020-01-01 | Supports requirements for CIP-003-7 R2 Attachment 1 Section 4 | Revised per the new version 7 of the CIP-003 standard |
|                 |            |                                                               |                                                       |

|                                                          |                                                                      |                                                            |                                                                  |
|----------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------|
| Reviewed by:                                             | Revised by:                                                          | Reviewed by:                                               | Approved by:                                                     |
|                                                          |                                                                      |                                                            |                                                                  |
| Title: Senior Director IT<br>Dpt.: IT<br>Date: 1/14/2020 | Title: Internal Counsel, Compliance<br>Dpt.: Legal<br>Date: 1/1/2020 | Title: ROCC Manager<br>Dpt.: Operations<br>Date: 1/14/2020 | Title: CIP Senior Manager<br>Dpt.: Management<br>Date: 1/14/2020 |

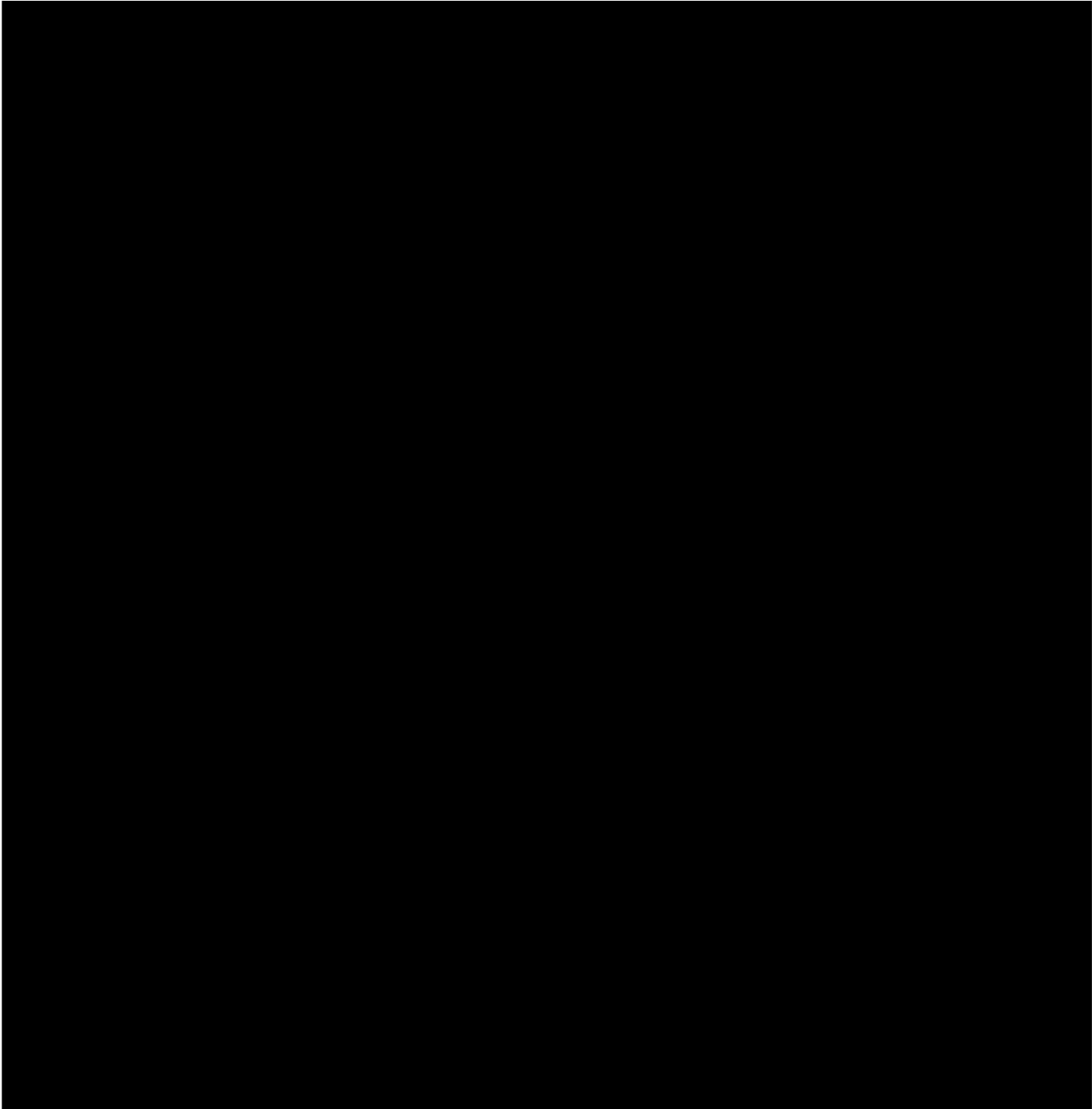
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|                                                                                   | Date:          | 2020-01-01 |
|                                                                                   | Issue:         | 02         |
|                                                                                   | Page:          | 2 of 9     |
| AWAM NERC Cyber Security Incident Response Procedure                              |                |            |

|          |                                          |          |
|----------|------------------------------------------|----------|
| <b>1</b> | <b><i>Purpose</i></b>                    | <b>3</b> |
| <b>2</b> | <b><i>Scope of Application</i></b>       | <b>3</b> |
| <b>3</b> | <b><i>Definitions &amp; Acronyms</i></b> | <b>3</b> |
| <b>4</b> | <b><i>Overview</i></b>                   | <b>3</b> |
|          | 4.1 Areas Involved                       | 3        |
|          | 4.2 Triggering Conditions                | 4        |
|          | 4.3 Inputs                               | 4        |
|          | 4.4 Outputs                              | 4        |
| <b>5</b> | <b><i>Process</i></b>                    | <b>4</b> |
| <b>6</b> | <b><i>Training requirements</i></b>      | <b>6</b> |
| <b>7</b> | <b><i>References</i></b>                 | <b>7</b> |
| <b>8</b> | <b><i>Attachments</i></b>                | <b>7</b> |

|                                                                                   |                |            |
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|                                                                                   | Date:          | 2020-01-01 |
|                                                                                   | Issue:         | 02         |
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| AWAM NERC Cyber Security Incident Response Procedure                              |                |            |

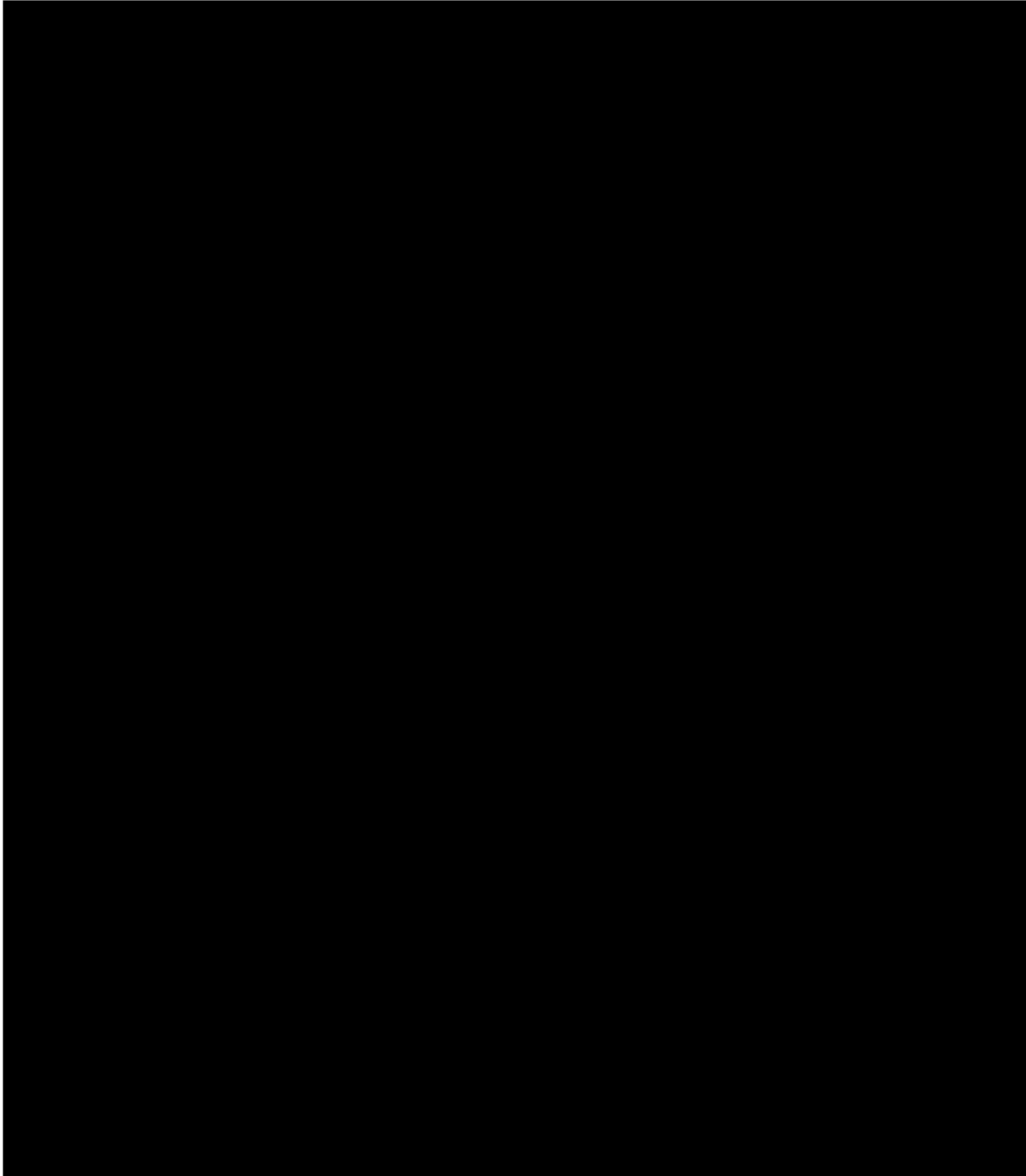


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|  | Document Type: | Procedure  |
|                                                                                   | Date:          | 2020-01-01 |
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| AWAM NERC Cyber Security Incident Response Procedure                              |                |            |

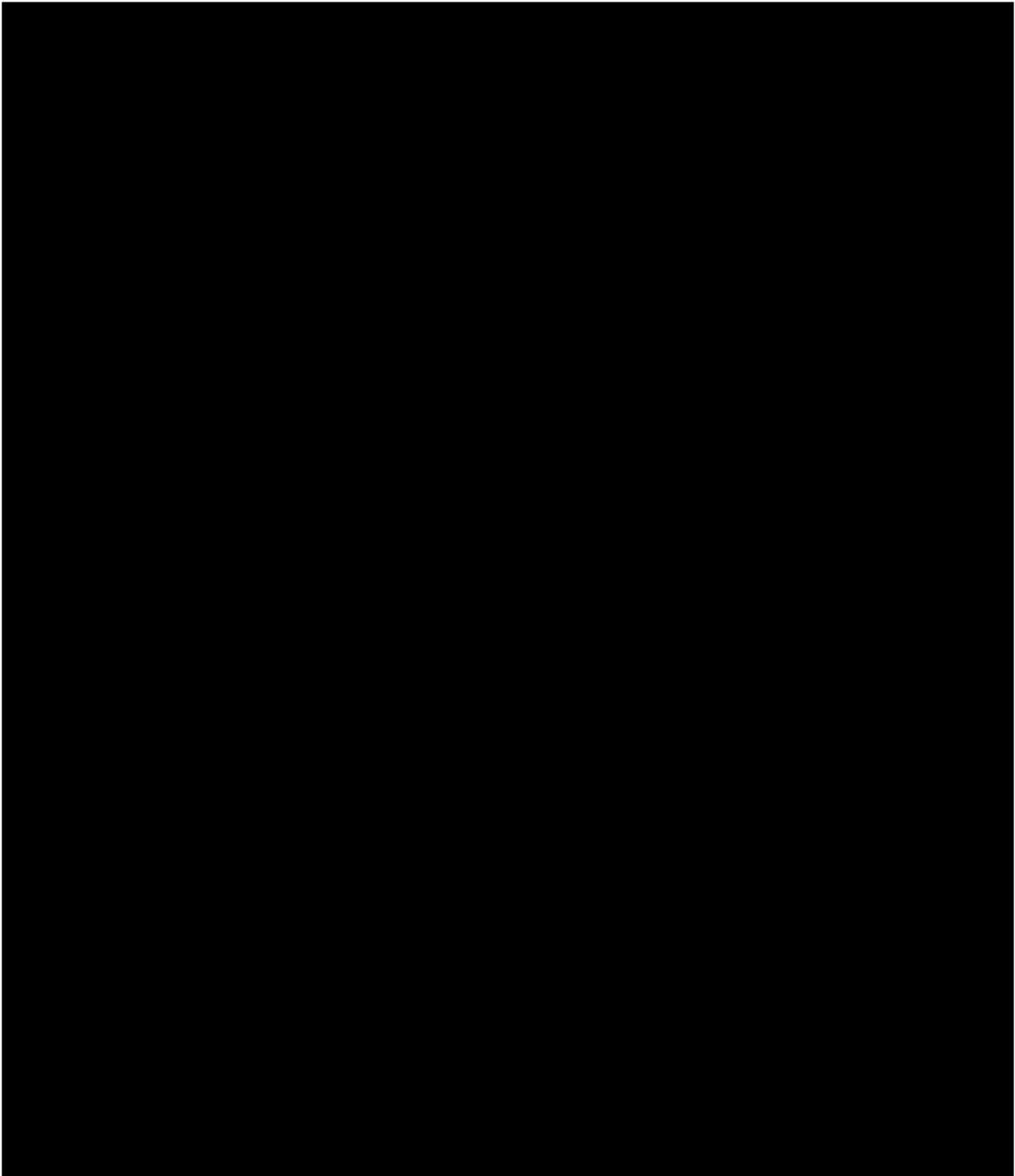




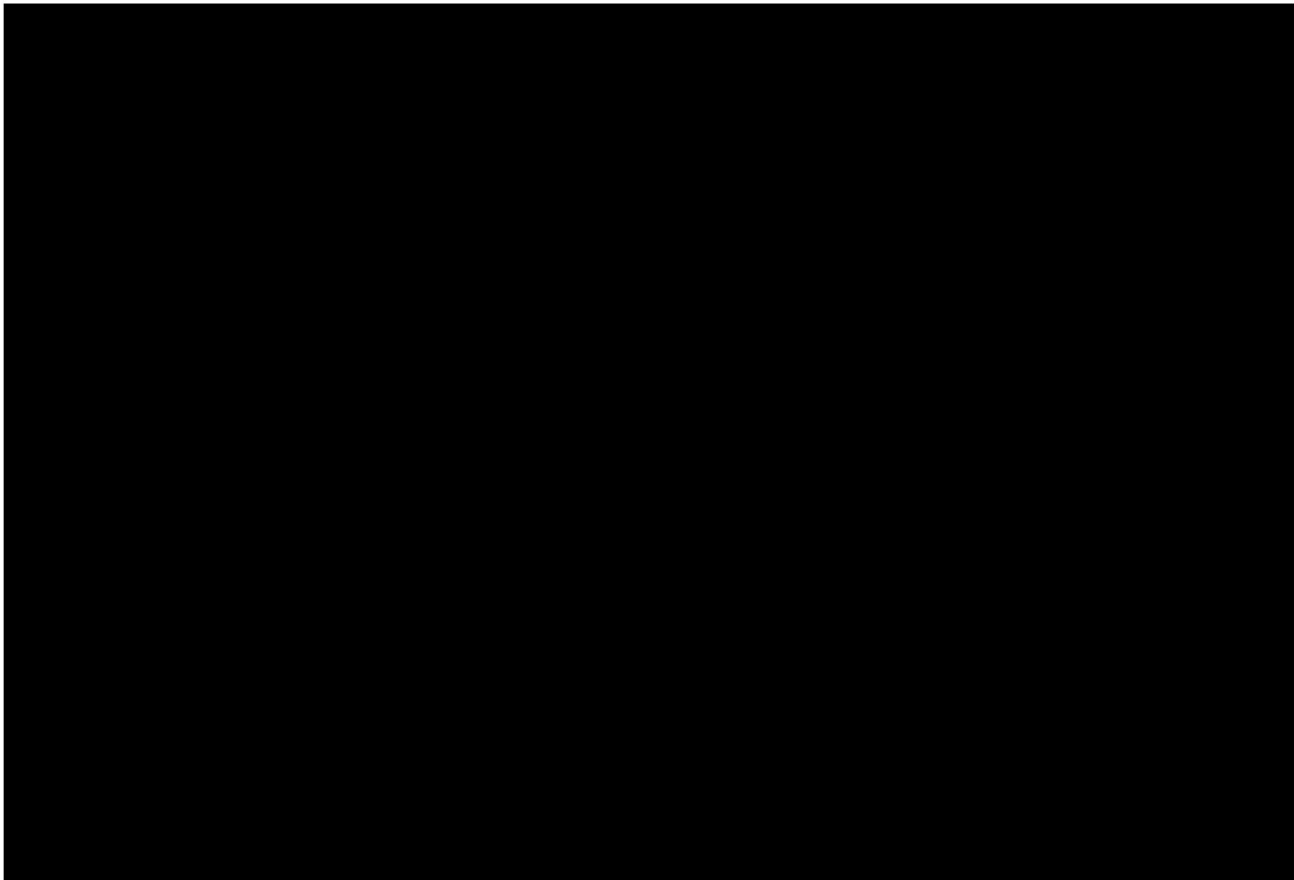
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**APEX**  
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AWAM NERC Cyber Security Incident Response  
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## Attachment A – E-ISAC Reporting Cross-Reference Matrix



**APEX**  
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AWAM NERC Cyber Security Incident Response  
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