



Information Use

**LAPETUS ENERGY PROJECT, LLC
EMERGENCY ACTION PLAN**

AD-EAP-LPTS-0001

SITE PROCEDURE

LAPETUS ENERGY PROJECT, LLC

ADMINISTRATIVE PROCEDURE

REVISION 0

Effective Date

11/29/2021

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 2 of 30

REVISION SUMMARY**PRR 0****DESCRIPTION**

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Rev. 0 - This document is a new procedure.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 3 of 30

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 REFERENCES	5
4.0 DEFINITIONS	5
5.0 RESPONSIBILITIES	6
6.0 INSTRUCTIONS	10
6.1 Evacuation Process	10
6.2 Assembly Areas	11
6.3 Emergencies	12
6.3.1 Bomb Threat	12
6.3.2 Chemical Spill	13
6.3.3 Fire/Thermal Event	14
6.3.4 Arc Flashes	15
6.3.5 Medical	15
6.3.6 Chemical Contact	16
6.3.7 Neck And Spine	16
6.3.8 Power Failure	16
6.3.9 Severe Weather	17
6.3.10 Active Shooter or Hostile Intruder Onsite	18
6.3.11 Suspicious Materials	21
6.3.12 Other Emergency Conditions	22
6.3.13 Crisis Management Team Activation and Local Media Notification	22
6.4 Change Management of EAP	23
7.0 RECORDS	23

ATTACHMENTS

1	Bomb Threat Checklist	24
2	Suspicious Material Guideline	25
3	Emergency Contact List	26
4	Assembly Area	29
5	Site Map	30

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 4 of 30

1.0 PURPOSE

1. This Emergency Action Plan (EAP) for Lapetus Energy Project, LLC, located at [REDACTED], for responding to emergencies including safe and expedient evacuation of site personnel.

2.0 SCOPE

1. EAP applies to Duke Energy Renewable Services (DERS) site personnel, contractors and site facilities at Lapetus during the following:
 - Bomb threats
 - Chemical spills and releases
 - Fires and thermal events
 - Arc Flash
 - Medical incidents
 - Chemical contacts
 - Neck/Spine injury
 - Power failures
 - Severe weather
 - Active shooter or hostile intruder onsite
 - Suspicious materials
 - Other emergency conditions as warranted
2. This EAP does not address threats to Operations nor systematic process for planning, preparing or responding to extreme severe weather events. Refer to Wind Emergency Operating Plan (EOP) for technology and site specific action plan items when Extreme Weather Events (Heat, Cold, Wind, and Flood) are a threat to operations.
3. This EAP is applicable to all work areas, storage areas, and covered buildings, structures, and receptacles during normal hours, after hours, weekends, and holidays.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 5 of 30

2.0 SCOPE (continued)

4. EAP is placed into effect by facility Area Manager or designated personnel upon activation of emergency monitoring device or notification of any emergency situation.
5. EAP is available to all onsite employees, contractors and visitors.

3.0 REFERENCES

3.1 Commitments

1. None

3.2 Procedures

1. AD-BO-ALL-0001, Safety, Environmental, Asset, and Megawatt Events Communication
2. AD-HP-ALL-0004, Corrective Action and Lessons Learned Program

3.3 Miscellaneous Documents

1. None

4.0 DEFINITIONS

1. **Arc Blast:** An explosive release of molten material from equipment caused by high-amperage arcs.
2. **Arc Flash:** A phenomenon where flashover of electric current leaves its intended path and travels through air from one conductor to another, or to ground. Results are often violent and when a human is in close proximity to arc flash, serious injury, and even death can occur.
3. **Emergency Action Plan:** Pre-determined emergency plan for immediate protection of people from threats in workplace, including safe and expedient evacuation of personnel from threatened areas to areas of safety.
4. **Emergency Medical Services (EMS):** Professional emergency responders including Emergency Medical Technicians (EMTs) and Fire Fighters.
5. **Emergency Operations Plan:** Pre-determined emergency plan for protecting Operations from impact of an extreme severe weather event, such as extreme heat, cold, wind or flood conditions, including those atypical for a region or season.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 6 of 30

5.0 RESPONSIBILITIES

5.1 EHS Professional

1. Assists in preparation, revision, and implementation of EAP.
2. Provides guidance to Evacuation Team to ensure team is adequately trained and familiar with roles and responsibilities related to facility evacuation process.
3. Provides assistance and helps with oversight of annual emergency action drills for facility.
4. Participates in Lessons Learned sessions after drills and real emergencies, to evaluate and improve preparedness of organizations and personnel involved.

5.2 Program Administrator

1. Administers and implements EAP.
2. Selects EAP Assistant Program Administrator and Evacuation Coordinator.
3. Develops and maintains business relationships with local fire, police, and safety organizations.
4. Coordinates activities with Evacuation Team and outside agencies that respond to emergency situations, such as fire department, police department, Local Emergency Response Committee, Sheriff's office.
5. Acts as liaison between local fire department and Evacuation Coordinator.
6. Ensures regularly scheduled walkdowns are conducted to verify egress routes and signage satisfy safety codes and other requirements.

5.3 Assistant Program Administrator

1. Assists with administration and implementation of EAP as requested by Program Administrator.
2. Assumes role of Program Administrator in absence of Program Administrator.
3. Supports evacuation process.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 7 of 30

5.4 Evacuation Coordinator

1. Is knowledgeable of facility equipment related to fire protection.
2. Inspects facility regularly and verifies the following are performed by Lapetus site personnel during monthly Fire and Life Safety Inspections:
 - Fire protection and emergency egress devices are maintained in proper position.
 - No gates or doors are obstructed or inoperable.
 - Egress routes and signage satisfy safety codes and other requirements.
3. Ensures number of facility occupants is determined and recorded each work day using sign-in and sign-out log.
4. Conducts training sessions to instruct contractors and visitors of evacuation routes and Assembly Areas.
5. Notifies contractors and visitors to inform Lapetus management immediately upon entering facility if special assistance is needed during an emergency evacuation.
6. Assigns special assistance aids for those persons who cannot exit unaided.
7. During emergency event, ensures personnel on-site are notified of emergency.
8. Ensures applicable emergency telephone calls are made.
(Attachment 3, Emergency Contact List)
9. Develops search areas for Evacuation Team.
10. Directs and assist Evacuation Team as needed.
11. Verifies all employees, contractors, and visitors evacuated facility during emergency situation. (Note: Evacuation Coordinator is last person to exit facility.)
12. Reports status of facility to Program Administrator upon completion of a search or evacuation.
13. Follows specific instructions from Program Administrator or Assistant Program Administrator determined by type of emergency.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 8 of 30

5.5 Evacuation Team Members

1. Reports to Lapetus site management:
 - Life threatening conditions that may prevent evacuation of facility.
 - Any potential EAP improvements or corrections.
2. Knows all evacuation routes out of facility.
3. Provides assistance to personnel who need special assistance during evacuation as assigned by Evacuation Coordinator.
4. Provides assistance during evacuation to contractors or visitors who may not know evacuation routes as assigned by Evacuation Coordinator.
5. Notifies Evacuation Coordinator and other applicable personnel when special assistance is needed.
6. Assists contractors and visitors as needed to designated Assembly Area.
7. Assembles or musters during emergencies at access gate for O&M Building so Evacuation Coordinator can verify needed resources.
8. Conducts area search during emergencies as assigned by Evacuation Coordinator.
9. Upon completion of area search, communicates 'all clear' or other results back to Evacuation Coordinator and proceeds to designated Assembly Area.
10. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
11. Participates in Lessons Learned sessions following drills and real emergencies, to help improve preparedness of organizations and personnel involved.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 9 of 30

5.6 DERS Employee, Contractor or Site Visitor

1. Immediately reports the following to Lapetus site management:
 - Accidents
 - Illnesses
 - Fires
 - Spills
 - Releases
 - Other emergency situations
 - Life threatening conditions that may prevent safe facility evacuation
2. Reports EAP improvements or corrections to Lapetus management.
3. Safely shuts down work and reports to designated Assembly Area upon receiving emergency notification.
4. Notifies Lapetus management if special assistance is required or no longer required during evacuation.
5. Evacuates during practice drills as instructed.
6. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 10 of 30

6.0 INSTRUCTIONS

6.1 Evacuation Process

1. Proper emergency response including safe and expedient evacuation of personnel from threatened areas to areas of safety is the primary objective of this EAP and cannot be hampered in any way.
2. Effectiveness of EAP depends on personnel exercising good judgment and remaining calm in all emergencies.
3. Evacuation Coordinator ensures the following:
 - a. Onsite personnel are notified of emergency by alarm sounding or contacting personnel directly.
 - b. Local emergency telephone number (911) is called as needed.
4. Evacuation Coordinator and Evacuation Team upon receipt of alarm or notification performs the following:
 - a. Musters at access gate for O&M Building while Evacuation Coordinator verifies needed resources.
 - b. Conducts area searches as determined and assigned by Evacuation Coordinator based on personnel resources and emergency type.
 - c. Communicates 'all clear' or other results back to Evacuation Coordinator upon completion of area search and proceeds to designated Assembly Area.
 - (1) Any missing individuals are reported immediately to Evacuation Coordinator.
 - (2) Evacuation Coordinator is last person to exit facility.
 - d. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
 - (1) Fire department assumes complete control of emergency situation upon arriving onsite.
 - (2) If fire department is unavailable, then Evacuation Coordinator is in control and makes decisions based on discussions with Program Administrator or Assistant Program Administrator.
 - e. Participates in Lessons Learned sessions following drills and real emergencies to help improve preparedness of organizations and personnel involved.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 11 of 30

6.1 Evacuation Process (continued)

5. Contractors, Site Visitors, and Employees upon receipt of alarm or notification, perform the following:
 - a. Calmly follows nearest evacuation route out of facility and proceeds directly to designated Assembly Area.
 - b. Does not delay evacuation, but if time allows, collects critical personal belongings (coats, keys, etc.).
 - c. Personnel needing special assistance are located and assisted to Assemble Area by Evacuation Coordinator or designee.
 - d. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

6.2 Assembly Areas

1. For emergencies except Severe Weather:
 - a. Assembly Area is access gate for O&M Building.
 - b. Access gate Assembly Area may be changed by Program Administrator or Evacuation Coordinator during fire emergencies due to wind direction.
2. For Severe Weather emergencies:
 - a. Assembly Area is inside O&M Building.
 - b. During tornado warnings, onsite personnel must be inside tornado shelter outside of O&M Building.
 - c. If tornado shelter is full, then inside restrooms in O&M Building.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 12 of 30

6.3 Emergencies

6.3.1 Bomb Threat

1. Record every word spoken by caller in spaces provided in Attachment 1, Bomb Threat Checklist.
2. Keep caller on line as long as possible.
3. Ask caller to repeat message.
4. Ask caller for bomb location or time of possible detonation if caller does not provide this information voluntarily.
5. Pay attention to and record peculiar background noises such as motors, music, and any noise which may give a clue as to location of caller.
6. Listen closely and record voice (male or female), voice quality (calm or excited), accents, and speech impediments.
7. Dial 911 immediately and provide all information recorded on Attachment 1.
 - a. Contact Program Administrator or Assistant Program Administrator.
 - b. See Attachment 3, Emergency Contact List, for emergency contact telephone numbers.
8. Person who received call must remain available until law enforcement arrives to talk first-hand.
9. Evacuate facility if necessary or instructed by Program Administrator or Assistant Program Administrator.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 13 of 30

6.3.2 Chemical Spill

1. Immediately notify RCC at [REDACTED], and if emergency assistance is needed dial 911.
2. Be prepared to provide the following information:
 - Location of spill/release
 - Was anyone injured
 - Material spilled/released
 - Approximate quantity of material spilled/released
3. Notify Program Administrator or Assistant Program Administrator and Lapetus EHS Professional when safe to do so.
 - a. See Attachment 3, Emergency Contact List, for emergency contact telephone numbers.
4. If safe to do so practice **SWIM**:
 - a. **S**ecure area.
 - b. **W**arn others.
 - c. **I**nforn proper authorities.
 - d. **M**onitor situation until response crews arrive.
5. Do not attempt to control or clean-up spill/release unless you are trained and authorized to do so.
6. Move away from spill/release area, and evacuate facility if necessary or instructed by RCC.
7. Follow established evacuation procedure as needed.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 14 of 30

6.3.3 Fire/Thermal Event

1. Activate fire alarm if installed.
2. Verbally alert, if needed, onsite personnel in lieu of fire alarm.
3. Dial 911 to notify local emergency personnel as needed and be prepared to answer the following questions:
 - Type of emergency (fire, police, medical)
 - Name of company (Duke Energy Renewable Services)
 - Building name, location and address
 - Personnel name
 - Other questions asked by operator
4. If equipment fire occurs, then take the following action:
 - a. Exit or evacuate equipment area immediately.
 - b. Establish 'No Entry' perimeter as large as possible but no smaller than 400 feet around affected area.
5. Attempt to extinguish fire only if:
 - Trained and qualified to do so.
 - Can be done without endangering yourself or others.
6. When safe to do so, then notify Program Administrator or Assistant Program Administrator.
 - a. Refer to Attachment 3 for emergency contact telephone numbers.
7. Evacuate facility if necessary or as instructed by Program Administrator or Assistant Program Administrator.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 15 of 30

6.3.4 Arc Flashes

1. If equipment incident energy is above 40 cal/cm² (i.e. combiner boxes), then Lapetus field technicians will utilize 40 cal/cm² arc flash suit while operating on such equipment.
2. Lapetus field personnel operating on combiner boxes must set a minimum arc-flash boundary for technicians who are not wearing proper PPE.
 - a. All technicians not wearing arc flash suit, must not cross boundary denoted by technician operating on equipment.
3. If arc flash or arc blast occurs, then technicians beyond arc-flash boundary must:
 - a. Stay where they are.
 - b. Notify Emergency Authorities.
 - c. Not approach open equipment.

6.3.5 Medical

1. If medical emergency, either accident or illness, occurs, then take the following actions:
 - a. Assess area for hazards such as electrical, mechanical, fall, and fire.
 - b. If unsafe work conditions cannot be mitigated, then leave incident area at once and await further assistance.
 - c. If first aid trained personnel are not at emergency scene, announce via radio (Channel 1), or cell phone, for all first aid trained personnel to report to emergency location and nature of emergency.
 - d. In case of medical emergency:
 - (1) Call 911 and provide emergency personnel with emergency information such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons.
 - (2) Direct available personnel to escort emergency personnel to emergency location.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 16 of 30

6.3.5 Medical (continued)

- e. Complete the following as needed:
 - (1) Shut-off operating equipment in area to ensure safety of personnel.
 - (2) Barricade area from safe distance and deny entry of non-essential personnel.
 - (3) If safe to do so, provide basic first aid and attend victim until emergency personnel arrive.

6.3.6 Chemical Contact

1. The following requirements are in addition to requirements presented in Section 6.3.5:
 - a. Remove contaminated clothing.
 - b. Wash exposed body area with large quantity of soap solution and water for at least 15 minutes.
 - c. Immediately contact physician, see Attachment 3.
 - d. Review chemical Safety Data Sheet (SDS) to determine additional actions to take (if any).

6.3.7 Neck And Spine

1. Comply with requirements presented in Section 6.3.5.
2. Evaluate injury scene to determine if any hazards imminently life threatening.
3. Immediately remove victim from life threatening hazards.
4. Minimize movement of victim to prevent possible paralysis or death.
5. Site Emergency Response personnel attend victim in place until EMS arrive.

6.3.8 Power Failure

1. If power failure is associated with fire emergency, then all procedures for fire evacuation should be followed.
2. If power failure occurs independently of other emergency conditions, then remain at your location for further instructions. Do not move around unnecessarily.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 17 of 30

6.3.9 Severe Weather

NOTE

DERS EOP workbooks for Solar and Wind contain action plan items to plan, prepare and recover from extreme severe weather events, such as Hurricanes/Tropical Storms, Blizzards, Extreme Heat and Floods.

1. Before and during Severe Weather:
 - a. Ensure communication radios and cellular telephones work.
 - b. Be alert for weather conditions to worsen.
 - c. RCC and Lapetus management advise facility occupants of severe weather and actions to take.
 - (1) Lapetus management takes steps as needed to help ensure facility occupants are aware of severe weather notices provided by RCC.
 - d. Assembly Area for severe weather is inside O&M Building.
 - (1) During tornado warnings, onsite personnel take shelter inside tornado shelter outside of O&M Building.
 - (2) If tornado shelter is full, then personnel take shelter inside O&M Building restrooms.
 - e. As directed by RCC or Lapetus management, retreat from facility and seek other shelter.
 - (1) If no shelter is available, then move to low lying area or depression for safety.
2. During lightning alerts:
 - a. RCC or Lapetus management contact personnel onsite to inform of lighting alerts.
 - (1) If RCC is responsible for notifying onsite personnel of lighting alerts, then Lapetus management contacts various onsite work groups to help ensure alerts are received.
 - b. No work is performed during lighting alerts.
 - c. Personnel in vehicles avoid direct contact with vehicle external conductive surfaces during lighting alerts.
 - d. Personnel remain in Assemble Area until no lightning is detected within 30 miles of facility for 30 minutes.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 18 of 30

6.3.10 Active Shooter or Hostile Intruder Onsite

1. If shots are heard, then perform the following:
 - a. Stop work and remain at current location unless it is dangerous to do so.
 - b. Contact facility management and provide at a minimum:
 - Number of shots heard
 - Estimated location of shots
 - c. Remain in contact with management and follow instructions unless unsafe to do so.
2. If you see or receive notification a hostile intruder is on site, then perform the following:
 - a. Quickly determine most reasonable way to protect your life:
 - (1) Evacuate area if it does not put you in additional danger:
 - Move to a place where intruder is unlikely to find you.
 - Warn others but do not wait for them.
 - Do not stop and gather belongings, equipment, etc.
 - Help others evacuate if it can be conducted in a safe manner.
 - Help prevent persons from entering area where intruder is located.
 - Do not move wounded people unless instructed to do so by law enforcement.
 - Keep your hands visible and follow instructions from law enforcement.
 - Call 911 and management when safe to do so.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 19 of 30

6.3.10 Active Shooter or Hostile Intruder Onsite (continued)

b. Hide if evacuation is not feasible:

- (1) Find a place where intruder is unlikely to find you and you are out of sight.
- (2) Select a closable, securable location providing protection if shots are fired.
 - Lock yourself in a room within a building or structure.
 - Close, lock, block, and/or obstruct any windows or doors in building/structure and room where you are located.
 - Invite others to join you as you proceed to and prepare area.
 - Turn off lights and light sources.
 - Eliminate sources of sound, including cell phones, and remain quiet.
 - Hide behind large and sturdy objects.
 - Do not trap or restrict your movement options.
 - Call 911 and management when safe to do so.
 - If intruder is nearby and you cannot speak, leave line open and allow 911 dispatcher to listen.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 20 of 30

6.3.10 Active Shooter or Hostile Intruder Onsite (continued)

- c. Fight as last resort and only when your life is in imminent danger and law enforcement is not engaged:
- (1) Attempt to disrupt or incapacitate intruder by:
 - Positioning yourself for attack if your area is breached.
 - Improvising weapons using materials within reach.
 - Acting as aggressively as possible against intruder.
 - Throwing items at intruder.
 - Yelling at intruder.
 - (2) If you are caught and subdued, then perform the following:
 - Never look intruder in the eyes.
 - Be submissive and obey all commands.
 - Do not appear to pose a challenge or threat.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 21 of 30

6.3.10 Active Shooter or Hostile Intruder Onsite (continued)

3. When Law Enforcement arrives onsite perform the following:

- Obey all instructions from law enforcement.
- Put down any items in your hands (bags, jackets, etc.).
- Immediately raise your hands and spread fingers.
- Always keep your hands visible.
- Avoid making quick movements toward law enforcement officers.
- Avoid pointing, screaming, and yelling.
- If you do not know direction to evacuate, then proceed in direction officers entered area.
- Do not distract officers by stopping to ask for help or directions when evacuating.
- Do not stop to help injured persons unless told to do so by law enforcement.
- If law enforcement directs you to a safe area, stay there until released by law enforcement.

6.3.11 Suspicious Materials

1. Guidelines for observation of or exposure to suspicious material are provided in Attachment 2, Suspicious Material Guideline. Attachment 2 contains and explains a step-by-step process to determine if such suspicious material is a credible threat.
 - a. Refer to Attachment 3, Emergency Contact List for Emergency Contact List with names and telephone numbers.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 22 of 30

6.3.12 Other Emergency Conditions

1. Attachment 3, Emergency Contact List contains Emergency Contact names and telephone numbers.
2. Notify Site Management of the following:
 - Unusual odors
 - Unusual sounds
 - Acts or indications of vandalism
3. If suspicious persons are observed, then perform the following:
 - a. Dial 911.
 - b. Notify Site Management.
4. If evidence of damaged fire safety equipment, such as extinguisher, hoses, or any other safety hazards are observed, then notify Program Administrator, Assistant Program Administrator, or facility EHS Professional.

6.3.13 Crisis Management Team Activation and Local Media Notification

1. Activation of Duke Energy Crisis Management Team may be required for certain emergencies at facility.
2. Contact DERS point of contact for crisis communications including any of the following notification triggers:
 - Fatality occurring at, or as a result of, DERS operation.
 - Three or more hospitalizations resulting from single incident and occurring as result of DERS operation.
 - Incident requiring unplanned emergency response resource support from outside.
 - Incident requiring significant interface with, or on-ground presence from, regulatory or civil authorities.
 - Incidents of wide-spread media interest.
3. As result of emergency, notification to local media may be warranted.
 - a. Contact Duke Energy Public Affairs Department at [REDACTED] for assistance.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 23 of 30

6.4 Change Management of EAP

1. This EAP is updated expediently as EAP improvements or corrections are uncovered, reported to Lapetus management, or obtained from Lessons Learned sessions.
2. Record improvements or corrections to EAP in Revision Summary section (page 2) of this document.

7.0 RECORDS

1. Attachment 1, Bomb Threat Checklist

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 24 of 30

ATTACHMENT 1

Page 1 of 1

<< Bomb Threat Checklist >>

Record the exact message.

Ask caller to repeat message. Review the message recorded above.

Ask "WHO IS THIS?" _____

Ask "WHEN WILL THE BOMB GO OFF?" Indicate time bomb is set to go off.

_____ A.M. _____ P.M.

Ask "WHERE IS BOMB LOCATED?" Indicate location.

Ask "WHAT DOES BOMB LOOK LIKE?" Describe.

Ask "WHY ARE YOU DOING THIS?" Indicate reason.

Note any background noises (traffic, train, music, factory, etc.)

Voice: Male ___ Female ___ Young ___ Old ___ Excited ___ Calm ___

Accent (describe) _____

Speech impediment/characteristics

Other

Person receiving call _____

Phone number on which call was received _____

Date/Time call received ____/____/____ : ____ A.M./P.M.

LAPETUS ENERGY PROJECT, LLC
EMERGENCY ACTION PLAN

AD-EAP-LPTS-0001

Rev. 0

Page 25 of 30

ATTACHMENT 2

Page 1 of 1

<< Suspicious Material Guideline >>

IF YOU OBSERVE OR BECOME EXPOSED TO SUSPICIOUS MATERIAL:

- Do not touch, taste, or disturb the material.
- Do not shake or empty contents of suspicious envelopes or packages.
- Keep hands away from your nose, mouth, and eyes.
- If material is on shoes or clothing do not brush off. Thoroughly wash exposed skin with soap and water.
- Contact site management and the site's EHS Professional to determine if the threat is credible (See list of contacts).

EHS in conjunction with site management will assess the situation - Is the substance considered a credible threat?

The following questions may be used as a guide:

- Is the source of material in an envelope or package?
- Do non-employees have access to the area?
- Has the site received any specific threats?
- Could the material come from a likely non-hazardous source (e.g., ceiling tile, janitorial supplies, etc.)?
- Is there evidence of recent activity by construction workers, janitors, or maintenance?

No

Material is not considered a credible threat.

- Follow procedure for material cleaning and disposal.
- Document event and take action to prevent reoccurrence.
- Do not send material for precautionary testing.
- Do not contact law enforcement.
- No medical intervention warranted.
- Contact Human Resources (HR) for assistance with employee concerns if appropriate.

Yes

Material is considered a credible threat.

- Do not attempt to take a sample or disturb material. Area is considered a crime scene.
- Shut off fans, HVAC, or other devices that may disturb the material.
- If the substance is in an office, shut the door.
- Consult with law enforcement and follow their guidance (see Contact List shown above).
- Notify appropriate contacts in the Contact List shown above.
- Do not attempt to remove or clean up any unknown substance.
- Wait in the vicinity until assistance arrives to prevent tracking into other areas.
- Make a list of all personnel who were in the immediate area with the material.
- Site management will remain at onsite to evaluate conditions, decide on further action, and assure the safety of all personnel.
- Contact HR for assistance with employee concerns if appropriate.

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 26 of 30

ATTACHMENT 3

Page 1 of 3

<< Emergency Contact List >>

Facility Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Emergency Announcements	Facility Leadership	██████████	██████████	██████████ ██████████
		██████████	██████████	██████████ ██████████
Facility Operations	Program Administrator (Area Manager)	██████████	██████████	NA
	Assistant Program Administrator (Solar Technician)	██████████	██████████	
	Evacuation Coordinator (Solar Technician)	██████████	██████████	
	Director of Solar	██████████	██████████	
	EHS Director	██████████	██████████	
	EHS Professional	██████████	██████████	
Monitoring Center	Renewable Control Center (RCC)	██████████	██████████	██████████ ██████████

Emergency Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Fire Department	Andrews Volunteer Fire Department 105 Commerce Dr, Andrews, TX 79714	Dispatcher	911	Non-emergency: (432)523-3833
Law Enforcement	Andrews Police Department 130 N Main St, Andrews, TX 79714	Operator	911	Non-emergency: (432)523-5675
Emergency Room	Permian Regional Medical Center 720 Hospital Dr, Andrews, TX 79714	Operator	911	Emergency Room: (432)523-2200

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 27 of 30

ATTACHMENT 3

Page 2 of 3

<< Emergency Contact List >>

State Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Reporting of Petroleum and/or Hazardous Materials Spills	Texas Commission of Environmental Quality (TCEQ)	Operator	Spill Reporting: (800) 832-8224	
State Department of Transportation	Texas Department of Public Safety	Operator	(512) 424-2000	
State Emergency Management	Texas Department of Public Safety 5805 North Lamar Blvd, Austin, TX 78752-4422	Operator	(512) 424-2000	
	Texas State Emergency Response Commission (SERC) P.O. Box 4087 Austin, TX 78773-0220	Operator	(512) 424-2208	
State Fire Marshall	Texas State Fire Marshall's Office 333 Guadalupe Street Austin, TX 78701	Operator	(817) 598-4281	
State Highway Patrol	Texas Department of Public Safety 5805 North Lamar Blvd, Austin, TX 78752-4422	Operator	(512) 424-2000	

LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 28 of 30

ATTACHMENT 3

Page 3 of 3

<< Emergency Contact List >>

Federal Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Reporting of Petroleum and/or Hazardous Materials Spill	National Response Center (NRC)	Emergency Operator	(800) 424-8802	
Environmental Reporting	United States Environmental Protection Agency, Region 6 1445 Ross Avenue, Suite 1200 Dallas, TX 75202	Operator	In State: (800) 887-6063	Out of State: (214) 665-6444
Storm Tracking and Reports	National Weather Service (NWS)			Website: www.nws.noaa.gov

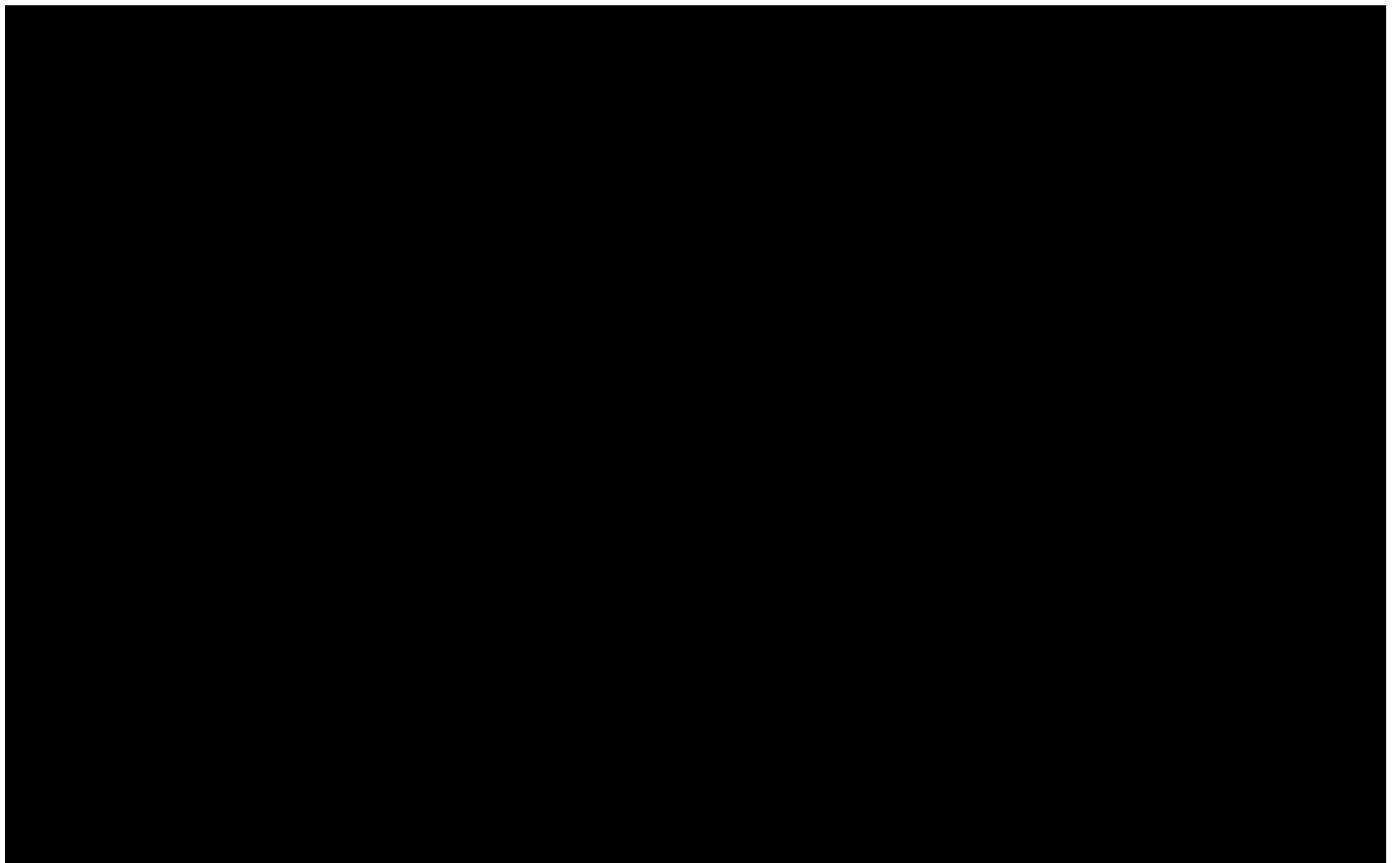
LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 29 of 30

ATTACHMENT 4

Page 1 of 1

<< Assembly Area >>

1. All Emergencies except Severe Weather: Assembly Area is outside of main office and to side of access roadway.
2. Severe Weather: Assembly Area is various service vehicles utilized by onsite personnel with such vehicles located offsite.

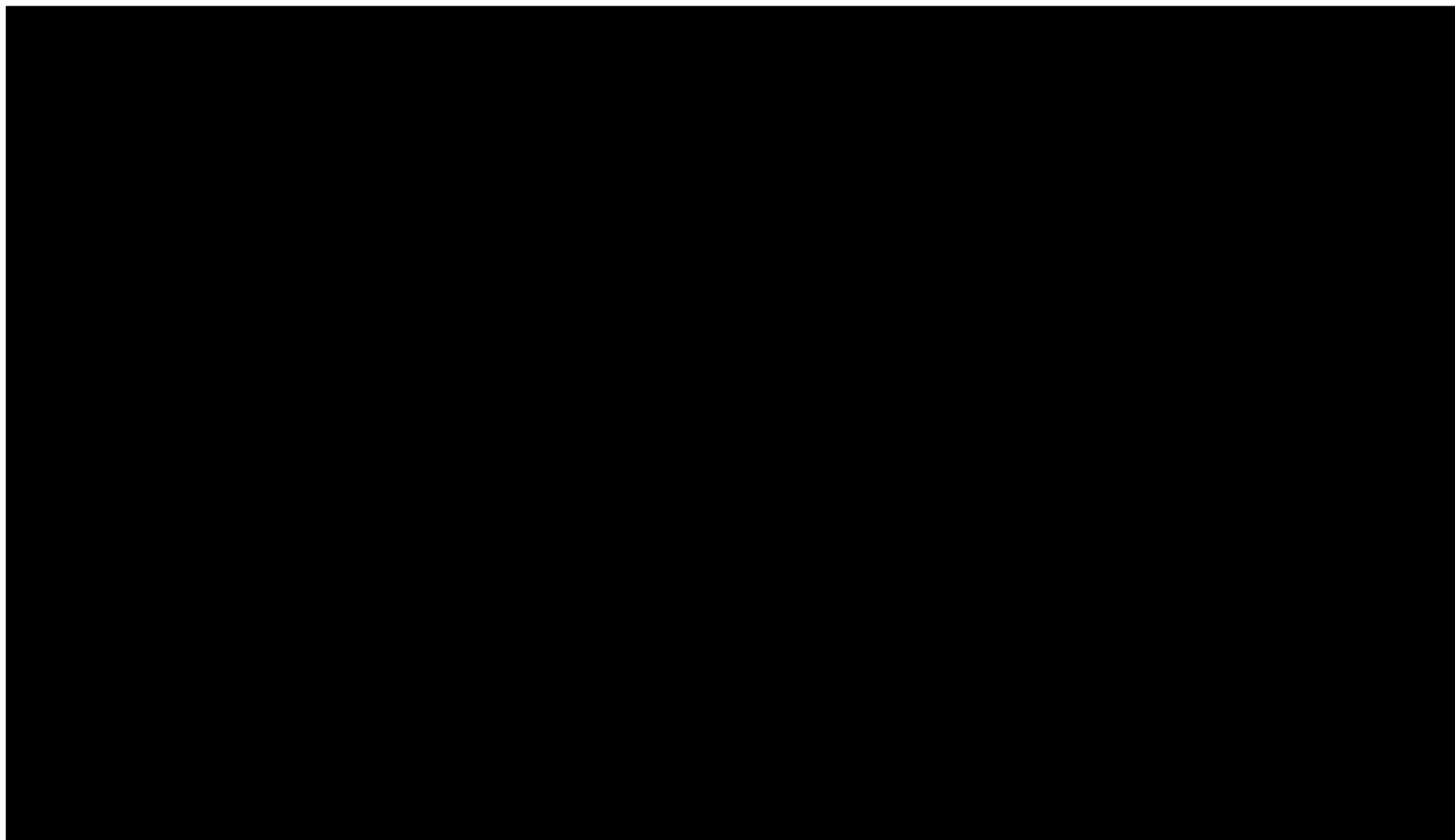


LAPETUS ENERGY PROJECT, LLC EMERGENCY ACTION PLAN	AD-EAP-LPTS-0001
	Rev. 0
	Page 30 of 30

ATTACHMENT 5

Page 1 of 1

<< Site Map >>





Information Use

**LOS VIENTOS WINDPOWER 1A AND 1B, LLC
EMERGENCY ACTION PLAN**

AD-EAP-LVAB-0001

SITE PROCEDURE

LOS VIENTOS WINDPOWER 1A AND 1B, LLC

ADMINISTRATIVE PROCEDURE

REVISION 0

Effective Date

11/29/2021

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 2 of 35

REVISION SUMMARY
PRR 0 DESCRIPTION
Document Owner: Justin Miller, Senior EHS Professional RPG Procedure Writer: Dearl Lemons, Procedure Writer, Operational Excellence Reviewer: Eric Rodriguez, Site Manager Approver: Tom Paff, RTO/ISO Coordinator Rev. 0 - This document is a new procedure.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE	5
2.0 SCOPE	5
3.0 REFERENCES	6
4.0 DEFINITIONS	6
5.0 RESPONSIBILITIES	7
6.0 INSTRUCTIONS	11
6.1 Evacuation Process	11
6.2 Assembly Areas	12
6.3 Emergencies	13
6.3.1 Bomb Threat	13
6.3.2 Chemical Spill	14
6.3.3 Fire/Thermal Event	15
6.3.4 Medical	16
6.3.5 Chemical Contact	17
6.3.6 Inhalation	17
6.3.7 Neck/Spine Injury (Actual or Suspect)	18
6.3.8 Power Failure	19
6.3.9 Rescue from Confined Space	19
6.3.10 Rescue from Heights:	21
6.3.11 Suspension Trauma Response	23
6.3.12 Severe Weather	24
6.3.13 Active Shooter or Hostile Intruder Onsite	25
6.3.14 Suspicious Materials	25
6.3.15 Other Emergency Conditions	26
6.3.16 Crisis Management Team Activation and Local Media Notification	26
6.4 Change Management of EAP	27
7.0 RECORDS	27
 <u>ATTACHMENTS</u>	
1 Bomb Threat Checklist	28
2 Suspicious Material Guideline	29
3 Active Shooter or Hostile Intruder Guideline	30
4 Emergency Contact List	31

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	CONFIDENTIAL
	AD-EAP-LVAB-0001
	Rev. 0
	Page 4 of 35

TABLE OF CONTENTS
(continued)

<u>SECTION</u>	<u>PAGE</u>
<u>ATTACHMENTS</u>	
5 Assemble Area	34
6 Site Map	35

1.0 PURPOSE

1. This Emergency Action Plan (EAP), for Los Vientos Windpower 1A and 1B, LLC (LVW), located at [REDACTED] for responding to emergencies, including safe and expedient evacuation of site personnel.

2.0 SCOPE

1. EAP applies to Duke Energy Renewable Services (DERS) site personnel, contractors, and site facilities at LVW during the following:
 - Bomb threats
 - Chemical spills and releases
 - Fires and thermal events
 - Medical incidents
 - Chemical contacts
 - Inhalation incidents
 - Neck/Spine injury
 - Power failures
 - Rescues from confined spaces
 - Rescues from heights
 - Severe weather
 - Active shooter or hostile intruder onsite
 - Suspicious materials
 - Other emergency conditions as warranted
2. This EAP does not address threats to Operations nor systematic process for planning, preparing or responding to extreme severe weather events. Refer to the Wind Emergency Operating Plan (EOP) for technology and site specific action plan items when Extreme Weather Events (Heat, Cold, Wind, and Flood) are a threat to operations.

2.0 SCOPE (continued)

3. This EAP is applicable to all work areas, storage areas, and covered buildings, structures, and receptacles during normal hours, after hours, weekends, and holidays.
4. EAP is placed into effect by trained facility Area Manager or designated personnel upon activation of emergency monitoring device or notification of any emergency situation.
5. EAP is available to all onsite employees, contractors and visitors.

3.0 REFERENCES**3.1 Commitments**

1. None

3.2 Procedures

1. AD-BO-ALL-0001, Safety, Environmental, Asset, and Megawatt Events Communication
2. AD-HP-ALL-0004, Corrective Action and Lessons Learned Program

3.3 Miscellaneous Documents

1. None

4.0 DEFINITIONS

1. **Emergency Action Plan:** Pre-determined emergency plan for immediate protection of people from threats in workplace, including safe and expedient evacuation of personnel from threatened areas to areas of safety.
2. **Emergency Medical Services (EMS):** Professional emergency responders including Emergency Medical Technicians (EMTs) and Fire Fighters.
3. **Emergency Operations Plan:** Pre-determined emergency plan for protecting Operations from impact of an extreme severe weather event, such as extreme heat, cold, wind or flood conditions, including those atypical for a region or season.

5.0 RESPONSIBILITIES**5.1 EHS Professional**

1. Assists in preparation, revision, and implementation of EAP.
2. Provides guidance to Evacuation Team to ensure team is adequately trained and familiar with roles and responsibilities related to facility evacuation process.
3. Provides assistance and helps with oversight of annual emergency action drills for facility.
4. Participates in Lessons Learned sessions after drills and real emergencies to evaluate and improve preparedness of organizations and personnel involved.

5.2 Program Administrator

1. Administers and implements EAP.
2. Selects EAP Assistant Program Administrator and Evacuation Coordinator.
3. Develops and maintains business relationships with local fire, police, and safety organizations.
4. Coordinates activities with Evacuation Team and outside agencies that respond to emergency situations, such as fire department, police department, Local Emergency Response Committee, Sheriff's office.
5. Acts as liaison between local fire department and Evacuation Coordinator.
6. Ensures regularly scheduled walkdowns are conducted to verify egress routes and signage satisfy safety codes and other requirements.

5.3 Assistant Program Administrator

1. Assists with administration and implementation of EAP as requested by Program Administrator.
2. Assumes role of Program Administrator in absence of Program Administrator.
3. Supports evacuation process.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 8 of 35

5.4 **Evacuation Coordinator**

1. Is knowledgeable of facility equipment related to fire protection.
2. Inspects facility regularly and verifies the following are performed by LVW site personnel during monthly Fire and Life Safety Inspections:
 - Fire protection and emergency egress devices are maintained in proper position.
 - No gates or doors are obstructed or inoperable.
 - Egress routes and signage satisfy safety codes and other requirements.
3. Ensures number of facility occupants is determined and recorded each work day using sign-in and sign-out log.
4. Conducts training sessions to instruct contractors and visitors of evacuation routes and Assembly Areas.
5. Notifies contractors and visitors to inform LVW management immediately upon entering facility if special assistance is needed during emergency evacuation.
6. Assigns special assistance aids for those persons who cannot exit unaided.
7. During emergency event, ensures personnel on site are notified of emergency.
8. Ensures applicable emergency telephone calls are made.
(Attachment 4, Emergency Contact List)
9. Develops search areas for Evacuation Team.
10. Directs and assists Evacuation Team as needed.
11. Verifies all employees, contractors, and visitors evacuated facility during emergency situation. (Note: Evacuation Coordinator is last person to exit facility.)
12. Reports status of facility to Program Administrator upon completion of a search or evacuation.
13. Follows specific instructions from Program Administrator or Assistant Program Administrator determined by type of emergency.

5.5 Evacuation Team Member

1. Reports to LVW site management:
 - Life threatening conditions that may prevent evacuation of facility.
 - Any potential EAP improvements or corrections.
2. Knows all evacuation routes out of facility.
3. Provides assistance to personnel who need special assistance during evacuation as assigned by Evacuation Coordinator.
4. Provides assistance during evacuation to contractors or visitors who may not know evacuation routes as assigned by Evacuation Coordinator.
5. Notifies Evacuation Coordinator and other applicable personnel when special assistance is needed.
6. Assists contractors and visitors as needed to designated Assembly Area.
7. Assembles during emergency at access gate for O&M Building so Evacuation Coordinator can verify needed resources.
8. Conducts area search during emergency as assigned by Evacuation Coordinator.
9. Upon completion of area search, communicates 'all clear' or other results back to Evacuation Coordinator and proceeds to designated Assembly Area.
10. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
11. Participates in Lessons Learned sessions following drills and real emergencies to help improve preparedness of organizations and personnel involved.

5.6 DERS Employee, Contractor, or Site Visitor

1. Immediately reports the following to LVW site management:
 - Accidents
 - Illnesses
 - Fires
 - Spills and releases
 - Other emergency situations
 - Life threatening conditions that may prevent safe facility evacuation
2. Reports EAP improvement or correction to LVW management.
3. Safety shuts down work and reports to designated Assembly Area upon receiving emergency notification.
4. Notifies LVW management if special assistance is required, or no longer required, during evacuation.
5. Evacuates during practice drills as instructed.
6. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

6.0 INSTRUCTIONS**6.1 Evacuation Process**

1. Proper emergency response including safe and expedient evacuation of personnel from threatened areas to areas of safety is the primary objective of this EAP and cannot be hampered in any way.
2. Effectiveness of EAP depends on personnel exercising good judgment and remaining calm in all emergencies.
3. Evacuation Coordinator ensures the following:
 - a. Onsite personnel are notified of emergency by alarm sounding or contacting personnel directly.
 - b. Local emergency telephone number (911) is called as needed.
4. Evacuation Coordinator and Evacuation Team upon receipt of alarm or notification perform the following:
 - a. Assembles at access gate for O&M Building while Evacuation Coordinator may verify needed resources.
 - b. Conducts area searches as determined and assigned by Evacuation Coordinator based on personnel resources and emergency type.
 - c. Communicates 'all clear' or other results back to Evacuation Coordinator upon completion of area search and proceed to the designated Assembly Area.
 - (1) Any missing individuals are reported immediately to Evacuation Coordinator.
 - (2) Evacuation Coordinator is last person to exit facility.
 - d. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
 - (1) Fire department assumes complete control of emergency situation upon arriving onsite.
 - (2) If fire department is unavailable, then Evacuation Coordinator is in control and makes decisions based on discussions with Program Administrator or Assistant Program Administrator.
 - e. Participates in Lessons Learned sessions following drills and real emergencies to help improve preparedness of organizations and personnel involved.

6.1 Evacuation Process (continued)

5. Contractors, Site Visitors, and Employees upon receipt of alarm or notification, perform the following:
 - a. Calmly follows nearest evacuation route out of facility and proceeds directly to designated Assembly Area.
 - b. Does not delay evacuation, but if time allows, collects critical personal belongings (coats, keys, etc.).
 - c. Personnel needing special assistance are located and assisted to Assembly Area by Evacuation Coordinator or designee.
 - d. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

6.2 Assembly Areas

1. For emergencies except Severe Weather:
 - a. Assembly Area is access gate for O&M Building.
 - b. Access gate Assembly Area may be changed by Program Administrator or Evacuation Coordinator during fire emergencies due to wind direction.
2. For Severe Weather emergencies:
 - a. Assembly Area is inside O&M Building.
 - b. During tornado warnings, onsite personnel must be inside tornado shelter outside of O&M Building.
 - c. If tornado shelter is full, then inside restrooms in O&M Building.

6.3 Emergencies**6.3.1 Bomb Threat**

1. Record every word spoken by caller in spaces provided in Attachment 1, Bomb Threat Checklist.
2. Keep caller on line as long as possible.
3. Ask caller to repeat message.
4. Ask caller for bomb location or time of possible detonation if caller does not provide this information voluntarily.
5. Pay attention to and record peculiar background noises, such as motors, music, and any noise which may give a clue as to location of caller.
6. Listen closely and record voice (male or female), voice quality (calm or excited), accents, and speech impediments.
7. Dial 911 immediately and provide all information recorded on Attachment 1.
 - a. Contact Program Administrator or Assistant Program Administrator.
 - b. See Attachment 4, Emergency Contact List, for emergency contact telephone numbers.
8. Person who received call must remain available until law enforcement arrives to talk first-hand.
9. Evacuate facility if necessary or as instructed by Program Administrator or Assistant Program Administrator.

6.3.2 Chemical Spill

1. Immediately notify RCC at [REDACTED], and if emergency assistance is needed dial 911.
2. Be prepared to provide the following information:
 - Location of spill/release
 - Was anyone injured
 - Material spilled/released
 - Approximate quantity of material spilled/released
3. Notify Program Administrator or Assistant Program Administrator and LVW EHS Professional when safe to do so.
 - a. See Attachment 4, Emergency Contact List, for emergency contact telephone numbers.
4. If safe to do so practice **SWIM**:
 - a. **S**ecure area.
 - b. **W**arn others.
 - c. **I**nforn proper authorities.
 - d. **M**onitor situation until response crews arrive.
5. Do not attempt to control or clean-up spill/release unless you are trained and authorized to do so.
6. Move away from spill/release area, and evacuate facility if necessary or instructed by RCC.
7. Follow established evacuation procedure as needed.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 15 of 35

6.3.3 Fire/Thermal Event

1. Activate fire alarm if installed.
2. Verbally alert, if needed, onsite personnel in lieu of fire alarm.
3. Dial 911 to notify local emergency personnel as needed and be prepared to answer the following questions:
 - Type of emergency (fire, police, medical)
 - Name of company (Duke Energy Renewable Services)
 - Building name, location and address
 - Personnel name
 - Other questions asked by operator
4. If equipment fire occurs, then take the following action:
 - a. Exit or vacate equipment area immediately.
 - b. Establish 'No Entry' perimeter as large as possible but no smaller than 400 feet around affected area.
5. Attempt to extinguish fire only if trained, qualified, and attempt will not endanger personnel.
6. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
7. Evacuate facility if necessary or as instructed by Program Administrator or Assistant Program Administrator.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 16 of 35

6.3.4 Medical

1. If medical emergency, either accident or illness, occurs, then take the following actions:
 - a. Assess area for hazards such as electrical, mechanical, fall, and fire.
 - b. If unsafe work conditions cannot be mitigated, then leave incident area at once and await further assistance.
 - c. If first aid trained personnel are not at emergency scene, announce via radio (Channel 1), or cell phone, for all first aid trained personnel to report to emergency location and nature of emergency.
 - d. In case of medical emergency:
 - (1) Call 911 and provide emergency personnel with emergency information such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons.
 - (2) Direct available personnel to escort emergency personnel to emergency location.
 - e. Complete the following as needed:
 - (1) Shut-off operating equipment in area to ensure safety of personnel.
 - (2) Barricade area from safe distance and deny entry of non-essential personnel.
 - (3) If safe to do so, provide basic first aid and attend victim until emergency personnel arrive.
 - f. Immediately notify Program Administrator or Assistant Program Administrator of accident or illness. (See Attachment 4 for emergency contact telephone numbers)
 - g. If injury or illness is within scope of site responders training and responders determine it is not an emergency, then contact WorkCare for an appointment for all work related non-emergency injuries.
Phone: [REDACTED].

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 17 of 35

6.3.4 Medical (continued)

- h. After emergency is over, complete necessary incident reports including critique of response to incident, for facility files.

6.3.5 Chemical Contact

1. The following requirements are in addition to requirements presented in Section 6.3.4.
 - a. Remove contaminated clothing.
 - b. Wash exposed body area with large quantity of soap solution and water for at least 15 minutes.
 - c. Immediately contact physician, see Attachment 4.
 - d. Review chemical Safety Data Sheet (SDS) to determine additional actions to take (if any).

6.3.6 Inhalation

1. Comply with requirements presented in Section 6.3.4.
2. Remove victim immediately from contaminated area to fresh air.
3. Apply appropriate first aid treatment as necessary.
4. Immediately contact physician (see Attachment 4).
5. Review chemical Safety Data Sheet (SDS) to determine any additional actions.

6.3.7 Neck/Spine Injury (Actual or Suspect)

1. Comply with requirements presented in Section 6.3.4.
2. Moving a damaged head, neck or spine can be life threatening and requires specialized training.
3. Site medical response personnel are trained to assess and secure head, neck and spine injury.
4. The following steps are performed when spine injury victim is identified:
 - a. If victim is up-tower, then perform the following:
 - (1) Evaluate injury scene for hazards that are imminently life threatening.
 - (2) Immediately remove victim from life threatening hazards.
 - (3) Minimize movement of victim to prevent possible paralysis or death.
 - (4) Trained site medical response personnel secure head, neck, and spine.
 - (5) Trained site medical response personnel apply first aid to secure significant trauma.
 - (6) Site personnel then lower victim to ground.
 - (7) Site trained medical response personnel provide required first aid until EMS arrive.
 - b. If victim is not up-tower, then perform the following:
 - (1) Evaluate injury scene to determine if any hazards imminently life threatening.
 - (2) Immediately remove victim from life threatening hazards.
 - (3) Minimize movement of victim to prevent possible paralysis or death.
 - (4) Site Emergency Response personnel attend victim in place until EMS arrive.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 19 of 35

6.3.8 Power Failure

1. If power failure is associated with fire emergency, then all procedures for fire evacuation should be followed.
2. If power failure occurs independently of other emergency conditions, then remain at your location for further instructions. Do not move around unnecessarily.
3. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.

6.3.9 Rescue from Confined Space

1. Work in Permit Required Confined Spaces (PRCS) is performed by trained contractors and Duke Energy Wind employees are not trained or allowed access.
2. If PRCS rescue required, then contact fire department (see Attachment 4, Emergency Contact List).
3. If Non-Permit Required Confined Space, Enclosed Space, or Vented Vault rescue is required, then the following apply.
 - Review ADMP-DER-EHS-0008
 - Review Site Confined Space assessment, for enclosed or vented vaults
 - Rescue Lead is Tech Safety Line trained
4. Assess incident area from a safe distance, approach with caution, and evaluate area to ensure safe entry.
 - a. If unsafe work conditions are encountered (immediate danger to life and/or health), leave incident area at once and await further assistance.
5. If rescue and first aid trained personnel are not at scene of emergency make a general announcement via radio (Channel 1), or cellular telephone if radio is not working, instructing all rescue and/or first aid trained personnel that are onsite to report to location of emergency.
 - a. First aid trained personnel are to report to this location with appropriate response equipment.
6. Call emergency personnel as instructed by rescue and/or first aid personnel (see Attachment 4, Emergency Contact List). In case of an emergency, call 911.

6.3.9 Rescue from Confined Space (continued)

7. Provide emergency personnel with information regarding emergency such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons
8. Direct available personnel to escort emergency personnel to location of emergency.
9. Personnel entering confined space are required to meet the following criteria:
 - Trained for confined space emergencies
 - Training is up-to-date
 - Have all necessary equipment
 - Have back-up assistance
10. Rescuers that enter confined space are required, if possible:
 - To wear a safety harness
 - Tie off to a lanyard
 - Be secured to fixed point outside space or attached to mechanical device outside space for retrieval.
11. Rescuers must immediately leave confined space if air monitor alarm sounds or they begin to feel or notice adverse health effects.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 21 of 35

6.3.9 Rescue from Confined Space (continued)

12. The following actions are completed as needed.
 - Shut-off operating equipment in area to ensure safety of personnel.
 - Barricade area from safe distance and deny entry as necessary due to fall hazards etc.
 - Ventilate confined space if needed while waiting for and during rescue.
 - Extract personnel from space using mechanical advantage lifting/movement device if available and possible.
 - Attend to victim and provide basic first aid if victim is accessible and it is safe to do so.
13. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
14. Complete all necessary incident reports after emergency is over, including a critique of response to incident for facility files.

6.3.10 Rescue from Heights:

1. In event of emergency rescue from heights, facility personnel are solely responsible for completing such rescue from heights.
2. Assess incident area from a safe distance, approach with caution, and evaluate area to ensure safe entry.
 - a. If unsafe work conditions are encountered (immediate danger to life and/or health), leave incident area at once and await further assistance.
3. If rescue and first aid trained personnel are not at scene of emergency make a general announcement via radio (Channel 1), or cellular telephone if radio is not functional, instructing all rescue or first aid trained personnel that are onsite to report to location of emergency.
 - a. First aid trained personnel are to report to this location with appropriate response equipment.
4. Call emergency personnel as instructed by rescue or first aid personnel (see Attachment 4, Emergency Contact List). In case of an emergency, call 911.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 22 of 35

6.3.10 Rescue from Heights: (continued)

5. Provide emergency personnel with information regarding emergency such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons
6. Direct available personnel to escort emergency personnel to location of emergency.
7. The following actions are completed as needed by facility personnel.
 - Shut-off operating equipment in area to ensure safety of personnel.
 - Barricade area from safe distance and deny entry as necessary due to fall hazards etc.
 - Have victim, if possible, utilize a self-rescue system to lower them self from fall incident. If needed work with other onsite personnel to rescue victim.
 - Attend to victim and provide basic first aid if victim is accessible and it is safe to do so.
8. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
9. Complete all necessary incident reports after emergency is over, including a critique of response to incident for facility files.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 23 of 35

6.3.11 Suspension Trauma Response

1. Suspension trauma blood toxins build up within 5 to 10 minutes of blood flow restriction. When restriction is released, these toxins enter blood stream causing reflow syndrome which can be fatal.
2. Immediately initiate Suspension Trauma Response if there is an arrested fall or victim is suspended vertically and immobile for longer than five (5) minutes,
 - a. Pre-Rescue Action:
 - (1) Notify Emergency Response contact of suspension trauma event.
(site specific may be dependent on crew availability or hours)
 - (a) [Emergency Response Contact] Call 911 and provide emergency information including:
 - Name
 - Location
 - Phone number
 - Victim is in suspension trauma with restricted blood flow
 - (b) [Emergency Response Contact] Dispatch site Emergency Response personnel with equipment.
 - (2) Monitor victim and injuries until victim can be reached.
 - (3) Encourage victim to mobilize all four limbs or flex muscles to maintain blood flow.
 - (4) As soon as a fall takes place, work at height rescue plan is put into immediate effect and emergency services are contacted if medical attention is required.
 - (5) If suspended victim is un-injured and fully conscious, encourage victim to mobilize all four limbs until victim can be brought to a position of safety.
 - (6) Blood circulation can be maintained by flexing muscles or pumping legs against firm surface

6.3.11 Suspension Trauma Response (continued)

b. Post Rescue Action:

- (1) Place victim in recovery position:
 - (a) Maintain victims head elevated above body.
 - (b) Seat victim or place in approximately 20 degree inclined position if unconscious.
 - (c) Do not allow victim to lay down.
 - (d) Do not allow victim to stand or walk, to prevent falls.
 - (e) Monitor breathing and ensure airway is open.
 - (f) If victim was not in an arrested fall and has no symptoms they can be released from recovery position after 30 minutes.
- (2) Notify EMS victim needs to be treated for suspension trauma (medical term: orthostatic shock or orthostatic intolerance), which should be treated similarly to crush injuries.

6.3.12 Severe Weather**NOTE**

DERS EOP workbooks for Solar and Wind contain action plan items to plan, prepare and recover from extreme severe weather events, such as Hurricanes/Tropical Storms, Blizzards, Extreme Heat and Floods.

1. Before and during severe weather:
 - a. Ensure communication radios and cellular telephones work.
 - b. Be alert for weather conditions to worsen.
 - c. RCC and LVW management advise facility occupants of severe weather and actions to take.
 - (1) LVW management takes steps as needed to help ensure facility occupants are aware of severe weather notices provided by RCC.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 25 of 35

6.3.12 Severe Weather (continued)

- d. Assembly Area for severe weather is inside O&M Building.
 - (1) During tornado warnings, onsite personnel take shelter inside tornado shelter outside of O&M Building.
 - (2) If tornado shelter is full, then personnel take shelter inside O&M Building restrooms.
- e. As directed by RCC or LVW management, retreat from facility and seek other shelter.
 - (1) If no shelter is available, then move to low lying area or depression for safety.
- 2. During lightning alerts:
 - a. RCC or LVW management contact personnel onsite to inform of lightning alerts.
 - (1) If RCC is responsible for notifying onsite personnel of lightning alerts, then LVW management contacts various onsite work groups to help ensure alerts are received.
 - b. No work is performed during lightning alerts.
 - c. Personnel in vehicles avoid direct contact with vehicle external conductive surfaces during lightning alerts.
 - d. Personnel remain in Assembly Area until no lightning is detected within 30 miles of facility for 30 minutes.

6.3.13 Active Shooter or Hostile Intruder Onsite

- 1. Guidelines for how to respond, in event of Active Shooter or Hostile Intruder, are provided in Attachment 3, Active Shooter or Hostile Intruder Guideline.

6.3.14 Suspicious Materials

- 1. Guidelines for observation of or exposure to suspicious material are provided in Attachment 2, Suspicious Material Guideline. Attachment 2 contains and explains a step-by-step process to determine if such suspicious material is a credible threat.
 - a. Refer to Attachment 4, Emergency Contact List for Emergency Contact List with names and telephone numbers.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 26 of 35

6.3.15 Other Emergency Conditions

1. Attachment 4, Emergency Contact List contains Emergency Contact names and telephone numbers.
2. Notify Site Management of the following:
 - Unusual odors
 - Unusual sounds
 - Acts or indications of vandalism
3. If suspicious persons are observed, then perform the following:
 - a. Dial 911.
 - b. Notify Site Management.
4. If evidence of damaged fire safety equipment, such as extinguisher, hoses, or any other safety hazards are observed, then notify Program Administrator, Assistant Program Administrator, or facility EHS Professional.

6.3.16 Crisis Management Team Activation and Local Media Notification

1. Activation of Duke Energy Crisis Management Team may be required for certain emergencies at facility.
2. Contact DERS point of contact for crisis communications including any of the following notification triggers:
 - Fatality occurring at, or as result of, DERS operation
 - Three or more hospitalizations resulting from single incident and occurring as result of DERS operation
 - Incident requiring unplanned emergency response resource support from outside
 - Incident requiring significant interface with, or on-ground presence from, regulatory or civil authorities
 - Incidents of wide-spread media interest
3. As result of emergency, notification to local media may be warranted.
 - a. Contact Duke Energy Public Affairs Department at [REDACTED] for assistance.

6.4 Change Management of EAP

1. This EAP is updated expediently as EAP improvements or corrections are uncovered, reported to LVW management, or obtained from Lessons Learned sessions.
2. Record improvements or corrections to EAP in Revision Summary section (page 2) of this document.

7.0 RECORDS

1. Attachment 1, Bomb Threat Checklist

LOS VIENTOS WINDPOWER 1A AND 1B, LLC
EMERGENCY ACTION PLAN

AD-EAP-LVAB-0001

Rev. 0

Page 28 of 35

ATTACHMENT 1

Page 1 of 1

<< Bomb Threat Checklist >>

1. Record exact message:	
2. Ask caller to repeat message. Review message recorded above.	
3. Ask caller:	
a. "Who is this?"	
b. "When will the bomb go off?"	_____am _____pm
c. "Where is the bomb located?"	
d. "What does the bomb look like?" (Describe)	
e. "Why are you doing this?" (Indicate reason)	
4. Note any background noise (traffic, music, factory, etc.):	
5. Describe voice. Male <input type="checkbox"/> Female <input type="checkbox"/> Young <input type="checkbox"/> Old <input type="checkbox"/> Excited <input type="checkbox"/> Calm <input type="checkbox"/>	
a. Accent:	
b. Speech impediment or characteristics:	
6. Other:	
Person Receiving Call:	
Phone number on which call was received:	
Date/Time Call Received: ____/____/____ _____am _____pm	

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN

AD-EAP-LVAB-0001

Rev. 0

Page 29 of 35

ATTACHMENT 2

Page 1 of 1

<< Suspicious Material Guideline >>

IF YOU OBSERVE OR BECOME EXPOSED TO SUSPICIOUS MATERIAL:

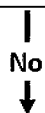
- Do not touch, taste, or disturb the material.
- Do not shake or empty contents of suspicious envelopes or packages.
- Keep hands away from your nose, mouth, and eyes.
- If material is on shoes or clothing do not brush off. Thoroughly wash exposed skin with soap and water.
- Contact facility management and the facility's EHS Professional to determine if the threat is credible (See list of contacts).



EHS in conjunction with facility management will assess the situation - Is the substance considered a credible threat?

The following questions may be used as a guide:

- Is the source of material in an envelope or package?
- Do non-employees have access to the area?
- Has the facility received any specific threats?
- Could the material come from a likely non-hazardous source (e.g., ceiling tile, janitorial supplies, etc.)?
- Is there evidence of recent activity by construction workers, janitors, or maintenance?



Material is not considered a credible threat.

- Follow procedure for material cleaning and disposal.
- Document event and take action to prevent reoccurrence.
- Do not send material for precautionary testing.
- Do not contact law enforcement.
- No medical intervention warranted.
- Contact Human Resources (HR) for assistance with employee concerns if appropriate.

CONTACT LIST

(individual incidents will dictate who is contacted)

Contacts	Telephone Number
Local Police	911
Sheriff	911
Fire Dept.	911
Rescue Squad	911
EHS Professional	[REDACTED]
Program Administrator - Site Manager	[REDACTED]
Evacuation Coordinator - Site Tech	[REDACTED]
RCC -	[REDACTED]

Yes



Material is considered a credible threat.

- Do not attempt to take a sample or disturb material. Area is considered a crime scene.
- Shut off fans, HVAC, or other devices that may disturb the material.
- If the substance is in an office, shut the door.
- Consult with law enforcement and follow their guidance (see Emergency Contact List shown above).
- Notify appropriate contact in the Emergency Contact List shown above.
- Do not attempt to remove or clean up any unknown substance.
- Wait in the vicinity until assistance arrives to prevent tracking into other areas.
- Make a list of all personnel who were in the immediate area with the material.
- Facility management will remain onsite to evaluate conditions, decide on further action, and assure the safety of all personnel.
- Contact HR for assistance with employee concerns if appropriate.

<< Active Shooter or Hostile Intruder Guideline >>

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE <ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible 	2. HIDE OUT <ul style="list-style-type: none"> • Hide in an area out of the active shooter's view. • Block entry to your hiding place and lock the doors 	3. TAKE ACTION <ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter
---	---	---

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

<ul style="list-style-type: none"> • Remain calm, and follow officers' instructions • Immediately raise hands and spread fingers • Keep hands visible at all times • Avoid making quick movements toward officers such as attempting to hold on to them for safety 	<ul style="list-style-type: none"> • Avoid pointing, screaming and/or yelling • Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
--	--

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:


<ul style="list-style-type: none"> • Location of the active shooter • Number of shooters, if more than one • Physical description of shooter/s 	<ul style="list-style-type: none"> • Number and type of weapons held by the shooter/s • Number of potential victims at the location
---	---



RECOGNIZING SIGNS

OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC
EMERGENCY ACTION PLAN

AD-EAP-LVAB-0001

Rev. 0

Page 31 of 35

ATTACHMENT 4

Page 1 of 3

<< Emergency Contact List >>

Facility Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Emergency Announcements	Facility Leadership	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
Facility Operations	Program Admin (Area Manager)	[REDACTED]	[REDACTED]	[REDACTED]
	Asst. Program Admin (Wind Technician)	[REDACTED]	[REDACTED]	[REDACTED]
	Evacuation Coordinator (Area Manager)	[REDACTED]	[REDACTED]	[REDACTED]
	Corp.EHS Professional	[REDACTED]	[REDACTED]	
Monitoring Center	Renewables Control Center (RCC)	[REDACTED]	[REDACTED]	[REDACTED]

Emergency Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Fire Department	Lyford Fire Dept. 8124 US-7 BUS Lyford, TX 78569	Dispatcher	911	Non-emergency: 956-347-3571
Law Enforcement	Lyford Police Dept. 13550 W. Main Ave b Lyford, TX 78569	Operator	911	Non-emergency: 956-347-3250
Emergency Room	Harlingen Medical Center 5501 US-77 Harlingen, TX 78550	Operator	911	Emergency Room: 956-365-1000

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 32 of 35

ATTACHMENT 4

Page 2 of 3

<< Emergency Contact List >>

State Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Petroleum or Hazardous Materials Spills	Texas Commission of Environmental Quality (TCEQ)	Operator	Spill Reporting: 800-832-8224	
State Department of Transportation	Texas Department of Public Safety	Operator	512-424-2000	
State Emergency Management	Texas Department of Public Safety 5805 North Lamar Blvd. Austin, TX 78752-4422	Operator	512-424-2000	
	Texas State Emergency Response Commission (SERC) P.O. Box 4087 Austin, TX 78773-0220		512-424-2208	
State Fire Marshal	Texas State Fire Marshal 333 Guadalupe Street Austin, TX 78701	Operator	817-598-4281	
State Highway Patrol	Texas Department of Public Safety 5805 North Lamar Blvd. Austin, TX 78752-4422	Operator or Dispatcher	512-424-2000	

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 33 of 35

ATTACHMENT 4

Page 3 of 3

<< Emergency Contact List >>

Federal Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Petroleum or Hazardous Materials Spill	National Response Center (NRC)	Emergency Operator	800-424-8802	
Environmental Reporting	US Environmental Protection Agency Region 6 1445 Ross Avenue, Suite 1200 Dallas, TX 75202	Operator	In State: 800-887-6063	Out of State: 214-665-6444
Storm Tracking and Reports	National Weather Service (NWS)			Website: www.nws.noaa.gov

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 34 of 35

ATTACHMENT 5

Page 1 of 1

<< Assemble Area >>

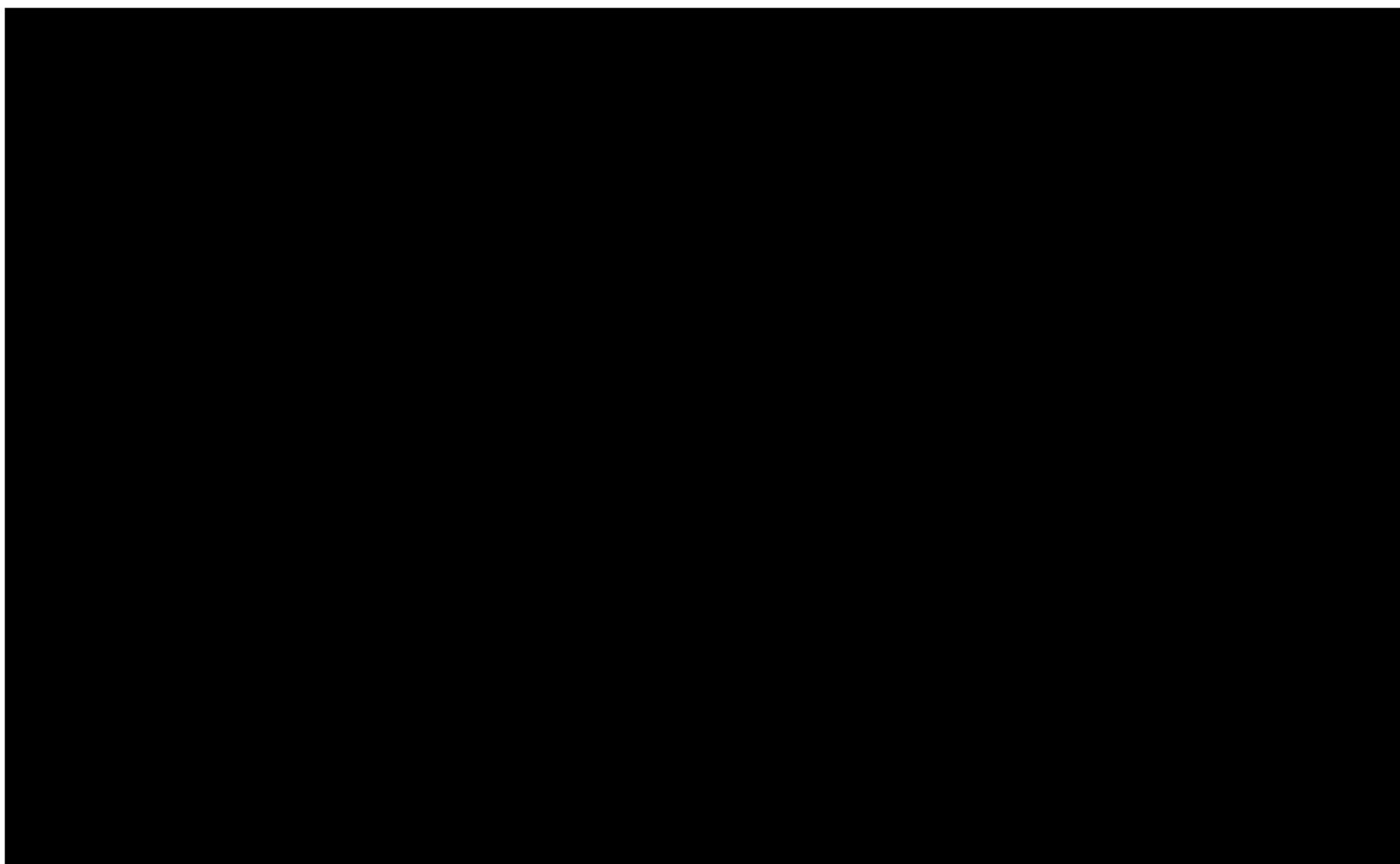
1. All Emergencies except Severe Weather: Assembly Area is access gate for O&M Building.
2. Severe Weather except Tornado: Assembly Area is inside O&M Building.
3. Severe Weather during Tornado Warnings: Assembly Area is inside tornado shelter located outside of O&M Building or if tornado shelter is full, assemble inside O&M Building restrooms.

LOS VIENTOS WINDPOWER 1A AND 1B, LLC EMERGENCY ACTION PLAN	AD-EAP-LVAB-0001
	Rev. 0
	Page 35 of 35

ATTACHMENT 6

Page 1 of 1

<< Site Map >>





Information Use

**LOS VIENTOS WINDPOWER 3, 4, 5
AND MESTENO, LLC EMERGENCY ACTION PLAN**

AD-EAP-LVWM-0001

SITE PROCEDURE

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC

ADMINISTRATIVE PROCEDURE

REVISION 1

Effective Date

02/18/2022

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 2 of 35

REVISION SUMMARY

PRR 0

DESCRIPTION

Document Owner: Justin Miller, Senior EHS Professional
RPG Procedure Writer: Dearl Lemons, Procedure Writer, Operational Excellence
Reviewer(s): Garrett Sherwood, Site Manager
Approver(s): Tom Paff, RTO/ISO Coordinator
 Rev. 0 - This document is a new procedure.

PRR 273

DESCRIPTION

Document Owner: Justin Miller, Senior EHS Professional
RPG Procedure Writer: Dearl Lemons, Procedure Writer, Operational Excellence
Reviewer: Will Ramirez, Manager II, Operations
Approver: Tom Paff, RTO/ISO Coordinator
 Rev. 1 - 1/19/2022 - Kimberly Nash/Mayra Moreno
 Updates applied to contacts in this procedure.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE	5
2.0 SCOPE	5
3.0 REFERENCES	6
4.0 DEFINITIONS	6
5.0 RESPONSIBILITIES	7
6.0 INSTRUCTIONS	11
6.1 Evacuation Process	11
6.2 Assembly Areas	12
6.3 Emergencies	13
6.3.1 Bomb Threat	13
6.3.2 Chemical Spill	14
6.3.3 Fire/Thermal Event	15
6.3.4 Medical	16
6.3.5 Chemical Contact	17
6.3.6 Inhalation	17
6.3.7 Neck/Spine Injury (Actual or Suspect)	18
6.3.8 Power Failure	19
6.3.9 Rescue from Confined Space	19
6.3.10 Rescue from Heights:	21
6.3.11 Suspension Trauma Response	23
6.3.12 Severe Weather	24
6.3.13 Active Shooter or Hostile Intruder Onsite	25
6.3.14 Suspicious Materials	25
6.3.15 Other Emergency Conditions	26
6.3.16 Crisis Management Team Activation and Local Media Notification	26
6.4 Change Management of EAP	27
7.0 RECORDS	27
 <u>ATTACHMENTS</u>	
1 Bomb Threat Checklist	28
2 Suspicious Material Guideline	29
3 Active Shooter or Hostile Intruder Guideline	30
4 Emergency Contact List	31

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 4 of 35

TABLE OF CONTENTS
(continued)

SECTION

PAGE

ATTACHMENTS

5	Assembly Area	34
6	Site Map	35

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 5 of 35

1.0 PURPOSE

1. This procedure provides an Emergency Action Plan (EAP), for Los Vientos Windpower 3, 4, 5 and Mesteno, LLC (LVWM), located at [REDACTED], for responding to emergencies, including safe and expedient evacuation of site personnel.

2.0 SCOPE

1. This EAP applies to Duke Energy Renewable Services (DERS) site personnel, contractors, and site facilities at LVWM during the following:
 - Bomb threats
 - Chemical spills and releases
 - Fires and thermal events
 - Medical incidents
 - Chemical contacts
 - Inhalation incidents
 - Neck/Spine injury
 - Power failures
 - Rescues from confined spaces
 - Rescues from heights
 - Severe weather
 - Active shooter or hostile intruder onsite
 - Suspicious materials
 - Other emergency conditions as warranted
2. This EAP does not address threats to Operations nor systematic process for planning, preparing or responding to extreme severe weather events. Refer to the Wind Emergency Operating Plan (EOP) for technology and site specific action plan items when Extreme Weather Events (Heat, Cold, Wind, and Flood) are a threat to operations.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 6 of 35

2.0 SCOPE (continued)

3. This EAP is applicable to all work areas, storage areas, and covered buildings, structures, and receptacles during normal hours, after hours, weekends, and holidays.
4. EAP is placed into effect by facility Area Manager or designated personnel upon activation of emergency monitoring device or notification of any emergency situation.
5. EAP is available to all onsite employees, contractors and visitors.

3.0 REFERENCES

3.1 Commitments

1. None

3.2 Procedures

1. AD-BO-ALL-0001, Safety, Environmental, Asset, and Megawatt Events Communication
2. AD-HP-ALL-0004, Corrective Action and Lessons Learned Program

3.3 Miscellaneous Documents

1. None

4.0 DEFINITIONS

1. **Emergency Action Plan:** Pre-determined emergency plan for immediate protection of people from threats in workplace, including safe and expedient evacuation of personnel from threatened areas to areas of safety.
2. **Emergency Medical Services (EMS):** Professional emergency responders including Emergency Medical Technicians (EMTs) and Fire Fighters.
3. **Emergency Operations Plan:** Pre-determined emergency plan for protecting Operations from impact of an extreme severe weather event, such as extreme heat, cold, wind or flood conditions, including those atypical for a region or season.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 7 of 35

5.0 RESPONSIBILITIES

5.1 EHS Professional

1. Assists in preparation, revision, and implementation of EAP.
2. Provides guidance to Evacuation Team to ensure team is adequately trained and familiar with roles and responsibilities related to facility evacuation process.
3. Provides assistance and helps with oversight of annual emergency action drills for facility.
4. Participates in Lessons Learned sessions after drills and real emergencies to evaluate and improve preparedness of organizations and personnel involved.

5.2 Program Administrator

1. Administers and implements EAP.
2. Selects EAP Assistant Program Administrator and Evacuation Coordinator.
3. Develops and maintains business relationships with local fire, police, and safety organizations.
4. Coordinates activities with Evacuation Team and outside agencies that respond to emergency situations, such as fire department, police department, Local Emergency Response Committee, Sheriff's office.
5. Acts as liaison between local fire department and Evacuation Coordinator.
6. Ensures regularly scheduled walkdowns are conducted to verify egress routes and signage satisfy safety codes and other requirements.

5.3 Assistant Program Administrator

1. Assists with administration and implementation of EAP as requested by Program Administrator.
2. Assumes role of Program Administrator in absence of Program Administrator.
3. Supports evacuation process.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 8 of 35

5.4 **Evacuation Coordinator**

1. Is knowledgeable of facility equipment related to fire protection.
2. Inspects facility regularly and verifies the following are performed by LVWM site personnel during monthly Fire and Life Safety Inspections:
 - Fire protection and emergency egress devices are maintained in proper position.
 - No gates or doors are obstructed or inoperable.
 - Egress routes and signage satisfy safety codes and other requirements.
3. Ensures number of facility occupants is determined and recorded each work day using sign-in and sign-out log.
4. Conducts training sessions to instruct contractors and visitors of evacuation routes and Assembly Areas.
5. Notifies contractors and visitors to inform LVWM management immediately upon entering facility if special assistance is needed during emergency evacuation.
6. Assigns special assistance aids for those persons who cannot exit unaided.
7. During emergency event, ensures personnel on site are notified of emergency.
8. Ensures applicable emergency telephone calls are made.
(Attachment 4, Emergency Contact List)
9. Develops search areas for Evacuation Team.
10. Directs and assists Evacuation Team as needed.
11. Verifies all employees, contractors, and visitors evacuated facility during emergency situation. (Note: Evacuation Coordinator is last person to exit facility.)
12. Reports status of facility to Program Administrator upon completion of a search or evacuation.
13. Follows specific instructions from Program Administrator or Assistant Program Administrator determined by type of emergency.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 9 of 35

5.5 Evacuation Team Member

1. Reports to LVWM site management:
 - Life threatening conditions that may prevent evacuation of facility.
 - Any potential EAP improvements or corrections.
2. Knows all evacuation routes out of facility.
3. Provides assistance to personnel who need special assistance during evacuation as assigned by Evacuation Coordinator.
4. Provides assistance during evacuation to contractors or visitors who may not know evacuation routes as assigned by Evacuation Coordinator.
5. Notifies Evacuation Coordinator and other applicable personnel when special assistance is needed.
6. Assists contractors and visitors as needed to designated Assembly Area.
7. Assembles during emergency at access gate for O&M Building so Evacuation Coordinator can verify needed resources.
8. Conducts area search during emergency as assigned by Evacuation Coordinator.
9. Upon completion of area search, communicates 'all clear' or other results back to Evacuation Coordinator and proceeds to designated Assembly Area.
10. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
11. Participates in Lessons Learned sessions following drills and real emergencies to help improve preparedness of organizations and personnel involved.

5.6 DERS Employee, Contractor, or Site Visitor

1. Immediately reports the following to LVWM site management:
 - Accidents
 - Illnesses
 - Fires
 - Spills and releases
 - Other emergency situations
 - Life threatening conditions that may prevent safe facility evacuation
2. Reports EAP improvement or correction to LVWM management.
3. Safety shuts down work and reports to designated Assembly Area upon receiving emergency notification.
4. Notifies LVWM management if special assistance is required, or no longer required, during evacuation.
5. Evacuates during practice drills as instructed.
6. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

6.0 INSTRUCTIONS

6.1 Evacuation Process

1. Proper emergency response including safe and expedient evacuation of personnel from threatened areas to areas of safety is the primary objective of this EAP and cannot be hampered in any way.
2. Effectiveness of EAP depends on personnel exercising good judgment and remaining calm in all emergencies.
3. Evacuation Coordinator ensures the following:
 - a. Onsite personnel are notified of emergency by alarm sounding or contacting personnel directly.
 - b. Local emergency telephone number (911) is called as needed.
4. Evacuation Coordinator and Evacuation Team upon receipt of alarm or notification, performs the following:
 - a. Assembles at access gate for O&M Building while Evacuation Coordinator may verify needed resources.
 - b. Conducts area searches as determined and assigned by Evacuation Coordinator based on personnel resources and emergency type.
 - c. Communicates 'all clear' or other results back to Evacuation Coordinator upon completion of area search and proceeds to designated Assembly Area.
 - (1) Any missing individuals are reported immediately to Evacuation Coordinator.
 - (2) Evacuation Coordinator is last person to exit facility.
 - d. Remains in designated Assembly Area until receiving instructions from Evacuation Coordinator or fire department.
 - (1) Fire department assumes complete control of emergency situation upon arriving onsite.
 - (2) If fire department is unavailable, then Evacuation Coordinator is in control and makes decisions based on discussions with Program Administrator or Assistant Program Administrator.
 - e. Participates in Lessons Learned sessions following drills and real emergencies to help improve preparedness of organizations and personnel involved.

6.1 Evacuation Process (continued)

5. Contractors, Site Visitors, and Employees upon receipt of alarm or notification, perform the following:
 - a. Calmly follows nearest evacuation route out of facility and proceeds directly to designated Assembly Area.
 - b. Does not delay evacuation, but if time allows, collects critical personal belongings (coats, keys, etc.).
 - c. Personnel needing special assistance are located and assisted to Assembly Area by Evacuation Coordinator or designee.
 - d. Remains in designated Assembly Area until Evacuation Coordinator or fire department approves leaving area or re-entering facility.

6.2 Assembly Areas

1. For emergencies except Severe Weather:
 - a. Assembly Area is access gate for O&M Building.
 - b. Access gate Assembly Area may be changed by Program Administrator or Evacuation Coordinator during fire emergencies due to wind direction.
2. For Severe Weather emergencies:
 - a. Assembly Area is inside O&M Building.
 - b. During tornado warnings, onsite personnel must be inside tornado shelter outside of O&M Building.
 - c. If tornado shelter is full, then inside restrooms in O&M Building.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 13 of 35

6.3 Emergencies

6.3.1 Bomb Threat

1. Record every word spoken by caller in spaces provided in Attachment 1, Bomb Threat Checklist.
2. Keep caller on line as long as possible.
3. Ask caller to repeat message.
4. Ask caller for bomb location or time of possible detonation if caller does not provide this information voluntarily.
5. Pay attention to and record peculiar background noises, such as motors, music, and any noise which may give a clue as to location of caller.
6. Listen closely and record voice (male or female), voice quality (calm or excited), accents, and speech impediments.
7. Dial 911 immediately and provide all information recorded on Attachment 1.
 - a. Also contact Program Administrator or Assistant Program Administrator.
 - b. See Attachment 4, Emergency Contact List, for emergency contact telephone numbers.
8. Person who received call must remain available until law enforcement arrives to talk first-hand.
9. Evacuate facility if necessary or as instructed by Program Administrator or Assistant Program Administrator.

6.3.2 Chemical Spill

1. Immediately notify RCC at [REDACTED], and if emergency assistance is needed dial 911.
2. Be prepared to provide the following information:
 - Location of spill/release
 - Was anyone injured
 - Material spilled/released
 - Approximate quantity of material spilled/released
3. Notify Program Administrator or Assistant Program Administrator and LVWM EHS Professional when safe to do so.
 - a. See Attachment 4, Emergency Contact List, for emergency contact telephone numbers.
4. If safe to do so practice **SWIM**:
 - a. **S**ecure area.
 - b. **W**arn others.
 - c. **I**nforn proper authorities.
 - d. **M**onitor situation until response crews arrive.
5. Do not attempt to control or clean-up spill/release unless you are trained and authorized to do so.
6. Move away from spill/release area, and evacuate facility if necessary or instructed by RCC.
7. Follow established evacuation procedure as needed.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 15 of 35

6.3.3 Fire/Thermal Event

1. Activate fire alarm if installed.
2. Verbally alert, if needed, onsite personnel in lieu of fire alarm.
3. Dial 911 to notify local emergency personnel as needed and be prepared to answer the following questions:
 - Type of emergency (fire, police, medical)
 - Name of company (Duke Energy Renewable Services)
 - Building name, location and address
 - Personnel name
 - Other questions asked by operator
4. If equipment fire occurs, then take the following action:
 - a. Exit or vacate equipment area immediately.
 - b. Establish 'No Entry' perimeter as large as possible but no smaller than 400 feet around affected area.
5. Attempt to extinguish fire only if:
 - Trained and qualified to do so
 - Can be done without personal endangerment or others
6. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
7. Evacuate facility if necessary or as instructed by Program Administrator or Assistant Program Administrator.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 16 of 35

6.3.4 Medical

1. If medical emergency, either accident or illness, occurs, then take the following actions:
 - a. Assess area for hazards such as electrical, mechanical, fall, and fire.
 - b. If unsafe work conditions cannot be mitigated, then leave incident area at once and await further assistance.
 - c. If first aid trained personnel are not at emergency scene, announce via radio (Channel 1), or cell phone, for all first aid trained personnel to report to emergency location and nature of emergency.
 - d. In case of medical emergency:
 - (1) Call 911 and provide emergency personnel with emergency information such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons.
 - (2) Direct available personnel to escort emergency personnel to emergency location.
 - e. Complete the following as needed:
 - (1) Shut-off operating equipment in area to ensure safety of personnel.
 - (2) Barricade area from safe distance and deny entry of non-essential personnel.
 - (3) If safe to do so, provide basic first aid and attend victim until emergency personnel arrive.
 - f. Immediately notify Program Administrator or Assistant Program Administrator of accident or illness. (See Attachment 4 for emergency contact telephone numbers)

6.3.4 Medical (continued)

- g. If injury or illness is within scope of site responders training and responders determine it is not an emergency, then contact WorkCare for an appointment for all work related non-emergency injuries.
Phone: [REDACTED].
- h. After emergency is over, complete necessary incident reports including critique of response to incident, for facility files.

6.3.5 Chemical Contact

- 1. The following requirements are in addition to requirements presented in Section 6.3.4.
 - a. Remove contaminated clothing.
 - b. Wash exposed body area with large quantity of soap solution and water for at least 15 minutes.
 - c. Immediately contact physician, see Attachment 4.
 - d. Review chemical Safety Data Sheet (SDS) to determine additional actions to take (if any).

6.3.6 Inhalation

- 1. Comply with requirements presented in Section 6.3.4.
- 2. Remove victim immediately from contaminated area to fresh air.
- 3. Apply appropriate first aid treatment as necessary.
- 4. Immediately contact physician (see Attachment 4).
- 5. Review chemical Safety Data Sheet (SDS) to determine any additional actions.

6.3.7 Neck/Spine Injury (Actual or Suspect)

1. Comply with requirements presented in Section 6.3.4.
2. Moving a damaged head, neck or spine can be life threatening and requires specialized training.
3. Site medical response personnel are trained to assess and secure head, neck and spine injury.
4. The following steps are performed when spine injury victim is identified:
 - a. If victim is up-tower, then perform the following:
 - (1) Evaluate injury scene for hazards that are imminently life threatening.
 - (2) Immediately remove victim from life threatening hazards.
 - (3) Minimize movement of victim to prevent possible paralysis or death.
 - (4) Trained site medical response personnel secure head, neck, and spine.
 - (5) Trained site medical response personnel apply first aid to secure significant trauma.
 - (6) Site personnel then lower victim to ground.
 - (7) Site trained medical response personnel provide required first aid until EMS arrive.
 - b. If victim is not up-tower, then perform the following:
 - (1) Evaluate injury scene to determine if any hazards imminently life threatening.
 - (2) Immediately remove victim from life threatening hazards.
 - (3) Minimize movement of victim to prevent possible paralysis or death.
 - (4) Site Emergency Response personnel attend victim in place until EMS arrive.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 19 of 35

6.3.8 Power Failure

1. If power failure is associated with fire emergency, then all procedures for fire evacuation should be followed.
2. If power failure occurs independently of other emergency conditions, then remain at your location for further instructions. Do not move around unnecessarily.
3. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.

6.3.9 Rescue from Confined Space

1. Work in Permit Required Confined Spaces (PRCS) is performed by trained contractors and Duke Energy Wind employees are not trained or allowed access.
2. If PRCS rescue required, then contact fire department (see Attachment 4, Emergency Contact List).
3. If Non-Permit Required Confined Space, Enclosed Space, or Vented Vault rescue is required, then the following apply.
 - Review ADMP-DER-EHS-0008
 - Review Site Confined Space assessment, for enclosed or vented vaults
 - Rescue Lead is Tech Safety Line trained
4. Assess incident area from a safe distance, approach with caution, and evaluate area to ensure safe entry.
 - a. If unsafe work conditions are encountered (immediate danger to life and/or health), leave incident area at once and await further assistance.
5. If rescue and first aid trained personnel are not at scene of emergency make a general announcement via radio (Channel 1), or cellular telephone if radio is not working, instructing all rescue and/or first aid trained personnel that are onsite to report to location of emergency.
 - a. First aid trained personnel are to report to this location with appropriate response equipment.
6. Call emergency personnel as instructed by rescue and/or first aid personnel (see Attachment 4, Emergency Contact List). In case of an emergency, call 911.

6.3.9 Rescue from Confined Space (continued)

7. Provide emergency personnel with information regarding emergency such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons
8. Direct available personnel to escort emergency personnel to location of emergency.
9. Personnel entering confined space are required to meet the following criteria:
 - Trained for confined space emergencies
 - Training is up-to-date
 - Have all necessary equipment
 - Have back-up assistance
10. Rescuers that enter confined space are required, if possible:
 - To wear a safety harness
 - Tie off to a lanyard
 - Be secured to fixed point outside space or attached to mechanical device outside space for retrieval.
11. Rescuers must immediately leave confined space if air monitor alarm sounds or they begin to feel or notice adverse health effects.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 21 of 35

6.3.9 Rescue from Confined Space (continued)

12. The following actions are completed as needed.
 - Shut-off operating equipment in area to ensure safety of personnel.
 - Barricade area from safe distance and deny entry as necessary due to fall hazards etc.
 - Ventilate confined space if needed while waiting for and during rescue.
 - Extract personnel from space using mechanical advantage lifting/movement device if available and possible.
 - Attend to victim and provide basic first aid if victim is accessible and it is safe to do so.
13. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
14. Complete all necessary incident reports after emergency is over, including a critique of response to incident for facility files.

6.3.10 Rescue from Heights:

1. In event of emergency rescue from heights, facility personnel are solely responsible for completing such rescue from heights.
2. Assess incident area from a safe distance, approach with caution, and evaluate area to ensure safe entry.
 - a. If unsafe work conditions are encountered (immediate danger to life and/or health), leave incident area at once and await further assistance.
3. If rescue and first aid trained personnel are not at scene of emergency make a general announcement via radio (Channel 1), or cellular telephone if radio is not functional, instructing all rescue or first aid trained personnel that are onsite to report to location of emergency.
 - a. First aid trained personnel are to report to this location with appropriate response equipment.
4. Call emergency personnel as instructed by rescue or first aid personnel (see Attachment 4, Emergency Contact List). In case of an emergency, call 911.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 22 of 35

6.3.10 Rescue from Heights: (continued)

5. Provide emergency personnel with information regarding emergency such as:
 - Name
 - Location
 - Phone number
 - Number and status of injured persons
6. Direct available personnel to escort emergency personnel to location of emergency.
7. The following actions are completed as needed by facility personnel.
 - Shut-off operating equipment in area to ensure safety of personnel.
 - Barricade area from safe distance and deny entry as necessary due to fall hazards etc.
 - Have victim, if possible, utilize a self-rescue system to lower them self from fall incident. If needed work with other onsite personnel to rescue victim.
 - Attend to victim and provide basic first aid if victim is accessible and it is safe to do so.
8. Notify Program Administrator or Assistant Program Administrator when safe to do so.
 - a. Refer to Attachment 4 for emergency contact telephone numbers.
9. Complete all necessary incident reports after emergency is over, including a critique of response to incident for facility files.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 23 of 35

6.3.11 Suspension Trauma Response

1. Suspension trauma blood toxins build up within 5 to 10 minutes of blood flow restriction. When restriction is released, these toxins enter blood stream causing reflow syndrome which can be fatal.
2. Immediately initiate Suspension Trauma Response if there is an arrested fall or victim is suspended vertically and immobile for longer than five (5) minutes,
 - a. Pre-Rescue Action:
 - (1) Notify Emergency Response contact of suspension trauma event.
(site specific may be dependent on crew availability or hours)
 - (a) [Emergency Response Contact] Call 911 and provide emergency information including:
 - Name
 - Location
 - Phone number
 - Victim is in suspension trauma with restricted blood flow
 - (b) [Emergency Response Contact] Dispatch site Emergency Response personnel with equipment.
 - (2) Monitor victim and injuries until victim can be reached.
 - (3) Encourage victim to mobilize all four limbs or flex muscles to maintain blood flow.
 - (4) As soon as a fall takes place, work at height rescue plan is put into immediate effect and emergency services are contacted if medical attention is required.
 - (5) If suspended victim is un-injured and fully conscious, encourage victim to mobilize all four limbs until victim can be brought to a position of safety.
 - (6) Blood circulation can be maintained by flexing muscles or pumping legs against firm surface

6.3.11 Suspension Trauma Response (continued)

b. Post Rescue Action:

- (1) Place victim in recovery position:
 - (a) Maintain victims head elevated above body.
 - (b) Seat victim or place in approximately 20 degree inclined position if unconscious.
 - (c) Do not allow victim to lay down.
 - (d) Do not allow victim to stand or walk, to prevent falls.
 - (e) Monitor breathing and ensure airway is open.
 - (f) If victim was not in an arrested fall and has no symptoms they can be released from recovery position after 30 minutes.
- (2) Notify EMS victim needs to be treated for suspension trauma (medical term: orthostatic shock or orthostatic intolerance), which should be treated similarly to crush injuries.

6.3.12 Severe Weather**NOTE**

DERS EOP workbooks for Solar and Wind contain action plan items to plan, prepare and recover from extreme severe weather events, such as Hurricanes/Tropical Storms, Blizzards, Extreme Heat and Floods.

1. Before and during severe weather:
 - a. Ensure communication radios and cellular telephones work.
 - b. Be alert for weather conditions to worsen.
 - c. RCC and LVWM management advise facility occupants of severe weather and actions to take.
 - (1) LVWM management takes steps as needed to help ensure facility occupants are aware of severe weather notices provided by RCC.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 25 of 35

6.3.12 Severe Weather (continued)

- d. Assembly Area for severe weather is inside O&M Building.
 - (1) During tornado warnings, onsite personnel take shelter inside tornado shelter outside of O&M Building.
 - (2) If tornado shelter is full, then personnel take shelter inside O&M Building restrooms.
- e. As directed by RCC or LVWM management, retreat from facility and seek other shelter.
 - (1) If no shelter is available, then move to low lying area or depression for safety.
- 2. During lightning alerts:
 - a. RCC or LVWM management contact personnel onsite to inform of lightning alerts.
 - (1) If RCC is responsible for notifying onsite personnel of lightning alerts, then LVWM management contacts various onsite work groups to help ensure alerts are received.
 - b. No work is performed during lightning alerts.
 - c. Personnel in vehicles avoid direct contact with vehicle external conductive surfaces during lightning alerts.
 - d. Personnel remain in Assembly Area until no lightning is detected within 30 miles of facility for 30 minutes.

6.3.13 Active Shooter or Hostile Intruder Onsite

- 1. Guidelines for how to respond, in event of Active Shooter or Hostile Intruder, are provided in Attachment 3, Active Shooter or Hostile Intruder Guideline.

6.3.14 Suspicious Materials

- 1. Guidelines for observation of or exposure to suspicious material are provided in Attachment 2, Suspicious Material Guideline. Attachment 2 contains and explains a step-by-step process to determine if such suspicious material is a credible threat.
 - a. Refer to Attachment 4, Emergency Contact List for Emergency Contact List with names and telephone numbers.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 26 of 35

6.3.15 Other Emergency Conditions

1. Attachment 4, Emergency Contact List contains Emergency Contact names and telephone numbers.
2. Notify Site Management of the following:
 - Unusual odors
 - Unusual sounds
 - Acts or indications of vandalism
3. If suspicious persons are observed, then perform the following:
 - a. Dial 911.
 - b. Notify Site Management.
4. If evidence of damaged fire safety equipment, such as extinguisher, hoses, or any other safety hazards are observed, then notify Program Administrator, Assistant Program Administrator, or facility EHS Professional.

6.3.16 Crisis Management Team Activation and Local Media Notification

1. Activation of Duke Energy Crisis Management Team may be required for certain emergencies at facility.
2. Contact DERS point of contact for crisis communications including any of the following notification triggers:
 - Fatality occurring at, or as result of, DERS operation
 - Three or more hospitalizations resulting from single incident and occurring as result of DERS operation
 - Incident requiring unplanned emergency response resource support from outside
 - Incident requiring significant interface with, or on-ground presence from, regulatory or civil authorities
 - Incidents of wide-spread media interest
3. As result of emergency, notification to local media may be warranted.
 - a. Contact Duke Energy Public Affairs Department at [REDACTED] for assistance.

6.4 Change Management of EAP

1. This EAP is updated expediently as EAP improvements or corrections are uncovered, reported to LVWM management, or obtained from Lessons Learned sessions.
2. Record improvements or corrections to EAP in Revision Summary section (page 2) of this document.

7.0 RECORDS

1. Attachment 1, Bomb Threat Checklist

<< Bomb Threat Checklist >>

1. Record exact message:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
2. Ask caller to repeat message. Review message recorded above.	
3. Ask caller:	<div style="margin-bottom: 10px;">a. "Who is this?" <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div> <div style="margin-bottom: 10px;">b. "When will the bomb go off?" <div style="display: inline-block; width: 15%; border-bottom: 1px solid black;"></div> am <div style="display: inline-block; width: 15%; border-bottom: 1px solid black;"></div> pm</div> <div style="margin-bottom: 10px;">c. "Where is the bomb located?" <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div> <div style="margin-bottom: 10px;">d. "What does the bomb look like?" (Describe) <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div> <div style="margin-bottom: 10px;">e. "Why are you doing this?" (Indicate reason) <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div>
4. Note any background noise (traffic, music, factory, etc.):	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
5. Describe voice. Male <input type="checkbox"/> Female <input type="checkbox"/> Young <input type="checkbox"/> Old <input type="checkbox"/> Excited <input type="checkbox"/> Calm <input type="checkbox"/>	<div style="margin-bottom: 10px;">a. Accent: <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div> <div style="margin-bottom: 10px;">b. Speech impediment or characteristic: <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></div>
6. Other:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
Person Receiving Call: <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div>	
Phone number on which call was received: <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div>	
Date/Time Call ____/____/____ ____ am ____ pm Received:	

LOS VIENTOS WINDPOWER 3, 4, 5
AND MESTENO, LLC EMERGENCY ACTION PLAN

AD-EAP-LVWM-0001

Rev. 1

Page 29 of 35

ATTACHMENT 2

Page 1 of 1

<< Suspicious Material Guideline >>

IF YOU OBSERVE OR BECOME EXPOSED TO SUSPICIOUS MATERIAL:

- Do not touch, taste, or disturb the material.
- Do not shake or empty contents of suspicious envelopes or packages.
- Keep hands away from your nose, mouth, and eyes.
- If material is on shoes or clothing do not brush off. Thoroughly wash exposed skin with soap and water.
- Contact facility management and the facility's EHS Professional to determine if the threat is credible (See list of contacts).



EHS in conjunction with facility management will assess the situation - Is the substance considered a credible threat?

The following questions may be used as a guide:

- Is the source of material in an envelope or package?
- Do non-employees have access to the area?
- Has the facility received any specific threats?
- Could the material come from a likely non-hazardous source (e.g., ceiling tile, janitorial supplies, etc.)?
- Is there evidence of recent activity by construction workers, janitors, or maintenance?

**Material is not considered a credible threat.**

- Follow procedure for material cleaning and disposal.
- Document event and take action to prevent recurrence.
- Do not send material for precautionary testing.
- Do not contact law enforcement.
- No medical intervention warranted.
- Contact Human Resources (HR) for assistance with employee concerns if appropriate.

CONTACT LIST

(individual incidents will dictate who is contacted)

<u>Contacts</u>	<u>Telephone Number</u>
Local Police	911
Sheriff	911
Fire Dept.	911
Rescue Squad	911
EHS Professional	[REDACTED]
Program Administrator - Site Manager	[REDACTED]
Evacuation Coordinator - Site Tech	[REDACTED]
RCC -	[REDACTED]

Yes

Material is considered a credible threat.

- Do not attempt to take a sample or disturb material. Area is considered a crime scene.
- Shut off fans, HVAC, or other devices that may disturb the material.
- If the substance is in an office, shut the door.
- Consult with law enforcement and follow their guidance (see Emergency Contact List shown above).
- Notify appropriate contact in the Emergency Contact List shown above.
- Do not attempt to remove or clean up any unknown substance.
- Wait in the vicinity until assistance arrives to prevent tracking into other areas.
- Make a list of all personnel who were in the immediate area with the material.
- Facility management will remain onsite to evaluate conditions, decide on further action, and assure the safety of all personnel.
- Contact HR for assistance with employee concerns if appropriate.

<< Active Shooter or Hostile Intruder Guideline >>

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE <ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible 	2. HIDE OUT <ul style="list-style-type: none"> • Hide in an area out of the active shooter's view. • Block entry to your hiding place and lock the doors 	3. TAKE ACTION <ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter
---	---	---

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

<ul style="list-style-type: none"> • Remain calm, and follow officers' instructions • Immediately raise hands and spread fingers • Keep hands visible at all times • Avoid making quick movements toward officers such as attempting to hold on to them for safety 	<ul style="list-style-type: none"> • Avoid pointing, screaming and/or yelling • Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
--	--

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

<ul style="list-style-type: none"> • Location of the active shooter • Number of shooters, if more than one • Physical description of shooter/s 	<ul style="list-style-type: none"> • Number and type of weapons held by the shooter/s • Number of potential victims at the location
---	---


RECOGNIZING SIGNS

OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes




Contact your building management or human resources department for more information and training on active shooter response in your workplace.

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 31 of 35

ATTACHMENT 4

Page 1 of 3

<< Emergency Contact List >>

Facility Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Emergency Announcements	Facility Leadership	██████████	██████████	██████████ ██████████
		██████████	██████████	██████████ ██████████
Facility Operations	Program Admin (Area Manager)	██████████	██████████	
	Evacuation Coordinator (Area Manager)	██████████	██████████	
	EHS Professional	██████████	██████████	
Monitoring Center	Renewables Control Center (RCC)	██████████	██████████	██████████ ██████████

Emergency Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Fire Department	Rio Grande City Fire Dept. 910 US-83 Rio Grande City, TX 78582	Dispatcher	911	Non-emergency: 956-487-5312
Law Enforcement	Starr Co. Sheriff's Dept 102 E. 6th St. Rio Grande City, TX 78582	Operator	911	Non-emergency: 956-487-5571
Emergency Room	Starr Co. Memorial Hospital 600 N. Garza St. Rio Grande City, TX 78582	Operator	911	Emergency Room: 956-487-5561

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 32 of 35

ATTACHMENT 4

Page 2 of 3

<< Emergency Contact List >>

State Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Petroleum or Hazardous Materials Spills	Texas Commission of Environmental Quality (TCEQ)	Operator	Spill Reporting: 800-832-8224	
State Department of Transportation	Texas Department of Public Safety	Operator	512-424-2000	
State Emergency Management	Texas Department of Public Safety 5805 North Lamar Blvd. Austin, TX 78752-4422	Operator	512-424-2000	
	Texas State Emergency Response Commission (SERC) P.O. Box 4087 Austin, TX 78773-0220		512-424-2208	
State Fire Marshal	Texas State Fire Marshal 333 Guadalupe Street Austin, TX 78701	Operator	817-598-4281	
State Highway Patrol	Texas Department of Public Safety 5805 North Lamar Blvd. Austin, TX 78752-4422	Operator or Dispatcher	512-424-2000	

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 33 of 35

ATTACHMENT 4

Page 3 of 3

<< Emergency Contact List >>

Federal Contacts				
Description	Title/Address	Contact Name	Phone Number	Other
Petroleum or Hazardous Materials Spill	National Response Center (NRC)	Emergency Operator	800-424-8802	
Environmental Reporting	US Environmental Protection Agency Region 6 1445 Ross Avenue, Suite 1200 Dallas, TX 75202	Operator	In Region: 800-887-6063	Out of Region: 214-665-6444
Storm Tracking and Reports	National Weather Service (NWS)			Website: www.nws.noaa.gov

LOS VIENTOS WINDPOWER 3, 4, 5 AND MESTENO, LLC EMERGENCY ACTION PLAN	AD-EAP-LVWM-0001
	Rev. 1
	Page 34 of 35

ATTACHMENT 5

Page 1 of 1

<< **Assembly Area** >>

1. All Emergencies except Severe Weather: Assembly Area is access gate for O&M Building.
2. Severe Weather except Tornado: Assembly Area is inside O&M Building.
3. Severe Weather during Tornado Warnings: Assembly Area is inside tornado shelter located outside of O&M Building or if tornado shelter is full, assemble inside O&M Building restrooms.

LOS VIENTOS WINDPOWER 3, 4, 5
AND MESTENO, LLC EMERGENCY ACTION PLAN

AD-EAP-LVWM-0001

Rev. 1

Page 35 of 35

ATTACHMENT 6

Page 1 of 1

<< Site Map >>

