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PROJECT NO. 53385

PROJECT TO SUBMIT EMERGENCY OPERATIONS PLANS AND RELATED DOCUMENTS UNDER 16 TAC § 25.53	§ § § §	**PUBLIC UTILITY COMMISSION OF TEXAS**

EL SAUZ RANCH WIND, LLC'S EMERGENCY OPERATIONS PLAN EXECUTIVE SUMMARY

On August 30, 2022, El Sauz Ranch Wind, LLC ("El Sauz") filed an application with the Public Utility Commission of Texas (the "Commission") to register as a power generation company. Concurrent with that filing and pursuant to 16 Texas Administrative Code ("TAC") § 25.53, El Sauz hereby files this executive summary of its emergency operations plan known as the Emergency Action Plan (the "Plan"). This executive summary describes the contents and policies contained in the Plan, includes references to specific sections and page numbers of the Plan that correspond with the requirements of 16 TAC § 25.53, and attaches the required affidavit and a redacted copy of the Plan and supporting documents.

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

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

The Plan (1) identifies alarm and emergency evacuation procedures, (2) identifies procedures to be followed by site personnel who remain to operate critical business operations before they evacuate, (3) identifies rescue and medical duties for all site personnel following emergency evacuation, (4) identifies persons who can be contacted for further information or

explanation of duties under the Plan, and (5) establishes training guidelines for site personnel regarding the Plan and what they need to know to protect themselves.

The Plan contains the following sections:

Content/Policies	Plan Reference
Introduction	Page 4
Approval and Implementation	Page 5
Revision Control Summary	Page 5
Reporting Requirements	Page 5
Record of Distribution	Page 5; Annex III
Annual Drills	Page 6
Emergency Preparedness Coordination	Page 6
Program Evaluation	Pages 6-7
Inspections	Page 7
Deenergization	Page 7
Site Personnel Training	Page 7
Apex Emergency Management Responsibilities	Pages 8-10
Operations and Asset Management Incident Management Notification Chart	Page 9
Apex Business Support Team	Page 10
Emergency Contact List	Page 11
Apex and O&M Emergency Contact List	Page 11
Emergency Response Procedures	Pages 12-33
Corporate Emergency Response	Pages 12-13
Power Outage Coordination	Page 13
Call in/Report a Field Injury	Pages 13-14
Medical Emergency	Page 14
Emergency Equipment	Page 15
Building Evacuation	Pages 15-16
Building Utility Failure	Pages 16-17
Fire	Pages 17-18
Adverse Weather	Pages 18-25

Content/Policies	Plan Reference
Winter Weather	Pages 25-28
Hot Weather	Pages 28-30
Hazardous Material	Pages 30-31
Crime/Violent Behavior/Civil Disturbance	Pages 31-32
Bomb Threat	Pages 32-33
Equipment Weatherization	Page 33
Pandemic Travel Policy	Annex I; Pages 34-36
ROCC Procedures, ERCOT	Annex II; Pages 37-40
Record of Distribution	Annex III; Page 41

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

The Plan's record of distribution required by 16 TAC § 25.53(c)(4)(A) is provided in Annex III, page 41 of the Plan, consistent with 16 TAC § 25.53(c)(1)(A)(i)(III). El Sauz will file a supplement with the completed record of distribution at a later date.

As described in the Site Personnel Training section, page 6 of the Plan, new site personnel will be oriented to the Plan via a copy and review of the Plan in combination with their orientation to other Apex Clean Energy safety policies. Beyond new hire orientation, the facility manager or the person's direct supervisor shall be responsible for providing training on the Plan. A copy of this Plan will be provided to each person designated to be on site and is always to be available for all site personnel to review.

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

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

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

The primary and backup emergency contact for El Sauz who can immediately address urgent requests and questions from the Commission during an emergency are identified in the Emergency Contact List section, page 10 of the Plan. Their names and contact information will be provided in the confidential filing.

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

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

Content/Policies	Plan Reference
Introduction	Page 4
Approval and Implementation	Page 5
Emergency Preparedness Coordination	Page 6
Program Evaluation	Pages 6-7
Inspections	Page 7
Deenergization	Page 7
Site Personnel Training	Page 7
Apex Emergency Management Responsibilities	Pages 8-10
Operations and Asset Management Incident Management Notification Chart	Page 9
Apex Business Support Team	Page 10
Emergency Contact List	Page 11
Apex and O&M Emergency Contact List	Page 11
Media	Pages 12-13

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

Content/Policies	Plan Reference	Rule Reference
Introduction of Plan and outline of its applicability	Page 4	16 TAC § 25.53(d)(1)(A)
List of individuals responsible for maintaining and implementing the Plan, and those who can change the Plan	Page 5	16 TAC § 25.53(d)(1)(B)
Revision control summary	Page 5	16 TAC § 25.53(d)(1)(C)
Dated statement that the current Plan supersedes previous plans	Cover page; page 5	16 TAC § 25.53(d)(1)(D)
Date the Plan was most recently approved by El Sauz	Date on cover page	16 TAC § 25.53(d)(1)(E)

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

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

Content/Policies	Plan Reference
Apex Emergency Management Responsibilities	Pages 8-10
Emergency Contact List	Page 11
Required Communications/Media	Pages 12-13
ROCC Procedures, ERCOT	Annex II; Pages 37-40

The Plan does not include a procedure to communicate with fuel suppliers, because the El Sauz facility is a wind generation unit that does not rely on fuel to operate.

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

The Emergency Equipment section, page 15 of the Plan, describes El Sauz's plan to maintain pre-identified supplies for emergency response.

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

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

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

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

Content/Policies	Plan Reference	Rule Reference
Site Personnel Guidelines and General Information	Pages 15-18	16 TAC §§ 25.53(d)(5)
Lightning Safety	Pages 18-21	16 TAC §§ 25.53(d)(5)

Content/Policies	Plan Reference	Rule Reference
Flooding	Page 21	16 TAC §§ 25.53(d)(5)
Tornadoes	Pages 21-24	16 TAC §§ 25.53(d)(5)
Winter Weather	Pages 25-28	16 TAC §§ 25.53(d)(5) 16 TAC § 25.53(e)(2)(A) 16 TAC § 25.53(e)(2)(A)(i) 16 TAC § 25.53(e)(2)(A)(iii)
Heat Stress Injuries/Hot Weather	Pages 28-30	16 TAC §§ 25.53(d)(5) 16 TAC § 25.53(e)(2)(A) 16 TAC § 25.53(e)(2)(A)(i) 16 TAC § 25.53(e)(2)(A)(iii)
Hurricane	Pages 24-25	16 TAC §§ 25.53(d)(5) 16 TAC §§ 25.53(e)(2)(E)

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

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

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

The Building Utility Failure section, pages 16-17 of the Plan, describes plans to address an extended potable water compromise or shortage for site personnel.

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

The Restoration of Service section, page 33 of the Plan, and Annex II identify plans intended to restore to service a generation resource that failed to start or that tripped offline due to a hazard or threat.

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

Annex I of the Plan addresses El Sauz's pandemic and epidemic emergency response plan.

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

The Hurricane section, pages 24-25 of the Plan, describes El Sauz's procedures when hurricanes are identified and constitutes its hurricane annex.

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

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

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

The following sections of the Plan combine to create El Sauz's physical security incident response plan:

Content/Policies	Plan Reference
Deenergization	Page 7
Field Injury Procedure	Pages 13-14
Medical Emergency	Page 14
Building Evacuation	Pages 15-16
Building Utility Failure	Pages 16-17
Fire	Pages 17-18
Crime/Violent Behavior/Civil Disturbance	Pages 31-32
Bomb Threat	Pages 32-33

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

The following list are additional sections of El Sauz's Plan that are appropriate for the El Sauz facility:

Content/Policies	Plan Reference
Power Outage Coordination	Page 13

Content/Policies	Plan Reference
Building Utility Failure	Pages 16-17
Fire	Pages 17-18
Hazardous Material	Pages 30-31
Equipment Weatherization	Page 33

R. Drills (16 TAC § 25.53(f))

El Sauz has a plan to ensure a drill is conducted in 2022 and will fill a supplement in this docket upon completion of the drill.

August 30, 2022

Respectfully Submitted,

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

ATTACHMENT A

Emergency Action Plan

El Sauz Ranch Wind, LLC

Version 1.0 (supersedes any previous version)

August 4, 2022

Apex Clean Energy

120 Garrett Street, Suite 700

Charlottesville, VA 22902

Contents

Introduction

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

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

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

The EAP is established to:

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

Approval and Implementation

The Health & Safety Manager and Facility Manager are responsible for maintaining and implementing this EAP. Any personnel may make suggestions for changes to this EAP, which shall be effective only by approval of the Health and Safety Director.

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

Revision Control Summary

The EAP is effective as of the date listed on the cover page and supersedes all prior versions.

Revision	Date	Nature of Change	Author	Title
1	08/01/22	Initial Version	[redacted]	Health & Safety Manager

Reporting Requirements

Apex Clean Energy will continuously maintain this EAP. If Apex Clean Energy makes a change to this EAP that materially affects how it would respond to an emergency, it will file an updated EAP with the Public Utility Commission of Texas (“Commission” or “PUCT”) no later than March 15 of the following year, as well as the other documentation required by 16 Texas Administrative Code (“TAC”) § 25.53(c)(3)(A). If Apex Clean Energy does not make a change to its EAP that materially affects how it would respond to an emergency, Apex Clean Energy will file with the Commission an attestation of no changes no later than March 15 of the following year, as well as the other documentation required by 16 TAC § 25.53(c)(3)(B).

Record of Distribution

The names of the individuals that have received access to and training on this EAP will be recorded in the Record of Distribution provided in Annex III.

Annual Drills

Apex Clean Energy will conduct at least one drill each calendar year to test this EAP. Following the drill, Apex Clean Energy will assess the effectiveness of the emergency response and revise this EAP as necessary. At least 30 days prior to the date of at least one drill each calendar year, Apex Clean Energy will notify Commission Staff using the method and form prescribed by Commission Staff on the Commission's website and the appropriate Texas Division of Emergency Management District Coordinators by email or other written form of the date, time, and location of the drill. In the event that Apex Clean Energy activates this EAP in response to an emergency, it is not required to conduct a drill in the calendar year in which the EAP was activated.

Emergency Preparedness Coordination

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

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

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

Program Evaluation

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

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

- Whenever changes occur to related procedures that require a revision.
- The EAP shall be distrubuted to each facility as a guide to manage emergencies at operating sites.

Inspections

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

Deenergization

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

Site Personnel Training

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

Beyond new hire orientation, the Facility Manager or the person's direct supervisor shall be responsible for providing training.

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

Apex Emergency Management Responsibilities

EMERGENCY RESPONSE (ALL SITE PERSONNEL)

First Aid/Survival

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

Security

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

Maintenance

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

Communications

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

MANAGEMENT GROUP

Preparation

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

Response in an Emergency

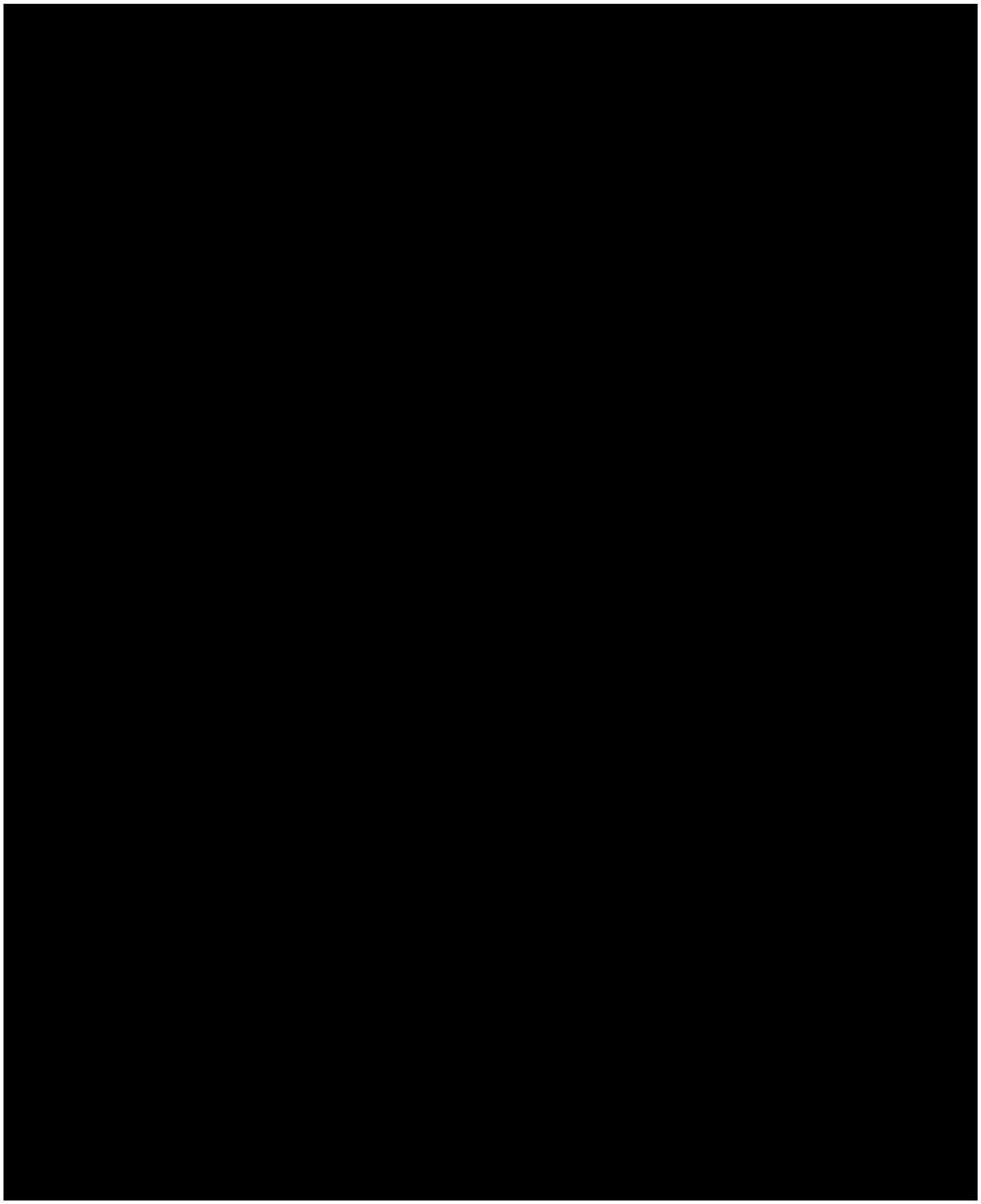
- Overall coordination and personnel deployment
- Declares existence of an emergency based on status and damage assessment reports from teams
- Authorizes evacuation when necessary
- Interfaces with local utility companies
- Interfaces with area Emergency Operation Centers regarding extent of disaster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

Business Recovery

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

Operations and Asset Management Incident Management Notification Chart

Apex Business Support Team



Emergency Contact List

Police: 911 or Willacy County Sheriff's Dept.	956-689-5576
Fire Department: 911 or Dispatched Willacy County	956-689-5576
Emergency Medical Services: 911 or Dispatched	956-689-5576
Medical Helicopter: RGV Angel Flight, Pharr	877-234-1555
Hospital: Valley Bapist Medical Center	956-389-1100
Occupational Clinic: Nova Medical Center	956-261-4700
Hazmat: Safety-Kleen, McAllen, TX	956-682-1951
Federal Bureau of Investigation: Brownsville Division	956-546-6922
Occupational Safety and Health Administration, Corpus Christi Area Office	361-888-3420
Poison Control: South Texas Poison Center San Antonio	800-222-1222

Apex and Operations & Maintenance ("O&M") Emergency Contact List

Director of Operations: [redacted]
Phone: [redacted]

Compliance Engineer: [redacted]
Phone: [redacted]

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

Facility Manager: [redacted]
Phone: [redacted]

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

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

Emergency Response Procedures

Corporate Emergency Response

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

Required Communications / Media

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

External Communications

In the event of an emergency, Apex Clean Energy will be responsible for all external communications with individuals, agencies, and/or entities, including the media; the Commission; the Office of Public Utility Counsel; local and state governmental entities, officials, and emergency operations centers as appropriate in the circumstances for Apex Clean Energy, and the Electric Reliability Council of Texas. The El Sauz Ranch Wind, LLC ("El Sauz") facility is a wind generation unit that does not rely on fuel to operate; therefore, the procedure to communicate with fuel suppliers does not apply to El Sauz. The primary and secondary contacts authorized to address urgent requests and questions from the Commission during an emergency are listed above in the Apex and O&M Emergency Contact List.

Media Communications

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

Initial Communication

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

For this initial statement:

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

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

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

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

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

Power Outage Coordination

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

Call in / Report a Field Injury

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

Field Injury Procedure

A. First person at the accident scene

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

- Severity of the victim(s)' injury.
- Whether emergency personnel are required.

B. Accident Report

If emergency personnel are required, the management personnel shall:

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

C. Call 911

The designated 911 call person shall:

- Dial 911 immediately.
- Relay all the information on the Accident Form to the 911 operator.

D. Notify the following persons

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

- Facility Manager
- ROCC

Medical Emergency

Medical cases generally fall under the following categories:

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

Procedure:

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

Location of first aid supplies:

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

Emergency Equipment

All emergency equipment must be readily available. Locations of site equipment shall be identified in the site emergency response plan and reiterated in the site's safety orientation. All emergency equipment shall be inspected monthly for expired supplies and components, and to ensure there are adequate supplies in stock.

Equipment

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

Building Evacuation

Site Personnel Guidelines

1. Building evacuation will occur upon instruction by management personnel. Notification to building site personnel will be made via radio, telephone, and/or intercom system.
2. Be aware of all marked exits from your area and building. Know the routes from your work area. Marked exit signs are installed in all buildings.
3. Take note of physically handicapped individuals in your area who may need assistance.
4. When instructed to evacuate, walk quickly to the nearest marked exit and ask others to do the same.
5. Do not run, lag, scream, stop to get personal belongings, smoke, leave any doors open, or return to the building until you are instructed to do so.
6. All personnel should meet at designated muster points.
7. If it is safe, remain in this location until roll call has been taken by a manager. Do not leave premises until accounted for and given permission to do so by management. Valuable time could be wasted searching for personnel that have not followed correct procedures.
8. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment.
9. During emergency, only personnel authorized by management will be allowed in the building to perform such responsibilities as shutting down power and handling potentially hazardous equipment, heat sources, gases, machine, and other electrical equipment.
10. Should you become trapped in a building, do not panic.

- If a window is available, place an article of clothing outside the window as a marker for rescue crews.
- If there is no window, tap on the wall and shout at regular intervals to alert emergency crews.

Building Utility Failure

Site Personnel Guidelines

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

Electrical / Light Failure

It is advisable to have a flashlight nearby for emergencies.

Plumbing Failure / Flooding / Water Leak

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

Natural Gas Leak

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

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

Ventilation Problems

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

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

Water Shortage or Water Compromise

Extended potable water compromise or shortage more than 48 hours:

Site operations will be relinquished to Apex's ROCC. The site will be operated remotely until potable water is reestablished for site personnel.

Fire

Site Personnel Guidelines

1. Field personnel should notify O&M to report the fire emergency. Someone at the O&M (Facility Manager or Supervisor) will notify the Fire department. Office / warehouse personnel should immediately dial 911 in the event of a fire. However, when in doubt, shout "FIRE."
2. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. In most cases, do not attempt to extinguish the fire.
3. If a minor fire appears to be controllable, a Manager or a member of the Safety Committee may attempt to extinguish the fire using the fire extinguishers or other sources, such as water from a hose—only after 911 has been called.
4. A complete evacuation of the entire building or area will be performed in any fire emergency. All site personnel should proceed to the nearest exit. The last ones to exit should close doors behind them.
5. Seek out any handicapped personnel in the area and provide assistance when exiting.
6. Managers or site personnel will assist in the evacuation and will meet the Fire Department to direct them to the proper location. Once the Fire Department has arrived, the responding incident commander will take charge of all rescue operations and suppression activities.
7. Keep clear of fire lanes, hydrants, and walkways for emergency crews and vehicles.
8. Personnel should remain at this location until accounted for by management. Do not leave premises until accounted for and given permission to do so. Valuable time could be wasted searching for personnel who have not followed correct procedures.
9. Only members of management can declare the state of emergency over and give permission to reenter.

Should you become trapped in a building during a fire:

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

Brush Fire

1. Dial 911.

2. Notify the Facility Manager.
3. Advise all site employees of the fire emergency and gather team at the muster location.
4. Work with local responders to address fire encroachment near the facility.
5. Fire Department will manage the fire scene, site personnel will stand by to assist with isolation of module strings and electrical equipment if requested by the Fire Department Incident Commander.
6. All safety requests from the Incident Commander shall be followed by the site team.

Turbine Fire

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

Adverse Weather

Site Personnel Guidelines

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

Severe Thunderstorms

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

Special Precautions

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

4. Follow management instructions.

Working in Adverse Weather: Lightning

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

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

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

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

General Information

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

Safer Locations During Thunderstorms and Locations to Avoid

No place is absolutely safe from the lightning threat; however, some places are safer than others. Large enclosed structures (substantially constructed buildings) tend to be much safer than smaller or open structures. The risk of lightning injury depends on whether the structure incorporates lightning protection, construction materials used, and the size of the structure. Avoid contact with metal or conducting surfaces outside or inside the vehicle.

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

High winds, rainfall, and cloud cover often act as precursors, to actual cloud-to-ground strikes

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

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

Lightning Safety

Avoid being in or near:

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

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

When in vehicles during lightning you must not be touching any metallic objects referenced to the outside of the car. Door and window handles, radio dials, CB microphones, gearshifts, steering wheels, and other inside-to-outside metal objects should be left alone during close-in lightning events. If you are driving and get caught in a lightning storm, pull off to the side of the road in a safe manner (in a low area, not on a hill), turn on the emergency blinkers, turn off the engine, put your hands in your lap, and wait out the storm.

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

NOTE: EMERGENCY WORK CAN BE CONDUCTED IN THE SUBSTATION. ONLY QUALIFIED AND TRAINED PERSONNEL WILL BE ABLE TO CONDUCT WORK. A JOB SAFETY AND ENVIRONMENTAL ANALYSIS (JSEA) MUST BE COMPLETED AND RISK ASSESSMENT SHOULD REFLECT THE WEATHER AND ITS HAZARDS

First Aid Recommendations for Lightning Victims

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

1. First: Call 911 to provide directions and information about the likely number of victims.

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

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

Flooding

Concerns of the Office / Warehouse

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

Concerns of the Field

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

Working in Adverse Weather: Tornadoes

General

This policy effects all locations that see annual alerts.

Definitions

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

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

Fujita–Pearson Tornado Scale:

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

General Information

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

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

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

Tornado Safety

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

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

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

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

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

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

If outdoors:

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

If in a car:

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

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

1. Turn on radio or television to get the latest emergency information.
2. Use the telephone only for emergency calls.
3. Watch for downed power and telephone lines (do not use the phone unless calling 911).
4. Around the project site watch for falling debris, exposed power lines, and chemical spills.
5. Give first aid when appropriate. Don’t try to move the seriously injured unless they are in immediate danger of further injury.
6. Stay out of damaged buildings. Return only when authorities say it is safe.

7. Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. Leave the buildings if you smell gas or chemical fumes.

Hurricane

Hurricane Procedure Policy

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

Notification

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

- [redacted], Apex Facility Manager
- Apex ROCC

Hurricane Procedure

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

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

36 HOURS FROM LANDFALL: At 36 hours before anticipated landfall, time will be limited. Make sure you will have the staff needed to complete all of the following actions, and leave plenty of time to evacuate personnel.

- Protecting or relocating vital business records.
- Removing all loose outdoor storage or equipment.
- Anchoring portable buildings or trailers to the ground.
- Securing outdoor storage or equipment that cannot be moved.
- Installing manual protection systems (e.g. shutters, plywood covers and flood gates).
- Raising critical equipment off floors.
- Moving critical equipment from basement and other below-ground areas.
- Covering critical stock and equipment with waterproof tarpaulins.
- Turning off fuel gas services.
- Turning off non-essential electrical systems.

- Verifying all fire protection systems are in service (e.g. water supplies, fire pumps, sprinklers, fire alarms, and special extinguishing systems).
- Setting up flood barriers at all first-floor doors and entrances.
- Temporarily closing buildings under construction to avoid entry of wind-driven rain.

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

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

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

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

- Survey the site for hazards: Live electrical wires, broken glass and sharp metal, leaking fuel gases or flammable liquids, damaged building features or contents that could shift or collapse, paved or hardscape areas undermined by wave action and subject to collapse, flammable atmosphere in vapor space of flammable storage tanks, etc.
- Verify the status of protection systems. Check water supplies, fire pumps, automatic sprinklers, fire alarms, and security systems.
- Manage impairment for protection systems: Expedite repairs, post fire watch in area with impaired fire protection, post security personnel in areas where building or site access is not suitably controlled.
- Survey the damage and initiate repairs immediately: Promptly notify contractors to avoid waiting in line for service.
- Perform site wide inspection to determine if turbine start up can be initiated.
- After confirmation site restoration can be established use SCADA to remote start turbines.
- Coordinate with site team to troubleshoot and repair turbines that were faulted and could not be restarted.
- Establish repair priorities, including the building envelope, utilities, and fire protection systems.
- Document all damage by photograph for potential insurance claims. Work with Asset Manager to determine if Met Tower Data Logger download is required.

Winter Weather

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

Take immediate precautions if you hear these words:

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

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

Vehicles

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

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

Keep in your vehicle:

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

Facility

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

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

Cold Weather Safety

The purpose of this section is to provide the site personnel with the basic knowledge needed to work safely in cold weather conditions. Following the review of these instructions, site personnel should:

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

The Cold Environment

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

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

Immersion Survival Times

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

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

Wind Chill

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

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

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

Cold Injuries

Hypothermia

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

Local Cold Injury

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

Treatment

Prevention is always preferable to treatment. Heat is lost through the body by several means, not the least of which is radiation. It is important to cover all exposed areas of the body. Hands and head are often neglected when dressing for the cold environment. Head coverings should cover as much of the head, neck, and face as possible. Gloves should be insulated as should footwear. Clothes should be loose and layered. Clothing may need to be shed and donned several times during a work day. As one works, the clothes might need to be removed to keep from overheating. The clothes will need to be put on again during periods of inactivity.

Hypothermia

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

Local Cold Injury

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

Heat Stress Injuries/Hot Weather

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

Symptoms	First Aid

Symptoms of heat stroke include:
• Hot, dry skin (no sweating)
• Hallucinations
• Chills
• Throbbing headache
• High body temperature
• Confusion/dizziness
• Slurred speech
	Take the following steps to treat a worker with heat stroke:
	• Call 911, notify their supervisor and make arrangements for transportation to a medical facility identified in this EAP.
	• Move the worker to a cool shaded area.
	• Cool the worker using methods such as:
	  • Soaking their clothes with water.
	  • Spraying, sponging, or showering them with water.
	  • Fanning their body.

Heat Exhaustion

Symptoms	First Aid
Symptoms of heat exhaustion include: • Heavy sweating • Extreme weakness or fatigue • Dizziness, confusion • Nausea • Clammy, moist skin • Pale or flushed complexion • Muscle cramps • Slightly elevated body temperature • Fast and shallow breathing	Treat a worker suffering from heat exhaustion with the following: • Have them rest in a cool, shaded, or air-conditioned area. • Have them drink plenty of water or other cool, nonalcoholic beverages. • Have them take a cool shower, bath, or sponge bath.

Heat Syncope

Symptoms	First Aid
Symptoms of heat syncope include: • Light-headedness • Dizziness • Fainting	Workers with heat syncope should: • Sit or lie down in a cool place when they begin to feel symptoms. • Slowly drink water, clear juice, or a sports beverage. • If they have or are fainting, then call 911, notify their supervisor and make arrangements for transportation to a medical facility identified in this EAP.

Heat Cramps

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

Symptoms	First Aid
Muscle pain or spasms usually in the abdomen, arms, or legs	Workers with heat cramps should: • Stop all activity, and sit in a cool place. • Drink clear juice or a sports beverage. • Do not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke. Seek medical attention if any of the following apply: • The worker has heart problems. • The worker is on a low-sodium diet. • The cramps do not subside within one hour.

Heat Rash

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

Symptoms	First Aid
Heat rash looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.	Workers experiencing heat rash should: • Try to work in a cooler, less humid environment when possible. • Keep the affected area dry. • Dusting powder may be used to increase comfort.

Hazardous Material

Site Personnel Guidelines

Safety Data Sheets (SDSs) are kept on premises for all chemicals we use. These data sheets are located at the O&M Building.

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

1. Do not make contact with the chemical. Evacuate all personnel in the area immediately. Seal off the area if possible to prevent further contamination of others until someone from management arrives.
2. Seek out any handicapped personnel in the area and provide assistance when exiting.
3. Report the incident immediately to anyone in management.
    - Type of incident and injuries, if any.
    - Name and quantity of the material, if known.
    - Possible hazards to persons or the environment, if known.
    - If the spill or its vapors may cause an immediate threat to human life, state that in the report so that evacuation procedures may be implemented.
4. Anyone who is contaminated by the spill should avoid contact with others as much as possible. Washing off contamination and first aid should be started immediately.
5. Do not try to clean up spills. If possible, stop the source of the spill, control the spill to avoid further exposure—cover drains, close valves, place absorption materials, etc.
6. If it is safe, remain in this location until accounted for by roll call by management. Do not leave premises until accounted for and given permission to do so. Valuable time could be wasted searching for personnel that have not followed correct procedures.
7. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment.
8. Only members of management can declare the state of emergency over and give permission to reenter.

Crime / Violent Behavior / Civil Disturbance

Site Personnel Guidelines

How to Report

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

Reporting Crimes in Progress

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

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

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

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

Reporting Crimes Not in Progress

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

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

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

Civil Disturbance Response Plan

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

Bomb Threat

Site Personnel Guidelines

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

Bomb Threats Through Mail or Suspicious Packages

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

Bomb Threats Over the Phone

1. Keep the caller on the line as long as possible and try to obtain the following information:
    - When is the bomb going to explode?
    - Where is the bomb located?
    - What kind of bomb is it?
    - What does it look like?
    - Why did the caller place the bomb?
2. Also, try to record the following information:
    - Time of call.
    - Age and sex of caller.
    - Speech pattern, accent, possibly nationality, etc.

- Emotional state of caller.
- Background noise.

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

Restoration of Service

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

Equipment Weatherization

The El Sauz wind facility is weatherized consistent with the manufacturer's specifications. Best efforts will be used to implement the emergency preparation and response measures to ensure the continued operation of equipment critical to the reliable operation of the facility during the winter peak and summer peak load sessions.

Annex I: Pandemic Travel Policy

Objective

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

Scope

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

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

Examples of Essential Travel

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

Examples of Nonessential Travel

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

Responsibilities

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

Procedure

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

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

Apex-Hosted Events

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

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

- All planned events shall be communicated in advance and in writing to the Health and Safety Department, with the following information provided to allow the COVID-related restrictions in the specific location to be researched:
    - State and county of the event location;
    - Event venue;
    - Approximate number of expected attendees; and
    - Duration of the event.
- CDC COVID-19 safety measures must be followed:
    - Appropriate social distancing;
    - Face masks;

    - Hand sanitizer available for attendees; and
    - Restrictions on food/drink sharing.
- The decision to revoke approval can be made based on present COVID data during the time of the scheduled event.
- Covid data for events scheduled in advance will be monitored and updated appropriately.
- Indoor events such as dinners, meetings, meet and greets, etc., will be managed on a case-by-case basis. All such events shall be approved by the group head following discussions with pertinent business partners.

Apex-Sponsored Events

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

- If the Apex representative receiving the solicitation determines that the event is appropriate, being handled safely, and important to the success of Apex's work in the community, Apex may provide funds and supply an Apex/project logo to be associated with the event materials.
- If the event does NOT seem appropriate or safe due to COVID, but it feels critical to the success of Apex's work in the community to provide some support, Apex may provide funds but withhold the logo or public attribution of the sponsorship to Apex or the project. (It may be preferable in cases like these to fund the organization, rather than sponsor the event.)
- If the event does not seem appropriate or safe due to COVID, and/or is not critical to the success of Apex's work in the community, Apex should not sponsor the event.

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

Other guidelines which shall be followed:

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

Annex II: ROCC Procedures, ERCOT

Planned Events

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

Facility Manager will contact Apex ROCC and relay plan for work and categorize the request using ERCOT outage guidelines for classification of work (see image).

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

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

Submitting Planned Outage Requests

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

Day of Planned Outage

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

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

During Planned Outage

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

Ending the Outage

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

Notifications/Logs

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

Unplanned Events

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

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

> "If a protective relay or equipment failure reduces system reliability, the ROCC shall notify the Transmission Operator and Host Balancing Authority. The Generator Operator shall take corrective action as soon as possible. Examples of failures requiring such action include: Communication failure between breakers; battery failure; DC circuit failure.
>
> The ROCC shall notify the Transmission Operator in advance of changes in generation or operating conditions that could require changes in the Transmission Operator's Protection System."

Notification of Forced Outage or Forced Derate

- Apex ROCC will contact facility management to notify them of the event so that they can investigate.
- The ROCC operator will submit a forced outage ticket to Tenaska via email, and follow up with a phone call.
- The ROCC operator will notify the Transmission Operator (AEP) that El Sauz is experiencing a Forced Outage (provide brief details).
- The ROCC operator then completes the internal Apex Unplanned Event Notification Template and emails to [redacted] email distribution lists.
- The ROCC operator will then call the Asset Manager for the site to notify them of the event. If they do not answer, leave a voicemail. Do not call them over and over until they answer the phone.
- The ROCC operator then creates an entry in the Outage Tracker, with actual start time and any notes pertaining to the unplanned event.

During Forced Outage or Forced Derate

- ROCC will monitor facility SCADA and Substation RTU to ensure site maintains expected conditions during the work.
- When required (if the outage is during or will last into the nighttime hours), the ROCC will submit the NOTAM to the FAA.

- ROCC and facility management will be in contact with regular status updates to coordinate end time. ROCC will update Tenaska with the Planned End Time as information becomes available.

Ending the Outage

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

Notifications/Logs

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

Annex III: Record of Distribution

Name	Title, Company	Date of Access/Training

Apex ROCC
Operating Procedure

Version 1.0

Apex Wind Asset Management, LLC

[redacted]

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ATTACHMENT B

AFFIDAVIT

THE STATE OF Texas §
§
COUNTY OF Harris §

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

1. My name is Todd Kerschbaum I am the Vice President of JERA Renewables N.A., LLC , the Sole Member of El Sauz Ranch Wind, LLC ("El Sauz") and the highest-ranking officer with binding authority over El Sauz. I am over 18 years of age, of sound mind, and competent and authorized to make this affidavit on behalf of El Sauz. I have personal knowledge of the matters described herein.

2. El Sauz developed an Emergency Action Plan (the "Plan") in accordance with 16 Texas Administrative Code ("TAC") § 25.53. The Plan was approved on August 4, 2022.

3. Concurrent with the filing of its Plan, El Sauz filed its application for registration with the Public Utility Commission of Texas as a power generation company. The El Sauz facility is a wind generation facility.

4. Before commercial operations commence, all relevant operating personnel will have access to and will receive training on the Plan, and such personnel will be instructed to follow the Plan except to the extent deviations are appropriate as a result of specific circumstances during the course of an emergency.

5. The Plan has been reviewed and approved by the appropriate executives.

6. Per 16 TAC § 25.53(f), El Sauz plans to conduct a drill in 2022 and will file a supplement in this docket upon completion of the drill.

7. The Plan or an appropriate summary has been distributed to local jurisdictions as needed.

8. El Sauz maintains a business continuity plan that addresses returning to normal operations after disruptions caused by an incident.

9. Before commercial operations commence, El Sauz emergency management personnel, who are designated to interact with local, state, and federal emergency management officials during emergency events, will be trained on the latest IS-100, IS-200, IS-700, and IS-800 National Incident Management System ("NIMS") training.

10. El Sauz will file a supplement in this docket upon completion of training of relevant operating personnel on the Plan, its drill, and emergency management personnel NIMS training.

FURTHER AFFIANT SAYETH NOT.

Todd Kerschbaum
Vice President
JERA Renewables NA, LLC
Sole Member of El Sauz Ranch Wind, LLC

Sworn to and subscribed before me this 29 day of August 2022.

LILLY CHARLENE LONGTSAFF
Notary Public, State of Texas
Comm. Expires 09-03-2025
Notary ID 124522169

Notary Public, State of TX
My Commission Expires: 09/03/2025

ATTACHMENT C

Document Type:	Procedure

AWAM NERC Cyber Security Incident Response Procedure

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

Reviewed by:	Revised by:	Reviewed by:	Approved by:
[redacted]	[redacted]	[redacted]	[redacted]
Title: Senior Director IT Dpt.: IT Date: 1/14/2020	Title: Internal Counsel, Compliance Dpt.: Legal Date: 1/1/2020	Title: ROCC Manager Dpt.: Operations Date: 1/14/2020	Title: CIP Senior Manager Dpt.: Management Date: 1/14/2020

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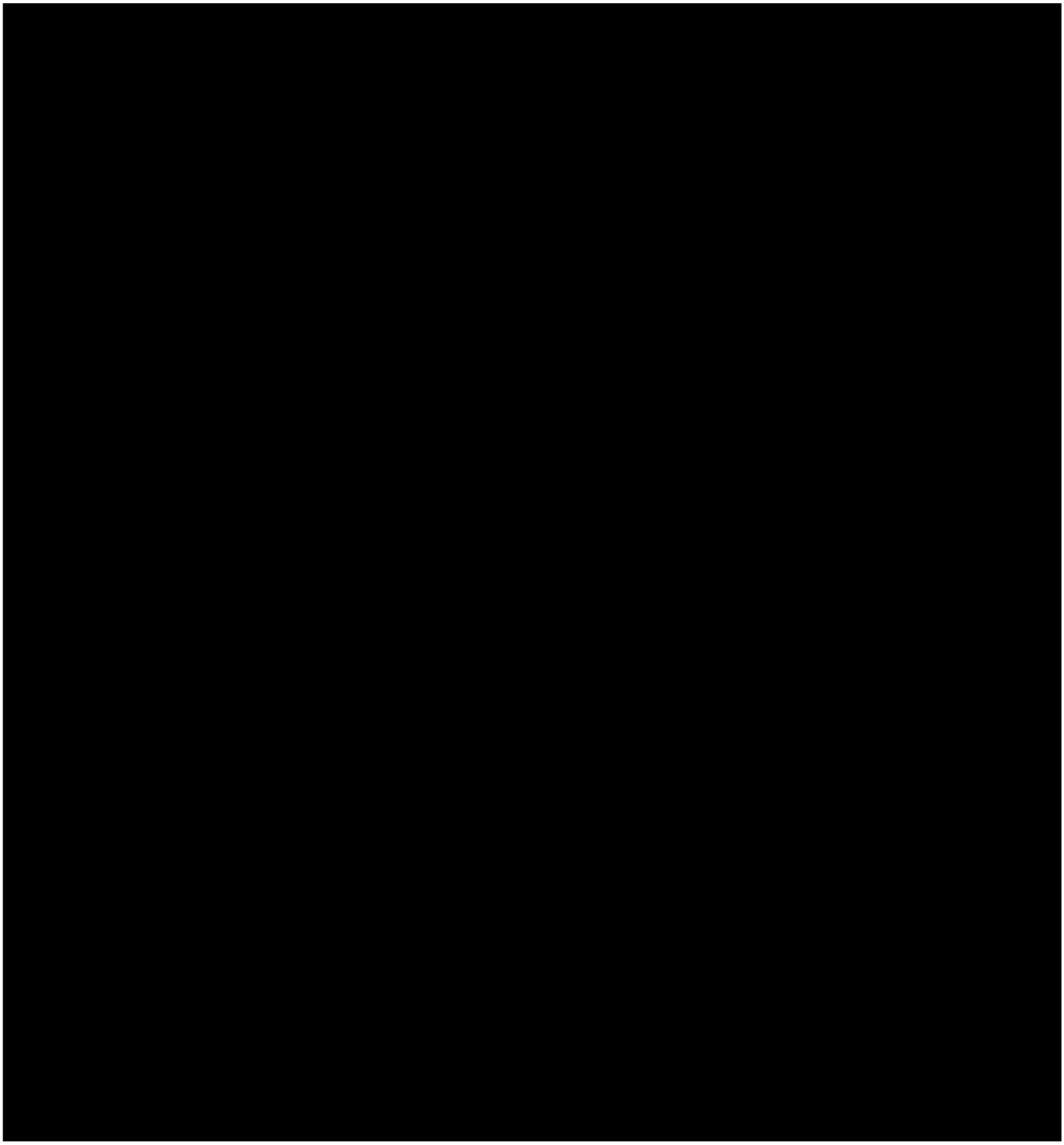

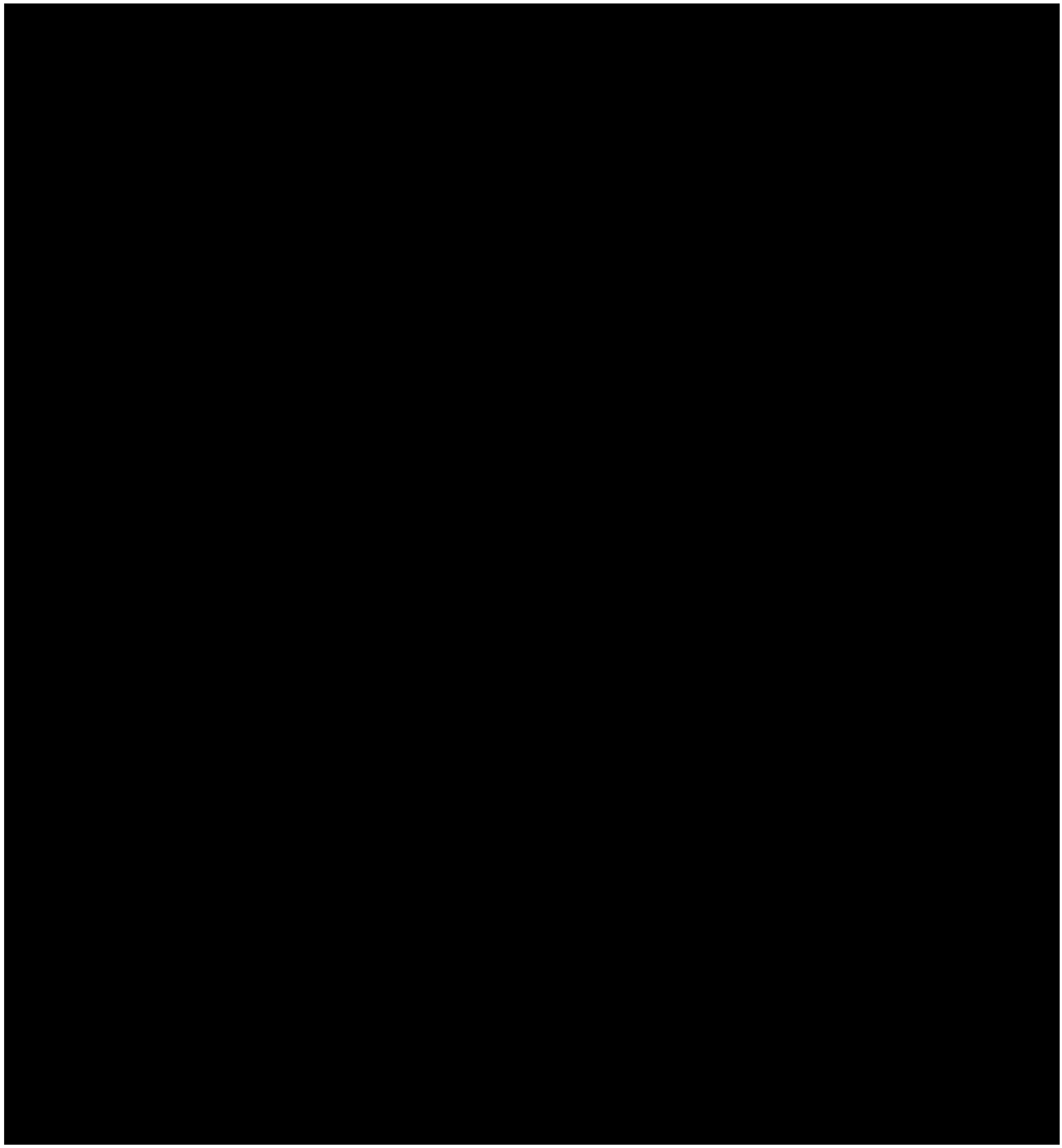

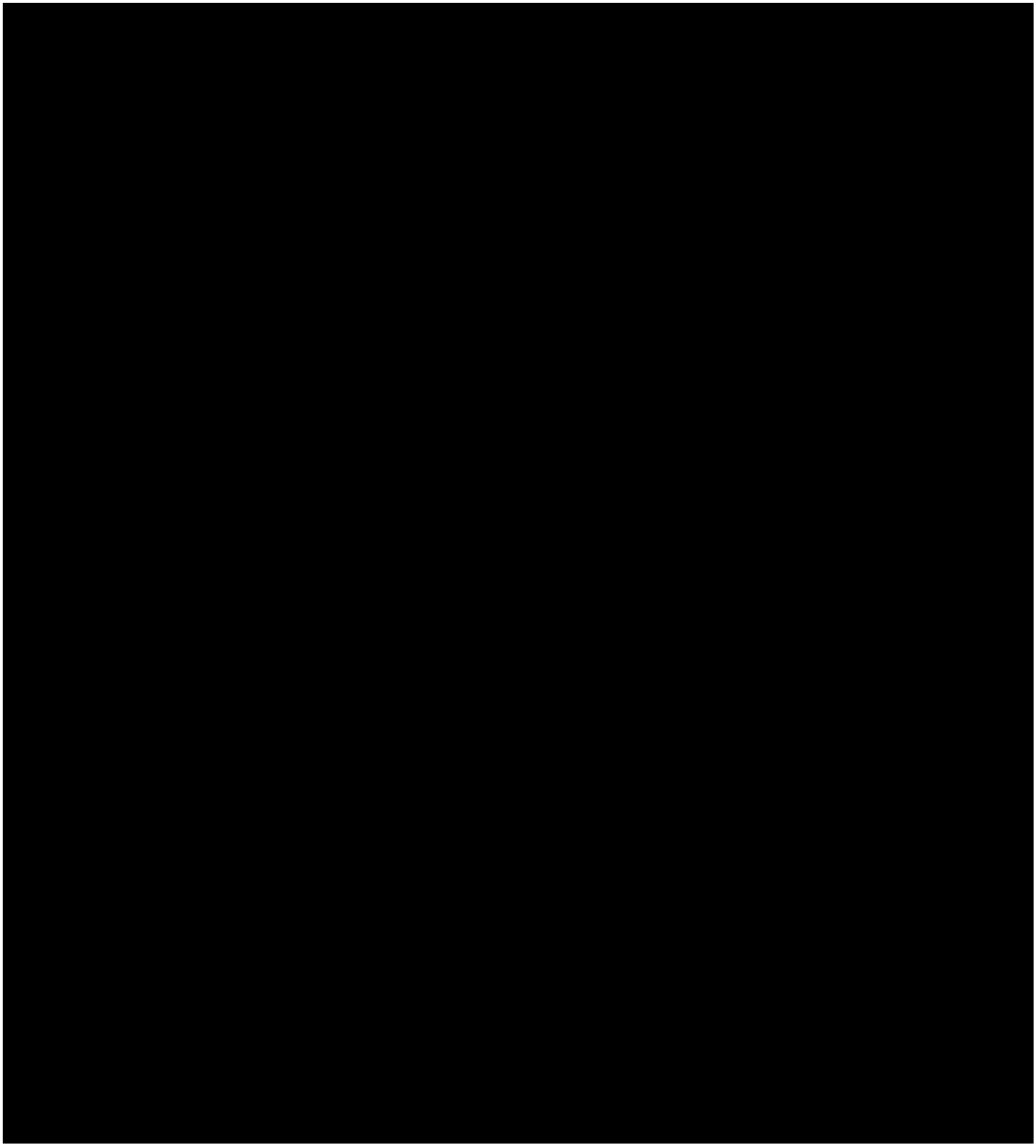

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