

**PUBLIC POWER COMPANY**

**POWER STATION  
(GENERATION DIVISION)**

**EMERGENCY RESPONSE  
PLAN**

AUTHORIZATION

This plan is to address the protection of life, health, safety, environment and property during emergencies at this plant

---

## INTRODUCTION

### **I. Authority**

This emergency response plan is designed and written to assist the Power Station's management, employees and outside responding agencies through emergency response actions at the Power Station.

This emergency response plan has been developed for the Power Station using the criteria established in 29 Code of Federal Regulations, Parts 1910.120, 1910.38 and 1910.156. These regulatory guidelines and other applicable documents have also been utilized to develop the format and content of this emergency response plan.

It is recognized that this plan, alone is not "all inclusive" of the actions which occur in all emergencies, but if used properly in conjunction with emergency response training and rational decisions, it will lessen the impact of human life, environmental and plant property. Close cooperation with National and Local Agencies has been established and will be maintained. The emergency response plan is compatible with their plans, actions, reporting, notifications and other requirements.

### **II. Objective**

The objective of emergency planning is to develop a plan and corresponding response procedures which will ensure emergency preparedness and provide means for mitigating the consequences of emergencies, including very low probability events, in order to protect the health and safety of the general public and personnel. The plan, as presented herein, and the emergency response procedures provide directions for response to emergencies. These emergencies may vary in severity from minor personnel injuries during an incident response to situations involving real or potential off-site chemical releases. Details of the on-site emergency

response efforts and the corresponding emergency response procedures are described in this plan.

The inter-relationships among the various elements of both on-site emergency response and off-site emergency response are described in this plan and emergency response procedures.

### **III. Purpose**

The purpose of the emergency response plan is to establish an organization to mitigate incidents within the boundaries of the Power Station. This plan is for any industrial process, machinery and materials located at the plant. It includes response actions to be taken in the event of fires, medical, rescue, hazardous materials and weather emergencies. This plan also includes actions to be taken in the event of natural disasters, riots, and demonstrations.

### **Types of Emergencies**

The following is a list of the many of the types of emergencies that can be experienced by this facility:

**Natural Disaster**

Flood  
Earthquake  
Hurricane

**Transportation**

Airplane Crash  
Automobile/Truck Accident  
Mobile Equipment Accident  
Railroad Car Derailment

**Equipment**

Rupture/Leak

**Facility “Failure”**

Roof Collapse  
Structural Cracking  
Air Pressure System

**Product Contamination**

Raw Material  
Container  
Process Equipment

**Fire**

Chemical  
Ordinary Structural  
Electrical

**Chemical Release**

Vapor Cloud  
Liquid Spill

**Explosion**

Compressed Gas  
Containerized Liquid

**Utility Failure**

Gas  
Electricity  
Cooling Water

**Civil Disturbance**

Bomb Threat  
Arson  
Vandalism  
Strike  
Sabotage

**The Emergency Response Management Team  
(ERMT)**

<b>Position</b>	<b>Person</b>
Chair	_____
Co-Chair	_____
Co-Chair	_____
Technical Resource	_____
Chemical Response	_____
First Aid Response	_____
Environmental/Safety Response	_____
Maintenance/Repairs Response	_____
Organization	_____
Electrical Response	_____

**Purpose**

The ERMT is designed to take charge and manage any emergency situation affecting Power Station to include: Natural Disasters, Major Oil Spills, Chlorine Release, and Civil Unrest.

**Objective**

Upon the first indication/Knowledge of any of the above emergencies, the chairman or co-chairman shall call the ERMT to meet and assess/ analyze the situation and put together a plan to combat/counteract the situation.

**Plan**

The ERMT will utilize the recourses of all members of staff as needs require to achieve its objective, therefore members of staff should be informed to be on standby in case their service is required. All members should avail themselves for such response.

**ERMT Chair**

(Profile)

**Responsibilities** – The following are the responsibilities of the ERMT Chair person.

- Oversees the preparation of the Site Emergency Plan.
- Assist in the selection of other ERMT members.
- Runs the Command Center.
- Obtains initial information regarding a crisis situation. “Briefs” the other ERMT members regarding the nature and status of the crisis.
- Determines the need for emergency response.
- Determines what outside agencies should be notified.
- Determines if evacuations are in order, and for what area(s).
- Instructs team members as to their movement within the plant during the crisis.
- Activates “replacement members” of the ERMT whenever original Team Members are unavailable, and appoints additional replacement members if necessary.
- Orders “shutdowns” if called for.
- Assigns “in-house” resources (such as fire brigade) as appropriate.
- Establishes initial interfaces with outside agencies.
- Determines what information should be released to the media.

**ERMT Chair**

(Profile)

**Desirable Characteristics** – The characteristics below are those desired of an ERMT Chair.

- Should be able to work efficiently in highly pressurized situations.
- Should be a verbal communicator, able to both give and obtain information clearly and concisely.
- Should have strong organizational capabilities and experience, and be able to recognize and understand the functional relationships between ERMT Members.
- Should have strong managerial capabilities and experience, and be able to manage and direct people. Should be able to coordinate a large number of activities occurring both simultaneously and rapidly.
- Should have strong leadership qualities, able to command respect and instill confidence in other Team members and employees.
- Should have strong analytical skills, and be able to examine a situation and draw appropriate conclusions.
- Should have strong “conceptualization” skills, being able to “draw a picture” of a crisis situation based on information from outside the Command Center.
- Should have good, overall knowledge of the plant.
- Should be readily available 24hrs. a day, seven days a week.

**ERMT Chair**  
(Personal Data Sheet)

Name: Dave Stamp

Title Plant Manager

Location in the Plant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Other contact information (Vacation home, nearby friends, relatives, cell, etc.)

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Pager # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Normal Working Hours \_\_\_\_\_

Secretary or other person to contact in the plant regarding his/her whereabouts:

\_\_\_\_\_

Person at home regarding his/her whereabouts \_\_\_\_\_

Schedule of regular outside commitments (clubs, school functions, etc.)

\_\_\_\_\_

\_\_\_\_\_

Automobile make(s) (model, year) \_\_\_\_\_

License plate number: \_\_\_\_\_

**ERMT Co-Chair**

(Profile)

**Responsibilities** – The following are the responsibilities of the ERMT Co-Chair person.

- Oversees the preparation of the Site Emergency Plan.
- Assist in the selection of other ERMT members.
- Runs the Command Center.
- Obtains initial information regarding a crisis situation. “Briefs” the other ERMT members regarding the nature and status of the crisis.
- Determines the need for emergency response.
- Determines what outside agencies should be notified.
- Determines if evacuations are in order, and for what area(s).
- Instructs team members as to their movement within the plant during the crisis.
- Activates “replacement members” of the ERMT whenever original Team Members are unavailable, and appoints additional replacement members if necessary.
- Orders “shutdowns” if called for.
- Assigns “in-house” resources (such as fire brigade) as appropriate.
- Establishes initial interfaces with outside agencies.
- Determines what information should be released to the media.

**ERMT Co-Chair**

(Profile)

**Desirable Characteristics** – The characteristics below are those desired of an ERMT Co-Chair:

- Should be able to work efficiently in highly pressurized situations.
- Should be a verbal communicator, able to both give and obtain information clearly and concisely.
- Should have strong organizational capabilities and experience, and be able to recognize and understand the functional relationships between ERMT Members.
- Should have strong managerial capabilities and experience, and be able to manage and direct people. Should be able to coordinate a large number of activities occurring both simultaneously and rapidly.
- Should have strong leadership qualities, able to command respect and instill confidence in other Team members and employees.
- Should have strong analytical skills, and be able to examine a situation and draw appropriate conclusions.
- Should have strong “conceptualization” skills, being able to “draw a picture” of a crisis situation based on information from outside the Command Center.
- Should have good, overall knowledge of the plant.
- Should be readily available 24hrs a day, seven days a week.

**ERMT Co-Chair**  
(Personal Data Sheet)

Name: Aldane Stennett

Title: Operations Manager

Location in the Plant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Other contact information (Vacation home, nearby friends, relatives, cell, etc.)

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Pager # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Normal Working Hours \_\_\_\_\_

Secretary or other person to contact in the plant regarding his/her whereabouts:

\_\_\_\_\_

Person at home regarding his/her whereabouts:

\_\_\_\_\_

Schedule of regular outside commitments (clubs, school functions, etc.)

\_\_\_\_\_

\_\_\_\_\_

Automobile make(s) (model, year) \_\_\_\_\_

License plate number: \_\_\_\_\_

**ERMT Co-Chair**  
(Personal Data Sheet)

Name: Alston Watson

Title: Maintenance Manager

Location in the Plant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Other contact information (Vacation home, nearby friends, relatives, cell, etc.)

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Pager # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Normal Working Hours \_\_\_\_\_

Secretary or other person to contact in the plant regarding his/her whereabouts:

\_\_\_\_\_

Person at home regarding his/her whereabouts: \_\_\_\_\_

Schedule of regular outside commitments (clubs, school functions, etc.)

\_\_\_\_\_

\_\_\_\_\_

Automobile make(s) (model, year) \_\_\_\_\_

License plate number: \_\_\_\_\_

### Command Center Profile

This profile provides information about the primary and secondary Command Center locations, as well as the equipment and supplies that are available for use during emergencies. This profile should be updated and revised as a result of any “tabletop” or full-scale drills.

#### Command Center:

Primary location: Control / Administration Building

Secondary location: Remote Control

Capacity (# of people): **Primary** 25 **Secondary** 10

Storage available? (equipment/supplies) **Primary** \_\_\_\_\_ **Secondary** \_\_\_\_\_

#### Equipment in the Command Center:

Computer Terminals	Telephones	Cell Phones
Two way Radios	Calculator	Plant Maps
Tables	Chairs	Easel Pads
Blackboards	Easels	Cupboard

#### Equipment in Adjoining Areas:

Computer Terminals	Telephones	Cell Phones
Two way Radios	Calculator	Plant Maps
Tables	Chairs	Easel Pads
Blackboards	Easels	Reference

**Command Center Profile****Equipment in Secondary Command Center**

Computer Terminals	Telephones	Cell Phones
Two-way Radios	Calculator	Plant Maps
Tables	Chairs	Easel Pads
Blackboards	Easels	

**Equipment in Adjoining Areas**

Computer Terminals	Telephones	Cell Phones
Two way Radios	Calculator	
Desk	Chairs	

**Command Center Profile****Supplies at Primary Command Center:**

Paper	Pens & Pencils	Tape
Thumbtacks	Chalk/Board Markers	Erasers
Easel Pad	Site Emergency Plan	

**Supplies in Adjoining Areas:**

Paper	Pens & Pencils	Tape
Thumbtacks	Chalk/Board Markers	Erasers
Easel Pad	Site Emergency Plan	

**Supplies at Secondary Command Center:**

Paper	Pens & Pencils	Tape
Thumbtacks	Chalk/Board Markers	Erasers
Easel Pad	Site Emergency Plan	

**Supplies in Adjoining Areas:**

Paper	Pens & Pencils	Tape
Thumbtacks	Chalk/Board Markers	Erasers
Easel Pad	Site Emergency Plan	

**Communications Capabilities**

Below are listed internal and external communications “capabilities”. This list includes the equipment, it’s location, how this equipment can be used or reached (numbers, frequencies, etc.), special communications lines, etc.

Equipment/Capability	Location	Channel
<b>Two-way Radio:</b>	<u>Main Control Room</u>	_____
	<u>Remote Control Room</u>	_____
	<u>Water Treatment Plant</u>	_____
	<u>Local Control Rooms</u>	_____
<b>Switchboards:</b>	<u>Administration Building</u>	_____
<b>PA System:</b>	<u>Plant Wide</u>	_____
<b>Cellar Phones:</b>	<u>All Personnel</u>	_____
	_____	_____
	_____	_____
	_____	_____
<b>Other:</b>	_____	_____

**“Media” Information**

The following is information regarding contacts that will be made with the news media during an emergency.

\*In the event of any major emergency which necessitates media contact. Corporate Communications Department is to be the first point of contact. Please refer to

**Location of Media Briefing Area:** \_\_\_\_\_

**Media Contacts:** \_\_\_\_\_

- Newspapers (local, national) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Radio Stations (local, national) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Television Stations (local, national) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sample News Release

\*In the event of any major emergency which necessitates media contact. Corporate Communications Department is to be the first point of contact. Please refer to

**The following information should/may be provided to the Media at various times during an emergency.**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

#### Plant Contact

- Name \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone number: \_\_\_\_\_
- News Release # \_\_\_\_\_

When additional information will be available: \_\_\_\_\_

  
  

---

**Description of Incident:**

- Type of incident: \_\_\_\_\_
  
- Location within the plant: \_\_\_\_\_
  
- Plant location: \_\_\_\_\_
  
- Time of occurrence: \_\_\_\_\_
  
- Cause: \_\_\_\_\_
  
- Known effects (fire, building destruction, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sample News Release

\*In the event of any major emergency which necessitates media contact. Corporate Communications Department is to be the first point of contact. Please refer to

#### Personnel Information

- Injuries: \_\_\_\_\_
- Deaths: \_\_\_\_\_
- Missing: \_\_\_\_\_

#### Actions Being Taken

- Internal (fire brigades, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Evacuations: \_\_\_\_\_
- External Agencies called in (fire dept, police, etc.) \_\_\_\_\_  
\_\_\_\_\_

#### Possible Effects

- Portions of the plant to be closed: \_\_\_\_\_
- Disruption of production and other activities: \_\_\_\_\_  
\_\_\_\_\_
- Layoffs: \_\_\_\_\_
- Return to normal operations: \_\_\_\_\_

**“Internal” Contact Information**

Below are listed “internal” persons and groups that need to be contacted in time of emergency.

Position	“Contact”	Telephone Numbers
Plant Manager		
Operations Manager		
Maintenance Manager		
Other Management		
Chemist		
Finance & Administration		
Environment & Safety Officer		
Maintenance Supervisor		
Planner		
Plant Engineer (EI&C)		

### Emergency Equipment List

The following “equipment” may be needed in an emergency. Both the type of equipment and the location(s) where it can be found are listed below.

#### Systems

- Water
- Gas
- Electrical
- Portable Fire Extinguishers
- Other

#### Location

See map # \_\_\_\_\_

Fuel Department

Electrical Department

See List # \_\_\_\_\_

\_\_\_\_\_

#### Controls

- Electrical Shutoffs
- Water Valves
- Other

See List # \_\_\_\_\_

\_\_\_\_\_

#### Personal Protective Equipment

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Respiratory</li> <li>• Body Protection</li> <li>• Gloves</li> <li>• Boots</li> <li>• Glasses</li> <li>• Goggles</li> <li>• Face Shields</li> </ul> | <p>Generation Store Room</p> <p>Generation Store Room</p> <p>Generation Store Room</p> <p>Generation Store Room</p> <p>Generation Store Room</p> <p>Generation Store Room</p> <p>Generation Store Room</p> |
|---|--|

**Outside Groups Providing Assistance**

The following groups can provide additional assistance to the plant in time of emergency. The name of the group and contact information is provided here.

<b><u>Name of Groups / Agencies</u></b>	<b><u>“Contact”</u></b>	<b><u>Telephone #</u></b>
Fire Department		
Police Department		
Hospital		
Ambulance		
Gas		
Water		
Environmental		
Sea		
Other		

**Revisions**

Revisions to this plan will be addressed by the distribution of modified pages, or by a full reissue of the plan. When individual pages are revised, the revised table of contents will be provided also.

Modifications to the plan will be approved by the Plant Manager and the Safety / Environmental Officer.

This plan is a living document. At a minimum, revisions are indicated when there is a significant increase in the hazards associated with foreseeable emergencies and their corresponding preparations and responses.

Changes to the plan will be distributed based on the magnitude of the revision according to the guidelines.

Typographical errors that do not affect the understanding of the content will be held until the next distributed revision.

Typographical errors that do affect understanding of the content will be corrected by redistributing the correct pages and revised table of contents.

Minor changes in content will be noted on the original document and site copies as indicated. Corrections to site copies may be performed by message or memo. These changes will be held for the next distributed revision. Minor changes would include personnel names and addresses, or the substitution of chemical product for a formulation that poses the same nominal hazards.

Major changes in content require redistribution of corrected pages or the entire plan. These changes would include the addition of a plant chemical that poses significant additional hazards;

an organizational restructuring that affects the Emergency Response Management Team or a change in the scope of the ERMTs work.

## **1. Definition of Emergency**

The Emergency Response Management Team is activated in case of fire, certain hazardous materials releases, confined space rescues and other emergencies.

### **1.1 Fire**

A fire is the unplanned and undesired combustion of materials that poses a threat to employees and property.

**Incipient Fire** – A fire that is in its early stages and can be easily extinguished with one (1) portable fire extinguisher or 1½-inch hose line and does not require protective clothing or respiratory protection. An incipient fire may become a structural fire if not extinguished quickly.

Fires involving Hazardous Materials are addressed as Hazardous Materials Incidents. Employees are instructed to report all fire that occur at the Power Station, to the Gas Turbine Control Room. Refer to Fire Plan and Emergency Evacuation Procedures Section 15.0, Pages 9-10.

### **1.2 Hazardous Materials**

Regulations define many different types of materials as hazardous, with different names and groups of chemicals based on the different sets of regulations that exist. Generally, a hazardous material is a substance that may harm people or the environment when it is released.

This plan is geared to respond to incidents involving all of these definitions, which are grouped together when referring to “Hazardous Materials”.

**Terms and their defining regulations:**

- 1.2.1 Hazardous Chemical** – Defined by the federal Occupational Safety and Health Administration as having hazards that are to be communicated to employees that may be exposed to them.
- 1.2.2 Highly Hazardous Chemical** – A listed chemical that falls under OSHA Process Safety Management regulations that is handled above threshold quantities. These chemicals are listed in the regulation based on their toxic, flammable or explosive properties.
- 1.2.3 Hazardous Material** – Defined by the federal Department of Transportation (DOT) as having hazards that must be managed while the material is transported.
- 1.2.4 Hazardous Substance** – Defined by the Environmental Protection Agency as posing a threat to human health or the environment when released. When released thresholds are exceeded, federal and state agencies must be notified.
- 1.2.5 Hazardous Waste** – Defined by federal and state regulations as having the potential to threaten health or the environment if improperly disposed.
- 1.3 Types of Hazardous Materials Release**

**Incidental Release:** A spill or release of a hazardous material that is all of the following:

Limited in quantity

Does not pose a significant threat to the safety and health of people in the area or to a properly trained local employee that cleans it up.

Not likely to become a higher-level emergency in a short period of time.

Can be cleaned up by local employees with readily available materials and equipment

**Example:** An incidental release would be the cleanup of a lab chemical spill with prepackaged kits or spills of products into containment areas.

**Operations Level Release:** An uncontrolled spill or release of a hazardous material that is any of the following:

More than an incidental release that area employees can clean up

Requires special personal protective equipment that area employees are not trained to use.

Requires special materials or equipment to clean up that are not available to area employees.

Operations Level releases are focused on containing and cleaning up spilled materials.

**Technician Level / Hazardous Materials Incident:** An uncontrolled spill or release of a hazardous material that requires an aggressive response or direct contact with the material to stop it. Employees working in a Hazardous Materials Release incident require personal protective equipment and/or clothing to reduce their exposure to safe levels.

There are three severity levels of hazardous materials incidents. These levels are based on the amount of material released and the evacuation required.

**Level One:** A potential emergency. The incident is confined to a small area and evacuation is limited, if any.

Example: A leaking car or truck fuel tank.

An overturned or dropped 55-gallon drum of corrosive chemical.

**Level Two:** A limited emergency. A restricted area of the plant is evacuated. Mutual aid agencies may or may not respond to assist the plant response team.

Example: A fuel or chemical tank truck with a broken valve.

Traffic accidents that pose a fire or explosion hazard.

A train derailment involving a small leak or potential for release.

**Level Three:** A full emergency. Hazards extend over a large area and require a large-scale evacuation of the plant and/or surrounding areas. Mutual Aid assistance is required.

Example: Catastrophic failure of a chlorine cylinder.

A train derailment on plant property involving hazardous materials.

#### **1.4 Confined Space Emergency**

Confined spaces are those areas that cannot be easily entered or exited and pose any of several hazards to workers inside them. Confined space hazards are managed by the plant's Confined Space Entry program under OSHA regulations at 29 CFR 1910.146. The Emergency Response Plan focuses on rescue operations only.

In general, a confined space emergency exists when non-entry rescue assistance is needed or when any entry rescue is required. A confined space entrant or attendant may report the need for a rescue. A rescue would typically be required when injuries, collapse, engulfment or entanglement are observed. The cause of the emergency may or may not be directly related to the hazards posed by the confined space.

There are three general types of confined space emergencies. These are based on the type of rescue required.

- 1.4.1 Self-Rescue:** The person in the confined space realizes that a hazard exist and can leave without assistance. Typically, this is when a worker might feel ill for reasons that may or may not be related to the actual hazards present.

Self-rescues are to be encouraged by training and supervision. Evaluation of whether or not a perceived hazard exists be done after self-rescue and before re-entering the confined space.

- 1.4.2 Non-Entry Rescue:** Retrieving a victim from within a confined space that involves lifelines attached to mechanical retrieving device, which should be attached to a tripod or overhead anchor point for vertical entries greater than five feet.

For horizontal entries the lifeline should be attached to anchor point outside of the space.

Attendants, trained in non-entry rescue, may perform initial rescue attempts with existing retrieval systems. When these attempts fail or assistance is required, the confined space rescue team is required.

- 1.4.3 Entry Rescue:** Physical entry of a rescuer into a confined space to retrieve a victim. This type of rescue is not to be attempted by any employee except confined space rescue team members taking part in a coordinated response.

## 1.5 Other Emergencies

There are other situations that might require emergency services. Generally, these would be circumstances not already defined that pose the same level of threat to life, health, safety, environment or property.

The following are several examples of emergencies that require emergency services.

- 1.5.1 **Rescue** – Retrieval of an injured, ill, trapped or entangled victim.
- 1.5.2 **Medical Emergencies** – A plant emergency will be declared if an employee, contractor, or visitor is injured while working or visiting Power Station.
- 1.5.3 **Weather or Natural Disaster** – A plant emergency will be declared if severe weather threatens the safety of plant employees, contractors, visitors or plant property.
- 1.5.4 **Bomb Threat** – A plant emergency will be declared if the plant has received a bomb threat by telephone, mail or personal conversation.
- 1.5.5 **Riots/Demonstrations** – A plant emergency will be declared if demonstrations/riots threaten to disrupt the normal day-to-day operations of Power Station.

## 1.6 Prevention

Prevention of an emergency involves emergency awareness on the job. Standard operating procedures for plant processes, hazardous material handling, and fire protection must be followed. All lines and storage vessels are to be labeled with their contents and appropriate warning signs per Pipe and Vessel Labeling Program.

Employees are instructed through the hazard communication program of specific hazards associated with materials used throughout the plant. They are also instructed to report

immediately any unusual noise, process deviation, such as temperature and pressure, noticeable cracks in storage vessels and pipelines, near misses, and inoperable equipment.

Prevention also involves periodic inspection and testing of all monitoring equipment, to ensure they are in proper working order.

### **1.7 Revisions and Updates**

Revisions and updates to the Emergency Response Plan will be completed annually or as needed to comply with National and Corporate Regulations.

Emergency Response Coordinator, Plant Manager, EHS Manager, and Safety Leader will be responsible for the revision of the plan.

Employees will contact the ERMT Chairman for further information or explanation of duties under the plan.

### **1.8 Testing the Plan**

Exercises or drills are important tools in keeping a plan functionally up-to-date. These are simulated accidental releases where emergency response personnel act out their duties. The exercises can be tabletop and/or they can be realistic enough so that equipment is deployed, communication gear is tested, and local response agencies are tested when conducting simulation exercises. These exercises should provide for drills that comply with company, national and local legal requirements concerning the content and frequency of drills.

**After the plan is tested, it is ready.**

**1.8.1 Full scale** - Plant wide, at least every year.

**1.8.2 Regular evacuation drills** - One per shift, at least once annually, for a total of four drills annually.

## **2.0 Pre-Emergency Planning and Coordination with Outside Parties**

### **2.1 General**

Preplanning information is used to generate the foreseeable incidents that need to be planned for. This information consists of materials, equipment and facilities that may cause or be involved in an emergency.

It is Power Plant responsibility to protect the employees, visitors, contractors, public, and the environment from any danger that may originate from this facility. Every effort is made to provide systems that will not allow hazardous or toxic emissions to escape the operating site. However, certain catastrophic events could preclude the accomplishment of these plans.

Using trained employees to handle the incident according to procedures and guidelines stops emergencies. Preparations for emergencies include planning, training and resources.

Planning includes examining the hazards and recommended tactics to isolate the hazards, based on generally accepted standards, experience with chemicals and site-specific factors. A response procedure should lay out the basics for physically preparing for and mitigating the incident.

In case of a level 3 incident, during which a dangerous material could become a menace to the general public, it is imperative that accurate and prompt warnings be transmitted to the affected group under the guidelines and regulations of Jamaica Public Service Company.

As established in this plan, initial contact will be made to Fire Department and request off-site mutual aid.

**2.1.1 Fires**

Fire preplanning is addressed by the plant's Fire Prevention Plan, Located in section 5.0 of the Emergency Response Plan.

**Actions by the Gas Turbine or Dispatch Technician**

1. When a fire has been reported, the Gas Turbine Operator or Dispatch Technician shall operate the fire siren for a period of approximately five minutes.
2. Note the pull station, which was activated or alarm zone.
3. Contact the manager for that section where the fire is located, if not the same person who discovered the fire. Have him confirm the location of the fire.
4. Summon the local Fire Brigade by dialing.
5. Contact all managers or supervisors on compound
6. Start diesel fire pump and open the hydrant system tie valves behind diesel pump house. Ensure that electric fire pump is running. A bell also indicates electric pump in operation. The electric fire pump will start automatically if a sprinkler system operates or hydrant is opened.
7. Inform System Control of the incident in preparation for load changes or switching that may be necessary.
8. Ensure operating plant is not neglected.

9. Inform Directors by telephone at the earliest opportunity. This may be requested of System Control as necessary while location personnel concentrate on extinguishing the fire.

### **2.1.2 ACTIONS BY THE MANAGERS/SUPERVISORS**

1. On hearing the alarm he shall immediately contact the Control Room extension \_\_\_\_\_ to confirm the location and extent of the fire.
2. Proceed to the location of the fire and take charge of the operation.
3. Depending on the extent of the fire or its potential for spreading, he shall utilize the resources at his command to contain or extinguish the fire until the fire brigade arrives.
4. Account for all staff on record.
5. Inform the security personnel at the gate to expect the fire brigade and to direct them by the chosen route.

### **2.1.3 ACTIONS BY OTHER J.P.S. CO. STAFF**

#### **On Hearing the Fire Alarm:**

1. All Staff on the compound will immediately be ready to take action to protect the site and be ready to carry out instructions given by the ERMT and Dispatch Technician or the person in charge of the incident.
2. All Staff with no designated fire duties shall see that their work area is left safe and report immediately to the nearest assembly point.

3. Canteen staff shall immediately turn off electrical and or gas stoves and secure the canteen. They shall then all immediately proceed to the nearest assembly point.
4. Persons accompanying visitors on site shall be responsible for their safety, welfare and shall accompany them in an orderly manner to the nearest assembly point.

#### **2.1.4 ACTIONS BY CONTRACTORS, STAFF AND WORKMEN**

1. Contractors and their workmen shall, before commencing work on site be given instructions as per standing orders with regards to the Company's Fire Procedures and Safety rules.
2. They shall respond in like manner to all fire drills and shall make themselves familiar with the nearest assembly point.
3. Each contractor must maintain a register of all workers under their charge.
4. The contractors must carry out a roll call of all the members of their staff and report to the \_\_\_\_\_ staff person in charge of their activity on site.
5. Contractors must provide their staff with all required safety equipment.
6. Contractors must be made aware of the Company's hot work permit and confined space permit requirements.

**2.1.5 ASSEMBLY POINTS**

The compound has two (2) main assembly points:

1. Area in front of the Power Station building and main entrance.
2. Area in front of the rear entrance gate.

**2.1.6 ACTION BY SECURITY PERSONNEL**

1. All security personnel must be trained in basic fire fighting techniques and be familiarized with the location and operation of pull stations and fire extinguishers throughout the compound.
2. It is likely that security personnel may discover a fire during their regular patrol. The person discovering the fire must make them familiar with the procedure for actions.
3. Security personnel shall permit the Fire Brigade engines onto the compound and direct them to the fire. On no account should vehicles other than emergency vehicles be permitted on site.
4. Security personnel will under normal circumstances not be required to assist in the fighting of the fire, as in such cases they are expected to be more vigilant in observations of any unusual security activity and take the appropriate action to protect life and property.
5. At the sound of the fire siren, Security Personnel will open the rear entrance gate in preparedness for evacuation.

6. Any unusual observations must be reported to the Manager/Supervisor and documented in the security logbook.
7. Security personnel must ensure that the main entrance road to the compound is kept clear for use by emergency vehicles.

### **2.1.7 HEAD COUNT**

1. To ensure proper accountability of all personnel on site, each head of department (H.O.D.) will account for their departmental staff.
2. At each assembly point, the senior departmental person will automatically assume the responsibility for accounting for their staff.
3. Total head count will be taken by the Administrative Officer or person designated by the Manager/Supervisor.
4. The fire marshal shall be informed of any missing persons and likely location for conducting a search.
5. The incident is not considered over, until all persons are accounted for.

**2.1.8 ZONING OF SMOKE DETECTORS**

**2.1.9** Zone Locations are as follows

**Zone 1** -- Control Room

**Zone 2** --1 Control Room

**Zone 3** -- Generator Compartment

**Zone 4** -- Plant Engineers Office

Indications for Smoke Detectors and Alarm Pulls are located in Remote Control Rooms

**2.1.10 FIRE ALARM PULLS**

**Locations are as follows:**

<b>Item #</b>	<b>Location</b>
<b>1</b>	All Units step-up Transformers
<b>2</b>	Transmission Distribution Transformers
<b>3</b>	Outside GT 8 & 9 Control Room
<b>4</b>	Outside Remote Control Room
<b>5</b>	All Lube Oil Cooling/Storage and Cooling Systems for Units 6, 7 & 8

### 2.1.11 TESTING OF ALARMS

- I. The GT Operator and members of the Electrical Department will carry out verification test on these systems every Friday at 10:00 a.m. and correct any defects immediately.
  - II. The GT Operator is required to advise all compound personnel that the test will be carried out, prior to activating the alarm via the public address system.
  - III. The GT Operator on duty in the Control Room will activate the fire alarm system every Friday morning at 10:00 a.m. (Standard Practice Instructions). This alarm should sound for approximately five (5) seconds.
  - IV. The GT Operator must record the test and their results, in the event logbooks.
  - V. All defects acknowledged must be rectified immediately.
- N.B. The fire detector systems and fire alarm systems must be given priority for maintenance should a defect occur and must not be left in a defective state for any extended period of time.

### 2.1.12 EVACUATION PROCEDURE

Evacuation of the compound is unlikely to occur even when taking into account the possibilities of hurricanes, earthquakes, fires, flooding or civil disturbances. However, procedures for such events are required and must be understood by all staff.

- I. **Pre-requisites for Orderly Evacuation**  
**In order for safe and orderly evacuation of the plant to take place the following equipment must be in place.**

- A.** An audible alarm known to the plant personnel by its sound.
- B.** Routing signs leading to exits some of which should be of the glow in the dark type.
- C.** Emergency lighting that will illuminate automatically and continuously for a minimum of one (1) hour. Such lighting must be placed in critical operating areas.
- D.** Lighted exit signs as in item three (3) above.
- E.** Selected assembly points properly identified.
- F.** A record of personnel on site at all times.
- G.** Adequate first aid equipment for the size staff.
- H.** A medium for communication.
- I.** A routine inspection procedure of the assembly points, emergency exits, and testing of locks for the compound's rear exit.

**II. Evacuation shall be orderly using the designated routes and exits to the assembly points.**

The following department staff are assigned to the

**Assembly Point A** – In grass area in front of Power Station Building.

- Power Station
- Operations Manager – North West
- Emergency Dispatch Center
- Training Department

**Assembly Point B** – At rear entrance area

- Operations Department
- Canteen
- Finance Department
- Transportation Department
- Regional Stores
- Transmission and Distribution
- Substation Maintenance Department
- Distribution Operations

**III. Staff Accounting shall be the same as in item # 3 under the fire plan.**

**IV. No attempts should be made to evacuate vehicles when the initial alarm is sounded.**

If vehicle evacuation is necessary from any section of the compound, Transportation Department and security personnel will be notified to effect orderly evacuation. This will only be authorized after the arrival of the fire brigade, which must not be obstructed from entry in any way.

**2.1.13 HURRICANE INCIDENT**

There is usually a reasonable time of warning before a hurricane strikes.

There is already in place a comprehensive Disaster Preparedness Plan that adequately addresses precautions and actions relating to such incidences. All plant personnel must make themselves familiar with these procedures.

**2.1.14 EARTHQUAKE INCIDENT**

Earthquakes will occur without warning and such actions to be taken will depend to a great extent on the circumstances prevailing at the time.

Evacuation under such circumstances will be as in the evacuation procedure above. However, the following dangers may be expected following an earthquake.

- I. Falling objects
- II. Weakened structures
- III. Fallen power lines
- IV. Exposed cables
- V. Leakage of gases or flammable and toxic substances
- VI. Gaps or holes created in walkways, catwalks, etc.
- VII. Damaged equipment kept running and unattended
- VIII. Broken glass and other sharp objects
- IX. Panic and trauma experienced by staff

**2.1.14 ACTIONS by the WORKERS**

All persons shall protect himself/herself as best as possible during an earthquake by finding the nearest safe location, such as:

- I. Beneath a sturdy desk
- II. Between a door structure
- III. In a wide open area
- IV. Outside and away from the building

**All persons must leave the building after the shaking stops.**

**2.1.14 Actions by the Gas Turbine Operator**

Immediately after the earthquake and if plant remains in operation, check the entire unit for any unusual incident such as those mentioned above.

**In addition the operator should physically check the following items:**

- I. Check fuel oil storage tanks for possible leaks.
- II. Check all oil filled transformers for leaks, shifted foundations, damaged bushings or stretched conductors.
- III. Check entire fuel oil pipe work for possible leaks.
- IV. Observe any changes to the operation of the unit.
- V. Observe and acknowledge any alarms and take appropriate action.

- VI. Check turbine/generator vibration levels, and note changes if any.
- VII. Contact personnel for purpose of accounting of staff
- VIII. Contact Manager and take instructions as necessary.
- IX. Contact System Control and provide status report.
- X. Record the incident in the event logbook.

#### **2.1.14 ACTIONS BY THE MANAGER/SUPERVISOR**

**If evacuation is necessary, see evacuation procedure.**

- I. Account for all staff and attend to their safety.
- II. Supervise actions of Operators and Gas Turbine Operators as stated above.
- III. Carry out a complete inspection of the entire plant.
- IV. Isolate areas of potential danger and place barriers as necessary.
- V. Do assessment of damage.
- VI. Inspect the H.V. switchyard and report the status to System Control.
- VII. Discuss with System Control any damage to plant that may affect loading conditions also discuss the status of the grid system.
- VIII. Check all alarms and relays that may have operated as a result of the motion.

IX. Document the details of the incident in the Station's logbook.

### **2.1.15 EXPLOSION INCIDENT**

An explosion is a chemical reaction or change of state, which occurs in an exceedingly short span of time, with the generation of high temperature and generally a large quantity of gas.

Although explosions occur suddenly and rapidly, if certain precautions and checks are properly carried out, explosions can be avoided.

Due to the high temperatures usually generated by an explosion, considerable secondary damage can also be expected by the ignition of fires on adjacent objects. Serious injury and major damage can also be caused by flying objects.

#### **2.1.15 As in the incident of earthquakes one should seek the nearest safe location.**

As soon thereafter, as one is able to assess the aftermath, the following guidelines should be followed.

- I. Determine the possibility of secondary explosions or fires.
- II. Assist personnel who may be in danger.
- III. Arrest the cause of further explosion or fire.
- IV. Account for staff.
- V. Call the fire brigade.
- VI. Mobilize local fire equipment and fire/rescue teams.

- VII. Secure equipment from further damage.
- VIII. Isolate areas of danger.
- IX. Contact System Control.
- X. Contact Senior Management.
- XI. Contact Security Department.
- XII. Contact the police.
- XIII. Secure any evidence of cause.
- XIV. Document the incident in writing.
- XV. Retrieve and secure a printout from the P.P.M.S. and S.E.R.

### **2.2.0 INCIDENT OF THREAT OR CIVIL DISTURBANCE**

All sabotage threats must be assumed to be genuine and the prime consideration thereafter must be for the safety of personnel.

A threat may be made via some external agency that is unrelated to the company e.g. (Police or Press) or it may be made directly to the station, probably using a telephone. The recipient of such a phone call will fulfill as many of the following requirements as time and circumstances permit.

1. Listen and understand the details regarding the nature and timing of the threat so that as much of the details as possible can be written down afterwards.

2. If the call is received in the presence of a second person, an effort should be made to “share” the telephone. Once the message is understood, questions should be asked or difficulty in hearing should be feigned in an attempt to prolong the call. This can give the second person time to contact the Telephone Company Customer Service Supervisor with a view to tracing the origin the call. It also allows more detail about the caller to be collected (Caller I.D.). It is recommended that Caller I.D. devices be installed to enhance the procedure.
  
3. Once the call has been terminated, all the relevant facts about the call should be written down.
  - Time of Call
  
  - Duration of Call
  
  - Sex and Approximate Age of Caller
  
  - Accent, if any
  
  - Background Noise, if any
  
  - Type of Phone – Call Box or Otherwise

4. The Shift Charge Supervisor should be contacted immediately afterwards. Once he has been advised of the threat of sabotage, the Shift Supervisor will:
  - Inform the Plant Manager
  - Inform the Maintenance Manager who will be responsible for the evacuation of personnel from station buildings, and for broadcasting such instructions over the Public Address System. The Plant Manager / Shift Supervisor will decide on the time and extent of the evacuation.
  - Take all possible actions to render the plant reasonably safe for operation with the minimum number of personnel.
  - Inform the local police by dialing
  - Inform the Fire Department by dialing
  - Inform the Security Guards at the Gates.

The sequence shown above should be followed as closely as possible, however failure to accomplish one event should not impede the Shift Charge Supervisor from carrying out speedily the rest of the instructions.

5. In the event of a genuine threat, it is unlikely that much time will be available. If there is time voluntary searches should be instituted with the purpose of locating, but NOT TOUCHING bags, packages, etc which could contain the explosive device. If such an object is found, the Police should be informed immediately. Such searches must be discontinued at least 15 minutes before the scheduled time of explosion.

6. Evacuated personnel should not return inside the plant until at least 30 minutes after scheduled time of explosion and after permission from the Police or professional person investigating the incident.
  
7. In the event of such an incident the persons listed below must be contacted immediately.
  - System Control
  
  - Police
  
  - Fire Brigade
  
  - General Manager
  
  - Director – Generation
  
  - Manager, Security
  
  - Manager, Safety
  
  - Chief Operating Officer
  
  - Chief Executive Officer

Once the initial contact with System Control is made, they can be requested to contact the remaining persons or groups while station person concentrates on the other activities relating to the incident for the protection of life and property.

**2.2.1 THREAT BY TELEPHONE, RADIO, LETTER, ETC.**

- I. Try to obtain as much information as possible from the caller or party.
- II. Immediately contact the Manager and inform him with as much detail as possible.
- III. Write down the conversation with as much detail as possible.
- IV. If the caller is specific on the area or location threatened, inform the supervisor of that section or area to evacuate.

**2.2.2 ACTIONS BY THE MANAGER**

- I. Inform the Senior Director immediately, and place all staff on alert.
- II. Inform the local security to be on the alert for strangers on site or strange objects on location.

**DO NOT TOUCH STRANGE OBJECTS**

- III. Evacuate and isolate suspect areas.
- IV. Contact Manager, Security.
- V. Contact the local police.
- VI. Pay special attention to sensitive areas such as oil tanks, transformers, switchgear, etc.

- VII. Keep in constant touch with Senior Management for decision-making purposes while being alert to take whatever immediate action is deemed necessary.
- VIII. Have fire pumps in a state of readiness.
- IX. Await the advice and directives from Senior Management and trained professionals such as the police and the Fire Department.
- X. Lock all entrance gates with entry by permission of the most senior person on site.
- XI. Record all entries by name and time including police and fire personnel.
- XII. Provide a detailed written report on the incident.

#### **2.2.4 QUICK RESPONSE CHECK LIST**

To be used as guidelines for persons with specific responsibilities for responding to emergencies such as Gas Turbine Operators.

- I. Protect self
- II. Assist others without endangering life of self or others
- III. Determine and isolate the cause
- IV. Account for personnel
- V. Mobilize resources – Fire engine, ambulance, fire pump, etc.
- VI. Call for assistance Fire Brigade, Police, System Control

- VII. Request System Control to notify relevant persons such as:
  - Chief Operating Officer
  - Director – Generation
  - Manager – Security & Manager – Safety
  
- VIII. Isolate areas of potential danger
  
- IX. Collect and secure evidence
  
- X. Follow up casualties if any (do not give information on casualties to the press)
  
- XI. Provide Senior Management with Preliminary update and status
  
- XII. Complete a written report
  
- XIII. Restore emergency equipment to new state of readiness

## BOMB THREAT WORK SHEET

Time & Date Reported:	
Employee Receiving Call:	
Exact Words of the Caller:	
<b>Questions to Ask:</b>	
Why is this being done?	
When is the bomb going to explode?	
What kind of bomb is it?	
What will cause it to explode?	
What does it look like?	
Where are you calling from?	
What is the name of your organization?	
How do you know so much about the bomb?	
<b>Description of the callers voice and speech mannerisms</b>	
<b>General:</b>	Young      Middle Age      Old      Male      Female
<b>Tone:</b>	Loud    Soft    High Pitch    Low Pitch    Raspy    Pleasant    Intoxicated
<b>Speech:</b>	Fast    Slow    Stutter    Distinct Disorder
<b>Accent:</b>	Local      Foreign      Race      Not Local
<b>Language:</b>	Excellent    Good    Fair    Poor    Cursing    Other

<b>Manner:</b> Calm    Angry    Rational    Irrational    Emotional
Was the voice familiar?
Did the caller appear familiar with the plant with the description of the bomb location?
<b>Background Noise:</b> Office Machines    Traffic    Music    Voices Animals    Other
Remarks if any:

# Power Station

## Building Evacuation Log

This log is used to schedule and record evacuation drills. The drills may be held for one area/building or the entire plant.

**This form should be reproduced and used for each area/building in the plant.**

Area/Building	Date/Time	Time taken to Evacuate

