



# Cassadaga Wind LLC

## PRELIMINARY EMERGENCY ACTION PLAN (“EAP”)

March 2016

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## DISCLAIMER STATEMENT

The information contained in this Emergency Action Plan (“EAP”) is being made available by EverPower Wind Holdings, Inc. (EverPower) and Cassadaga Wind LLC (Cassadaga Wind) to local first responders and to the general public to educate and provide preliminary plan for the Cassadaga Wind Facility (“Facility”) of the procedures to follow in the event of an emergency.

While every effort has been made to ensure that the information in the EAP is accurate, Cassadaga Wind is not an expert in reacting to emergencies. It borrowed many of the concepts set forth herein from general industry sources.

The contents of the EAP are preliminary and provided in good faith, but nothing herein should be taken as constituting professional advice. Neither EverPower or Cassadaga Wind, or any of their affiliates, assume any legal liability or responsibility for the accuracy, completeness, or usefulness of the information set forth herein.

By the dissemination of the information contained herein, EverPower and Cassadaga Wind intend to ensure the transmission of important information to site personnel and visitors regarding emergency procedures.

In no event shall EverPower, Cassadaga Wind LLC, or their affiliates, be liable for any damages of any kind arising out of or in any way connected with the use of this EAP.





## INTRODUCTION

Cassadaga Wind recognizes that site personnel have the right and need to know the procedures to follow in the event of an emergency. With this EAP, Cassadaga Wind is attempting to transmit information to site personnel regarding emergency action.

This Emergency Action Plan (“EAP”) is developed to support the safety of persons at the Cassadaga Wind facility in the event of a **major** emergency which could occur within our O&M building or at the Facility where work is performed. The EAP discusses events which include:

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 give additional awareness to the following:

- Identify alarm and emergency evacuation procedures.
- Identify procedures to be followed by site personnel who remain to operate critical operations before they evacuate.
- Identify rescue and medical duties for all site personnel following emergency evacuation.
- Identify persons who can be contacted for further information or explanation of duties under this plan.
- Establish training guidelines for site personnel regarding this plan to support safe practices in the event of an emergency.

### **Responsibility**

The responsibility for maintaining this Plan has been assigned to the facility **Plant Operator**.

Herein the term ‘Manager’ or ‘Management’ shall mean any Manager or Supervisor, unless otherwise specified.



### **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 Cassadaga Wind safety policies.

Beyond new hire orientation, the Plant Operator, or the employee's direct supervisor, shall provide training to support their job function.

A copy of this Emergency Action Plan ("EAP") is provided to each site person and is to be available at all times for all site personnel to review.

### **Local First Responder Training and Access**

Local first responders (i.e. Cherry Creek Fire Department, Sinclairville Volunteer Fire Company 1, Stockton Volunteer Fire Company, Cassadaga Volunteer Fire Department, Chautauqua County Emergency Services Department) will be provided with a copy of the final EAP.

Annual drills and training will be held for local first responders. The specifics of the annual drill activities and training will be decided by the Plant Operators and local first responders. Only personnel who have been certified in High Tower Rescue procedures (or equivalent) may perform rescues at levels above the ground or base level in wind turbines.

Fire responders are not expected to access a turbine location to fight a fire since current best practice is to let the fire burn out at a turbine. Emergency responders will not have direct access to turbines or substations through access roads due to security and landowner preference reasons. However, anytime that the Facility operators and maintenance personnel are at a turbine site or substation, the access road gates remain unlocked, so medical personnel will be able to access turbines and substations when personnel are at these locations.

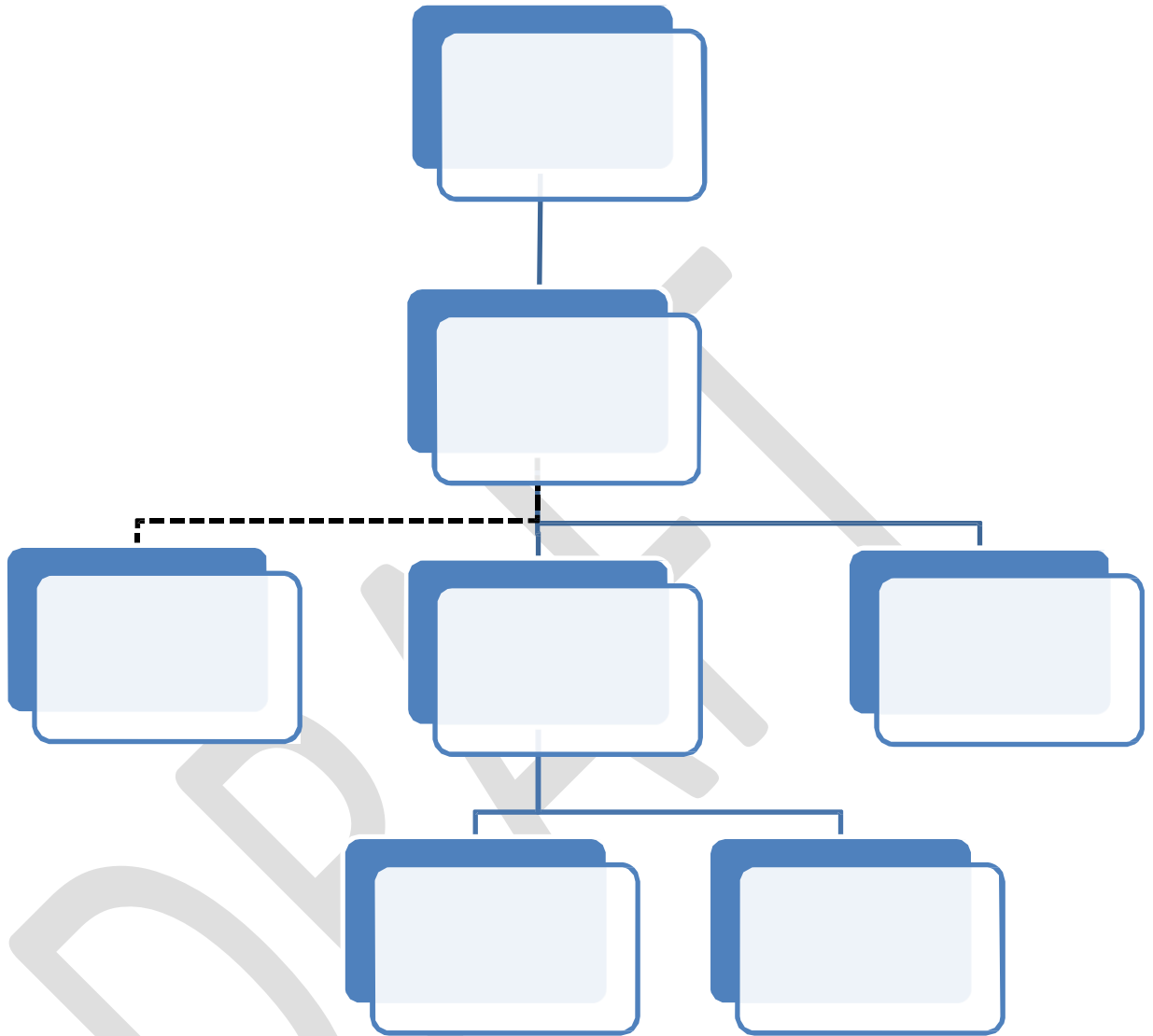
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## I. EMERGENCY MANAGEMENT

- Management Group
- Emergency Response (All Site Personnel)

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Key Personnel contact		
Cassadaga Wind Corporate	TBD	TBD
	TBD	TBD
Plant Operators	TBD	TBD
	TBD	TBD
Turbine supplier O&M Supervisor	TBD	TBD
Turbine supplier Health and Safety	TBD	TBD

### Responsibilities

All Site Personnel	
<ul style="list-style-type: none"> <li>Respond and assist (when safety is not jeopardized) to emergency situations</li> </ul>	
<p><b>Plant Operator</b></p> <ul style="list-style-type: none"> <li>Updates emergency plans and policies</li> <li>Ensures site personnel have access to policies and procedures</li> <li>Interfaces with local utility companies</li> <li>Interfaces with emergency response service entities</li> <li>Interfaces with general public</li> <li>Responsible for BOP equipment isolation</li> <li>When possible notifies all site personnel of emergency situations</li> <li>Reports to Cassadaga Wind Corporate</li> </ul>	<p><b>Turbine Supplier Health and Safety</b></p> <ul style="list-style-type: none"> <li>Oversees incident reporting</li> </ul>
<p><b>Turbine Supplier O&amp;M Supervisor</b></p> <ul style="list-style-type: none"> <li>Reports emergency situations to Plant Operator and Turbine Supplier H&amp;S</li> <li>In absence of Plant Operator reports to Cassadaga Wind Corporate</li> <li>Ensures timely incident reporting to Turbine Supplier H&amp;S and Plant Operator</li> </ul>	<p><b>Customer Subcontractors</b></p> <ul style="list-style-type: none"> <li>Notifies Plant Operator of any emergency situations</li> <li>Completes incidents reports</li> </ul>

<b>Turbine Supplier Technicians</b>	<b>Turbine Supplier Subcontractors</b>
<ul style="list-style-type: none"><li>• Report emergency situations to Turbine Supplier Supervisor</li><li>• Complete incident reports</li></ul>	<ul style="list-style-type: none"><li>• Report emergency situations to Turbine Supplier Supervisor</li><li>• Complete incident reports</li></ul>

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## II. LISTS

### EMERGENCY CONTACTS LIST

#### MEDICAL ASSISTANCE

Local facilities that will be used to assist or treat medical injuries include:

#### CLOSEST EMERGENCY HOSPITAL:

- Women's Christian Association Hospital  
411 Canisteo Street, Hornell, NY 14843  
Phone: 716-487-0141

#### LOCAL PROFESSIONAL EMERGENCY RESPONSE

**911**

#### NOTIFICATION OF LAND OWNERS

Plant operator will notify Project component host land owners of incidents occurring on their property via telephone. This reporting will be at the discretion of the Plant Operator.

Emergency notification of neighbors of the O&M building will be provided if the plant operator deems it necessary.

#### NOTIFICATION OF UTILITIES

The Plant operator will notify any relevant utilities that may be impacted by incidents that occur at the Project by telephone. A list of all utility contacts shall be kept at the O&M building.

#### NOTIFICATION OF ENVIRONMENTAL AGENCIES

Plant Operator will notify local or regional environmental agencies of incidents which may have resulted in violation of applicable environmental regulations (for example, release of chemicals or lubricants to the environment).

New York State Department of Environmental Conservation

(include contact info here)

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### III. EMERGENCY RESPONSE PROCEDURES

- COMMUNICATION MEDIA
- FIELD INJURY RADIO INSTRUCTIONS
- MEDICAL EMERGENCY
- BUILDING EVACUATION
- BUILDING UTILITY FAILURE
- FIRE
- EARTHQUAKE
  - Office/Warehouse/Shop
  - Field
- ADVERSE WEATHER
- HAZARDOUS MATERIAL
- CRIME / VIOLENT BEHAVIOR / CIVIL DISTURBANCE
- BOMB THREAT

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## **\*\*EMERGENCY COMMUNICATIONS OPERATION\*\***

**ALL FIELD SITE PERSONNEL SHALL CARRY OR HAVE ACCESS TO COMMUNICATION MEDIA, AND IS IDENTIFIED BY HIS/HER SITE PERSONNEL NAME/ NUMBER. SUBCONTRACTORS OFTEN CARRY THEIR OWN COMMUNICATIONS MEDIA AND ARE IDENTIFIED BY NAME.**

**COMMUNICATIONS MEDIA IS USED FOR COMMUNICATION BETWEEN THE SITE PERSONNEL IN THE FIELD AND THE OFFICE PERSONNEL FOR THE PURPOSES OF:**

- Field status reports
- Power outage coordination
- Emergency conditions
- Other Daily work performance

**IT IS ABSOLUTELY NECESSARY THAT EVERYONE HAS COMMUNICATION MEDIA AT ALL TIMES DURING WORKING HOURS.**

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## Field Injury Procedure

### A. FIRST PERSON AT THE ACCIDENT SCENE

Upon arriving at the scene of the injury related Accident, the first person shall survey the scene (Is it safe?). The first person at the scene will have to determine whether to call 911 or to transport the injured person to the hospital. If the responder is unsure call 911.

### B. CALL 911

The responding individual will...

1. Dial 911 immediately.
2. Identify yourself as a Cassadaga Wind employee.
3. Relay information to the 911 operator.
4. If the Victim has been hanging in a harness the 911 caller must notify 911 and the emergency response crew that the victim could be suffering from orthostatic shock (suspension trauma). **DO NOT** allow any personnel to lay an unconscious person who has been hanging in a harness on their back. **IT COULD KILL THE PERSON.** If the injured person is to be emergency descended from the tower someone must be on the ground to catch them to prevent them from coming to rest on their back.

If a life flight is required a 100x100 area is required to land the helicopter. The on scene leader of the fire department will pick the suitable area.

The caller will have to make considerations for the weather conditions at the time of the emergency. If the roads are icy it may not be possible for the ambulance and/or fire truck to access the area. The caller will have to coordinate through the 911 operator if they will meet EMS somewhere on the wind farm.

### C. ALSO NOTIFY THE FOLLOWING PERSONS

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

- Plant Operator
- Site Supervisor

## MEDICAL EMERGENCY

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Medical cases generally fall under the following categories:

**Minor Medical Case** – Medical cases requiring minimal care and presenting no disability potential. Frequently do not require professional medical care.

**Medical Case** – Medical cases that are not life threatening and not likely to result in permanent or serious disability. Require professional medical care.

**Emergency Medical Case** – Those medical cases that, if not properly attended to, could result in death or serious injury. Permanent disability is possible. Require professional medical care.

### PROCEDURE:

- 1) Do not move victim unless safety dictates or an emergency descent is required.
- 2) If the injury appears to be life threatening, be prepared to give the 911 operator as much information as possible.
- 3) If the injury is not life threatening or likely to result in permanent disability, first aid care may be provided by trained employee, or the injured person will be transported to the ER.

### LOCATION OF FIRST AID SUPPLIES:

Each vehicle shall be equipped with an individual first aid kit.

**O&M Building:** Large first aid kit

**Field:** Substation control house, Ground floor of WTG and in the nacelle

**AEDs:** Automated External Defibrillators (AEDs) are located in strategic locations within the Wind Farm. Their storage locations are marked on the site map.



## **BUILDING EVACUATION**

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### **SITE PERSONNEL GUIDELINES**

- 1) An O&M building evacuation is required in the event of an emergency situation. i.e. fire/chemical spill.
- 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 that may need assistance.
- 4) When instructed to evacuate, walk quickly to the nearest marked exit and ask others to do the same.

**DON'T:** Run, lag behind, scream, stop to get personal belongings, smoke, leave any doors open, or return to the building until you are instructed to do so.

- 5) **All personnel should meet at:**

**TBD**

**See Section "V" for O & M Building Evacuation Map**

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 who have not followed correct procedures.

Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.

- 6) During emergency situations, only personnel authorized by Management will be allowed in the building to perform such responsibilities as shutting down power, potentially hazardous equipment, heat sources, gases, machine and other electrical equipment.
- 7) **Should you become trapped in a building, DO NOT PANIC:**
  - a) If a window is available, place an article of clothing outside the window as a marker for rescue crews.
  - b) If there is no window, tap on the wall and shout at regular intervals to alert emergency crews.



## **BUILDING UTILITY FAILURE**

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### **SITE PERSONNEL GUIDELINES**

In the event of a major utility outage in a Cassadaga Wind building during regular working hours, notify the Plant Operator.

Do not return to an evacuated building unless directed to do so by Plant Operator.

Do not return to an evacuated area unless authorized by the Plant Operator

#### **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.

#### **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" SIGNAL IS GIVEN BY A MANAGER.**

## FIRE

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### SITE PERSONNEL GUIDELINES

- 1) Field personnel will call 911 in the event of a fire. After the 911 call notify the Plant Operator and Turbine Supplier Supervisor.
- 2) Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Extinguishing a fire should not be done unless it can be done in a safe manner.

If a minor fire appears to be controllable, trained personnel may attempt to extinguish the fire using fire extinguishers or other appropriate sources, only after "911" has been called.

- 3) 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 or safe location.
- 4) Seek out any handicapped personnel in the area and provide assistance when exiting.
- 5) 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 operation and suppression activities.

- 6) **Office/Warehouse/Shop personnel should meet at:**

**To Be Determined    See Section "V" for  
O&M Building Evacuation Map**

Keep clear of fire lanes, hydrants and walkways for emergency crews and vehicles. Personnel should remain at this location until accounted for by Management. Do not leave the premises until accounted for and given permission to do so. Valuable time could be wasted searching for personnel who have not followed correct procedures.

- 7) Only the Plant Operator can declare the state of emergency over and give permission to re-enter.

**SITE PERSONNEL GUIDELINES continued:**

**Should you become trapped in a building during a fire:**

- 1) If a window is available, place an article of clothing (shirt, coat, etc.) outside the window for the rescue crews.
- 2) 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.
- 3) 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.

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## EARTHQUAKE (Office/Warehouse/Shop)

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### GUIDELINES FOR OFFICE/WAREHOUSE/SHOP SITE PERSONNEL

- 1) Stay in the building. Many injuries occur while people run through the building to the outside. It is possible to be hit by flying objects, falling plaster or other debris.
- 2) Assist any handicapped persons in the area and find a safe place for them.
- 3) Drop, cover and hold. Try to take cover under a table or other sturdy furniture. Kneel, sit or stay close to the floor. Hold onto furniture legs for balance. Be prepared to move with your cover. Face away from any windows.

Doorways may not be the safest location for protection. Violent motion could cause doors to slam against your body, crush your fingers or inflict other serious injuries. More importantly, you could become a target for flying objects.

You could kneel, sit or stay close to the floor, next to a structurally sound interior wall. Place your hands on the floor for balance, as the ground may move violently for several minutes.

Try to avoid airborne objects. Move away from overhead fixtures, windows, bookcases, file cabinets, etc.

- 4) If you are outside, stay outside. Go to a clear area away from buildings, trees and power lines.
- 5) Keep calm. Wait for emergency instructions.

### IMMEDIATELY AFTER THE QUAKE:

- 1) Be prepared for aftershocks. Although usually less intense than the main quake, they can cause further structural damage.
- 2) Gas leaks might be present. Do not use lanterns, torches, lighted cigarettes or open flames.
- 3) Open windows, if possible, to ventilate the building. Watch out for broken glass.
- 4) If fire is caused by the earthquake, implement the fire procedures.

**GUIDELINES FOR OFFICE/WAREHOUSE/SHOP Site Personnel continued:**

5) **If evacuation is ordered:**

- a) Evacuate as instructed.
- b) Provide assistance to any handicapped personnel.
- c) Beware of falling debris and electrical wires as you exit.
- d) **Personnel should meet at:**

**TBD**

**See Section “V” for O&M Building Evacuation Map**

If is safe, remain in this location until accounted for by the Plant Operator. 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.

Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.

- e) Only the Plant Operator can declare the state of emergency over and give permission to re-enter.

6) **Should you become trapped in a building, DO NOT PANIC:**

- a) If a window is available, place an article of clothing (shirt, coat, etc.) outside the window for the rescue crews.
- b) If there is no window, tap on the wall and shout at regular intervals to alert emergency crews.

**Location of First Aid Supplies:**

First aid kit is available in each WTG (up and down tower), first aid kits are also in the substation, O&M building, and service trucks.



## EARTHQUAKE (Field)

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### GUIDELINES FOR FIELD SITE PERSONNEL

#### DURING AN EARTHQUAKE:

- 1) Move to an open area away from turbine towers, power lines and poles.
- 2) Get low to the ground and balance yourself. The ground may move violently for several minutes.
- 3) If there is not open area, seek available shelter (such as your vehicle) to avoid falling objects. Stay in your vehicle if electrical wires fall on it. Wait for professional help – wires may still be live, and you could be electrocuted if you stepped outside.

#### IMMEDIATELY AFTER THE QUAKE:

- 1) Be prepared for aftershocks. Although usually less intense than the main quake, they can cause further damage.
- 2) Use any communication means necessary to notify your supervisor of your status and position. If your device does not operate at first, keep trying. Know that someone will be trying to make contact with you also.
- 3) If you feel safe in doing so, attempt to evacuate to the following  
 Designated meeting place: **O&M building. See Section "V" for O&M Bldg Map**  
 Back up designated meeting place: **TBD**

Remain at your designated rendezvous location until you have answered to a roll call by the Plant Operator. Do not leave the premises until accounted for and given permission to do so by the Plant Operator. Valuable time could be wasted searching for personnel that have not followed correct procedures.

You may be directed to return to the Cassadaga Wind office location. This does not give you permission to go elsewhere.

Only the Plant Operator can declare the state of emergency over and give permission to leave the designated rendezvous location or the Cassadaga Wind shelter area.

### ADVERSE WEATHER

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## **SITE PERSONNEL GUIDELINES**

A serious weather “watch” indicates that conditions for bad weather exist. During a “watch” status, maintain a normal routine. The Plant Operator and all personnel should monitor available information. 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 or windows, metal pipes or electrical appliances.
- 3) Prepare for flash flooding.
- 4) Follow Management instructions.

### **General Information:**

During the 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 wind turbine projects during these thunderstorms. Before, during, and after, thunderstorms all affected employees 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 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 for lightning injury depends on whether the structure incorporates lightning protection, construction materials used, and the size of the structure. Avoid contact with metal or conducting surfaces outside or inside the vehicle.

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

Wind turbine and communication 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 employees shall wait at least 30 minutes after the last lightning strike within the warning zone surrounding the Wind Farm before approaching any equipment. If you hear a hissing or crackling sound, this may be a sign of the wind turbine holding a charge. If these sounds are present, DO NOT APPROACH the wind turbine.

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:

If you get caught inside a metal vehicle 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:**

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

### **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 individuals struck by lightning.

#### **First:**

Call 911 to provide directions and information about the individual(s).

#### **Response:**

The first priority of emergency care is "make no more casualties". If the area where the victim is located is a high-risk area (mountain top, isolated wind turbine, open field, etc.) with a continuing thunderstorm, the rescuers may be placing themselves in significant danger.

#### **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.

Resuscitation:

Perform CPR if trained to do so. Use an AED to restore normal heartbeat if the victim has no or abnormal pulse.

**Flooding:**

CONCERNS of the Office/Warehouse/Shop:

- a) Plug all floor drains and sanitary lines.
- b) If possible, disconnect electric motors and store in dry place.
- c) Move chemicals to a high shelf.
- d) If possible, put merchandise on pallets.
- e) Shut off main power and valves.

CONCERNS of the Field:

- a) Down power lines.
- b) De-energize substation.
- c) Transformers down, exposing primary/secondary lines.
- d) Cracks in dikes, exposing primary/secondary lines.
- e) Control panels down, exposing secondary lines.
- f) Towers over, exposing secondary lines.

## **GUIDELINES FOR ADVERSE WEATHER continued:**

General Area or Specific Job Safety Class: **Working in Adverse weather - Tornadoes**

### **General:**

This policy applies to all locations that may experience tornadoes.

### **Definitions:**

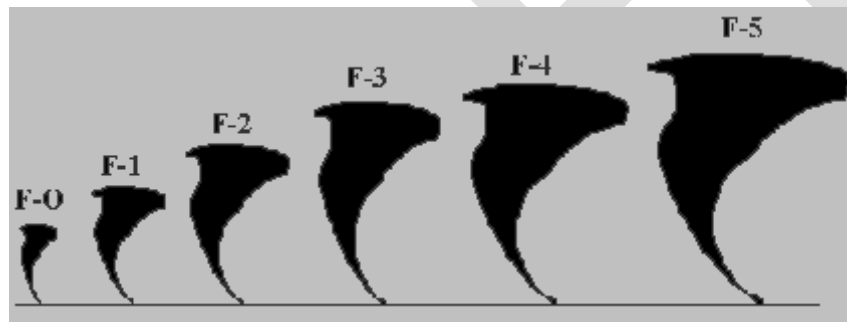
Tornado Watch:

A tornado watch means that conditions are favorable for tornadoes to develop.

Tornado Warning:

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

Fujita - Pearson Tornado Scale:



**F-0:** 40-72 mph, chimney damage, tree branches broken.

**F-1:** 73-112 mph, mobile homes pushed off foundation or overturned.

**F-2:** 113-157 mph, considerable damage, mobile homes demolished, trees uprooted.

**F-3:** 158-205 mph, roofs, and walls torn down, trains overturned, cars thrown.

**F-4:** 207-260 mph, well-constructed walls leveled.

**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, tornadoes 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 on our wind turbine projects. Before, during, and after, tornadoes all affected employees need to be aware of what to do and where to report.

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



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.

When a tornado warning is issued, local EMS, if trained to do so, should take as a minimum the following precautions to alert the public:

- Sound local sirens (know what is the sequence in your area);
- Activating the Emergency Alert System (SAS), 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:

- Have a person designated to monitor a radio or television;
- Notify all affected employees of the tornado watch and assure that they are in immediate contact if an emergency arises;
- If the weather is extreme, all employees should leave the field.

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

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

If outdoors:

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

If in a car:

- Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- 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:

- Turn on radio or television to get the latest emergency information;
- Use the telephone only for emergency calls;
- Watch for downed power and telephone lines (do not use the phone unless calling 911);
- Around the projects, watch for falling debris, exposed power lines, and chemical spills;
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury;
- Stay out of damaged buildings, return only when authorities say it is safe;
- Clean up spilled medicines, bleaches, or gasoline or other flammable liquids immediately. Leave the buildings if you smell gas or chemical fumes.

Designated meeting place: **O&M building. See Section "V" for O&M Bldg Map**

Back up designated meeting place: **TBD**

**Cold Weather Safety:**

**1 Purpose**

The purpose of this EAP is to provide the employee with the basic knowledge needed to work safely in conditions where the possibility of cold injuries exists. At the end of this period of instruction the employee 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.

**2 The Cold Environment**

**2.1 General**

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.

**2.2 Immersion**

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% Deaths	15 min	20 min	50 min	2 hrs	Safe
Time for 100% Deaths	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. Wind turbine sites are often located where there are lakes, rivers, creeks or ponds. These are also areas where roads may become unstable. There is some chance of crashing into the water. Heavy rain can have the same effect as immersion. In the event a person should experience immersion the first step is to remove them from the cold, the second is to get them dry. As the need arises use clothing to protect from getting wet.

**2.3 Wind Chill**

Just as exposure to wet and cold can rob heat faster than just temperature alone, so can strong winds enhance the effects of low temperatures.

U.S. Customary Wind Chill Chart												
Estimated Wind Speed in MPH	Actual Thermometer Reading (F)											
	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
	Equivalent Temperature (F)											
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	-124
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
(Wind speeds greater than 40 mph have little additional effect)	<b>LITTLE DANGER*</b> (for properly clothed person)				<b>INCREASED DANGER*</b> (for properly clothed person)				<b>GREAT DANGER*</b>			
	*DANGER FROM FREEZING OF EXPOSED FLESH											

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.



### **3 Cold Injuries**

#### **3.1 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 temperature 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 possibly go into a coma. At a core body temperature below 86 degrees cardiac arrest is likely.

#### **3.2 Local Cold Injury**

Local cold injury is commonly called "frost bite". Frost bite 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.

### **4 Treatment**

#### **4.1 General**

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.

#### **4.2 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 let patient exert themselves. There is possibility of cardiac arrest. Seek medical attention.

### **4.3 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.

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## HAZARDOUS MATERIAL

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### SITE PERSONNEL GUIDELINES

Material Safety Data Sheets (MSDS's) are kept on premises on all chemicals used at the site.

These data sheets are located: In the O&M building.

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

O&M Building: SPCC

Wind Farm: SPCC

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## CRIME/VIOLENT BEHAVIOR/CIVIL DISTURBANCE

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### SITE PERSONNEL GUIDELINES

#### Crime or Violent Behavior

#### HOW TO REPORT:

You may contact any Manager, or you may 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

All crimes 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 names and/or descriptions of any suspects or witnesses.

**SITE PERSONNEL GUIDELINES continued:**

**Civil Disturbance Response Plan**

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

**Electric Disturbance Events (OE-417)**

If a crime or violent behavior affects the operation of the wind farm DOE form OE-417 may need to be submitted. Verify this via the OE-417 instructions. Projects that are NERC Compliant may have additional requirements. See specific NERC instructions for such facilities.

## **BOMB THREAT**

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### **SITE PERSONNEL GUIDELINES**

All bomb threats must be treated as a serious matter and must be considered real until proven otherwise. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

#### **Bomb Threats through Mail or Suspicious Packages:**

- 1) Do not handle the envelope or package. Clear the area and call "**911**". In addition, contact the Plant Operator.

#### **Bomb Threats Over The Phone:**

See bomb threat check sheet

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## IV. FORMS

- Site personnel Roll Call Check sheet
- Building Utility Control Check sheet
- Hazardous Materials Check sheet
- Bomb Threat Check sheet
- Building Assessment

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DATE: \_\_\_\_\_ REASON: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Existing Condition	Suggested Response	Action Taken	Empl. #
Main electricity off	Engage battery back-up systems Engage generator back-up systems		
Earthquake and after-shocks occurring	Turn off electrical main switch. Turn off gas main. Turn off water main. Turn off water heater or close inlet valve (to prevent water contamination)		
Plumbing failure or Flooding or Water Leak	Cease using all electrical equipment. Shut off main power. Plug floor drains and sanitary lines. Move chemicals to high shelves. Evacuate the area.		
Natural gas leak	Cease operations. Evacuate the area.		
Smoke/odors coming from ventilation system	Cease operations. Evacuate the area.		
<b>DO NOT RETURN TO AN EVACUATED AREA UNLESS THE "ALL CLEAR" SIGNAL HAS BEEN GIVEN BY THE PLANT OPERATOR.</b>			

## HAZARDOUS MATERIALS EMERGENCY CHECKSHEET

DATE: \_\_\_\_\_ PERSON COMPLETING THIS FORM: \_\_\_\_\_

REASON: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROCEDURE		
1.	Evacuate all personnel in the area immediately.	
2.	Seal-off the area if possible.	
3.	Initiate washing-off and first aid for anyone who has been contaminated by the spill.	
4.	Disconnect main gas valve and electrical breakers.	
5.	Turn off all oxygen/acetylene tank valves.	
6.	Check the solvent barrel. If there is a spill, follow the above procedure.	
7.	Check tool crib chemical supplies.	
8.	Check supply cage chemical supplies.	
9.	Check for used and new oil spills.	
10.	Check for leaks in the fiberglass supply cabinets.	
11.	Check for leaks in the used oil storage area.	
12.	Check for overhead pallet rack hazards.	
13.	Remove all vehicles (including forklifts) from the building.	
14.	Notify the Plant Operator if you believe that building evacuation procedures should be implemented.	

# FIELD EMERGENCY UTILITY CONTROL CHECKSHEET

DATE: \_\_\_\_\_ PERSON COMPLETING THIS FORM: \_\_\_\_\_

LOCATION OF EMERGENCY: \_\_\_\_\_

REASON: \_\_\_\_\_

Existing Condition	Suggested Response	Action Taken
Power Lines down	1) De - energize substation.	
Transformers down - exposed primary lines	De-energize primary to transformer.	
Transformers down - exposed secondary lines	De-energize primary to transformer.	
Towers over - exposed secondary lines	De-energize secondary.	
Control panels down - exposed secondary lines	De-energize secondary.	

## BOMB THREAT CHECKLIST

DATE:	CALL START TIME:	INCOMING PHONE #:
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**EXACT WORDING OF THREAT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### QUESTIONS TO ASK THE CALLER:

When is the bomb going to explode?	
Where is the bomb right now?	
What does the bomb look like?	
What will cause it to explode?	
Why did you place the bomb?	
Where are you?	
What is your name?	

### THINGS TO NOTICE:

Sex of caller: \_\_\_\_\_ Age of caller: \_\_\_\_\_ Length of call: \_\_\_\_\_

**Threat Language:**

- Well spoken (educated)     Irrational/Incoherent     Foul  
 Rehearsed     Not Rehearsed     Tape Recording

**Caller's Voice:**

- Calm     Normal     Slow     Soft     Angry  
 Loud     Excited     Deep     Disgusted     Crying  
 Slurred     Deep Breathing     Laughter     Stutter  
 Rapid     Cracking Voice     Nasal     Raspy  
 Lisp     Clearing Throat  
 Accent \_\_\_\_\_     Familiar \_\_\_\_\_

**Background Sounds:**

- Street Noise     Machinery     PA System     Other Voices  
 Phone Booth     Factory     Water/Ocean     Children  
 Local     Motors     Animals     House Noises  
 Car Phone     Office     Music     Bar  
 Long Distance     Airport     Wind/Rain     Restaurant  
 Static     Other

YOUR NAME: \_\_\_\_\_ YOUR POSITION: \_\_\_\_\_



## V. MAPS

Facility maps and O&M building layout map to be inserted

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**Site Map**

To be provided

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**Cassadaga Federal Aviation Administration Obstruction Lighting**

To be provided

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### Turbine and Key GPS Points

To be provided

If a life flight is required, the scene leader from emergency services will designate the landing area and coordinate the landing. Landing areas should be well away from overhead lines, which may not be easily visible from the air.

Key Point	Latitude	Longitude
O&M Building	TBD	TBD
Laydown yard (landing area)	TBD	TBD
List additional designated landing zones	TBD	TBD

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**PLEASE SIGN BELOW, THEN  
RETURN THIS PAGE TO the Plant Operator**

Cassadaga Wind, ("Cassadaga Wind") recognizes that its site personnel have the right and need to know the procedures to follow in the event of an emergency. With this EAP, Cassadaga Wind intends to transmit to site personnel and visitors' information concerning emergency situations and procedures.

***I have received a copy of the Cassadaga Wind EMERGENCY  
ACTION PLAN, and I have reviewed and understand its contents .***

\_\_\_\_\_  
***Signature of Employee***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name (please print)**

\_\_\_\_\_  
**Empl. #**