



First Wind

Emergency Preparedness and Emergency Action Plan

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3 Revision History

Revision #	Revision Date	Created / Revised By	Approved By	Section Affected
1.1	02/15/2012	R. Fonbuena		All, new format

4 Regulatory Requirement

Requirement	Description	-Cross Reference
OSHA 1910.38	Emergency Action Plans	1910.38(b)

5 Objective

The Objective of this Plan is to outline the course of action associated with emergencies, evacuations, and fire prevention. This instruction applies to all personnel doing business at any First Wind location. This plan includes activities in offices, in the field as well as working in wind turbines.

6 Applicability/ Responsibility

This applies to in locations. The responsibilities of this are:

6.1 Safety and Permit Compliance Department or Designee

- 6.1.1 Ensure employees are trained annually on the EAP for their location.
- 6.1.2 Assist in the annual emergency drill.

6.2 Location Heads

- 6.2.1 Ensure overall procedure implementation and coordination,
- 6.2.2 Ensure is contacted in the event of an injury, fire, chemical spill, or major emergency,
- 6.2.3 Determine when an evacuation should take place, and
- 6.2.4 Account for every employee working at the location or en route to the location during an evacuation.
- 6.2.5 Ensure adequate emergency response/escape equipment is available at the location.

6.3 Location EHS Coordinator

- 6.3.1 Identify the proper emergency escape equipment to be used by personnel and visitors.
- 6.3.2 Determine if a reportable quantity has been spilled and contact the applicable regulatory agencies, as necessary.
- 6.3.3 Determine if an emergency spill response team should be deployed.
- 6.3.4 Complete, and update annually, the site-specific information listed in **Appendices A and B**.
- 6.3.5 Review this procedure annually,
- 6.3.6 Ensure all inspections and associated recordkeeping are completed,
- 6.3.7 Ensure all drills and associated recordkeeping are completed,
- 6.3.8 Ensure all training and associated recordkeeping is completed and
- 6.3.9 Enter all events/incidents into the EHS Reporting System.

6.4 Employees

- 6.4.1 Follow the emergency procedures listed in Section 8,

- 6.4.2 Notify the Location Head immediately of any possible emergency,
- 6.4.3 Control fuel and ignition sources, within limits of training and equipment,
- 6.4.4 Contact the appropriate response personnel in the event of an emergency (ambulance, fire department, police department, etc.).

7 Definitions

Term	Definition
EHS	Environmental, Health and Safety.
Location	First Wind owned, operated or otherwise staffed location or facility.
Location Head	The person designated by First Wind to have control of or be the highest ranked person at a First Wind Location.
Location EHS Coordinator	The person designated at each location that is responsible to ensure that the EHS Program is properly administered at the location.
Emergency Coordinator (EC)	The designated person who will be in charge during an emergency.
Evacuation Meeting Point	A designated area where all employees will assemble during a site evacuation emergency.
Fire Detection System	An outside firm or a site monitoring system that detects and sends out a warning in the event of a fire.
Fuel/Ignition Sources	Any material, chemical, etc. that has the potential to increase the size, or possibly start, a fire (i.e. boxes, skids, rags, oil, fuel, paint, etc.).
Hazardous Materials	Any chemical meeting the hazardous criteria of being toxic, flammable, or corrosive defined by country regulations.
Highly Combustible Materials	Any material or chemical that will readily catch fire (i.e. fuel, oily rags, etc.).
Reportable Quantity (RQ)	A designated quantity of a chemical that is reportable to a regulatory agency.
Small Spill	A spill of less than 20L (5 gallons), which can be completely cleaned and contained using a Spill Kit.
Tornado Shelter Location	Interior room without windows that is designated as a safe haven during tornadoes.
Tornado Warning	A tornado has been sighted, take cover immediately.
Tornado Watch	Conditions are favorable for a tornado.
WTG	Wind Turbine Generator

8 Plan

In accordance with the provisions of the First Wind Corporate Policy and in support of the Company-wide emphasis on full environmental compliance and minimizing risks to employee health and safety, the First Wind Site, located in _____ has adopted this Emergency Preparedness and Emergency Action Plan.

This plan has been completed, reviewed, and approved for implementation by the following individuals:

<i>Title, Name and Signature</i>	<i>Location</i>	<i>Date</i>
Location Head:		
Location EHS Coordinator:		
Other1:		
Other 2:		

8.1 Location Description

8.1.1 See Location Description in **Appendix B**.

8.2 Availability of Copies of the Emergency Preparedness and Fire Prevention Plan

8.2.1 A copy of the Emergency Preparedness and Fire Prevention Plan will be available at each First Wind location, in the office of the Location Head or EHS Coordinator, and in a common area so each employee has access to it.

8.2.2 If required, a copy of the plan will be sent to the local Fire Department and local Emergency Response Committee and any other emergency response agency that is expected to respond.

8.3 Chemical Use & Storage

8.3.1 The information about chemicals that may typically be expected to be found at this site can be found in the location MSDS binder located _____

8.3.2 The storage locations of these materials can be found on the Location Map located in **Appendix C**. All containers will be marked or labeled to identify the contents of the container.

8.4 Chemical/Hazardous Waste Storage

8.4.1 Typical chemical wastes that are generated at this location are:

8.4.1.1 **Enter a list of chemical wastes generated at specific sites.**

8.4.1.2 Wastes may be accumulated in small quantities at the point of generation. If designated waste accumulation areas (or satellite storage areas) have been established, they can be found on the Site Map in **Appendix B**.

8.4.1.3 Wastes are typically accumulated in 200 L (55-gallon) drums that are stored within a secondary containment. As these containers are filled, they are moved to the designated hazardous waste storage area as identified in the Location Map.

8.4.1.4 The chemical and hazardous waste storage areas are inspected regularly to prevent releases, explosions, and fires. (FWE EHS-9 Hazard Communications Procedure).

8.5 Potential Emergencies

8.5.1 The Location Head will be designated as the Emergency Coordinator unless otherwise specified in **Appendix A**. The Location Head will be notified immediately in the event of an emergency. If the emergency is within the capabilities of site personnel, the Emergency Coordinator will coordinate response activities. If the emergency is beyond

the capabilities of location personnel, appropriate outside agencies and emergency responders will be notified. These agencies and their corresponding phone numbers are listed in **Appendix A**.

8.5.2 Emergency actions to be taken for various types of identified emergencies are detailed as follows:

8.6 Fire

8.6.1 Potential for Fire & Safe Operating Procedures

8.6.1.1 Potential ignition sources at this First Wind location are:

(Insert potential ignition sources at your site here)

8.6.1.2 It is required that all fuel and ignition sources (flammable materials) be removed from the location or reduced as much as practically possible.

8.6.1.3 Smoking is only allowed in designated areas as identified in **Appendix B**.

8.6.1.3.1 It is prohibited to introduce any unnecessary flammable materials/chemicals into the WTG towers. Exceptions will only be made by the EHS Manager or Site Operations Manager.

8.6.1.3.2 Combustible materials such as gearbox oil must be stored in appropriate containers with caps (properly labeled) while being transferred between the top and bottom of the tower.

8.6.2 Control of Fuel Sources

8.6.2.1 All trash must be placed in designated containers.

8.6.2.2 Flammable liquids must be stored in approved containers and placed in flammable liquid storage cabinets when not in use.

8.6.2.3 Accumulations of paper, cardboard, or other highly combustible materials should be kept to a minimum.

8.6.2.4 Areas around fire extinguishers, exits, and electrical panels must be kept clear and unobstructed.

8.6.2.5 Combustible material should always be stored away from any ignition sources.

8.6.2.6 When transferring flammable liquids from one container to another, always ground and bond the containers to prevent a static electricity spark.

8.6.3 Control of Ignition Sources

8.6.3.1 Do not use equipment that has exposed wiring, cracked or damaged switch plates.

8.6.3.2 Use only approved extension cords for temporary wiring.

8.6.3.3 Never use extension cords in place of permanent wiring.

8.6.3.4 Do not use cords that are damaged or frayed.

8.6.3.5 Do not load motors beyond their capacity.

8.6.3.6 Smoking is allowed in designated areas only and all butts must be disposed of in designated containers.

8.6.3.6.1 Smoking is NOT allowed in the WTG nacelle or hub.

8.6.3.7 If smoke or smoldering is detected from plug powered equipment, disconnect the power supply.

8.6.3.8 When performing welding, cutting or open flame operations outside a designated weld area, a special hot work permit is required (see First Wind EHS Procedure– Hot Work).

8.6.3.9 Inspections

8.6.3.9.1 The following inspections of Fire Protection Equipment must be completed.

8.6.3.9.2 Automatic Sprinkler System requires annual inspections by a qualified person.

8.6.3.9.3 Emergency Lighting requires monthly inspections – verify that the emergency lighting will engage during an emergency situation.

8.6.3.9.4 Fire Detection Systems require annual inspections – verify that the detection systems will engage in the event of a real emergency. This inspection is usually completed by a detection company.

- 8.6.3.9.5 Fixed Extinguishing Systems require annual inspections. Ensure all systems are in complete working order.
- 8.6.3.9.6 Portable Fire Extinguishers in the service centers require monthly inspections– verify all extinguishers have the required charge, are in the correct locations and properly marked.
- 8.6.3.9.7 Portable Fire Extinguishers also require a periodic maintenance inspection by a qualified person, as well as periodic hydrostatic testing depending on the type of extinguisher.
- 8.6.4 Response to A Fire
 - 8.6.4.1 Response to a Fire in the Location Center
 - 8.6.4.1.1 The first employee discovering a fire shall pull the nearest fire alarm and/or dial the location emergency number as listed in **Appendix A**. If the employee has the appropriate fire extinguisher training, and the fire is incipient, the employee can try to fight the fire.
 - 8.6.4.1.2 Evacuate the immediate area.
 - 8.6.4.1.3 Notify the Location Head, who will direct the fire department to the proper location.
 - 8.6.4.1.4 The Location Head and designated personnel will ensure the evacuation of personnel has been successfully completed and that all personnel are accounted for.
 - 8.6.4.1.5 People should assemble at the designated Evacuation Meeting Location as described in **Appendix B**.
 - 8.6.4.1.6 The Location Head will also ensure that equipment is shutdown as necessary.
 - 8.6.4.1.7 The local fire department and the Location Head will determine when normal operations can be resumed.
 - 8.6.4.2 Response to a Fire in the WTG Tower
 - 8.6.4.2.1 See SA-010-320-017 Tower Emergency Rescue Procedure
 - 8.6.4.3 Response to a Fire at Substation / Transformer:
 - 8.6.4.3.1 Call the site emergency number immediately. Fire department must be called immediately to contain this type of fire.
 - 8.6.4.3.2 Do not try to extinguish the fire due to high voltage hazards. Cannot use conventional fire extinguishers.
 - 8.6.4.3.3 Report the fire the appropriate utility company.
 - 8.6.4.4 Respond to fire which is out of control
 - 8.6.4.4.1 Barricade hazardous area as applicable.
- 8.6.5 Fire Drills
 - 8.6.5.1 The location center will **conduct at least one drill annually**. This also enables the local fire department to get a chance to become familiar with our location and be more prepared in the event of an actual emergency. Most fire departments are more than willing to help out with fire drills. Conducting a fire drill involves the following steps:
 - 8.6.5.1.1 Plan the drill.
 - 8.6.5.1.2 Coordinate with the local fire department and fire detection company.
 - 8.6.5.1.3 Conduct the drill.
 - 8.6.5.1.4 Ensure the appropriate evacuation takes place.
 - 8.6.5.1.5 Time the evacuation.
 - 8.6.5.1.6 Check the site for people who did not leave, areas where the alarm can't be heard, or other potential problems.
 - 8.6.5.1.7 Give employees the OK to come back inside.
 - 8.6.5.1.8 Critique the drill with the local fire department if they are present.

- 8.6.5.1.9 Write up a brief report of how the drill went, send a copy to the EHS Manager and keep it in your site EHS files.
- 8.6.6 Emergency Evacuation
 - 8.6.6.1 Evacuation from the Location Center
 - 8.6.6.1.1 A location evacuation map must be posted in commonly used locations inside the location center. (lunch rooms, offices, bathrooms, etc).
 - 8.6.6.1.2 A designated Evacuation Meeting Point must be identified for each location. A Back-Up Evacuation Meeting Point must also be identified in case the primary Evacuation Meeting Point is affected by the emergency (i.e.—wind direction during a fire makes the original Evacuation Meeting Point unusable.)
 - 8.6.6.1.3 All location personnel must receive training of the site's emergency evacuation procedures within the first week of employment at the Site.
 - 8.6.6.2 During an evacuation the designated Emergency Coordinator shall:
 - 8.6.6.2.1 Keep exits marked, clear and accessible at all times.
 - 8.6.6.2.2 Instruct employees not to try to fight any fire (unless incipient), but simply to report it immediately.
 - 8.6.6.2.3 Notify employees of any evacuation and then verify that all employees are safely at the Evacuation Meeting Point.
 - 8.6.6.2.4 Comply with any instructions from the Fire Department.
 - 8.6.6.2.5 Consult with the Fire Department / EHS as the situation permits and/or warrants.
 - 8.6.6.2.6 Consult with the Fire Department to determine the extent of any evacuation necessary.
 - 8.6.6.2.7 Supervise any evacuation that is ordered.
 - 8.6.6.2.8 Respond to direction from the Fire Department / EHS and maintain communication with others.
 - 8.6.6.2.9 Verify that isolated areas are checked for personnel.
 - 8.6.6.2.10 Conduct head count to ensure everyone is accounted for. The designated Emergency Coordinator will notify the fire department if any persons are thought to be inside the building.
 - 8.6.6.2.11 The local fire department Fire Chief and the designated Emergency Coordinator will determine when normal operations can be resumed.
 - 8.6.6.3 During a building evacuation Employees shall:
 - 8.6.6.3.1 Evacuate the building from the nearest exit.
 - 8.6.6.3.2 Report to the designated site Evacuation Meeting Point outside of the building as listed in **Appendix B**.
 - 8.6.6.4 Evacuation from the WTG Tower:
 - 8.6.6.4.1 Drills from the WTG shall be conducted annually.
 - 8.6.6.4.2 These drills shall be scheduled and reported to the EHS Manager
 - 8.6.6.5 Evacuation from the Location Center:
 - 8.6.6.5.1 Drills from the Location Center shall be conducted annually
 - 8.6.6.5.2 These drills shall be scheduled and reported to the EHS Manager
- 8.7 **Medical Emergency**
 - 8.7.1 Emergency Injury or Illness in the Location Center:
 - 8.7.1.1 If emergency medical attention is required for an employee, call the local emergency medical services as listed in **Appendix A**.

- 8.7.1.2 Notify the Location Head and EHS Coordinator of the injury/illness.
- 8.7.1.3 An ambulance shall be used to transport the victim to the appropriate hospital emergency room.
- 8.7.1.4 The Location Head or injured employee's Manager shall fill out a Safety Incident Report Form if the employee is unable to do so.
- 8.7.1.5 All safety incident reports will be sent to the individuals designated on the form as the type of incident requires.
- 8.7.2 Emergency Injury or Illness in the WTG Tower:
 - 8.7.2.1 Evacuation plans shall be initiated to remove the employee from the tower.
 - 8.7.2.2 Call the location emergency number immediately to request external aid from the fire department, etc.
 - 8.7.2.3 Depending on the injury/illness, if the employee requires immediate medical aid, apply 1st Aid/CPR to the employee, or use resources in the 1st aid kit if appropriate.
 - 8.7.2.4 If the TRS (Tower Rescue System) are available, use it to lower the employee down the tower after applying immediate treatment.
 - 8.7.2.5 If the TRS is not available, continue to treat the employee with available resources until rescue team can transfer the injured employee to the bottom.
 - 8.7.2.6 EHS Coordinator assembles the site rescue team and ensures external emergency services have been contacted.
- 8.7.3 Non-emergency Injury or Illness
 - 8.7.3.1 If the employee needs attention by a doctor on a non-emergency basis, the Location Head will ask the employee if he/she wants to see a doctor.
 - 8.7.3.2 The Location Head or EHS Coordinator will arrange transportation and designate someone to accompany the employee to the doctor.
 - 8.7.3.3 First Wind EHS Manager must be notified immediately.
 - 8.7.3.4 The Location Head shall fill a Safety Incident Report if the employee is unable.
 - 8.7.3.5 All safety incident reports will be sent to the individuals designated on the form as the type of incident requires.
- 8.7.4 **Chemical Spill or Leak**
 - 8.7.4.1 Response to a Chemical Spill
 - 8.7.4.1.1 The Location Head should be notified immediately.
 - 8.7.4.1.2 Every effort will be made to prevent spills from entering waterways. Personnel working with chemicals or responding to a spill shall wear proper personal protective equipment, such as safety goggles, gloves, etc.
 - 8.7.4.1.3 Only trained personnel in spill response shall respond to a chemical spill or leak. All others must notify the Location Head immediately.
 - 8.7.4.1.4 For larger spills, additional assistance will be obtained from outside emergency responders or spill cleanup contractors. Spill response materials are kept at the site for small spills. The locations of these spill kits are identified on the Location Map in **Appendix B**.
 - 8.7.4.2 The primary concerns for responding to chemical spill emergencies are:
 - 8.7.4.2.1 Ensure the safety of all employees.
 - 8.7.4.2.2 Notify appropriate emergency organizations to properly respond to the emergency. (i.e., fire department, ambulance, local/state environmental regulatory authority).
 - 8.7.4.2.3 Get emergency assistance to anyone who has been exposed to the hazardous chemicals.
 - 8.7.4.2.4 Prevent any spills from entering the sanitary and storm sewers.

- 8.7.4.2.5 Minimize site personnel exposure to the hazardous chemicals by only allowing qualified personnel to respond to the emergency.
- 8.7.4.2.6 Investigate to determine the cause, effect and damage, if any, and take steps to correct.
- 8.7.4.2.7 Arrange for timely cleanup of the chemical spill to minimize the potential of contaminating the environment or further contamination of the site.
- 8.7.4.3 ISWIM
 - 8.7.4.3.1 Identify the Spill – Identify the material spilling before you attempt to stop, isolate or minimize the spill.
 - 8.7.4.3.2 Stop the Spill—Up-righting a container, closing a valve, or shutting down the equipment.
 - 8.7.4.3.3 Warn others—to stay clear of the area.
 - 8.7.4.3.4 Isolate the spill area—Keep personnel out of the area.
 - 8.7.4.3.5 Minimize exposure and the spread of the spill. Place absorbent materials around the spill to contain its spread. Do not stand in the spilled material while doing this.
- 8.7.4.4 Response to a Chemical Spill in the WTG
 - 8.7.4.4.1 The Location Head shall be notified immediately.
 - 8.7.4.4.2 Ensure spill absorbent material is available in each service truck and use it to contain the leak.
 - 8.7.4.4.3 If leak cannot be stopped at the turbine by mechanical means, try to contain the leak as much as possible.
 - 8.7.4.4.4 Notify Location Head immediately for guidance in clean-up procedures and regulatory notification.
 - 8.7.4.4.5 Notify a tower cleaning company to clean the outside of the tower if the leak has migrated to the outside of the tower.
 - 8.7.4.4.6 Contain the leak at the bottom of the tower with absorbent material, clay, etc. and put contaminated soil, absorbents in properly labeled containers.
- 8.7.4.5 Notifications
 - 8.7.4.5.1.1 The Location Head must notify the Spill Release Team should a spill occur that is not controllable by the employees in the immediate area and requires the evacuation of the building. The notification shall include the following information:
 - 8.7.4.5.1.1.1 Amount spilled/leaked,
 - 8.7.4.5.1.1.2 Chemical(s) involved,
 - 8.7.4.5.1.1.3 Time spill/leak occurred, and
 - 8.7.4.5.1.1.4 Where spill/leak occurred.
 - 8.7.4.5.1.1.5 If a spill impacted soil, water, etc.
 - 8.7.4.5.1.1.6 Person responding to spill/leak.
 - 8.7.4.5.1.2 Should the spill occur and evacuation is necessary, all employees shall immediately evacuate the building to the designated Evacuation Meeting Point.
- 8.7.4.6 Reportable Quantities
 - 8.7.4.6.1 If a reportable quantity has been released, First Wind will notify the appropriate regulatory agencies, as applicable:
 - The National Response Center
 - The State Emergency Response Commission
 - The Local Emergency Planning Committee
- 8.7.4.7 Spills that reach the sewer system

- 8.7.4.7.1 The Location Head shall contact the applicable Sewer District. A detailed written statement describing the causes of the discharge and the measures being taken to prevent future occurrence must follow this notification.

8.7.5 Hurricane

- 8.7.5.1 Hurricanes involve high winds and heavy rains which often result in power failures, inaccessible roads and structural damage to buildings.
- 8.7.5.2 To prepare for a hurricane that may adversely affect an office location, the following should be done:
 - 8.7.5.2.1 Cover all large windows with shutters or plywood if possible.
 - 8.7.5.2.2 Clear out important paperwork from desk drawers, wrap them in plastic, and store on a high shelf.
 - 8.7.5.2.3 Cover affected equipment, such as
 - 8.7.5.2.3.1 Computers and related Equipment (Printers, Monitors, etc.)
 - 8.7.5.2.3.2 Fax Machines
 - 8.7.5.2.3.3 Photocopiers
 - 8.7.5.2.3.4 Electrical devices (Strip Plugs, Power or Extension Cords, etc.)
 - 8.7.5.2.4 Unplug all affected equipment from wall.
 - 8.7.5.2.5 Move the affected equipment away from any unprotected windows or doors.
 - 8.7.5.2.6 Cover affected equipment with plastic sheeting and/or bags.
 - 8.7.5.2.7 Move the affected equipment that is on the ground to the top of desks if possible.
 - 8.7.5.2.8 Backup all data from your Computer and take backup media off site, the data you save on the network drives will be protected
- 8.7.5.3 To prepare for a hurricane that may adversely affect a field location, the following should be done:
 - 8.7.5.3.1 Secure outdoor items and equipment that cannot be brought indoors.
 - 8.7.5.3.2 Bring items and equipment indoors that can be secured indoors.
 - 8.7.5.3.3 Seek indoor shelter in a structure with the following characteristics if possible:
 - 8.7.5.3.3.1.1.1 Covered windows
 - 8.7.5.3.3.1.1.2 Away from flood prone areas
 - 8.7.5.3.3.1.1.3 Move to the center of the structure
 - 8.7.5.3.3.1.1.4 Stay away from items that may fall
- 8.7.5.4 In the event of a Hurricane adversely affecting a FW location, connect to the FEMA Website at <http://www.fema.gov/fema/trop.htm>. This site will be active during the Hurricane season and will have up-to-the-minute hurricane information. The First Wind Location Head will determine if evacuation is necessary. If evacuation is deemed to be necessary, follow instruction as given by governmental agencies.

8.7.6 Tornado

- 8.7.6.1 Tornadoes involve highly localized, extremely destructive high winds. Tornadoes generally travel from southwest to northeast. Tornado warnings and watches may only be forecast within hours of a tornado actually occurring. However, tornadoes may touch down with little warning, and therefore, preparation time may be minimal.
 - 8.7.6.1.1 Where geographically applicable, each location must have a radio and a designated person who is responsible for monitoring the radio during inclement weather for tornado announcements.
 - 8.7.6.1.2 The bulletin will then be identified as a tornado “watch” or a tornado “warning” (severe thunderstorms and other weather conditions are also announced).
 - 8.7.6.1.2.1 Watch: Continue to monitor the radio closely.

- 8.7.6.1.3 Warning: In the event of a tornado warning proceed immediately to the site-specific gathering location. Take the weather alert radio to the tornado shelter area, and continue to monitor it until the warning is over.
- 8.7.6.2 During a Tornado Warning that may adversely affect an office location, the following should be done:
 - 8.7.6.2.1 Clear off important paperwork and remove from the top of desks and store in a secure spot.
 - 8.7.6.2.2 Turn off equipment and machines.
 - 8.7.6.2.3 Move affected equipment away from any unprotected windows or doors.
 - 8.7.6.2.3.1 Computers and related Equipment (Printers, Monitors, etc.)
 - 8.7.6.2.3.2 Fax Machines
 - 8.7.6.2.3.3 Photocopiers
 - 8.7.6.2.3.4 Electrical Devices (Strip Plugs, Power or Extension Cords, etc.)
 - 8.7.6.2.4 Avoid elevators and extinguish open flames. If you are at a location that has an elevator, do not use it during an emergency.
 - 8.7.6.2.5 Meet at the Tornado Shelter Location if one is available.
 - 8.7.6.2.6 If no Tornado Shelter is available, go to the lowest central room of the structure
 - 8.7.6.2.7 Monitor the weather radio if possible.
 - 8.7.6.2.8 Crouch down and cover yourself from falling debris.
 - 8.7.6.2.9 Take a look around for equipment that may fall or tip over in the area and stay clear.
 - 8.7.6.2.10 If you are in a structure, do not evacuate until told to do so
- 8.7.6.3 During a Tornado Warning that may adversely affect a field location, the following should be done:
 - 8.7.6.3.1 Secure outdoor items and equipment that cannot be brought indoors.
 - 8.7.6.3.2 Bring items and equipment indoors that can be secured indoors.
 - 8.7.6.3.3 Seek indoor shelter in a structure with the following characteristics if possible:
 - 8.7.6.3.3.1 Covered windows
 - 8.7.6.3.3.2 Away from flood areas
 - 8.7.6.3.4 Move to the lowest central room of the structure
 - 8.7.6.3.5 Stay away from items that may fall.
 - 8.7.6.3.6 If you cannot move inside a shelter, you should lie flat in a ditch or depression and cover your head with your hands.
 - 8.7.6.3.7 Be aware of potential flooding.

When designating a Tornado Shelter Location please consider the following:

- Interior rooms and halls on the lowest floor are the safest,
- Stay away from glass enclosed places or areas with wide-span roofs such as auditoriums, theaters, and warehouses,
 - A corner would be safer than the middle of the wall, and
- A bathroom, closet, office, or maintenance room with short walls would be the safest area. especially if it was on the north or east side of the building.

8.7.7 Earthquake

8.7.7.1 In the event of an earthquake the following should be done for employees inside of or near structures:

- 8.7.7.1.1 Take cover, such as under a sturdy piece of furniture, the inside corner of a room or in a close by doorway, to protect yourself from injury.
- 8.7.7.1.2 If there is overhead glass in the area, cover yourself from falling debris.
- 8.7.7.1.3 Take a look around for equipment that may fall or tip over in the area and stay clear.
- 8.7.7.1.4 Do not run from buildings during an earthquake. Most injuries occur outside from flying debris, falling objects or from downed high-voltage wires.
- 8.7.7.1.5 Extinguish open flames if possible.
- 8.7.7.1.6 If you are at a location that has an elevator, do not use it during an emergency.
- 8.7.7.1.7 DO NOT smoke or light a match/lighter.
- 8.7.7.1.8 Once the initial shock is over, calmly walk out of the building to the Evacuation Meeting Point. Do not reenter the building until the structure has been assessed to be safe.

8.7.7.2 In the event of an earthquake the following should be done for employees outside of and away from structures:

- 8.7.7.2.1 Stay in the open, away from structures, trees and overhead lines.
- 8.7.7.2.2 If there are overhead hazards in the area, cover yourself from falling debris.
- 8.7.7.2.3 DO NOT smoke or light a match/lighter.
- 8.7.7.2.4 Once the initial shock is over, calmly walk to the Evacuation Meeting Point. Do not enter buildings until the structure has been assessed to be safe.

When designating an Earthquake Shelter Location please consider the following:

- Safe areas include: doorways, under doorsills, or beside heavy upright beams
- Try to get under the nearest heavy table, desk, bench or machine.
- If you are unable to get under a sturdy object, move closely to an interior wall

8.7.8 Flood

8.7.8.1 Flooding can occur as a result of either long-term, sustained precipitation or short-term intense weather events. Monitoring of emergency broadcasts is important to ensure proper preparation for such events.

8.7.8.2 In the event of a flood adversely affecting an office location, the following should be done:

- 8.7.8.2.1 Secure work area and turn off equipment and machines.
- 8.7.8.2.2 Cover all large windows with shutters or plywood if possible.
- 8.7.8.2.3 Clear out important paperwork from desk drawers wrap them in plastic and store on a high shelf. Affected equipment during a flood are:
 - 8.7.8.2.3.1 Computers and related Equipment (Printers, Monitors, etc.)
 - 8.7.8.2.3.2 Fax Machines
 - 8.7.8.2.3.3 Photocopiers
 - 8.7.8.2.3.4 Electrical Devices (Strip Plugs, Power or Extension Cords, etc.)
- 8.7.8.2.4 Unplug all affected equipment from wall. Do not handle electrical plug if you are wet or standing in water.
- 8.7.8.2.5 Cover affected equipment with plastic sheeting or plastic bags.
- 8.7.8.2.6 Backup all data from your computer and take backup media off site, the data you save on the network drives will be protected.
- 8.7.8.2.7 If possible, move essential items to an upper floor.

- 8.7.8.2.8 Do not drink tap water unless confirmation from local agency has cleared tap water for consumption.
- 8.7.8.3 In the event of a flood adversely affecting a field location, the following should be done:
 - 8.7.8.3.1 Secure outdoor items and equipment that cannot be brought indoors.
 - 8.7.8.3.2 Bring items and equipment indoors that can be secured indoors.
 - 8.7.8.3.3 Seek indoor shelter in a structure with the following characteristics if possible:
 - 8.7.8.3.3.1 Covered windows and doors on lower levels
 - 8.7.8.3.3.2 Away from flood prone areas
 - 8.7.8.3.4 Move to a high central room of the structure
 - 8.7.8.3.5 Stay away from moving water. 6" of moving water can sweep a person off their feet and 2' of moving water can sweep most vehicles including SUVs and pick-ups.
 - 8.7.8.3.6 Be aware of potential flooding.
- 8.7.9 Bomb Threat

ALL BOMB THREATS MUST BE TAKEN SERIOUSLY!!!

- 8.7.9.1 The person receiving the call shall:
 - 8.7.9.1.1 Notify the Location Head immediately.
 - 8.7.9.1.2 Listen very carefully, assisted, if possible, by another person who will take careful notes to ensure getting the exact language of the message. Pay special attention to if the caller is a man or a woman, any distinguishing accents, and any background noises that might be heard (children, traffic, etc.).
 - 8.7.9.1.3 See if another person can get the call traced, by contacting the police department, while the caller is kept on the phone.
 - 8.7.9.1.4 Attempt to get the caller to repeat the message several times to elicit further information as to:
 - 8.7.9.1.4.1 Who the caller is
 - 8.7.9.1.4.2 Location of the calling party
 - 8.7.9.1.4.3 Where the device may be hidden
 - 8.7.9.1.4.4 When it is scheduled to detonate
 - 8.7.9.1.4.5 Why First Wind is being bombed
- 8.7.9.2 The Location Head shall:
 - 8.7.9.2.1 Evacuate the site immediately in the safest possible manner.
 - 8.7.9.2.2 Contact the Police Department listed in **Appendix A**.
- 8.7.10 Lightning / High Winds
 - 8.7.10.1 In the event that lightning or high winds will adversely affect an office location, the following should be done:
 - 8.7.10.1.1 Weather forecasts should be consulted at the beginning of each work shift or the day before in order to prepare for any inclement weather.
 - 8.7.10.1.2 Stay indoors, preferably in a steel framed building.
 - 8.7.10.1.3 Avoid contact with corded phones, electrical plugs and plumbing.
 - 8.7.10.1.4 Stay away from windows and do not lean on concrete walls.
 - 8.7.10.2 In the event that lightning will adversely affect a location with WTGs, the following should be done:
 - 8.7.10.2.1 Weather forecasts must be consulted at the beginning of each work shift or the day before in order to prepare for any inclement weather.

- 8.7.10.2.2 No work shall be scheduled in the WTG towers if thunderstorms or lightning, are in the vicinity of the site.
- 8.7.10.2.3 All WTG maintenance work in the towers must be postponed until lightning is no longer within 50 miles of the location.
- 8.7.10.2.4 If there is thunder heard in an approaching cloud, all work up-tower work will be stopped and all personnel will climb down and seek shelter.
- 8.7.10.2.5 Contact the Location Head or designee to inform them of lightning sightings.
 - 8.7.10.2.5.1 The Location Head then notifies all personnel in the field that lightning is in the area.
 - 8.7.10.2.5.2 If employee cannot get a hold of the Location Head, then it becomes the responsibility of the person who had the sighting to notify all affected personnel.
- 8.7.10.2.6 Every crew must respond by radio or other communications, acknowledging they have received the warning.
- 8.7.10.2.7 The Location Head will decide if the employees should return to the location center or wait in service trucks for the storm to pass.
- 8.7.10.2.8 All work on tall, conductive structures will be stopped (this will include and is not limited to HV transmission lines, SCADA infrastructure, MET towers, or WTGs).
- 8.7.10.2.9 Adequate shelter may include service trucks.
- 8.7.10.3 In the event that high winds will adversely affect a location with WTGs, the following should be done:
 - 8.7.10.3.1 High wind speed is normally associated with thunderstorms. Wind may increase rapidly with little to no advanced warning. Use caution and be aware of debris that can and will be moved by the high wind.
 - 8.7.10.3.2 Use care when seeking shelter in a service truck. High winds can severely damage doors. Always park vehicles facing the wind to minimize the chance of the doors catching the wind while opening.
 - 8.7.10.3.3 Stay away from glass whenever possible. Sheer winds in a storm can blow trucks over. If winds get severe enough, pull over to a safe location and point truck into wind.
 - 8.7.10.3.4 It is the responsibility of all employees to report severe wind changes out in the field i.e. severe directional change or severe increase in wind speed.
 - 8.7.10.3.5 NO work is allowed in the WTG when there are steady winds of 25m/s (56mph) or over a 10-minute average or more.
 - 8.7.10.3.6 No work is allowed outside the nacelle of a WTG when there are steady winds of 15m/s (40mph) or over a 10-minute average or more.
- 8.7.10.4 In the event that lightning or high winds will adversely affect a field location, the following should be done:
 - 8.7.10.4.1 Secure outdoor items and equipment that cannot be brought indoors.
 - 8.7.10.4.2 Bring items and equipment indoors that can be secured indoors.
 - 8.7.10.4.3 Seek indoor shelter in a structure with the following characteristics if possible:
 - 8.7.10.4.3.1 Steel framed
 - 8.7.10.4.3.2 Away from flood prone areas
 - 8.7.10.4.4 Move to a central room of the structure
 - 8.7.10.4.5 It is everyone's responsibility to make sure that **all** personnel are notified of lightening in the area.
 - 8.7.10.4.6 Contact the Location Head or designee to inform them of lightning sightings.
 - 8.7.10.4.6.1 The Location Head then notifies all personnel in the field that lightning is in the area.

- 8.7.10.4.6.2 If employee cannot get a hold of the Location Head, then it becomes the responsibility of the person who had the sighting to notify all affected personnel.
- 8.7.10.4.7 Every crew must respond by radio or other communications, acknowledging they have received the warning.
- 8.7.10.4.8 The Location Head will decide if the employees should return to the location center or wait in service trucks for the storm to pass.
- 8.7.10.4.9 All work on tall, conductive structures will be stopped (this will include and is not limited to HV transmission lines, SCADA infrastructure, MET towers, or WTGs).
- 8.7.10.4.10 Adequate shelter may include service trucks.
- 8.7.11 Other Emergencies
 - 8.7.11.1 Power Outage
 - 8.7.11.1.1 Employees should notify the Location Head, if the outage is not immediately apparent.
 - 8.7.11.1.2 The employees involved should take immediate steps to:
 - 8.7.11.1.2.1 Ensure the safety of personnel.
 - 8.7.11.1.2.2 Restore service.
 - 8.7.11.1.2.3 Investigate to determine cause, effect and damage, if any, and take steps to correct.
 - 8.7.11.1.2.4 If required, call the local utility company. The site-specific utility company is listed in **Appendix A**.
 - 8.7.11.2 Demonstrations or Civil Disturbances (Including Picketing)
 - 8.7.11.2.1 Any employee seeing evidence of a demonstration within the immediate area of the site shall inform the Location Head
 - 8.7.11.3 Media Requests
 - 8.7.11.3.1 In the event of an EHS incident that gains media attention, **NO ONE** at any location shall have any contact with the media unless approved by their manager and External Affairs.
- 8.8 **Training**
 - 8.8.1 All First Wind employees must be trained in the location's Emergency Preparedness and Fire Safety Procedure. (First Wind EHS-8 Procedure).
 - 8.8.2 Where applicable, designated First Wind employees shall be trained on Oil Spill Prevention and the site-specific spill plans, and/or portable fire extinguishers.
 - 8.8.3 First Wind personnel involved with climbing and working in wind turbine must receive training in tower rescue and escape and how to prevent fires while working inside the towers.
- 8.9 **Auditing**
 - 8.9.1 First Wind Corporate Safety will review this procedure annually.
- 8.10 **References**
 - 8.10.1 SA-010-320-008 Fire Safety Plan

9 Appendix

9.1 Appendix A: Emergency Contact Information

LOCATION EMERGENCY CONTACT INFORMATION		
Location Name		
Physical Address		
Location Head (Primary) contact info	Name Office phone Mobile phone	title email fax
Location Head (Secondary) contact info	Name Office phone Mobile phone	title email fax
EHS Coordinator contact info	Name Office phone Mobile phone	title email fax
First Wind DACC	Primary phone (617)960-9501	Secondary phone (951) 294-5613
Contractor 1 Primary contact info	Name Office phone Mobile phone	title email fax
Contractor 1 Secondary contact info	Name Office phone Mobile phone	title email fax
Contractor 2 Primary contact info	Name Office phone Mobile phone	title email fax
Contractor 2 Secondary contact info	Name Office phone Mobile phone	title email fax
Contractor 3 Primary contact info	Name Office phone Mobile phone	title email fax
Contractor 3 Secondary contact info	Name Office phone Mobile phone	title email fax
POLICE		
FIRE		
EMS		
Emergency Clinic	Name: Address	Phone Fax
Poison Control	Name:	Phone
Spill Response	Name:	Phone
Electric Utility	Name:	Phone
Gas Utility	Name:	Phone
Water Utility	Name:	Phone

9.2 Appendix B: Location Specific Information

The First Wind location at *(name and location of service area/center)* employs approximately *(insert number)* people working in *(insert number)* shifts. The location, a drawing of which is included, encompasses *(insert number)* square miles.

Work at the service area/center includes:

(Provide a description of the type of work performed at the site)

The site is co-located with _____ . The co-located site performs the following type of work (if applicable): _____

Service Center Evacuation Meeting Location: *(list)*

Alternate Evacuation Meeting Location: *(list)*

Tornado Shelter Location: *(list)*

Earthquake Shelter Location: *(list)*

Fire Protection Equipment

Service Center Specific Fire Detection System(s): Pull Box to Fire Department
 Automatic to Site Alarm
 None

Service Center Specific Fire Alarm System(s): Manual Activation
 Automatic Activation
 None

Service Center Specific Fire Suppression System(s):
 Portable ABC Fire Extinguishers
 Portable CO2 Fire Extinguishers
 Sprinkler System – Office
 Sprinkler System – Shop
 Sprinkler System – Other____
 Emergency Lighting – Office
 Emergency Lighting – Shop
 Illuminated Exit Signs
 None

Portable fire extinguishers, emergency eyewashes, safety showers, emergency first aid kits, and emergency spill response kits are located throughout the site. The location of this equipment is identified on the service center Map.

Insert Site Map as next page and indicate the following:

Waste Accumulation Areas	90-day Storage Areas	Spill Kit Locations
Chemical Storage Locations	Emergency Eyewashes	Safety Showers

