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HSE 02

Emergency Planning and Procedures

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1 Introduction

When an emergency occurs effective planning and execution of emergency procedures is critical to minimizing the impact of the event on the organization. Ørsted Onshore North America LLC (Ørsted Onshore) will maintain a continuing program of preparation for protection against emergencies from all causes.

2 Scope of application

This standard will be followed at all Ørsted Onshore locations. Contractors on Ørsted Onshore sites shall have Emergency Action Plans at least as effective as described in this standard and shall coordinate those plans with the Ørsted Onshore plan in effect at the site.

3 Objective

The objective of this standard is to ensure maximum protection of personnel and facilities through effective organization, coordination, and operational programs designed to ensure preservation, continuity and recovery of personnel, premises, products, records, and services.

3.1 Role and Responsibilities

3.1.1 HSE Department

It is the responsibility of the HSE department to ensure the development of an effective Emergency Action Plan (EAP) that meets this standard and addresses the specific conditions and risks of Ørsted Onshore the sites. The HSE department will be responsible for:


- Coordinating and supervising the development of the site-specific plan and coordinating the planning with appropriate authorities.
- Coordination with local police and fire department as applicable.
- Maintaining current written procedures, contacts and information in the Plan.
- Assuring all personnel on site are trained in the Plan.
- Coordinate training and drills

3.1.2 Safety Coordinator

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Coordinating and supervising the development of the site-specific plan and coordinating the planning with appropriate authorities.
- Setting up cooperative emergency plans and arrangements with site contractors and other entities present on the site, if any.
- Consulting with local police and fire department as applicable.

3.1.3 Employees

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for site personnel serving as safety coordinator
- Know location of AED, evacuation routes and procedures, Assembly Area location.

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4 Design

4.1 Emergency Action Plan

4.1.1 Scope of the Plan

The Emergency Action Plan deals with what action needs to be taken in the event that an incident occurs; it does not deal with the issues and details of a formal Health & Safety Plan.

4.1.2 Development of the Plan

Each Ørsted Onshore site shall develop and maintain an Emergency Action Plan that is specific to the conditions of that site. General guidance in the preparation of a site-specific Plan provided within this standard.

4.1.3 Distribution of the Plan

A copy of the site Emergency Action Plan will be provided to the local emergency services, when necessary, to inform them of the nature and plans of this facility and to enable them to more effectively aid in response. The local emergency services should be invited to conduct a site visit to review the site layout and facilities, and to discuss the EAP with the Site Manger. This visit will allow them to make their own assessment of the site and to suggest any improvements and additions to the site plan.

4.2 Plan Implementation and Activation

The EAP shall contain details on who shall activate the plan and procedures to assure that activation is effectively communicated. Typically, activation of the site Emergency Action Plan shall be vested in the Site Manager or his designee. The Plan shall include a means for notification of employees.

4.2.1 Fixed Facilities

In fixed facilities appropriate alarm systems shall be used.

4.2.2 Non-Fixed Sites

At non fixed sites, where no or limited fixed facilities exist, other means shall be provided to inform employees of the emergency. These may include radio and cell phone communication, word of mouth, or other means.

4.2.3 Notification System

The notification system shall be suitable to assure that all employees are contacted regarding the emergency in a timely manner.

4.2.4 Testing


Alarm systems shall be tested as required by local authorities and no less than annually. (See the Ørsted Onshore Procedure on Fire Prevention, Control and Evacuation) Where no fixed alarm system exists, the notification procedure specified in the Plan shall be exercised at least annually.

4.3 Types of Emergencies Requiring Planning

Emergencies can generally be defined as accidental, natural, and man-made, as defined in this section.

4.3.1 Accidental Emergencies

In the work environment there is a possibility of fire, chemical spill, or explosion. Events external to the site may also pose risks of this nature. These might include issues such as highway accident,

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spill, or aircraft impact. The special nature of many Ørsted Onshore sites makes forest and brush fires a critical planning concern for site safety.

4.3.2 Natural Emergencies

Common weather conditions to cause an emergency situation are summer rain, flash flood and lightning storms, fall hurricanes coming inland from the coast, tornadoes, and ice and snowstorms during the winter. Earthquakes may need to be incorporated into the EAP in certain locations of the country.

Other site-specific natural factors, while not typically constituting an emergency, may require additional site-specific training as a part of the Site Safety and Health program. These may include, but are not limited to, animals (both domestic and wild), pests (snakes, spiders, scorpions, etc.) and topography (rugged remote terrain, unguarded natural elevations, dead end roads, etc.)

4.3.3 Man-made Emergencies

Man made emergencies may arise from factors outside the workplace, such as strikes, civil unrest or disobedience. This category may also include bomb threats and acts of terrorism directed at the site or, in some cases, adjacent facilities. Emergencies arising from workplace violence among employees, contractors or visitors should be considered in the site Emergency Plan.

4.3.4 Emergencies Within A Turbine

In the event that an incident occurs at height within a turbine, Emergency Services shall be made aware of the need for special recovery equipment and techniques to enable injured personnel to be removed to safety. Such equipment and trained personnel necessary to support and assist Emergency Services in effecting such a recovery will be available on site. Emergency response equipment will be available during any turbine ascent in the case of an emergency incident.


4.3.5 Critical Plan Elements

Each site-specific EAP shall address at least the following elements in detail to assure that adequate protection is provided to all personnel on the site at the time of the emergency.

1. Site individuals responsible for actions under the Plan,
2. Project, site or facility description,
3. Listing and description of emergency types covered by the Plan
4. Emergency Notification Procedure,
5. Emergency contact information,
6. Information regarding access to emergency medical assistance and care, including any special procedures for remote locations (air evacuation, search and rescue, etc.),
7. Site Evacuation Procedure, and procedures for accounting for all personnel, including employees, contractors, visitors known to be on the site,
8. Procedures to be carried out for each category of emergency listed in the Plan, including any special requirements for personnel who may be required to stay behind to assure the orderly shutdown of critical site procedures,
9. Procedures to assure all site personnel, including visitors, are trained in their responsibilities under the Plan.

5 Training requirements

Before implementation of the EAP the Site Manager shall assure that a sufficient number of personnel are identified and trained to assure the safe and orderly evacuation of the site.

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5.1 Scope

Each employee shall be trained on the EAP to be knowledgeable and able to carry out all responsibilities and required actions under the Plan.

5.1.1 Initial Training

Training shall be provided

- initially when the EAP is implemented;
- whenever the employee's duties;
- responsibilities change under the Plan and;
- whenever the Plan is changed.

5.1.2 Refresher Training

For minor Plan changes, such as revisions to the Emergency Contact List, additional training is not required if the updated current information is available at central location(s) or in an electronic information or distribution system, provided the employee has been trained in how to access current information in the event of an emergency.

5.2 Non-Company Personnel

Where contractors or others are present on the site the Site Manager shall assure the coordination of Plan information with contractor Plan's and shall insure that Contractor employees have been sufficiently trained.

5.2.1 Site Visitors

Site visitors shall be informed of emergency procedures applicable to their visit to the site. This information may be in written form. All visitors shall acknowledge, in writing, the receipt of EAP information.