



Site Emergency Action Plan

Willow Creek



Site Emergency Action Plan

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1 Introduction

The purpose of a Site Emergency Action Plan is to protect employees from serious injury, property loss, or loss of life in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions which shall occur in order to protect the safety of all employees until the appropriate local/county responders take over.

2 Scope of application

It is a requirement that each employee review the Site Emergency Action Plan upon initial assignment or when the plan changes, those parts of the plan that the employee must know to protect themselves in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation at all times.

3 Legislative & regulatory

The Occupational Safety and Health Administration established a requirement for employers to provide an Emergency Action Plan (29 CFR 1910.38).

4 Definitions & acronyms

EAP - Emergency Action Plan

Emergency Assembly Area - Predetermined area employees should meet after an emergency evacuation of the building.

Emergency Manager – a person on site that is designated lead on emergency action plan.

Inputs – documents and information specifically for the site which the emergency action plan is developed for.

Outputs – activities, documents to aid in maintain the emergency action plan up to date.


Muster Point - designated place or an area where all employees, guests or visitors to the work site, or a large crowd can assemble in case of an emergency

Site Map – can contain information such as evacuation routes, color coding, legend, handicapped accessible exit locations, fire extinguisher locations, fire alarm locations, first aid kits, oxygen tanks, PPE locations, AED locations, spill kit location, sever weather safe rooms, emergency phone numbers, muster point.

5 Overview

5.1 Objective

It is impossible to provide specific information for all situations and there is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is meant to only be a guide for employees and a document to help them to familiarize themselves with basic emergency planning, response and evacuation.

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5.2 Inputs

- Site Map
- Emergency contact number
- Emergency response facilities
- Site response team

5.3 Outputs

- Notification to emergency management services
- Documented coordinated simulations
- Notification to supervisor

6 Design


6.1 Pre-Planning

Proper planning and preparation will increase the margin of safety in an emergency. To evacuate successfully site shall ensure the following:

- Record and maintain a daily log of all site visitors and site personnel
- Train employees on EAP and actions to take when assisting others
- Inform employees about how/who to communicate with incase of an on site emergency
- Assign specific tasks to individual for each emergency
- Indentify employees with specific needs
- Post evacuation route maps in every room in the building. Employees should know at least two evacuation routes from every room. At minimum the following information should be marked on the maps.
 - Emergency and accessible exits
 - Evacuation routes
 - Location of fire extinguishers
 - Fire alarm pull station location
 - Inclement severe weather shelter location
 - Location of Emergency Assembly Area

6.2 Assignments and Responsibilities

- Review plan annually, submit revisions to Ørsted HSE Corporate department.
- Ensure all site personnel are retrained with revisions.
- Plan training exercises to test evacuation plan annually.
- Designated Primary Emergency Manager, a secondary Emergency Manager must be appointed. Their contact information should be posted at every telephone.
- The Emergency Manager will be responsible for the following:
 - Instruct personnel on their duties.
 - Assess nature and extent of all emergencies

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- Assume initial control of all emergency action until local emergency personnel arrive
- Direct all initial emergency actions
- Assign tasks to personnel to carry out specific actions
- Order evacuation, if deemed necessary

Primary Emergency Manager: Robert Reed

Back up Emergency Manager: Jesse (Jake) Clay

6.3 Evacuation Routes & Meeting Places

- A map of evacuation routes will be displayed throughout the building. Each map will show the way to the exit, depending on where employees are located. It will be the responsibility of the Emergency Manager to inform employees of these evacuation routes. The Emergency Manager shall verify that signs are in place and up to date during site inspections.
- Muster points will be established to account for individuals.
 - a. Primary muster point: _____
 - b. Secondary muster point: _____
 - c. Inclement weather muster point: _____
- The Emergency Manager will contact all visitors listed in the Visitors Log, and Contractors Managers/Leaders to ensure all personnel are accounted for.
- In the event an employee is unaccounted for and cannot be reached via radio or cell phone, Emergency Medical Services and the Local Sheriff's Department must be notified immediately.


6.4 Rescue Plan – Working at Heights

The Rescue Plan, attachment 8.1, applies to all locations on site where personnel are employed to work at height. The requirements of the rescue plan must be observed by all Ørsted personnel involved in working at heights.

The rescue plan must be reviewed and included in any job safety analysis or pre-task planning for activities that require working at heights. The rescue plan shall provide for prompt rescue of personnel in the event of a fall or shall assure that they are able to rescue themselves.

6.4.1 Self-Rescue

If the person working at heights has properly selected and been trained on their fall protection equipment, at minimum the following steps should be performed:

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1. The rescue and descent device will be secured to an anchor that is rated for at least 5,000 lbs.
2. Person will be capable of control descent speed with descender which is attached to chest D ring.
3. Removing all components of fall arrest system impacted by the fall event from service and documenting (bag and tag) the components with name, date and activity at time of fall and giving the equipment to management.

6.4.2 Assisted rescue with mechanically aided system

If self-rescue is not possible, then an Assisted Self-Rescue will be needed. The following guidelines should be used during a mechanically aided rescue:

1. The rescue and descent device will be secured to an anchor that is rated for at least 5,000 lbs.
2. The haul line may be swung over or lowered to the fallen worker, who will grab the rescue lifeline snap hook and secure it to the appropriate D-ring on his body support. A positive connection to the D-ring must be verified by one of the rescue team members.
3. The rescue team will raise or lower the fallen employee to the appropriate work platform or ground and provide medical aid.
4. Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.


6.4.3 Fully Assisted Rescue

If the worker's injuries prevent the worker from attaching to the rescue system, both self-rescue and assisted self-rescue are not options, and a fully Assisted Rescue is necessary:

1. The rescue and descent device will be secured to an anchor that is rated for at least 5,000 lbs.
2. A rescue team member must attach the haul line to the worker's fall arrest system. This can be performed by accessing the fallen worker and then attaching the rescue system directly to a D-ring on the worker's harness, or by using a rescue pole for the attachment. The rescue team could also attach a rescue grab to the lanyard or vertical lifeline.
3. The rescue team must raise or lower the fallen worker to the appropriate work platform or ground and provide medical aid as required by OSHA.
4. Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.

6.5 Disabilities

An employee with a disability is responsible for informing his/her immediate supervisor that he/she will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

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6.6 Fire Procedures

6.6.1 Building fire


- Verbally warn employees in the immediate area and activate alarm (if not an automatic alarm) upon discovery of smoke or fire. The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building.
- Dial 911 to report the fire to the authorities.
- Give your name, address with closest major intersection and type of emergency.
- Stay on the line with dispatcher until all necessary information has been given.
- Before opening a door, touch it near the top to see if it is hot. A fire on the other side could blast through the smallest opening with tremendous force and heat. **DO NOT OPEN A HOT DOOR.**
- Use stairways. When out, move away from building to the **PRIMARY MUSTER POINT (secondary if primary is compromised)** for a head count. You should be at least as far out from the building as it is high. Leave walks and drives open for fire and emergency responders.
- Notify firefighters if you suspect someone may be trapped inside the building.

6.6.2 Grass, Brush Fires

- In the event of an unattended grass, brush, or field fire, employees shall contact the Emergency Manager with the exact location and size of the fire.
- The Emergency Manager shall contact 911 or local emergency response and coordinate with the notifying employee to lead firefighting equipment to the fire.
- All turbines within the vicinity or down-wind of the fire must be evacuated immediately of all personnel, to avoid entrapment, vehicle damage and smoke inhalation injuries.
- Employees will be notified by radio or cell phone of the plant entrance at which to rendezvous with the fire department, if needed.
- The Fire Department will contact any home owners in the area with the location and size of the fire. The Emergency Manager will assist the Fire Department if necessary.
- Employees shall, at no time, attempt to extinguish or “fight” a large brush, or grass fire. The employee’s role is to notify the Emergency Manager and lead fire department to the scene.

6.6.3 Turbine Fire

- The circuit must be de-energized as soon as possible if the fire is suspected of being caused by the electrical system in the base of the tower.
- Do not allow any personnel within the vicinity of the turbine if the blades or nacelle are on fire.
- If fire should occur in the nacelle while employees are present, employees shall abandon all tools and equipment and immediately descend the tower ladder or evacuate via an emergency descent device, reference section [6.5 Rescue Plan – Work at Heights](#)
- If the tower ladder is not accessible in the event of a fire, emergency decent equipment should be utilized to evacuate the turbine.

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6.6.4 Substation and Electrical Facilities Fire

- In the event of a fire inside a substation, employees shall notify the Emergency Manager with the location and source of the fire.
- The Emergency Manager shall contact 911 or local emergency contacts and coordinate with the reporting employees to lead firefighting equipment to the location of the substation.
- The Fire Department will contact any land owners that live near or downwind of the substation and request them to evacuate their homes until an all clear is given. The Emergency Manager will assist the Fire Department if requested.
- The site should be shut down immediately, and all substation breakers open to de energize the substation.
- Contact the Transmission Operator to notify them of the Emergency Outage, and request de energization of any incoming power to the substation.
- Once a Clearance and LOTO has been established, EMS should be briefed on the dangers of exploding.

Transformers and capacitors contain flammable, combustible material and all personnel must remain in safe areas away from these explosive sources, and up wind to avoid smoke exposure.

6.7 Tornado or Severe Thunderstorm Procedure

- **Prevention and practice before the storm:** Turn on local TV, radio or NOAA Weather Radio and stay alert for warnings.
 - Tornado or Thunderstorm Watch: Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
 - Tornado or Thunderstorm Warning: A tornado or thunderstorm is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.
 - Primary Tornado Shelter: _____
 - Secondary Tornado Shelter: _____
- **Know the warning signs of a tornado:** Weather forecasting science is not perfect and some tornadoes do occur without a tornado warning. There is no substitute for staying alert to the sky. Besides an obviously visible tornado, here are some things to look and listen for:
 - Strong, persistent rotation in the cloud base.
 - Whirling debris on the ground under a cloud base -- tornadoes sometimes do not have a funnel!
 - Hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and can't be seen.

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- Day or night - Loud, continuous roar or rumble,
 - Night - Small, bright, blue-green to white flashes at ground level near a thunderstorm (as opposed to silvery lightning up in the clouds). These mean power lines are being snapped by very strong wind, maybe a tornado.
 - Night - *Persistent* lowering from the cloud base, illuminated or silhouetted by lightning -- especially if it is on the ground or there is a blue-green-white power flash underneath.
- **Turbines:** Employees working in turbine nacelles, upon issuance of a tornado watch or warning within the outer ring shall descend and exit the turbine **immediately** or seek shelter in the base of the tower as appropriate. If any of the tornado warning signs are observed, employees shall take cover in low lying areas and not attempt to drive to a building.


After a tornado has passed through the area and an all clear has been given, Employees will regroup at the Primary Shelter Location.

- **Inside a building:**
Go Immediately to the Tornado Shelter. Go to the basement, lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway or room with no windows. Go to the center of the room. Stay away from corners because they tend to attract debris.
- **If you are in a vehicle:** Park the car as quickly and safely as possible -- out of the traffic lanes. Get out and seek shelter in a sturdy building. If in the open country, run to low ground away from any cars (which may roll over on you). Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.
- **In the open outdoors:** If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.
- **AFTER A TORNADO:** Wait for emergency personnel to arrive. Carefully render aid to those who are injured. Stay away from power lines and puddles with wires in them as they may still be conducting electricity. Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged houses or buildings as they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm and alert, and listen for information and instructions from emergency crews or local officials.

6.8 Blizzard

If a Blizzard is imminent and visibility is expected to be impacted a site evacuation should be issued. Get personnel home before the storm begins.

- **If indoors:**
 - Stay Indoors, and do not attempt travel.
 - Stay calm and await instructions from National Weather Service.

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- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available
- **If outdoors:**
 - Find a dry shelter. Cover all exposed parts of the body.
 - Use caution while driving in low visibility. Notify someone of your current position and estimated time of arrival.
 - If stranded in a vehicle:
 - Stay in car or truck.
 - Notify someone of your location and status.
 - Run motor to turn heater on 10 minutes out of every hour and make sure to open the window a little for fresh air.
 - Check the tailpipe before turning on heater – a blocked tailpipe can send carbon monoxide into the vehicle and cause death.
 - Make yourself noticeable to rescuers (hazard lights or honk horn).
 - Stay hydrated – if no water is available melt snow and drink.
 - Exercise to keep blood circulating and to keep warm.


6.8.1 Icing Conditions

- If there are concerns of icing conditions at the beginning of the work shift, an overview of the weather and possible icing conditions shall be discussed and shared to all personnel.
- The turbine service provider will send a qualified person out to the field to observe the site and turbine conditions with binoculars to search for signs of ice on the ground or positioned on the turbine.
- If shedding of ice is observed in the area, personnel should not attempt to enter the turbine. Personnel should remain in a safe location and contact site management immediately.
- Work will be halted if blades have any ice attached. Turbines located in close proximity to snowmobile trails, overhead transmission lines and public roads may be taken out of service due to the risks of ice fragments falling on the trails.
- All site personnel are responsible to notify the Site Manager of possible icing on the turbines in the scheduled work area.

6.9 Earthquake

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get under a table or desk. After the earthquake has stopped, initiate the following procedure.


- **Indoor Safety:**
 - If an earthquake strikes, you may be able to take cover under a heavy desk or table. It can provide you with air space if the building collapses. If you get under a table and it moves, try to move with it.
 - Inner walls or door frames are the least likely to collapse and may also shield against falling objects. If other cover is not available, go to an inner corner or doorway, away from windows or glass panels.

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- Stay away from glass, hanging objects, cabinets with doors that could swing open, bookcases, or other large furniture that could fall.
- Grab something to shield your head and face from falling debris and broken glass.
- If the lights go out, use a battery-operated flashlight. Don't use candles, matches, or lighters during or after the earthquake. If there is a gas leak, an explosion could result.
- If you are in the kitchen, quickly turn off the stove and take cover at the first sign of shaking.
- **Performing work in a wind turbine:**
 - Stay inside the turbine, but avoid standing in particular below openings from above where objects could fall. Move away from the front of any open electrical panels.
 - Quickly take a look around the work area for heavy equipment, construction or maintenance in process, as materials may fall, tip over, or collapse in the area. Stay clear.
 - Immediately move away from electrical hardware or panels, or
 - If outside in the wind plant during an earthquake and closely adjacent to overhead objects such as turbines or met towers, immediately move farther away if possible and be cognizant of the need to avoid falling objects.
- **Automobiles;**
 - If you are in a moving automobile, stop as quickly and safely as possible and move over to the shoulder or curb, away from utility poles, overhead wires, and under overpasses.
 - Stay in the vehicle, set the parking brake, and turn on the radio for emergency broadcast information.
 - A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops.
- **After The Earthquake**

Once the initial shock is over, calmly walk out of the area to the site's Emergency Assembly Area. Be prepared for additional earth movements called "aftershocks." Although most of these are smaller than the main earthquake, some may be large enough to cause additional damage or bring down weakened structures.

 - **Checking Utilities:**An earthquake may break gas, electrical, and water lines. If you smell gas:
 - Open windows
 - Shut off the main gas valve
 - Do not turn any electrical appliances or lights on or off
 - Go outside
 - Report the leak to authorities
 - Do not reenter the building until a utility official says it is safe to do so.
 - **Other Precautions:**
 - Check to see if sewage lines are intact before using bathrooms or plumbing.
 - Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the authorities.


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- Immediately clean up spilled medicines, drugs, flammable liquids, and other potentially hazardous materials.
- Stay off all telephones except to report an emergency. Replace telephone receivers that may have been knocked off by the earthquake.
- Cooperate fully with public safety officials. Respond to requests for volunteer assistance from police, fire fighters, emergency management officials, and relief organizations, but do not go into damaged areas unless assistance has been requested.

6.10 Flooding

Flooding can occur as a result of either long-term, sustained precipitation or short-term intense weather events.

- **If ordered to evacuate:**
 - Time permitting, turn off the gas, electricity, and water and move vital materials and equipment to higher ground.
 - Disconnect appliances to prevent electrical shock when power is restored,
 - DO NOT attempt to drive or walk across creeks or flooded roads.
- **Driving Flood Facts:**
 - Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
 - A foot of water will float many vehicles.
 - Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
- **After a Flood:**
 - Listen for news reports to learn whether the community's water supply is safe to drink.
 - Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
 - Avoid moving water.
 - Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
 - Stay away from downed power lines, and report them to the power company.
 - Return home only when authorities indicate it is safe.
 - Stay out of any building if it is surrounded by floodwaters.
 - Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
 - Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
 - Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
 - Drive site roads to evaluate any damage, and schedule repairs.

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6.11 Pandemic

Defined as widespread (multi-continent) outbreak of virulently communicable disease which threatens the ability of the company to operate at acceptable levels; additionally, defined as reaching “Phase Six” as declared by the World Health Organization following the Phases of Pandemic Alert.

On-Site Response Teams: Each Ørsted location or facility shall have an on-site Emergency Response Team that has initial responsibility for responding to emergencies and potential crises that occur at Ørsted locations and determining whether the situation warrants designation as a crisis and notification of the Crisis Management Team. On-Site Emergency Response Team members are listed in Ørsted Onshore Crisis Management Plan.

6.12 Water Shortage

The purpose of this section is to help develop short-term water shortage response plans. A water shortage can be any situation in which water supply is inadequate to meet demand. Causes of water shortages are:

- Drought
- Water contamination
- Inadequate planning to meet demand
- Shallow wells
- Inadequate pumping equipment
- Water waste
- Water outage due to loss of power or major service disruption

The frequency or cause of a water shortage may indicate the best way to overcome it. Droughts are temporary, but often recur. Thus, depending upon drought frequency, a solution to the problems created by drought may be reducing demand or augmenting supply.


For example, water contamination can put a water supply out of commission permanently. In this case, a new source of supply maybe warranted.

Step 1: Problem Assessment

- a. Assess your demand and supply situation.
- b. Determine if you are likely to have a water shortage.

Step 2: Options for Dealing with a Water Shortage

- a. Develop and clarify policies regarding ways to address potential water shortages.
- b. Consider a wide range of options for dealing with a water shortage (including demand reduction and supply augmentation options).

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- c. Evaluate and select a course of action that is consistent with your policies.

Step 3: Plan Implementation


- a. Establish a schedule for implementation of your program.
- b. Determine the total cost of your program.
- c. Monitor the effectiveness of your program.

6.13 Lightning

- No personnel are permitted in or near a turbine during, and after a lightning storm, until an all clear has been given by the Emergency Manager.
- An automated warning will be issued to the site when the lightning is detected within the outer ring. All Crews, Contractors and Visitors will be notified that lightning has been detected within the outer ring and a tower evacuation may be required.
- If the storm is fast moving and the site is in the path of the storm, the evacuation should begin immediately.
- Each crew must acknowledge the warning by radio or cell phone. Also crews should monitor the area themselves upon notification because many lightning strikes go undetected by the monitoring services.
- A stand down notification will be issued the site when lightning is detected within the inner ring of the site. Upon notification crews will stop work, acknowledge the notification by radio or cell phone, evacuate the turbine and return to the O&M Building.
- The stand down will remain in effect until the site has received an “ALL CLEAR”.
- All site personnel must notify the Emergency Mangerany lightning in the area.

6.14 Criminal Activity/Hostile Intruder

- If you observe a crime in progress, behavior which you suspect is criminal or hostile behavior call **911 or appropriate number from emergency contact list**. Report as much information as possible including:
 - Activity
 - Person’s description
 - i. Height
 - ii. Weight
 - iii. Sex
 - iv. Clothing
 - v. Weapons
 - Location
 - Direction of Travel
 - Vehicle
 - i. Color
 - ii. Year
 - iii. Make
 - iv. Model
 - v. License plate information

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vi. Additional distinctive features

- DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVLOVED.
- Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first law enforcement officer arrives at your location.

6.15 Medical Emergencies


6.15.1 Injury or Illness on the Ground

- In the event of an injury/illness requiring medical treatment, employees shall contact the Emergency Manager immediately and describe the location and severity of the injury.
- The Emergency Manager shall contact 911 and co-ordinate rendezvous points with Ambulance service and site personnel. Rendezvous points shall generally be at the site of the injury. However, if Emergency Responders are unable to locate the site, the O&M building will serve as a rendezvous point. (Note: multiple site personnel may be required to lead both EMT first responders and then follow-on emergency vehicles to the injured location.)
- Call an on site person trained in CPR and First Aid to provide the assistance prior to the arrival of the professional medical help
- The First Aid Kit is located _____
- In case of rendering assistance to personnel exposed to hazardous materials. Consult the SDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified. Call 911 and refer to Hazardous Substance Spill Section of this document.

6.16 Biological, Radiological, Explosive, Chemical (BREC) Threat

The threat that a bomb/BREC has been planted is usually made via telephone. In the majority of cases, these threats have been proved to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. A calm response to the bomb threat caller could result in obtaining additional information.


- **Telephone threat:**
 - Remain Calm
 - Attempt to keep the caller on the lines as long as possible by asking the caller to repeat the message. Record words spoken (as many words as possible) by the person and use the telephone threat check list (see checklist below).
 - Ask for the exact location where threat has been or going to be planted.
 - Get as much information as possible about the caller (*i.e. vocal characteristics, sex, group affiliation, reason*)
 - Clues from background noises, which might indicate caller's location or area which call was placed.
 - Immediately after the caller hangs up, report the threat to **911** and report it to your supervisor.

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- Remain available, as law enforcement personnel will want to interview you.
- Wait for further direction from your supervisor.
- Do not spread rumors.
- **Written Threat:**
 - Remain calm.
 - Avoid unnecessary handling in order to preserve possible fingerprint(s), handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.
 - While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received; it should never be ignored.
 - Immediately contact local authorities and report to immediate supervisor.
 - Wait for further instructions.
 - Do not spread rumors.
- **Suspicious Package:**
 - If a suspicious package or device is found, **immediately** notify the appropriate law enforcement authorities.
 - Do not shake or empty the contents of any suspicious package or envelope.
 - Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
 - Alert others in the area but **DO NOT use the fire alarm.**
 - Leave the area. Close any doors and assemble outside the room's entrance.
 - Do not allow anyone to reenter the area.
 - Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
 - If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- **Hazardous Substance:**
The following are locations of:
 - Spill Containment Equipment:
 - Safety Data Sheet:
 - SPCC Plan:

A separate Spill Prevention, Control and Countermeasures plan (SPCC) has been developed to address spills in detail. Please refer to that plan for more detailed instructions regarding spill prevention and response.

Should the spill be too extensive to be resolved using the available spill kit, then the spill should be contained as far as is practicable and the site's environmental contractor should be contacted to resolve the situation.

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The spill should be reported to the National Response Center (NRC) and The State:

- NRC: 1-800-424-8802
- State: See SPCC Plan for reporting requirements.

The following information will be required when reporting the incident:

- Clearly identify the location of the spill
- What substance is involved
- Approximate quantity spilled
- Approximate concentration of the spilled material, if appropriate
- Identify the source of the spill
- Identify who is cleaning the spill
- Identify any resources damaged, if applicable
- Provide contact information
- Did the spill leave site/reach water

7 Training Requirements

- Assigned personnel shall be trained on how to assist others in the proper evacuation of the building.
- Employees shall be informed on the Site Specific Emergency Action Plan.

8 Attachments

8.1 Rescue Plan – Working at Heights



Site Emergency Action Plan

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Rescue Plan – Working at Heights

Site	Date
Job description	
Contacts	Rescue Equipment (if applicable)
Rescue Team	Respirators: Fire extinguisher: Communication devices: Rescue/descent kit:
Emergency Contacts	
EMS	First Aid Kit
Fire Dept	AED
	Spec pak
	Additional information
Emergency Manager	
SSC	