

Crowned Ridge II Wind Farm Emergency Action Plan

Use color coding below to quickly access specific procedures

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Emergency Contacts

Fire, Police, Medical Emergency - <i>Codington County Sherriff</i>		911
Operations & Maintenance Facility – <i>46351 164th St, Watertown, SD 57201</i>		<i>612-370-3431</i>
Designated Medical Facility -		
Primary Emergency Contact (Site Manager)	<i>Jamin Bridge</i>	<i>605-299-6298</i>
Alternate Emergency Contact (Senior Operations Manager)	<i>Jayme Orrock</i>	<i>435-590-3275</i>
Alternate Emergency Contact (Vestas Site Manager)	<i>Jerry Ruschmeier</i>	<i>507-215-5114</i>

ROLES & RESPONSIBILITIES (EMPLOYEE, MANAGEMENT, CONTRACTORS)

1.0 Employees

- Become familiar with the contents of this plan, and enact its procedures during emergency incidents.

2.0 Xcel Energy Management

- Fire/ Explosion required outside emergency response or is likely to receive regulatory/ public or media attention:** Immediately Notify Site Managers and Senior Operations Manager.
- Serious injury requiring immediate medical attention:** Notify Site Managers and Senior Operations Manager.
- Minor injury** (e.g., OSHA incident, lost work day): Notify Site Managers and Senior Operations Manager.
- If outside assistance was requested notify Media Relations 612-215-5300 (after hours pager 612-538-4703)

3.0 Site Manager/ Alternate

- Act as the Xcel Energy emergency coordinator during emergency situations.
- Coordinate with Contractor emergency coordinator and management on emergency situations that involve both parties.

4.0 Contractors

- Coordinate with Xcel energy emergency contacts and management on emergency situations that involve both parties
- The contractor(s) are responsible for the headcount of all their employees and must communicate to Xcel Energy Site Manager or alternate.

EMERGENCY WARNING/ EVACUATION/ EMPLOYEE ACCOUNTABILITY

1.0 Emergency Warning Communication

- Verbal communications in the office. Field communications by radio (for contractors) and cell phone

2.0 Personnel Evacuation

- Upon notification personnel shall proceed directly to the assembly point (O&M building front gate). DO NOT retrieve personal items.
- Remain in assembly area unless otherwise directed or until the “All Clear” signal is given.
- Disabled personnel needing evacuation assistance:
 - o Notify the Site Manager
 - o Site Manager will communicate to the responding civil authorities in charge, the total number of people who need evacuation assistance by the Emergency Responders.
 - o Follow all instructions and await evacuation by the Fire Department or facility staff.

3.0 Accountability (Headcount)

- Site Manager or their alternate is responsible to account for assigned employees, as well as contractors/ vendors/ Xcel Energy support personnel. Contractor manager(s) are responsible for giving accurate headcounts to the Xcel Energy Site Manager.
- If the emergency event will likely lead to a lengthy evacuation from the building, Site Manager should inquire among their personnel whether anyone has special medical needs (e.g., diabetes) requiring medication that is currently not accessible (e.g., in locker). Relay such information to the Site Managers and continue to be in contact with them to make sure that provisions can be made.

1.0 All Clear and Return to Work Areas

- Site Manager or their alternate will provide verbal communication in the office, radio (for contractors) and cell phone

MEDICAL EMERGENCY/ RESCUE

1.0 Employees

- Check scene for safety and hazards. If not safe, move to a safe area immediately and keep others from entering the hazardous area.
- Life threatening injury/ condition** - contact 911 immediately.
 - If the 911 person identifies themselves as being from a County other than **Codington, Deuel or Grant County** then request to be transferred to **Codington, Deuel or Grant County** 911 Service.
 - Provide the dispatcher details on the nature of the emergency and the address of the emergency location. If you have people available to do emergency escort also indicate they will be met at the O&M building main gate, or the turbine access road intersection with an established road. Turbine addresses are provided in an attachment and turbine access roads are shown on attached Figure 1
- Contact the Site Manger
- Begin administering CPR/ first aid as appropriate.
- Aerial Rescue may only be performed by qualified personnel.
- All outside media inquiries regarding emergency incidents shall be referred to senior management or Xcel Energy Media Relations.

2.0 Site Manager/ Alternate

- Obtain Necessary Information** - from the person reporting the emergency. (e.g., location, nature of injuries, illness symptoms, other associated hazards)
- Non-life threatening injuries/ conditions** - determine whether the employee can be treated with available first-aid supplies, can be transported by another employee to a local hospital/ clinic, or if 911 should be called to attend to them.
- Dispatch Emergency Escort** - assign a person to meet responders at the O&M facility gate or turbine access road intersection with an established road.

3.0 Management Notification Requirements – See Roles & Responsibilities Section

FIRE/ EXPLOSION

1.0 Employees

1.1 O&M Building Fire

- Check accident scene for safety hazard and injuries. If not safe, evacuate yourself to a safe area immediately and keep others from entering hazardous area. For response to medical emergencies see medical emergency section of this plan.
- If fire is small (incipient) and conditions are safe, use nearby extinguisher to put fire out.
- Go through facility and tell people to evacuate.
- Life threatening injury/ condition** - contact 911 immediately. Provide the dispatcher details on the nature of the emergency and the address of the emergency location.
- Contact the Site Manager
- Upon notification personnel shall proceed directly to the assembly point (O&M building front gate). DO NOT retrieve personal items.
- Remain in assembly area unless otherwise directed or until the “All Clear” signal is given.

1.2 Turbines and surrounding area Fire

- If inside the turbine, push the emergency-stop button if it is physically safe to do so and it will not delay your exit from the turbine. Next, disconnect the turbine at the main high voltage circuit breaker. Personnel outside of the turbine shall not approach the turbine to perform the above actions.
- Immediately exit the turbine, only using the on hand fire extinguisher to ensure a safe exit route from the wind turbine.
- Establish a temporary clearance area (1,640 feet radius from the base of the turbine). Restrict access from the road for non-essential vehicles. Move upwind outside the clearance area, or seek shelter if appropriate.
- Contact the Site Manager who can contact local emergency responders if assistance is required to extinguish the fire.
- Be aware of any Red Flag Warnings for wildfire fire potential during the Spring and Fall fire weather seasons. Weather.gov

FIRE/ EXPLOSION

2.0 Site Manager/ Alternate

- Obtain Necessary Information** - from the person reporting the emergency. (Location, presence of injuries, other associated hazards, etc.)
- Contact 911 for outside emergency assistance** – provide the dispatcher details on the nature of the emergency. Say that an emergency escort will meet the responders at the O&M building main gate, or if at a turbine, give emergency responders the turbine address and provide a description of the turbine access road intersection with an established road.
- Dispatch Emergency Escort** - assign a person to meet responders at the facility gate or turbine access road intersection with an established road.
- Complete Headcount of Onsite Personnel** – Ensure outside responders are apprised of missing personnel. Contractor manager(s) are responsible for giving accurate headcounts to the Xcel Energy Site Manager/ Alternate
- Injured Personnel:** If there are reports of injuries/ missing personnel refer to the Medical/ Rescue section of this manual.

3.0 Management Notification Requirements – See Roles & Responsibilities Section

SEVERE WEATHER/ LIGHTNING

1.0 Severe Weather Monitoring

When severe or potentially hazardous weather conditions are known or expected, Site Contactor Manager and Site Manger must ensure reasonable steps are taken to inform workers, contractors, and visitors on-site and those scheduled to be on-site of the adverse weather conditions.

2.0 Lightning Safety: Definitions and Requirements

In the case of lightning, Contractor monitors severe weather (lighting) and notifies individual wind farms of severe weather hazards. Within the O&M facility, warnings alerts are communicated to site personnel and then passed along via cell phone to contract employees and Xcel Energy Site personnel.

Lightning-Warning Radius (Within 60 miles)

A radius or range around a facility to warn workers of potential lightning strikes approaching. When lightning is detected within the “Warning” radius or 60 miles of the facility, the location Site Contractor Manager in communication with Site Manager, shall start monitoring lightning conditions and plan work accordingly to facilitate any necessary employee work area evacuations.

Lightning-Alert Radius (Within 30 miles)

A radius or range around a facility to warn workers of lightning strikes in their work areas. When lightning is detected within the “Alert” radius or 30 miles of the facility, the location Site Contractor Manager in communication with Site Manager, shall stop all on-site work activity and ensure all employees are in a safe location (their service vehicle and/or the O&M building’s designated storm shelter).

Employees, contractors, and visitors must remain in the O&M building’s storm shelter for no less than 30 minutes after the last lightning strike detected within the Alert Radius. An All Clear will then be issued by Contractor Site Manager in communication with Site Management.

3.0 Employees

- Maintenance/ Laydown Facility** – move to the building interior.
- If any employees are observed to be injured or missing, contact the Xcel Energy Site Manager/ Alternate.
- If in a vehicle, return to the facility and seek shelter in designated area (If time allows). If time does not allow, leave vehicle and lie flat in a ditch.

4.0 Site Manager/ Alternate

- Injured Personnel:** If there are reports of injuries/ missing personnel refer to the **Medical/ Rescue section of this manual.**
- Signal All Clear & Return to Work Areas** – When the severe weather threat has passed, provide an “All Clear” announcement.

5.0 Management Notification Requirements – See Roles & Responsibilities Section

SECURITY EVENT – Hostage/ Active Shooter

1.0 Employees

- As appropriate **GET OUT** - if there is an accessible escape path, attempt to evacuate the premises:
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Evacuate regardless of whether others agree to follow
 - Help others escape, if possible and do not attempt to move the wounded
 - Prevent others from entering area where the active shooter may be
 - When you are safe contact the Site Manager
- As appropriate **HIDE OUT** - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - Your hiding place should: be out of the active shooter's view, provide protection if shots are fired in your direction (i.e., an office with a closed and locked door) and not trap you or restrict your options for movement
 - To prevent an active shooter from entering your hiding place: lock the door, and/or blockade the door with heavy furniture.
 - Silence your cell phone and/or pager, turn off any source of noise (i.e., radios, televisions), and remain quiet.
 - If safe to do without revealing your location contact the Site Manager
- As appropriate **FIGHT** - as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
- When law enforcement arrives:
 - Remain calm and follow instructions, do not ask questions.
 - Drop items in your hands (e.g., bags, jackets)
 - Raise hands and spread fingers, keep hands visible at all times
 - Avoid quick movements toward officers, such as holding on to them for safety
 - Avoid pointing, screaming or yelling

2.0 Site Manager/ Alternate

- Contact local law enforcement by calling 9-911** and provide the following:
 - A physical description of the person(s) involved.
 - Location of the hostage emergency and shooter.
 - Whether or not they are armed, and if so the number and types of weapons they have.
 - The number of hostages and their locations.
- Contact the Security Operations Center (SOC) 612-330-6900** and provide them with the same information as local law enforcement (above).

SECURITY EVENT – Hostage/ Active Shooter

Response to any active shooter/ hostage situation will be highly variable depending upon the circumstances. Follow law enforcement and SOC instructions. *The following actions may or may not be appropriate and should only be initiated if they will not put you or others at risk.*

- Dispatch Emergency Escort** – if safe to do so, assign a person to meet responders at the gate providing best access.
- Keep Personnel out of Hazardous Areas** - – if safe to do so (i.e., event is stationary), assign personnel to direct people away from the area where the event is occurring. Also consider sending personnel to go through common locations people congregate (e.g., lunchrooms, shops, offices) to tell them to evacuate. Be sure evacuation instructions identify the hazardous areas so personnel can avoid them.
- Complete/ Report Headcount** –Ensure outside responders are apprised of missing personnel.

3.0 Management Notification Requirements – see Roles & Responsibilities Section

SECURITY EVENT - Trespasser/ Disgruntled Employee

1.0 Employees

- Contact Site Manager/ Alternate

2.0 Site Manager/ Alternate

- Designate personnel to approach individual(s)** - If safety permits (non-criminal situation), have someone (or 2 people if available) approach the subject and ask, "Can I help you?" Determine: who they are, what they are doing, why they are on the property, and how they got on the property. If they are not authorized to be there, advise them to leave. Designated personnel should maintain contact with the Control Room, by radio or cell phone, while approaching individual(s).
- Contact the Security Operations Center (SOC)** 612-330-6900 if personnel do not leave the site upon request. Advise them that you have a trespasser / disgruntled employee on the property. Give your location and a description of the situation.
- Contact local law enforcement** - If directed by the SOC, report the details of the threat. When Law Enforcement Officials arrive follow their instructions.
- Observe the subject** until police arrive or the subject leaves.
- Contact the SOC when the subject has left** and indicate whether they were escorted by the police or left on own initiative.

3.0 Management Notification Requirements – see Roles & Responsibilities Section

SECURITY EVENT - Bomb Threat/ Suspicious Packages

1.0 Employees

- If a bomb threat is received by telephone, refer immediately to the threat checklist on page A-2 to record important information. Complete as much of this form as possible.
- Contact Site Manager
- Do Not** use 2-way radios, cell phones or turn lights on / off in vicinity of a suspected explosive device.

2.0 Site Manager/ Alternate

- Contact the Security Operations Center (SOC) 612-330-6900** and advise them that you received a bomb threat. Follow any instructions they provide.
- Restrict access to the threat:** If possible to do safely, designate personnel to go out and restrict access to the area using barricade tape, cones, etc...

3.0 Characteristics common to mail bombs:

- Letter feels rigid, appears uneven, or lopsided or is bulkier than normal
- Outer container is irregularly shaped, asymmetrical or has soft spots or bulges
- Oil stains or discoloration may be present on the wrapper
- Excessive postage is used
- Sender is unknown or there is no return address
- Package is excessively heavy
- Item has unusual restricted endorsements such as “Personal”, “Confidential”, or “Private”
- An unprofessionally wrapped parcel is stamped, “Fragile-Handle with Care” or “Rush-Do Not Delay”
- Addressee normally does not receive personal mail at the office
- Address is handwritten or poorly typed
- Handwriting appears to be foreign
- Common words are misspelled
- Name and title of the addressee are not accurate or are misspelled
- Item is addressed with a title, but no name (“To Chief Executive Officer” vs. “Mr. John Doe, CEO”)
- Address is pieced together from letters/words clipped from magazines or newspapers
- Item appears to be disassembled or glued
- There are protruding wires, tinfoil or string
- Pressure or resistance is noticed when removing the contents
- Wrapping looks reused showing traces of glue, mailing labels, return addresses, tape
- Several combinations of tape are used to secure the item
- Excessive amounts of tape or string is used
- Package makes a ticking or buzzing noise
- Contents of package make a sloshing sound
- Item emits a peculiar odor

SECURITY EVENT - Sabotage

Physical Surveillance/ Unauthorized Attempts to Access Facility/ Threats/ Minor Vandalism

1.0 Employees

- If you observe examples of sabotage (see list below) Contact the Site Manager/ Alternate.

2.0 Site Manager/Alternate

- Contact the Security Operations Center (SOC) 612-330-6900** and advise them of the incident. Follow any instructions they provide.
- Initiate Emergency Response** – if an act of sabotage generates an emergency (e.g., fire, explosion, or chemical release) refer to the appropriate sections of this emergency plan.

3.0 Management Notification Requirements – see Roles & Responsibilities Section

Cyber Sabotage - is difficult to identify without the necessary tools. However, it does have some physical characteristics. All employees should look for these signs of a possible cyber attack: new or unauthorized equipment appearing in the vicinity of critical cyber assets, including devices that appear to reroute the network connections to other devices.

- Electronic devices that appear to be recording activity with no known purpose, sitting in proximity of cyber assets.
- Unknown people (who might be "sniffers") plugging devices into the data network without authorization. (A sniffer can gather enough information in 15 minutes to compromise Xcel Energy's entire network.).
- Work stations or laptops that start working unusually or uncharacteristically
- E-mails or phone calls requesting sensitive operating information that, if becoming known outside the company, could compromise current operations.

Physical Sabotage – is often intended to disrupt operations and might include:

- Tampering with transmission towers or poles
- Disrupting the fuel supply of a generation plant
- Disrupting operations by false or real threats (bomb, fire and the like)
- Causing intentional failure of critical machinery or systems
- Deliberately cutting fiber-optic lines supporting Supervisory Control and Data Acquisition (SCADA) systems or other essential communications.
- One can suspect sabotage, even in what looks like common abnormalities in everyday operations:
- Loss of a line or major piece of equipment
- Trip of a major unit
- Mis-operation of a relay
- Loss of remote terminal unit communication circuitry.

BIRD/ RAPTOR/ BAT/ WILDLIFE – INJURY OR DEATH

1.0 Regulations

Federal regulations make it illegal to take, kill or possess migratory birds and threatened/ endangered species. Xcel Energy and the US Fish and Wildlife Service (USFWS) have a Memorandum of Understanding (MOU) that allows discretion in enforcement when all occurrences of bird injury/ kill that occur due to contact with Company property is reported.

The MOU does not include pigeons, starlings, house sparrows. Nor does it apply to birds killed by natural predators such as peregrine falcons or fox or due to other natural or weather related events.

For additional guidance on avian injury/ kill response:

- Reference the attached Spill and Bird reporting posting sheet (Page A-3)

2.0 Handling Injured or Dead Specimens

- Leave the carcass or injured bird or bat in place unless it is posing an immediate human health or safety hazard. Environmental Services staff will provide instructions for carcass collection, disposal, or transportation to a wildlife rehabilitation center.

3.0 Assemble & Record/ Document For Reporting

- Discovery date
- Species (if unknown, take photos)
- Sex and age (if unknown, take photos)
- Condition (dead or alive)
- Nearest Turbine ID and distance from turbine
- Suspected cause of mortality
- Any special notes (multiple birds/bats, unusual weather conditions, etc.)

4.0 Notify Appropriate Personnel

- Wind Farm Site Manager
- Environmental Incident Reporting Hotline (24/7) 612-330-5972

5.0 Wildlife Incidents

Requirements: Instances of animals injured or killed by Xcel Energy equipment or structures should be reported as soon as possible to the Environmental Incident reporting Hotline (24/7) at 612-330-5972. They will determine if reporting to authorities is required for a specific species. This does not apply to small animals like squirrels or raccoons that are electrocuted by transformers.

BUILDING EMERGENCIES – Building Power Outage

1.0 Employees

- Do not leave the site.
- Shut-down hazardous non-electric processes you may be operating (e.g., welding)
- Unplug all electrical equipment (including computers) and turn off light switches to prevent damage when power returns.

2.0 Site Manager / Alternate

- As necessary, activate the emergency warning system so that personnel can be accounted for. (See Emergency Warning/ Evacuation & Employee Accountability section for activation details).
- As necessary, open windows and doors to provide ventilation.

3.0 Backup Emergency Power Overview

In the event of a loss of power to the O&M Building, power will be supplied to certain areas and equipment by the emergency generator.

BUILDING EMERGENCIES – Flooded Building

Minor or area flooding in the O&M Building could occur as a result of a water line break or major rainstorms.

1.0 Employees

- Report the incident immediately to the Site Manager/ Alternate. Move to higher ground
- If safe to do so, shut down electrical equipment that is likely to become submerged. Keep in mind the high hazard mix of electricity and water.

2.0 Site Manager/ Alternate

- Notify internal management and other staff necessary to evaluate the situation and formulate a response.
- As necessary, activate the emergency warning system so that personnel can be accounted for. (See Emergency Warning/ Evacuation & Employee Accountability section for activation details).

SPILL/ RELEASE RESPONSE

This Emergency Plan section addresses response to spills and releases of hazardous substances, chemicals, or petroleum products. As in training, the acronym SANTA (Survey the area, Assess the situation, Notify, and Take Action) is used to recall the steps in spill/ release response.

1.0 SECURE THE AREA

- Approach the scene with caution and quickly scan the area to determine potential hazards (fire, unstable equipment)
- Prevent employee/ public exposure to hazards, Barricade spill area w/ caution tape, ropes, etc
- If personnel have hazardous chemicals (i.e., acid, caustic, ammonia) in their eyes, immediately get them to an eyewash station or water supply and begin rinsing for a minimum of 15 minutes.

2.0 ASSESS THE CONDITIONS

- Identify material released (labels, signs)
- What quantity of material spilled, and what is the source (drum, tank, piping). Also, is the release a one-time event or ongoing.
- Where did it spill (in containment, on dirt, into sump or drain)
- Whether area is well or poorly ventilated
- Other noteworthy items: odor, burning eyes or throat

3.0 NOTIFY APPROPRIATE PERSONNEL

- 911 as appropriate
- If Oil / fuel spills > 1 gallon, OR Hazardous material, or spill to surface water, or sanitary / storm sewer in any quantity – contact Environmental Incident Reporting Hotline (24/7) 612-330-5972
- Site Manager/ / Alternate
- Xcel Energy Project Manager (Contractors)

4.0 TAKE ACTION

- Warning:** spill response actions must be based upon your knowledge of the material, associated hazards, available PPE, and your training. If responding to a spill may be hazardous to your health, or the material is an unknown, back away and wait for trained personnel to arrive and respond.
- Consult chemical specific Chemical Response Guides on following pages for additional information (safety hazards, PPE, etc....)
- Stop the leak – *close valves, reconnect hoses, upright containers*
- Stop the spread of the release – *build dikes/trenches, block drains, place leaking item in sacks/spill tray/tub/drums*
- Collect contaminated soil/ debris in containers.
- Spill cleanup materials are maintained at the Maintenance Facility/ Laydown Yard and on employee vehicles.

6.0 Management Notification Requirements – see Roles & Responsibilities Section

Xcel Energy	Chemical Response Guide	Env Services
Title:	OILS (Lube, Turbine, Hydraulic, Mineral, Etc...)	Rev Date: 6/2018

1.0 Product Information/ Use	
Overview	Includes a broad range of petroleum and synthetic oils: lube, turbine, motor, mineral, dielectric, transformer, compressor, silicone, and hydraulic. Oils are used in mobile and stationary equipment, vehicles, etc...
CERCLA RQ	NA

2.0 Health & Safety Information	
Health & Safety	May cause minor skin, eye or lung irritation. Ingestion may cause diarrhea, nausea and/or vomiting.
Exposure Symptoms	Skin, nose or throat irritation, headache, dizziness, nausea, drowsiness, tearing, blurred vision, diarrhea, abdominal discomfort, vomiting.
First Aid	<ul style="list-style-type: none"> • Eyes/Skin: Remove contaminated clothing, flush with water 15+ minutes, contact physician if irritation develops. • Inhalation: move person to fresh air; provide oxygen, CPR, etc. call physician. • Ingestion: Do not induce vomiting...keep person warm, quiet and get medical attention.
Hazardous Conditions	<ul style="list-style-type: none"> • Combustible; even more so at elevated temperatures. • May react violently with oxidizing agents (e.g., sodium hypochlorite) & strong acids. • Avoid breathing oil mists/ aerosols. • Spills on hot surfaces (e.g., steam pipes) may generate hazardous vapors, avoid breathing

3.0 PPE & Spill Supplies	
Personal Protective Equipment (PPE)	Clean-up Supplies
<ul style="list-style-type: none"> • Eye Protection: safety glasses with side shields. Consider goggles/face shield if splashing is likely. • Gloves: nitrile (green) chemical resistant gloves. • Coveralls/Suits: disposable coveralls (Tyvek) as necessary to prevent work clothing contamination. • Hard hat • Steel toe safety shoes. boot covers as necessary to prevent work boot contamination. 	<ul style="list-style-type: none"> • Floor dry, sorbent pads & pillows. Dirt/ sand may be used for large spills. • Shovel, broom, mop & bucket, hand pump. A shop vacuum may be used for oils. • Open top steel or poly drums or heavy poly bags (small volumes only). • Labels & markers

Xcel Energy		Chemical Response Guide	Env Services
Title:	OILS (Lube, Turbine, Hydraulic, Mineral, Etc...)		Rev Date: 6/2018

4.0 Response Actions	
Initial Response Actions:	<ol style="list-style-type: none"> 1. Remove/ eliminate ignition sources (e.g., pilot lights, open flames, motors, smoking). 2. Stop source of spill if can be done so safely (e.g., shut off pumps, close valves) 3. Secure the area with barricade tape & warning signs and keep personnel away.
Clean-Up Actions:	<ol style="list-style-type: none"> 1. Obtain necessary PPE and cleanup supplies described above. 2. Use floor dry/ sorbents to build a dike to contain liquid spills. If possible, clean up liquids with pump, mop & bucket or shop vacuum, in order to minimize solid waste generation. 3. Cover spill residue with granular floor dry and sweep back & forth to thoroughly remove oil. 4. If spill occur on soil, excavate/ remove all visibly contaminated material. 5. Place cleanup materials (e.g., sorbent, dirt, debris, used PPE) into an open top drum or heavy poly bag. 6. Transport the waste to the O&M Building. Shipping papers are not needed to transport waste from spill site to O&M Building.. 7. Contact Environmental Services for disposal guidance 8. If slippery residue remains on floor, mop area using an industrial cleaning solution (e.g., Simple Green, CitriKleen). Contact Environmental Services for wash water disposal guidance.

Xcel Energy	Chemical Response Guide	Env Services
Title: DIESEL & GASOLINE		Rev Date: 4/2011

1.0 Product Information/ Use	
Overview	Includes diesel, gasoline and fuel oil.
CERCLA RQ	NA

2.0 Health & Safety Information	
Health & Safety	May cause minor skin, eye or lung irritation. Ingestion may cause diarrhea, nausea and/or vomiting. Diesel/ fuel oil vapors can cause irritation of eyes, skin, nasal and respiratory passages.
Exposure Symptoms	Skin, nose, throat or lung irritation, drying of the skin, headache, dizziness, nausea, drowsiness, tearing, blurred vision, diarrhea, abdominal discomfort, vomiting. Coughing or difficult breathing.
First Aid	<ul style="list-style-type: none"> • Eyes: flush with water > 15 minutes; call physician. • Skin: remove contaminated clothing, wash w/ soap & water, call physician if irritation develops. • Inhalation: move person to fresh air; provide oxygen, CPR, etc. call physician. • Ingestion: Do not induce vomiting...keep person warm, quiet and get medical attention.
Hazardous Conditions	<ul style="list-style-type: none"> • Flammable, keep away from ignition sources (e.g., pilot lights, open flames, motors, and smoking) vapors may travel along ground. • May react violently with oxidizing agents, (e.g., sodium hypochlorite). • Fuel spills on hot surfaces (e.g., steam pipes) may generate hazardous vapor, avoid breathing

3.0 PPE & Spill Supplies	
Personal Protective Equipment (PPE)	Clean-up Supplies
<ul style="list-style-type: none"> • Eye Protection: safety glasses with side shields. Consider goggles/face shield if splashing is likely. • Gloves: nitrile (green) chemical resistant gloves. • Coveralls/Suits: disposable coveralls (Tyvek) as necessary to prevent work clothing contamination. • Hard hat • Steel toe safety shoes. rubber boots/ covers as necessary to prevent work boot contamination. 	<ul style="list-style-type: none"> • Floor dry, sorbent pads & pillows. Dirt/ sand/ ash may be used for large spills. • Shovel, broom • Open top steel or poly drums. • Ventilation fans (explosion proof for gasoline)

Xcel Energy		Chemical Response Guide		Env Services	
Title:	DIESEL & GASOLINE			Rev Date: 4/2011	

4.0 Response Actions	
Spills Requiring Contractor (HAZWOPER)	Petroleum oil/ fuel spills are unlikely to require outside HAZWOPER response, although large spills in areas with little ventilation or where conditions generate large quantities of vapor (e.g., spills onto hot surfaces) will require evaluation by Management/ Safety/ Environmental to determine if outside assistance is required.
Initial Response Actions:	<ol style="list-style-type: none"> 1. Remove/ eliminate ignition sources (e.g., pilot lights, open flames, engines, smoking) 2. Stop source of spill if can be done so safely (e.g., shut off transfer pumps, close valves) 3. If possible keep spilled material from entering drains. Shut-off sump pumps, make sorbents/ dirt dikes, or cover drains. 4. Secure the area with barricade tape & warning signs and keep personnel away.
Clean-Up Actions:	<ol style="list-style-type: none"> 1. Obtain necessary PPE and cleanup supplies described above. 2. Ensure indoor areas are well ventilated by opening doors, turning on fans, using portable ventilation. 3. Use floor dry/ sorbents to build a dike to contain liquid spills. 4. Cover spill residue with granular floor dry and sweep back & forth to thoroughly collect fuel. 5. If spill occurs on soil, dig up all visibly contaminated material. 6. Place cleanup materials (e.g., sorbent, dirt, debris, used PPE) into an open top drum or heavy poly bag. 7. Transport the waste to the O&M Building. Shipping papers are not needed to transport waste from spill site to O&M Building.. 8. Contact Environmental Services for disposal guidance 9. If slippery residue remains on floor, mop area using an industrial cleaning solution (e.g., Simple Green, CitriKleen). Contact Plant Environmental/Facility Waste Coordinator for disposal guidance.

Xcel Energy	Chemical Response Guide	Env Services
Title: ANTIFFREEZE		Rev Date: 4/2011

1.0 Product Information/ Use	
Overview	Includes glycols and surfactants found in antifreeze. Often used in solutions containing 50% water or more.
CERCLA RQ	545 Gallons

2.0 Health & Safety Information	
Health & Safety	<ul style="list-style-type: none"> • Irritating to eyes and skin, and stomach, • Ethylene/ Diethylene glycol - overexposures may result in liver or kidney damage and central nervous system effects, and ingestion can be fatal.
Exposure Symptoms	Eyes: tearing, redness, pain, blurred vision. Skin redness & irritation. Ingestion: diarrhea, abdominal discomfort, vomiting.
First Aid	<ul style="list-style-type: none"> • Eyes: flush with water > 15 minutes; call physician. • Skin: remove contaminated clothing, wash with soap & water, call physician if irritation develops. • Ingestion: <i>Ethylene/ Diethylene glycol</i> - Rinse mouth, give 1-2 glasses of water to drink then induce vomiting immediately, get medical attention.
Hazardous Conditions	<ul style="list-style-type: none"> • May react vigorously with acids (e.g., sulfuric), hypochlorite (bleach) and oxidizers. • Burning material may release hazardous gases

3.0 PPE & Spill Supplies	
Personal Protective Equipment (PPE)	Clean-up Supplies
<ul style="list-style-type: none"> • Eye Protection: safety glasses with side shields. Consider goggles/face shield if splashing is likely. • Gloves: nitrile (green) chemical resistant gloves. • Coveralls/Suits: disposable coveralls (Tyvek) as necessary to prevent work clothing contamination. • Hard hat • Steel toe safety shoes. rubber boots/ covers as necessary to prevent work boot contamination. 	<ul style="list-style-type: none"> • Floor dry, sorbent pads & pillows. Dirt/ sand/ ash may be used for large spills. • Shovel, broom, mop & bucket, hand pump. • Hand powered/ air driven pump or shop vacuum • Open top steel or poly drums.

Xcel Energy	Chemical Response Guide	Env Services
Title:	ANTIFREEZE	Rev Date: 4/2011

4.0 Response Actions	
Initial Response Actions:	<ol style="list-style-type: none"> 9. Stop source of spill if can be done so safely (e.g., shut off transfer pumps, close valves) 10. Secure the area with barricade tape & warning signs and keep personnel away. 11. If possible keep spilled material from entering drains. Shut-off sump pumps, make sorbent/ dirt dikes, cover drains.
Clean-Up Actions:	<ol style="list-style-type: none"> 1. Obtain necessary PPE and cleanup supplies described above. 2. Use floor dry/ sorbents to build a dike to contain liquid spills. If possible, clean up liquids with pump, mop & bucket or shop vacuum, in order to minimize solid waste generation. 3. Cover spill residue with granular floor dry and sweep back & forth to thoroughly remove. 4. If spill occur on soil, excavate/ remove all visibly contaminated material. 5. Place cleanup materials (e.g., sorbent, dirt, debris, used PPE) into an open top drum or heavy poly bag. 6. Securely close waste containers & mark/label according to site procedure. Contact Plant Environmental/Facility Waste Coordinator for disposal guidance. 7. If slippery residue remains on floor, mop area using clean water. Contact Environmental Services for wash water disposal guidance.

Crowned Ridge II Notification Call-List & Resources

Revised: 6/2018

Maintenance Bldg Address: *46351 164th St. Watertown, SD 57201***1. OUTSIDE RESPONDERS****A. Call 911 for incidents requiring ambulance, fire or local law enforcement.**

Sheriff's Department – Codington, County <i>14 1st Ave SE, Watertown, SD 57201</i>	911	<i>605-882-6280</i>
Goodwin Fire Department (Volunteer)	911	
Milbank Fire Department (Volunteer)	911	
Watertown Fire Department (Volunteer)	911	
Hospital – <i>Prairie Lakes Healthcare System</i> <i>401 9th AVE Nw, Watertown SD, 57201</i>		<i>605-882-7000</i>
Sherriff's Department - Deuel County <i>400 4th St W, Clear Lake, SD 57226</i>	911	<i>605-874-8212</i>
Sheriff's Department - Grant County <i>222 E 5TH Ave, Milbank, SD, 57252</i>	911	<i>605-432-5853</i>

2. XCEL ENERGY ENVIROMENTAL INCIDENT REPORTING

24-Hour Hotline	612-330-5972
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3. XCEL ENERGY CONTACTS*Emergency Contacts*

Name	Title	Work Number	Cell
<i>Jamin Bridge</i> (Primary)	Operations Manager	<i>612-370-3431, 612-215-5282</i>	<i>605-299-6298</i>
<i>Jayne Orrock</i> (Alternate)	Sr. Ops Manager	<i>612-321-3275</i>	<i>435-590-0549</i>
<i>Anthony Mallizzio</i> (Alternate)	Sr. Ops Manager	<i>612-321-3292</i>	<i>218-349-0766</i>

Other Wind Farm Contacts

Name	Title	Work Number	Cell
Nathan Svoboda	Operations Specialist	612-321-3295	507-219-8929
Jerry Ruschmeier	Vestas Site Manager	507-215-5114	507-215-5114
Tony Engberg	Safety Consultant	651-385-5609	651-301-2136
Alex Knoll	Engineer	612-321-3294	507-589-5585

4. OTHER XCEL ENERGY RESOURCES

	Primary	Backup/ Pager
Xcel Energy Communications Department (Minneapolis)	612-215-5300	
Xcel Energy Human Resources Service Center	800-689-7662	
Xcel Energy Risk Management (Claims)	612-330-6883	612-330-5895
Xcel Energy Industrial Hygiene	612-330-6615	612-202-7438
Xcel Energy Security Operations Center (SOC)	612-330-7842	612-330-6900

BOMB THREAT CHECKLIST

Date: _____ Name of Building: _____

Name and position of person taking call: _____

Telephone number call came in on: _____

1. When is the bomb set to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What type of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did the caller place the bomb? _____
7. Why did the caller place the bomb? _____
8. What is the caller's name and address? _____

CALLER'S PROFILE:

Sex: _____ Age: _____ Accent: _____ Length of Call: _____

Caller ID if available: _____

DESCRIPTION OF CALLER'S VOICE: (check all that apply)

- | | | | | |
|----------------------------------|--|---------------------------------|---|---------------------------------|
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Accent | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar | <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Slurred | <input type="checkbox"/> Nasal | | |

If the voice is familiar, whom did it sound like? _____

BACKGROUND SOUNDS:

- | | | | |
|--|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> House noises | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Machinery | <input type="checkbox"/> Factory | <input type="checkbox"/> Local Call |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Phone Booth | <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> Crockery | <input type="checkbox"/> Office |
| <input type="checkbox"/> Other: | _____ | | |

THREAT LANGUAGE

- | | | | |
|--------------------------------------|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by Threat Maker | | |

ADDITIONAL REMARKS:

ENVIRONMENTAL INCIDENTS



Wind Farm Operations & Maintenance

Emergency Telephone Number for Police, Fire or Medical - 911

Xcel Energy Environmental Incident Reporting Hotline
612-330-5972 (24/7)

<p style="text-align: center;">Spill Reporting (w/in 1 Hour)</p> <ul style="list-style-type: none"> • <i>1-gallon and larger oil/ chemical spills</i> • <i>Any volume spill into surface water/ drain/ sewer</i> <p>SECURE THE AREA</p> <ul style="list-style-type: none"> • Prevent employee/ public exposure to hazards, • Barricade spill area w/ caution tape, ropes, etc • Keep people clear if barricade is not effective <p>ASSESS THE CONDITIONS</p> <ul style="list-style-type: none"> • Are there immediate health hazards – <i>flammability, toxic vapors</i> • Determine what has spilled – <i>check labels/ spill appearance</i> • How much has spilled, is the release ongoing? • Identify where it has spilled – <i>soil, containment, in a lake or river, into sewer</i> <p>NOTIFY APPROPRIATE PERSONNEL</p> <ul style="list-style-type: none"> • 911 <i>as appropriate</i> • Environmental Incident Reporting Hotline (<i>see telephone number above</i>) • Your Supervisor • Xcel Energy Project Manager (Contractors) <p>TAKE ACTION</p> <p>Warning: spill response actions must be based upon your knowledge of the material, associated hazards, available PPE, and your training. If responding to a spill may be hazardous to your health, or the material is an unknown, back away and wait for trained personnel to arrive and respond.</p> <ul style="list-style-type: none"> • Stop the leak – <i>close valves, reconnect hoses, upright containers</i> • Stop the spread of the release – <i>build dikes/trenches, block drains, place leaking item in sacks/spill tray/tub/drums</i> • Collect contaminated soil/ debris in containers. 	<p style="text-align: center;">Dead/Injured Bird & Bat Reporting</p> <p>Xcel Energy has permits from the U.S. Fish and Wildlife Service and state agencies that require reporting of injured birds and bats at our wind farms. Please follow the following steps upon discovery of a dead or injured bird or bat:</p> <ol style="list-style-type: none"> 1. LEAVE THE CARCASS OR INJURED BIRD OR BAT IN PLACE UNLESS IT IS POSING AN IMMEDIATE HUMAN HEALTH OR SAFETY HAZARD. 2. ASSEMBLE & RECORD FOR REPORTING <ul style="list-style-type: none"> • Discovery date • Species (if unknown, take photos) • Sex and age (if unknown, take photos) • Condition (dead or alive) • Nearest Turbine ID and distance from turbine • Suspected cause of mortality • Any special notes (multiple birds/bats, unusual weather conditions, etc.) 3. NOTIFY APPROPRIATE PERSONNEL <ul style="list-style-type: none"> • Wind Farm Operations Manager • Environmental Incident Reporting Hotline (<i>see telephone number above</i>) 4. FOLLOW-UP ACTIONS <ul style="list-style-type: none"> • Environmental Services staff will provide instructions for carcass collection, disposal, or transportation to a wildlife rehabilitation center. <p>Note: Injured birds and bats, as well as dead eagles</p>
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Hazardous Materials Inventory & Spill Response Equipment

Operations and Maintenance Facility			
<i>List oils, fuels, or other products in drums, totes and tanks</i>			
Contents	Volume (gal)	Location	Comments
Lube oil drums	220	O&M	Secondary containment
Used oil drums	55	O&M	Secondary containment

Substation Oil Filled Electrical Equipment		
<i>List main power transformers in substation</i>		
Equipment Name	Volume (gal)	Comments
Grounding Transformers (x6)	311	
Station Service Can (x2)	28	
Main Power Transformer (GSU)	1380	

Wind Turbine Installations			
Equipment Name	Contents	Volume (gal)	Comments
Gearbox (x88)	Oil	117	
Hydraulic system (x88)	Oil	1	
Coolant System (x88)	Antifreeze	43	
PMT (x88)	Mineral Oil	438	

Spill Response Supplies		
Equipment Name	Quantity	Location
Spill Kit (x1)	55 gal.	O&M Building
Spill Kit (x1)	55 gal.	WTG CRW-007
Spill Kit (x1)	55 gal.	WTG CRW – 022
Sorbent pads/ sheets	N/A	O&M Building
Granular Sorbents	N/A	O&M Building