

# **Emergency Response Plan**

**Gateway Hydrogen**

**Alabama, NY**

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## Introduction, Scope and Purpose

This plan is being drafted with the cooperation of the Alabama Fire Department and Genesee County EMS.

It is the policy of Plug Power to operate in a safe manner, with minimum risk to all workers and visitors on-site and to the surrounding community. While every effort is made to operate the plant safely, it is recognized that incidents can happen. In order to provide for a coordinated, effective, and timely response to emergency incidents, Plug Power has developed the Gateway Plant Emergency Response Plan.

This Plan describes the response actions that will be taken and the communications that will be made in the event of an emergency incident that will, or has the potential to, disrupt operations at the plant. Plant-wide response actions are described in this Plan. This Plan identifies specific actions to be taken by personnel in the area to initially control and contain the incident, communication that will be made, evacuation routes and other relevant items.

The Plug Power Gateway Plant Emergency Response Plan applies to natural and man-made disasters, including, but not limited to fires; explosions; gas leaks; unplanned sudden or non-sudden releases of hazardous constituents to air, soil, or surface water; tornadoes; flooding; and bomb threats. The purpose of the Plug Power Gateway Emergency Response Plan is to:

Prevent or minimize injuries to on-site personnel and off-site populations.

Prevent or minimize environmental impacts.

Prevent, minimize, and reduce equipment and property damage.

Ensure the Gateway facility complies with all Federal, State, and local regulations for Emergency actions.

Define pre-emergency, emergency and post emergency actions that must be taken by individual personnel to successfully handle emergencies and provide for the earliest resumption of normal operations after emergencies that are consistent with safe operational practices and sound business philosophy.

## Legislative Basis

The Plug Power Gateway Plant Emergency Response Plan describes the actions to be taken in the event of a release of hazardous substances. This plan addresses the requirements of 29 CFR 1910.120 (p) and other applicable OSHA standards. This

emergency plan will be filed with local fire and police departments, hospitals, and state & local emergency response teams as required. This plan will be revised when facility operations are changed, when the type or quantity of hazardous materials are changed, or when other changes occur which affect the degree or type of possible emergency situations.

## Definitions

**CMC – Crisis Management Center:** Where senior management will assemble to oversee major emergency events. This center is located in the Office building at the entrance to the facility. Should evacuation of the facility become necessary, alternate locations are as follows:

1. **Main Entrance on Crosby Road**
2. **Alabama Fire Hall, 2230 Judge Road**

**Triage Center:** The Triage Center will be located near the scene of an incident, where triage is administered by medical personnel.

**Emergency Call Protocol:** Summary of Emergency numbers posted at the exit of the Control Room and Employee entrance of the Office.

**Emergency Coordinator:** Personnel who have been assigned the responsibility of coordinating and advising a group of individuals in a specific area during an emergency situation. The OSIC (On-Site Incident Commander) can be identified in an emergency by an Orange colored Hard Hat and/or Orange Vest.

**Incidental Release (Condition 1):** A release in which the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area. During this type release, employees are to take both offensive and defensive measures based on their knowledge and experience to control the leak. If conditions worsen affecting employees outside their area (Condition 2 or 3) then the employee will assist the emergency response team as technical advisor and only conduct defensive measures to contain the leak.

**Emergency Response:** An incident that requires assistance from outside the area where the incident occurred, or evacuation is required. If an emergency response is required, then the Incident Command System must be activated.

**MCI (Mass Casualty Incident):** Any incident involving three or more patients.

**SDS (Safety Data Sheets):** Safety Data Sheets are required and maintained on hazardous materials that are used or produced at the Gateway facility.

**OSIC (On-Site Incident Commander):** The individual that is responsible for on-scene management of control and containment actions is the System Operator. During off-shifts or change of shifts, the OSIC may relinquish control to the Management team member when they arrive to the plant.

**Release to the Environment:** The accidental spilling, leaking, pumping, pouring, or emitting of hazardous substances or other pollutants into or on any land, air, water, or groundwater.

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Manager of Plant Operations

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Date

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Manager of Plant Technical  
Services and Safety

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Date

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Chief Operating Officer

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Date

## Plant Description and Hazardous Materials

Plug Power at Gateway is an employer in Genesee County, New York, with approximately 63 full time employees engaged in the manufacture of Gaseous & Liquid Hydrogen for industrial and fuel cell applications.

Plug Power Plant at Gateway, NY sits on approximately 25 acres in the Science and Technology Advanced Manufacturing Park (STAMP) in northwest Genesee County, southwest of the Town of Alabama.

Plug Power Gateway Facility will be a secure facility, meaning there will be a locked gate at the entrance that will require a Badge for entering. Truck driver's picking up a load of Hydrogen will drop their trailer at the gate. A Plug Power employee will then take the trailer to be loaded and delivered back at the front gate when completed.

Liquid Hydrogen - This is produced and stored after going through several processes including Compressors, Liquefier and Vacuum Jacketed piping.

Plug Power Utilities - The Utilities used at The Gateway Plant include;

- potable water connected to Genesee County Utilities
- Compressed Air totaling 240 gal or 254 cf, is distributed in an instrument air system at 100 psi.
- supply of electrical power fed into the plant through National Grid.

A list of Hazardous Materials

<b>Hazardous Material</b>	<b>Inhalation</b>	<b>Compressed Gas</b>	<b>Flammable/ Combustible</b>	<b>Asphyxiate</b>	<b>Skin/Eye Contact</b>
Liquid Hydrogen	X	X	X	X	X
Gaseous Hydrogen	X	X	X	X	
Gaseous Nitrogen		X			
Liquid Nitrogen	X	X		X	X
Hydraulic Oil			X		X
Diesel Fuel	X		X		X

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 Manager of Plant Operations

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 Date

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 Manager of Plant Technical  
 Services and Safety

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 Date

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 Chief Operating Officer

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 Date

## Truck & Trailer Accident on Property

Plug Power Gateway Plant is in Genesee County located at 6840 Crosby Road, Alabama, NY 14013.

The following procedures are to be followed if a Truck/Trailer strikes the physical equipment and has created a potential loss of containment:

- Follow the **Emergency Call Protocol – Emergency Critical**.
- Evacuate the affected area first and then the entire facility, routing staff away from the site. These individuals should be kept Upwind from the site to avoid exposure to any smoke from burning materials.
- Ensure that individuals are kept away from the site affected and debris.

The following procedures are to be followed if a Truck/Trailer does not strike any equipment but becomes disabled on the property and there is no threat to containment:

- Call Emergency Personnel by dialing 911 and follow the **Emergency Call Protocol – Emergency Incident**.
- Evacuate any area that may be impinged by fire or smoke first, routing staff away from the area of incident.
- Evacuation of the remainder of the facility is at the discretion of the facility management staff dependent upon the threat to the remainder of the facility.
- Ensure that individuals are kept away from the site affected and debris.
- Facility staff should seek assistance from law enforcement personnel if any individuals refuse to act upon an evacuation order.

## Fire

Plug Power Gateway Plant is equipped with a fire detection (alarm) and fire suppression systems which will activate either automatically or upon activation of a manual actuator for the (Fire Monitor/Cannon). Follow the **Emergency Call Protocol – Emergency Critical**.

Management staff should be notified as soon as possible as to the location and type of all fires. **Do not delay in the attempt to extinguish the fire and / or evacuate the area to make this notification.**

The protection and preservation of life takes precedence over the protection and preservation of property at all times.

**The acronym “R. A. C. E.” should be followed in the event of a fire of any magnitude.**

**“R”:** **Report / Rescue**: Report the fire immediately to those in the general area so the alarm can be sounded and phone contact should be made by following the Emergency Call Protocol – Emergency Critical.

**“A”:** **Attempt** to extinguish the fire with an appropriate portable fire extinguisher if the fire is minor in nature. ***This action should only be performed by personnel trained in the use of portable fire extinguishers.***

**“C”:** **Confine** the fire to the area of origin if possible, ***and if there are any doors leave unlocked if possible***, then clear area of all personnel.

**“E”:** **Evacuate** the entire area that is surrounding the fire taking care to not to obstruct responding emergency services personnel.

It should be noted that the possibility exists that a minor fire can progress rapidly to a major event. Removal or evacuation of personnel and staff from the surrounding area should be considered as conditions dictate or as ordered by emergency personnel.

A fire drill shall be conducted at least once annually as directed by the facility management staff.

## False Alarms

Activation of the fire alarm systems can occur for a variety of reasons other than an actual fire. These conditions including power fluctuations, lightning, dust movement in the air, accidental interruption in the alarm circuit, and accidental activation of a pull station.

The following procedures are to be followed in the event of fire alarm activation:

- Operating personnel should investigate the cause of the activation to determine whether the alarm is false in nature by physically inspecting the zone in which the alarm occurred.
- If the alarm activation is false in nature; follow **Emergency Call Protocol – Emergency Off Schedule Testing**.
- Alarm should be reset in accordance with the manufacture’s guidelines.

## Minor Fire

A minor fire is defined as one that affects a small area and can be controlled or extinguished with a commercially available fire extinguisher such as a fire in a waste container or one involving a small amount of combustible material or an electrical fire that involves a wall receptacle, light switch, or a single lighting fixture where a fire extinguisher would not necessarily be employed and the threat of the fire spreading rapidly is minimal.

The following actions should be taken in the event of a **minor fire**:

- **R. A. C. E.**
- Follow the **Emergency Call Protocol – Emergency Critical**.
- Operators shall immediately notify the facility management staff of a fire of any magnitude, even if the alarm / monitor system does not activate.
- No general evacuation of the entire complex should be conducted for a minor fire unless deemed necessary by facility management staff.
- Facility staff should ensure that the responding fire department personnel are directed to the correct location by means of the closest route. Operating staff and any Truck Driver's should be kept clear of the affected area and the fire departments route of entry.
- Facility Operating personnel should ensure that there is no re-entry to the affected areas during fire department operations. Once the fire department concludes operations, the affected areas shall be turned over to Plant Operating personnel.
- The incident should be reported per the corporate guidelines as soon as possible.

## Major Fire

A major fire is defined as one that affects a large area and cannot be controlled or extinguished with a commercially available fire extinguisher or involves multiple parts of the electrical system or the power distribution system (breaker / fuse box or transformer). The presence of smoke or flames in the ventilation system of the Office or MCC room also constitutes a major fire, since flames can spread rapidly in such locations.

The following actions should be taken in the event of a major fire:

- **R. A. C. E.**
- Follow the **Emergency Call Protocol – Emergency Critical.**
- Operators shall immediately notify the facility management staff of a fire of any magnitude, even if the alarm / monitor system does not activate.
- **Evacuate the Plant in which the fire has occurred immediately! Continue evacuating the facility surrounding the location of the fire, working away from the location of the fire. The extent of this evacuation is dependent upon the smoke and fire conditions and shall be determined by the facility staff.**
- Facility Operating staff shall determine the need for notification of the local Emergency Communication Center (911) depending upon fire and smoke conditions.
- **Facility personnel will start the notification process of the area businesses using our “Call List” SARA notification list.**
- Facility Operating personnel should ensure that there is no re-entry to the affected areas during fire department operations. Once the fire department concludes operations, the affected areas shall be turned over to Plant Operating personnel.
- The incident should be reported per the corporate guidelines as soon as possible.

## Severe Weather

Severe weather events can occur in the Genesee County area. In most cases a warning or watch is issued by the National Weather Service office in Buffalo, NY in plenty of time to allow preparations to be made. Whereas Hurricanes, Tropical Storms, and Tropical Depressions do not occur frequently in this area, procedures for these events are covered under thunderstorms and flooding.

Close attention should be paid in advance to weather conditions because most of the Plant activities are outdoors, with the possibility of lightning strikes being a major concern.

The following procedures are to be followed for **all severe weather events**:

- Office and Operating staff will monitor the weather radar and stations to allow for the prompt notification of a severe weather watch or warning in the area.
- Facility staff are to notify all Operating personnel of the current watch or warning conditions either by phone or by speaking in person with the individual at the Plant.
- Facility Operating staff shall contact the Facility Manager of Operations and inform them of the facilities status when a severe weather event is imminent (warning or actual occurrence).
- The decision for facility Emergency Shut Down in the face of an imminent threat from severe weather shall be made by the Facility Manager of Operations or his / her designee only. If they can't be reached, then the Systems Operator will make that decision to shut down or not. If Shut Down is ordered, notification should be made immediately to Management.

## Severe Weather Watch

A severe weather watch is issued by the National Weather Service and is declared when, "...the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so." The most common watches for this region are for flooding, thunderstorms, tornados, and winter storms. The Western New York area is placed under a "watch" status many times each year.

The following actions should be taken in the event that a **severe weather watch** is issued by the National Weather Service:

### **Flood Watch:**

- No action necessary for a Watch other than watching the weather channel for updates.

### **Thunderstorm Watch:**

- Operating Staff shall inspect the exterior of the Office building, Control room, Plant Equipment, Con-ex's and parking areas to ensure that unsecured material (signs, waste debris etc.) are properly secured in such a manner that they do not become a hazard during increased wind conditions.
- Make sure all personnel at Plant are aware of pending alerts.

### **Tornado Watch:**

- Operating Staff shall inspect the exterior of the Office building, Control room, Plant Equipment, Con-ex's and parking areas to ensure that unsecured material (signs, waste debris etc.) are properly secured in such a manner that they do not become a hazard during increased wind conditions.
- Make sure all personnel at Plant are aware of pending alerts.

### **Winter Storm Watch:**

- Operating staff should make provisions for snow and ice removal from all facility exits, including all emergency exits from Plant site.
- Operating staff shall also monitor the roof area for signs of overload and / or failure.

## Severe Weather Warning

A severe weather warning is issued by the National Weather Service and is declared, "...when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property." The most common watches for this region are for flooding, thunderstorms, tornados, and winter storms. The Western New York area is placed under a "warning" status many times each year.

The following actions should be taken in the event that a **severe weather warning** is issued by the National Weather Service:

### **Flood Warning:**

- Facility staff should monitor local news and weather services and / or weather radio for updates on conditions.
- Facility staff should inspect the exterior of facility including parking area and roof drains (if no lightning is present) to ensure that there is no obstruction that will prevent the drains proper operation.
- As conditions dictate, facility management & staff shall make the determination as to whether or not to suspend facility operations during the warning time frame.

### **Thunderstorm Warning (including Hurricane, Tropical Storm, and Tropical Depression):**

- Facility staff should monitor local news and weather services and / or weather radio for updates on conditions.
- As conditions dictate, facility management staff shall make the determination as to whether or not to suspend facility operations during the warning time frame.
- If not completed during the watch period, facility staff shall inspect the exterior of the building and parking areas to ensure that unsecured material (signs, waste debris, etc.) are properly secured in such a manner that they do not become a hazard during increased wind conditions.

### **Tornado Warning:**

- Facility staff are to notify all Operating personnel of the current watch or warning conditions either by phone, two-way radio or by speaking in person with the individual at the Plant informing them of the pending warnings. Such as:

**“Attention all, the National Weather Service has issued a Tornado Warning for the local area. In an effort to provide for your safety, you are asked to shut down the Plant and move into the shelter areas at this time. Thank you.”**

- At the end of the Warning timeframe all Facility personnel should be notified either by phone, two radios or by speaking in person with each individual at the Plant informing them of the end of the Warning. Such as:

**“Attention all, the Tornado Warning for our area has been lifted. Thank you for your patience and understanding during this event.”**

**Winter Storm Warning:**

- Facility staff should monitor local news and weather services and / or weather radio for updates on conditions.
- As conditions dictate, facility management staff shall make the determination as to whether or not to suspend facility operations during the warning time frame.
- Facility Operating staff should begin snow and ice removal from all facility exits, locations and facility roadways as conditions dictate.
- Facility staff shall also monitor the roof area for signs of overload and / or failure.

In the event that the facility has incurred damage from a severe weather incident, damaged area(s) should be evacuated and secured to prevent further entry until the affected area is deemed safe by the proper authorities. **Facility Operating staff shall make the determination of when and who may re-enter the affected area after consultation with corporate management and emergency personnel.**

## Utility Outages / Incidents

Utility outages and incidents can cause a major interruption in facility services and can present a hazard to personnel and staff alike. Failure of the electric power system disrupts alarms, security and control systems, presenting a safety risk with the failure of normal facility lighting and control of valves. An incident (leak) or failure in the Hydrogen gas delivery system presents a safety concern due to the possibility of the creation of a hazardous / explosive atmosphere. Failure in the telephone system could possibly result in the failure of the alarm system to notify the proper authorities in the event of activation.

Facility staff should take the following actions in the event of a power failure:

- Facility Operating staff to verify the DCS controls still operate for 30 mins and verify all valves fail to safe condition, so plant can be shut down safely.
- Facility management / staff should contact **National Grid** at [**Provider Phone Number**] to determine the cause of service interruption.
- Sensitive electronic equipment should be unplugged until power is restored to prevent surge damage.
- Once power is restored, system checks should be completed on the alarm, phone and computer systems.

The following procedures should be followed in the event of a Hydrogen gas leak:

- Follow **Emergency Call Protocol – Emergency Critical.**
- Facility Operating personnel should safely attempt to locate the source of the leak. Areas that should be checked include (but are not limited to) Compressors, Vent lines, Blower, Hydrogen Feed line & Hydrogen Gas lines and fittings at locations around Cold Box.
- If the source of the leak is inside the facility, the immediate area should be evacuated first with evacuation continuing outward from the point of origin then call Olin to isolate the feed line and shut down system. Facility management staff will determine the extent of the evacuation based on conditions at the time of the incident.
- Ensure that all welding and construction activities are stopped and that no smoking or open flames are allowed in the area. If the leak is in an enclosed space, no electrical switches should be moved, nor should items be plugged or unplugged from outlets.

The following procedures should be followed in the event of failure of the **telephone system**:

- Contact should be made to the telephone service provider via cell phone to advise them of the outage.

## Earthquake

Genesee County area lies within the Clarendon-Linden fault system according to the U.S. Geological Survey and experiences minor activity every few years, (usually undetectable to the human senses).

In the event of a **major earthquake** incident, the following actions should be taken:

- The facility should be evacuated immediately due to the threat of aftershocks which could further affect the structural integrity of the facility.
- **Emergency Call Protocol – Emergency Critical** should be followed.
- Facility staff should communicate and identify all personnel on site to verify any injured or trapped personnel. Care should be taken to provide for **personal safety first**.
- Once all personnel are accounted for Facility staff should begin to assess the damages, then start evacuation of Facility if needed.
- Once evacuation is complete facility staff should prevent re-entry until the facility is deemed safe by the appropriate personnel (i.e. emergency services representatives, structural engineer) and then only allowing access to critical personnel until damage can be documented per corporate guidance.

## Hazardous Materials Incident

- Hazardous materials incidents can occur inside, outside, and near site to the facility and will most likely result in the evacuation of the facility upon orders of the local emergency services. The most anticipated incident is a failed gasket/O-ring or Mechanical failure resulting in leaks occurring at or near the facility.
- The following procedures are to be followed in the event of a **near site hazardous materials incident**:
- Immediately follow the advice of emergency response personnel whether it be to shelter staff and personnel in place or evacuation of the facility.
- If shelter in place is ordered, close all doors and windows and shut down the HVAC system throughout the entire facility.
- If evacuation is ordered the following announcement should be made over the two-way radios and facility phone system, all employees and visitors must be informed:

**“Attention all, on the advice of the emergency services the Plug Power Gateway Plant is now closed due to a hazardous condition that has occurred away from the facility. Please exit the Facility at this time. Operating staff please ensure your facilities are evacuated and secured. The Plant will reopen when deemed appropriate by emergency personnel.”**

- Facility personnel shall ensure that all areas of the facility are searched and evacuated prior to departing and securing the facility.
- Facility staff should seek assistance from Emergency Services personnel if help is required to act upon an evacuation order.
- Facility management staff should follow corporate reporting guidance for incidents of this nature.

The following procedures are to be followed in the event of an **on-site hazardous materials incident**:

- **Emergency Call Protocol – Emergency Critical** should be followed.
- The immediate area should be evacuated, and re-entry barred until deemed safe by responding emergency personnel.

- An attempt should be made to identify the released material only if it can be done from a safe distance. Under no circumstances should untrained personnel expose themselves to the material or its vapors.
- Shutdown of the entire HVAC system should be completed as soon as possible for the entire facility.
- If vapors are causing irritation to Operating Personnel and staff, the entire facility should be evacuated out exits away from the incident and upwind if possible.
- If evacuation is warranted or ordered by emergency responders, the following announcement should be made over the two-way radio system and facility phone system:

**“Attention all, due to a hazardous condition that has occurred on the property, Plug Power Gateway Plant will be closing at this time. Please proceed to the exits at (which ever exits are away from the incident site) at this time. Operating staff please ensure your facilities are evacuated and secured. The Plant will reopen when deemed appropriate by emergency personnel.”**

- Facility personnel shall ensure that all areas of the facility are searched and evacuated prior to departing and securing the facility.
- Facility staff should seek assistance from Emergency Services personnel if help is required to act upon an evacuation order.
- Facility management staff should follow corporate reporting guidance for incidents of this nature.

## Evacuation and Facility Re-entry

**\*\*Basis for evacuation is listed in each section of this plan along with the corresponding hazard\*\***

### Evacuation:

Facility staff, upon completion of their assigned duties should muster at one of the two following locations for accountability purposes and further assignment:

- Site #1 – Main Entrance Gate East of Office Building
- Site #2 – Southeast corner of the perimeter road.

An Operating staff representative should also muster at one of these locations **after** completing an accountability check of their own personnel to receive further information from facility management. And consult with Emergency Services personnel.

### Re-entry:

In the event that evacuation of the facility has been ordered by the facility management staff, under the guidance of the sections of this plan, or by emergency personnel, facility management staff should provide for the safe and secure re-entry of Operating personnel.

Once the facility is deemed safe for re-entry by emergency personnel and or facility management, entry to the facility will be accomplished through one entrance location that will be designated by the management staff. Area Businesses will be informed of the time that the facility will be re-opened by facility management staff at the time of re-entry.

## Armed Individual with a Hostage

A hostage situation is defined as the holding of another person against their will until certain conditions are met. There could be several reasons that would lead to a hostage situation for example a disgruntled employee, or domestic dispute this is only a couple examples. This emergency crisis involves the risk of personal injury to Management & Operating staff. The atmosphere which is most conducive to resolution of the problem without injury is one of calm emotions and authoritative control over the physical surroundings and persons involved.

### **Personnel on Duty:**

The equipment carried by Operating personnel & staff is limited to a two-way radio to talk with other Operators and a Telephone in the Control room.

### **Procedure:**

The following actions should be taken in the event of an **Armed Individual with a Hostage along with an Unarmed Individual with a Hostage:**

- a. Once a hostage situation has been identified, the Facility Manager (or the on-shift Systems Operator) will immediately notify the Emergency Communications Center by dialing 911 and provide the following information at a minimum:
  - i. What is the situation.
  - ii. How did it occur (if known)?
  - iii. What type of weapon is being used.
  - iv. Location of situation.
  - v. How many perpetrators and how their dressed.
  - vi. How many hostages.
- b. No action is to be taken by facility personnel against the perpetrator, unless physically threatened. This is the responsibility of law enforcement personnel.
- c. All questions and news media are to be directed to the facility manager or other designated spokesperson of the facility management staff.
- d. Once law enforcement personnel have been notified and arrive:
- e. Facility management staff will stand by to assist officers in any manner needed.
- f. Keep any Truck Drivers or visitors out of the affected area.
- g. Do not disturb or touch anything in the affected area.

- h. Notify all management staff not on-site including CEO & COO.
- i. A member of the facility management staff should keep a detailed log of events for future reference.
- j. Once the situation is resolved, facility management staff will notify all area businesses that the situation has been concluded and, based on the advice of law enforcement personnel, whether the Facility is to resume normal operations or should be closed for business and evacuated.
- k. If evacuation is ordered, the facility management staff will begin a site evacuation and notify employees of any further information on when the facility will re-open.

**Note: This is a law enforcement event and a crime scene.**

**The personal safety of the public and all facility staff must be considered during an event of this type. Good communications, complete descriptions and professional conduct can help law enforcement personnel, even if the suspect leaves the scene prior to their arrival.**

## Bomb Threat

Upon learning of a bomb threat, Management staff & Operating personnel on site are responsible for the safety of employees at the facility and notifying and surrounding businesses.

- 1) If the person that receives the call is working in the facility management office, they shall fill out the attached Bomb Threat Checklist. This information is crucial to assess what needs to be done next. Then immediately call the Emergency Communications Center by dialing 911.
- 2) If a threat is received by a System Operator, the person receiving the call shall complete the Bomb Threat Checklist and contact the Emergency Communications Center by dialing 911 and then notify Facility management staff.
- 3) **No radio or activity inside the Plant is permitted, must notify personnel in person. The reason for this is that there are explosive devices that are rigged to detonate upon transmission of certain radio frequencies. The same applies to cell phones.**
- 4) Have the individual that took the call and the person that placed the call to 911 available to speak with law enforcement personnel when they arrive, preferably at the main office.
- 5) Once law enforcement personnel arrive on scene, they will make the determination on whether or not to evacuate the entire facility, a portion of the facility, or to continue normal operations.
- 6) Facility personnel should remain available to law enforcement personnel if needed to assist in conducting a Site search.
- 7) **A Site search should only be done in conjunction with law enforcement efforts. Do not begin a search on your own.**
- 8) If evacuation is ordered by law enforcement, the following announcement should be made to all Operating Personnel:

**“Attention all Plug Power Personnel, due to a hazardous condition that has occurred on the property, the site will be shutting down at this time. Please proceed to the closest exit at this time. Management staff and Operating Personnel evacuate the site to the nearest exit. The Site will reopen when deemed appropriate by emergency personnel.”**

- 9) Facility management should be aware of any crowds that gather. Take pictures of the crowd if possible. Most callers will be nearby to watch the reaction of emergency personnel or just to watch the show.

**Note:** (Area businesses, when possible) should be notified discretely if a short period of time for the threat is given, or Law Enforcement & management has decided not to evacuate.

**Note: This is a law enforcement event and a crime scene.**

**The personal safety of the public and all facility staff must be considered during an event of this type. Good communications, complete descriptions and professional conduct can help law enforcement personnel, even if the suspect leaves the scene prior to their arrival.**

## Suspicious Object / Package

The following guidelines shall be used in the event that a suspicious object or package is found on the site:

- 1) Immediately notify the Emergency Communications Center by dialing 911 and provide the following information at a minimum:
- 2) What is the situation.
- 3) Where the location of the object / package.
- 4) Whether a threat has been made against the facility
- 5) Evacuate and isolate the area that the object or package is in. **DO NOT ATTEMPT TO MOVE THE OBJECT OR PACKAGE!** Do not operate radios or cell phones within 900 feet.
- 6) At a minimum, evacuate a distance of at least 900 feet in all directions. However, a greater distance is always better when possible.
- 7) Vehicle Bomb Evacuation Distances:
  - a. Compact Sedan 1,500 Feet
  - b. Full Size Sedan 1,750 Feet
  - c. Passenger Van 2,750 Feet
  - d. Cargo/Small Box Van (14' Box) 7,000 Feet
  - e. Water/Fuel Truck Semi Trailer 7,000 Feet
- 8) Always remember a greater distance is desired, if possible.
- 9) Be alert for secondary devices.
- 10) Remember there is many ways to activate a bomb. DO NOT touch anything in the area of the object/package; leave this to the Bomb Experts.
- 11) The safety of life is always the priority, which will always be over the preservation of property and business.

**Note: This is a law enforcement event and a crime scene.**

**The personal safety of the public and all facility staff must be considered during an event of this type. Good communications, complete descriptions and professional conduct can help law enforcement personnel, even if the suspect leaves the scene prior to their arrival.**

## Civil Disturbance or Riot

- 1) Immediately notify the Emergency Communications Center by dialing 911 and report the following:
  - a. What is the situation.
  - b. Where the location of the disturbance.
  - c. An estimate of the number of people involved.
  - d. Are the individuals peaceful or violent?
  - e. Are any weapons present.
- 2) If it is a peaceful demonstration or picketing, facility management should attempt to locate the leader and **politely inform them the facilities policy for loitering and ask them to leave**. If they refuse, continue to ask them to leave the premises and inform them that continuation of the demonstration constitutes criminal trespass under Tennessee Code 39-14-405 and that law enforcement will be called.
- 3) If it is a violent or non-peaceful demonstration; direct personnel, visitors, and staff toward areas away from the activity in an effort to avoid the demonstrators. Secure entrances to the facilities, do not attempt to remove or deter the demonstrators yourself.
- 4) Once law enforcement personnel arrive on scene, they will direct the facilities actions in regard to evacuation or the sheltering in place of facility staff and personnel.
- 5) After the demonstrators leave or law enforcement restores order, photos should be taken of any damage the demonstrators may have caused and reports should be made to law enforcement of any thefts or damage to the facility or any vandalism.
- 6) A detailed written report including the number of demonstrators, purpose, actions taken, items damaged, and persons injured should be prepared in accordance with corporate guidance. If a chemical spray was employed by an Officer, there must be a detailed sworn statement on why it was necessary to use chemical weapons in addition to the incident report.

### **Note: This is a law enforcement event and a crime scene.**

**The personal safety of the public and all facility staff must be considered during an event of this type. Good communications, complete descriptions and professional conduct can help law enforcement personnel, even if the suspect leaves the scene prior to their arrival.**

## Vehicle Accident on the Property

- 1) Immediately notify the Emergency Communications Center by dialing 911 and report the following:
  - a. Location of the accident.
  - b. Number of vehicles.
  - c. Number of injuries and severity.
- 2) Assist any injured persons using basic first aid if trained to do so.
- 3) Facility staff should attempt to obtain the information necessary to complete an accident investigation report. Try to gather driver's license, registration, and insurance information before police arrive. Attempt to write down that information so you can immediately give it to the police once they arrive. If the police arrive before you are finished, give them the paperwork and verbally gather the information for the report. **If person involved in accident refuse to give you the above information do not argue with them, just wait until law enforcement arrives.**
- 4) If the accident involves a facility owned vehicle, contact facility management staff immediately and obtain photographs all vehicles involved and any damage to facility property. Vehicles should not be moved until authorized by law enforcement personnel. Facility management should obtain the names, addresses, and phone numbers of witnesses to the accident.
- 5) A member of the facility management staff shall remain on the scene until the conclusion of the incident investigation by law enforcement.
- 6) Obtain a copy of all other reports (i.e. police report, etc.) if possible.
- 7) Establish a file on the incident and keep it in the Site Management office. Send a copy of this file to the Corporate Management Office in accordance with corporate guidelines.

## EMERGENCY COMMUNICATION PROTOCOL

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### Test – Off-Schedule Siren Testing

	Entity	Type	Contact Information
-	Alabama Fire	Text	[name] [Phone Number]
-			
-			
-			

### Emergency – Incident

	Entity	Type	Contact Information
-	Alabama Fire	Text	[name] [Phone Number]
-			
-			
-			

### Emergency – Critical

	Alabama Fire	Text	[name] [Phone Number]
1	Alabama Fire	Text	[name] [Phone Number]
2			
3			
4			

Answer all questions from emergency responders to the best of your ability. All other inquiries should be directed to the Manager of Plant Operations.

### Plug Power Gateway Plant

#### **MANAGEMENT NOTIFICATION - SUDDEN RELEASE**

- 1) Manager of Plant Operations
- 2) Manager of Plant Technical Services and Safety
- 3) Chief Operating Officer
- 4) Office Manager

#### **MANAGEMENT NOTIFICATION - POTENTIAL RELEASE**

- 1) Manager of Plant Operations

- 2) Manager of Plant Technical Services and Safety
- 3) Office Manager

**Plug Power Gateway Plant  
Key Plug Power Employee Telephone Numbers**

KEY PLANT PERSONNEL	WORK EXT.	HOME NUMBER	CELL NUMBER
[name] Manager of Plant Operations			
[name] Manager of Plant Technical Services and Safety			
[name] Office Manager			
[name] Systems Operator			
[name] Systems Operator			
[name] Systems Operator			
[name] Systems Operator			

**Note:** Work extensions will be added to this document as they are assigned.

## EMERGENCY TELEPHONE NUMBERS FOR LOCAL AGENCIES

### FIRE & POLICE

Alabama Fire Department (Fire Chief Gary Patnode)	716 864-6240
Town of Shelby (Fire Chief Jason Watts)	585 798-2916
Village of Medina (Fire Chief Matt Jackson)	585 798-1661
Town of Wolcottville (Fire Chief Paul Grunett)	716 542-4422
Genesee County Sheriff (Chief Deputy Road Patrol Brian Frieday)	585 345-300 x3504
Genesee County Sheriff (Chief Deputy Investigations Joe Graff)	585 345-300 x3503
NYS Police Troop A Batavia	585 344-6200

### MEDICAL

Mercy Flight & WNY Ground & Air Ambulance	911
[name] Hospital	[Phone Number]
[name] Hospital Emergency Room	[Phone Number]

### MISCELLANEOUS

Genesee County EMS (County Coordinator Tim Yaeger)	585 344-0078
Genesee County EMS (Deputy County Coordinator William Schutt)	585 344-0078
NYS Department Environmental Conservation Region 8 HQ	585 226-2466
Environmental Conservation Officer Fay Fuerch	585 245-4975
Forest ranger Dan Cordell	585 768-8309
[other]	[Phone Number]

**Note:** If any of the following agencies need to be notified the Genesee County Department of Emergency Management will notify as needed.

EPA Environmental Protection Agency  
FBI Federal Bureau of Investigation

**Security “Call List” SARA Notification / CAER Level III Emergency with Community Impact**

<u>Agency</u>	<u>Phone #</u>	<u>Time of Call</u>
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____
[name]	[phone number]	_____

**Additional calls to make, depending upon wind direction, are as follows:**

**North**

[neighbor] [phone number] \_\_\_\_\_

**South**

[neighbor] [phone number] \_\_\_\_\_

**East**

[neighbor] [phone number] \_\_\_\_\_

**West**

[neighbor] [phone number] \_\_\_\_\_

\_\_\_\_\_  
Manager of Plant Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Plant Technical  
Services and Safety

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Date

<b>Review/Revised Date:</b>		
<b>Approval:</b>		