



# Silicon Ranch Corporation

## Emergency Action Plan

North Stonington Solar  
XXX Route 184  
N. Stonington, CT 06339

### 1. Purpose

This Emergency Action Plan (EAP) has been developed for North Stonington Solar located in North Stonington, New London County, Connecticut. As drafted and implemented, the EAP will provide a systematic process for the safe and expedient evacuation of all occupants, safeguarding of the environment and assets in the event of an emergency.

### 2. Scope

The EAP is applicable to all work areas, storage areas, and covered buildings or structures for all employees, contractors and visitors to the site during normal hours, after hours, weekends, and holidays.

The EAP will be placed into effect by designated emergency evacuation personnel upon activation of an emergency monitoring device or notification of any emergency situation.

Emergencies address by this EAP are bomb threats, chemical spills/releases, fires, power failure, severe weather, suspicious materials, and other emergency conditions as warranted.

### 3. Roles/Responsibilities

#### a. EHS&S Department

- i. Helps prepare, revise, and implement the EAP as applicable.
- ii. Inspect the site regularly to determine that all fire protection and emergency egress devices are maintained in the proper position, no gates and doors are obstructed or inoperable, and all egress routes and signage satisfy safety codes and other requirements.
- iii. Ensure the number of site occupants, if any, is determined and recorded each workday.
- iv. Conduct training sessions to instruct contractors and visitors of the proper evacuation routes and Assembly Areas. NOTE: Remind contractors and visitors that they must inform management, immediately upon entering the site, if special assistance is needed during an emergency evacuation.
- v. Make sure in the event of an emergency that all occupants have been notified of the emergency, and the emergency telephone number has been called as needed.
- vi. Develop search areas as needed for the Evacuation Team.
- vii. Assign special assistance aids for those persons who cannot exit unaided.
- viii. Verify that all employees, contractors, and visitors have evacuated the site during an emergency situation. The Evacuation Coordinator will be the last person to exit the site.
- ix. Report to the Program Administrator, upon completion of a search or evacuation, as to the status of the site.
- x. Follow specific instructions from the Program Administrator as determined by the type of emergency.

#### b. Program Administrator/Site Manager



The Program Administrator under this EAP is the site's manager and has minimum responsibilities identified below:

- i. Administration and implementation of the EAP.
- ii. Develops and maintains business relationships with local fire, police, and safety organizations.
- iii. Coordinates activities with the Evacuation Team and outside agencies that will respond to emergency situations (such as the fire department, police department, Local Emergency Response Committee, Sheriff's office, etc.).
- iv. Acts as liaison between the local fire department and Evacuation Coordinator.
- v. Ensures regularly scheduled walk-downs are conducted to verify that egress routes and signage satisfy safety codes and other requirements.
- vi. **In the absence of an Evacuation Coordinator:** Conduct training sessions to instruct contractors and visitors of the proper evacuation routes and Assembly Areas.

NOTE: Remind contractors and visitors that they must inform management, immediately upon entering the site, if special assistance is needed during an emergency evacuation.

c. Evacuation Coordinator

- i. This role is filled by a designated Solar Technician or Regenerative Energy Technician. The Evacuation Coordinator can be contacted via telephone.
- ii. Inspect the site regularly to determine that all fire protection and emergency egress devices are maintained in the proper position, no gates and doors are obstructed or inoperable, and all egress routes and signage satisfy safety codes and other requirements.
- iii. Ensure the number of site occupants, if any, is determined and recorded each workday.
- iv. Conduct training sessions to instruct contractors and visitors of the proper evacuation routes and Assembly Areas.

NOTE: Remind contractors and visitors that they must inform management, immediately upon entering the site, if special assistance is needed during an emergency evacuation.

- v. Make sure in the event of an emergency that all occupants have been notified of the emergency, and the emergency telephone number has been called as needed.
- vi. Develop search areas as needed for the Evacuation Team.
- vii. Assign special assistance aids for those persons who cannot exit unaided.
- viii. Verify that all employees, contractors, and visitors have evacuated the site during an emergency situation. The Evacuation Coordinator will be the last person to exit the site.
- ix. Report to the Program Administrator, upon completion of a search or evacuation, as to the status of the site.
- x. Follow specific instructions from the Program Administrator as determined by the type of emergency.

d. Evacuation Team

- i. Report to management any life-threatening condition that may prevent evacuation of the site. Any potential EAP improvement or correction shall also be reported to management.
  - ii. Know all evacuation routes of egress from the site.
  - iii. Assist contractors and visitors as needed to the designated Assembly Area.
  - iv. Muster at the assembly area located at the main gate, so the Evacuation Coordinator can verify needed resources.
  - v. Conduct area searches during emergencies as assigned and proceed to Assembly Area.
  - vi. Ensure all livestock are moved to an area within the site but away from the emergency, without putting personnel at risk of injury and/or death.
  - vii. Remain in the Assembly Area until receiving the “all clear” from the Evacuation Coordinator or emergency services representative.
- e. Contractors, Visitors, and Employees:
- i. Contractors, visitors, and employees that are at the site but not on the Evacuation Team have the following responsibilities:
  - ii. Report immediately to management all accidents, illnesses, fires, spills/releases, and any other emergency situation. In addition, life threatening conditions that may prevent safe evacuation of the site, and any EAP improvement or correction must be reported to management.
  - iii. Begin the evacuation process immediately upon being notified by voice, direct communication, or alarm signal.
  - iv. Notify, if needed, management that special assistance will be required during an evacuation. Management shall also be notified if special assistance is no longer required.
  - v. Evacuate during practice drills as instructed.
  - vi. Remain in the designated Assembly Area until the Evacuation Coordinator or fire department approves leaving the area or re-entering the site.

#### 4. ASSEMBLY AREAS

The Assembly Areas for specific emergencies are identified and explained below and in Appendix C of this EAP.

- a. All Emergencies except Severe Weather: The Assembly Area is outside of the main gate and to the side of the access roadway.
- b. Severe Weather: The Assembly Area is the various service vehicles utilized by onsite personnel with such vehicles located offsite.

#### 5. SPECIFIC INSTRUCTIONS FOR EMERGENCIES

Employee instructions for the identified emergencies are shown below:

- a. Bomb Threat:
  - i. Record every word spoken by the caller in the spaces provided in the Bomb Threat Checklist (Appendix D).
  - ii. Keep the caller on the line as long as possible. Ask him to repeat the message.
  - iii. Inform the caller that the site is occupied, and detonation of a bomb could result in death or serious injury to innocent people.

- iv. Ask the caller for the location of the bomb, or time of possible detonation if the caller does not provide this information voluntarily.
  - v. Pay attention to and record peculiar background noises such as motors, music, and any noise which may give a clue as to the location of the caller.
  - vi. Listen closely and record the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
  - vii. Dial 911 immediately and provide all information recorded on the Bomb Threat Checklist. Also contact site management.
  - viii. Since the law enforcement personnel will want to talk first-hand with the person who received the call, remain available until they appear.
- b. Chemical Spill/Release:
- i. Notify the Director of EHS&S, and if emergency assistance is needed dial 911.
  - ii. Be prepared to provide the following information:
    - 1. Location of spill.
    - 2. Was anyone injured?
    - 3. Material spilled.
    - 4. Approximate quantity of material spilled.
    - 5. If safe to do so, practice SWIM:
      - a. Secure the area.
      - b. Warn others.
      - c. Inform the proper authorities.
      - d. Monitor the situation until response crews arrive.
  - iii. Do not attempt to control or clean-up the spill unless you are trained and authorized to do so.
  - iv. Move away from the spill area and evacuate if necessary or instructed by emergency services.
  - v. Follow established evacuation procedure as needed.
- c. Fire:
- i. Verbal alert if needed for onsite personnel in lieu of an alarm.
  - ii. Dial 911 to notify local emergency personnel. Be prepared to answer the following questions:
  - iii. Type of emergency (fire, police, medical).
    - 1. Name of company (Silicon Ranch Corporation).
    - 2. Building name, location, address.
    - 3. Employee's name.
    - 4. Any other questions asked by operator.
    - 5. Attempt extinguishment ONLY if trained and qualified to do so, and only if this can be done without endangering yourself or others.
  - iv. If present, ensure livestock are adequately removed from hazards if safe to do so.

- d. Severe Weather:
  - i. All Severe Weather
    - 1. Ensure communication radios and cellular telephones are working.
    - 2. Be alert for weather conditions to worsen.
    - 3. The RCC or management will advise site occupants of any actions to be taken.
    - 4. The Assembly Area for severe weather is the various service vehicles utilized by onsite personnel with such vehicles located offsite.
    - 5. Be prepared, as directed by the RCC or management, to retreat from the site and seek shelter. If no shelter is available move to a low laying area or depression for safety.
    - 6. If present, ensure livestock are adequately sheltered from hazards if safe to do so.
  - ii. Lighting
    - 1. The management will contact personnel onsite to inform them of lighting alerts until such time as automated alerts can be established.
    - 2. No work will be performed during lightning storms.
    - 3. Personnel in vehicles should not be in direct contact with the vehicle's external conductive surfaces during lightning watches.
    - 4. Personnel during lighting alerts shall remain in the Assembly Area until no lightning has been detected within 30 miles of the site for 30 minutes.
- e. Suspicious Materials:
  - i. Guidelines for the observation of or exposure to suspicious material are provided in Appendix E of this document. This Appendix contains and explains a step-by-step process to determine if such suspicious material is a credible threat.
- f. Other Emergency Conditions:
  - i. Unusual odors or sounds contact the RCC.
  - ii. Suspicious persons dial 911 and then contact the RCC.
  - iii. Acts or indications of vandalism call the Program Administrator (Solar Manager), or the RCC, if the Program Administrator is not available.
  - iv. Evidence of damaged fire safety equipment (extinguisher, hoses, etc.) or any other safety hazards contact the Program Administrator (Solar Manager) or EHS Professional.
- g. Shots Heard or Hostile Intruder Onsite:
  - i. Employee, Contractor, and Visitor Responsibilities
  - ii. The actions described below must be taken when shots are heard or a hostile intruder is onsite.
- h. Response When You Hear Shots
  - i. Stop work and remain at your current location unless it is dangerous to do so.

- ii. Contact the facility manager (Program Administrator) or designee and provide at a minimum the number of shots heard and estimated location of the shots.
- iii. Remain in contact with the Program Administrator or designee and follow his/her instructions unless it is dangerous to do so.
- iv. Remain alert, and if you see or become aware that a hostile intruder is onsite follow the appropriate actions shown below.
  1. Response When You See a Hostile Intruder in Your Vicinity
    - a. Quickly determine the most reasonable way to protect your life. Evacuate the area if it does not put you in additional danger, hide if evacuation is not conceivable, and Fight as a last resort and only when your life is in imminent danger.
    - b. Evacuate
    - c. Move to a place where the intruder is unlikely to find you, unless it is dangerous to do so.
    - d. Warn others but do not wait for them.
    - e. Do not stop and gather belongings, equipment, etc.
    - f. Help others evacuate if it can be conducted in a safe manner.
    - g. Help prevent persons from entering the area where the intruder is located.
    - h. Do not move wounded people unless instructed to do so by law enforcement.
    - i. Keep your hands visible and follow instructions from law enforcement.
    - j. Call 911 and the Program Administrator or designee when safe to do so.
  2. Hide
    - a. Find a place where the intruder is unlikely to find you and you are out of sight.
    - b. Select a closable, securable location providing protection if shots are fired.
    - c. Lock yourself in a room within a building or structure.
    - d. Close, lock, block, and/or obstruct any windows or doors in the building/structure and room where you are located.
    - e. Invite others to join you as you proceed to and prepare the area.
    - f. Turn off lights and light sources.
    - g. Eliminate sources of sound, including cell phones, and remain quiet.
    - h. Hide behind large and sturdy objects.
    - i. Do not trap or restrict your movement options.
    - j. Call 911 and the Program Administrator or designee when safe to do so.

- k. Obey all instructions from law enforcement, or the Program Administrator or designee. Law enforcement is in charge upon arriving at the site.
3. Fight
- a. Attempt to disrupt or incapacitate the intruder by:
  - b. Positioning yourself for an attack if your area is breached.
  - c. Improvising weapons using materials within reach.
  - d. Acting as aggressively as possible against the intruder.
  - e. Throwing items at the intruder.
  - f. Yelling at the intruder.

***If you are caught and subdued, never look the intruder in the eyes, be submissive and obey all commands, and do not appear to pose a challenge or threat.***

- i. Facility Management Responsibilities
  - i. The actions described below, must be taken by facility management when shots are heard, or a hostile intruder is onsite.
    - 1. Shots Heard
      - a. Alert employees, contractors, and visitors to stop work and remain in place until the threat is evaluated.
      - b. Evaluate the threat, determine if a hostile intruder is onsite, and act accordingly.
    - 2. Hostile Intruder Onsite
      - a. Call 911 and assist law enforcement as requested.
      - b. Alert employees, contractors, and visitors that a hostile intruder is onsite.
      - c. Help employees, contractors, and visitors safely and quickly evacuate the facility, or hide if evacuation is not safe or possible.
      - d. Notify and seek assistance from the Duke Energy Crisis Management Team.
    - 3. Law Enforcement Onsite
      - a. Meet with law enforcement upon their arrival.
      - b. Provide to law enforcement information such as:
        - i. Facility map and this EAP.
        - ii. Last known location of each hostile intruder.
        - iii. Description of each hostile intruder, including what they are wearing.
        - iv. Types of weapons being used by each hostile intruder.
        - v. Number of shots fired.



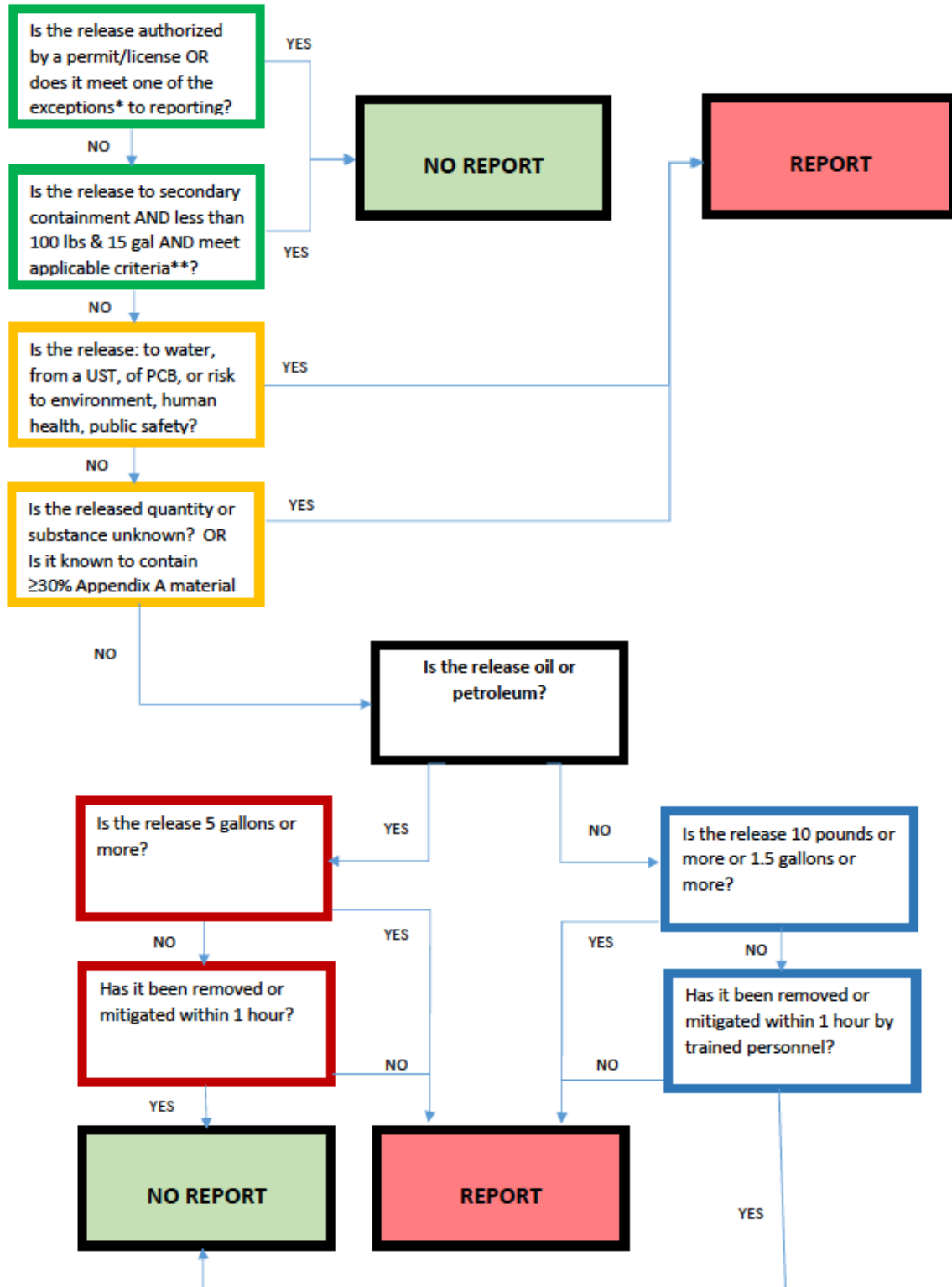
- vi. Last time gun shots were heard and location of these shots.
    - vii. Number and location of each onsite individual, victim, and hostage.
  - c. Assist rescue efforts as requested by law enforcement.
  - d. Provide an all-clear notification, as instructed by law enforcement, and account for all individuals to determine if anyone is missing or injured.



**APPENDIX A**  
**Emergency Contact Information**  
**North Stonington**

<b>Agency/Organization/POC</b>	<b>Contact Number</b>	<b>Circumstances</b>	<b>When to Notify</b>
Jim Barfield EHS&S Director 222 Second Avenue S Nashville, NC 37201	(704) 985-3316	Any threat to people, property, or the environment	Immediately after emergency services and management notification.
TBD Solar Site Manager TBD	TBD	Any threat to people, property, or the environment	Immediately after emergency services.
<b>Evacuation Coordinator</b> <b>TBD</b>	TBD		
Connecticut Department of Energy and Environmental Protection 79 Elm St Hartford, CT 06106	(866) 337-7745 (860) 424-3338 (860) 424-3333	Follow flow chart in Appendix B	As per flow chart
North Stonington Volunteer Fire Company and Ambulance Assoc. 25 Rocky Hollow Rd North Stonington, CT 06359	911 (860) 535-0937*  *Non-emergency	Fire; Emergency Medical Services; Spill Response that exceeds facility capacity	Immediately when needed.
Westerly Hospital 25 Wells St Westerly, RI 02891	911 (401) 596-6000*  *Non-emergency		
New London County Sheriff's Department 112 Broad St New London, CT 06320	911 (860) 442-6446*  *Non-emergency	Any threat to people, property, or the environment	Immediately when needed.
Clean Harbors Environmental 770 Derby Avenue Seymour, CT 06483	(203) 734-2581	Any discharge that exceeds the capacity of facility personnel to respond and remediate.	As soon as practical.
National Response Center	(800) 424-8802		Immediately

**APPENDIX B  
DEEP SPILL REPORTING FLOW CHART**





## APPENDIX D Bomb Threat Checklist

### BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the  
Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



### BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

#### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located?  
(background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Crackling Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

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