



EMERGENCY RESPONSE AND COMMUNICATION PLAN

DRAFT

**Top Hat Energy
2-6 Electric Drive
Moreau, NY 12803**

EMERGENCY RESPONSE AND COMMUNICATIONS PLAN

Overview

This Emergency Response and Communications Plan (“ERCP”) outlines the general procedures followed for all emergency situations and incidents that could arise as a result of the operation, maintenance and decommissioning of the solar photovoltaic facility due to weather events, equipment failure, human error or other accident. Shortly after commercial operation, an affiliate of Nexamp Solar, LLC will meet with the local emergency service personnel (fire, police, and EMS) to review and discuss the operation and decommissioning processes, including unique equipment, the overall process, as well as schedule and phasing. Any hazardous materials that may be present during each phase will be discussed. There are typically no hazardous materials present during operation. Ongoing communication between County officials and police, fire, and emergency services officials, will help assure adequate levels of safety and protection. A site specific health and safety plan (HASp) will also be developed and maintained on site. Based on relevant experience, Nexamp Solar, LLC believes that the following types of hazards are most likely to have the potential to occur during maintenance and decommissioning activities.

- Personnel injury or medical emergency
 - Electrocution
 - Slips, trips and falls
 - Medical Emergency
- Auto and heavy equipment accidents
- Natural or electrical fire
- Hazardous material spills
 - Gasoline
 - Diesel fuel
 - Hydraulic oil
 - Lubricating oil and grease
 - Cleaning solvents

Nexamp Solar, LLC is committed to protecting the community, personal property, wildlife and the environment in adherence to all applicable local, state and federal laws and regulations.

Emergency Contact Information

Nexamp personnel, including a specified Emergency Response Coordinator, will be available to arrive on site and may be utilized to assist during emergency situations and/or provide first aid as needed. For all emergency services, including hospital, fire etc. call 9-1-1. During operation of the facility, a phone number where a Nexamp representative can be reached 24 hours a day will be established and shown on a sign as “IN CASE OF EMERGENCY, PLEASE CONTACT NEXAMP AT (617) 431-1440 x8” and will be provided to local emergency personnel along with the location of the nearest hospital.

Project Stakeholders

Company	Role	Contact Information
Nexamp Solar, LLC	System Owner / Project Company	Attn: Nexamp Solar, LLC 101 Summer St, Flr 2 Boston, MA 02110 Phone: (617) 431-1440 Email: Legal@Nexamp.com
Nexamp Asset Management Services	System Operations Manager	Attn: Skip Provost 15 Union Street Lawrence, MA Phone: (978) 609-8046 Email: sprovest@nexamp.com
Saratoga County Office of Emergency Management	Emergency Response Coordinator for County	6012 County Farm Road Ballston Spa, NY 12020
South Glens Falls Fire Department	First Responders	RT-197 Fort Edward, NY 12803 Phone: (518) 792-1674
National Grid	Utility Operator	New York Headquarters 2 Hanson Pl Brooklyn, NY 11217 Phone: (800) 867-5222

Internal Reporting

The following procedures will be prescribed for internal reporting of emergencies.

1. Once notified by local emergency service personnel, the Emergency Response Coordinator will notify any on-site personnel, including any visitors, of the nature of the emergency either in person or via phone.
2. The Emergency Response Coordinator will specify the location for the first responders, if they are not already present onsite. A designated employee or contractor will meet the emergency response personnel at the access road of the emergency.
3. The Emergency Response Coordinator will notify local emergency personnel, if not already present, of the emergency using the contact information to be provided.
4. The Emergency Response Coordinator will identify any need for access control measures at the facility during the emergency and designate a competent person to implement.
5. Personnel will be trained that when any person identifies an emergency situation, or the potential for an emergency situation, and reports it to the Emergency Response Coordinator or his/her designee, the Emergency Response Coordinator will then activate the Plan.

Emergency Contacts

Name	Title	Phone	Email
Network Operations Center (NOC)		857-239-0057	
Skip Provost, if after turned over	VP, Clean Energy Operations	(979) 609-8046	sprovost@nexamp.com
RJ Walsh	Director CED	(518) 487-0411	rwalsh@nexamp.com
Chris Houtz	Manager, Commissioning	(704) 962-6122	choutz@nexamp.com
Sean Banaee	Director, Safety	(757) 971-7732	sbanaee@nexamp.com
Allie Roy	Lead EHS, Safety	(315) 224-3412	aroy@sub.nexamp.com
National Grid	Utility	(800) 867-5222	

External Reporting

The following procedures will be prescribed for external reporting of emergencies.

- If immediate emergency response assistance is required, the Emergency Response Coordinator or his designee will call 9-1-1.
- A member of management or the Emergency Response Coordinator or his/her designee are the only persons authorized to speak on Nexamp's behalf to outside agencies (police, fire department, medical services etc.) during an emergency situation.
- In the event of a spill of a hazardous material in excess of reportable limits, the spill must be reported to the Department of Environmental Protection or relevant federal authority.

Emergency Response Procedures

Emergency Contact	Company	Address	Phone
Nearest Hospital	Glens Falls Hospital	100 Park St, Glens Falls, NY 12801	(518) 926-1000
Emergency			911
Ambulance	Moreau Emergency Squad	1583 US-9, Fort Edward, NY 12828	(518) 791-2305
Fire Dept	South Glens Falls Fire Department	RT-197 Fort Edward, NY 12803	(518) 792-1674
Police Department	South Glens Falls Police Department	5 W Marion Ave, South Glens Falls, NY 12803	(518) 792-6336
Poison Control Ctr			(800) 222-1222
Chemtrec Emergency			(800) 424-9300

Personnel Injury or Medical Emergency

- Provide First Aid to all injured employees or contractors regardless of severity.
- A First Aid kit will be maintained onsite. First Aid kits are to be inspected regularly and restocked as needed following usage.
- Call 9-1-1 if the injury is serious and needs immediate medical treatment.
- For local emergency response assistance, a designated employee or contractor will meet the emergency responders at the access road of the site and direct them to the location of the emergency/injured employee.
- The designated employee or contractor should have a hand held orange safety flag to use to get the attention of the responding emergency services.
- Regular inspection of fire extinguishers, if required by the local fire department, at all facility locations where they are installed.

Auto and Heavy Equipment Accidents

- Personnel scheduled to work on site will be briefed prior to arrival on facility road conditions, speed limits and hazards
- Ground guides will be used in situations requiring cranes, excavators, lifts and other heavy equipment to operate in the vicinity of plant equipment, personnel and other vehicles.
- Personnel will be briefed not to approach working heavy equipment without first receiving acknowledgement and approval from the vehicle operator.
- Additional care will be exercised by all auto and equipment operators during periods of darkness, rain, snow and icy conditions.
- All collisions or near misses, regardless of severity, will be reported to the Emergency Response Coordinator or his/her representative.
- Accidents requiring medical or firefighting personnel will follow the instructions listed in those sections.

Fire

If a natural, vehicle or equipment related fire exists at the facility, personnel or contractors will follow the following procedures.

1. Provided it is safe to do so, employees can extinguish small fires using the onsite fire extinguisher.
2. For all other fires, alert others on site to immediately vacate the area and assemble at a specified location for accountability.
3. Shutdown the facility at the point of utility interconnection, provided it is safe to do so.
4. Restrict the area.
5. Request assistance from firefighting personnel, if needed, in controlling the fire.
6. If local emergency response personnel are required, have an employee go to the access road of incident site, to meet emergency personnel and direct them to the fire.

7. Employees will use a hand held orange safety flag, safety vest or other brightly covered material to get the attention of the responding emergency service personnel.

Severe Weather

In the event of severe weather, the safety and well-being of all personnel is of paramount importance. Inclement weather can include:

- Heavy Rain/Flooding: In the event of flooding move to an area of high elevation and avoid low lying areas.
- Snow/Ice: Ensure all body parts are covered, there is adequate visibility, and ice cleats are always worn. Work is to be halted if any of these are not followed.
- Hail: Stop work immediately and seek shelter.
- High winds: In the event of wind speeds more than 15-20 MPH, the Construction Superintendent will halt ladder work and access every 15 minutes. Loose objects should be secured, close and secure windows, job trailers and Connex doors, and avoid areas prone to falling debris.
- Tornados: workers should move to a low-lying area and lie flat, covering their heads with their hands.
- Hurricanes: Ensure equipment and loose material are secured and the site and equipment is inspected following the event.
- Earthquakes: Move away from falling hazards such as equipment and debris.
- Thunder/Lightning: if there is thunder or a lightning strike within 10 miles seek shelter in the job trailer or vehicles, return equipment to starting positions, and avoid contact with electrical equipment and plumbing fixtures for 30 minutes. The 30 minutes restarts every time thunder or lighting strikes within 10 miles.
- Freezing temperatures: Always have a warming area available, have frequent breaks, limit skin exposure, work is to not happen at 0 (real feel) -18 (wind chill)
- High heat temperatures: Always have water on site, take regular breaks in cool shaded areas, use sunscreen when the temperature is 80 degrees and above. When the temperature hits 103 degrees work should be stopped.

Regular weather monitoring and clear communication of safety procedures are essential components of our inclement weather preparedness plan to ensure the safety of all individuals on site. For the most accurate and up to date news on weather go to:

[AccuWeather Sky Guard Warnings](#)

Hazardous Material Spills

Cautionary labeling will be provided for any hazardous chemicals and the associated Material Safety Data Sheets (MSDS) or Globally Harmonized System (GHS) documentation will be provided accordingly.

1. The MSDS/GHS for all hazardous materials used at the facility will be provided to the local fire department and emergency service providers upon request.

2. Drip pans and associated control measures will be used for all refueling and hydraulic maintenance activities.
3. Small spills will be cleaned up immediately using absorbent materials such as hay, sand, socks or pads.
4. If the spill is of such magnitude that it cannot be contained, the Emergency Response Coordinator will contact the appropriate authority for assistance.
5. Personnel and contractors will be instructed to report all spills, regardless of severity, to the Emergency Response Coordinator.
6. Once a spill is identified, the Emergency Response Coordinator or his/her designee will maintain access control measures to safeguard personnel and environmental safety until the spill mitigation is complete.

Site Restoration/Remediation

If any accident or incident at the facility necessitates site restoration or remediation, the restoration/remediation will be conducted according to applicable federal, state and local requirements.

Incident Reporting

After every accident or incident, the Emergency Response Coordinator or designee will conduct a post incident evaluation to determine the following.

1. Suitability of the organization's structure, operations, equipment, communication plans, adequacy of training, alarm systems, security and access control, spill containment and recovery procedures, monitoring and safety programs.
2. If any of the above are found to be inadequate, the Emergency Response Coordinator will make necessary changes.

Safety Training

On-site training for local emergency personnel may be given, at their request, by the Emergency Response Coordinator or their designees regarding the content, requirements, and appropriate actions to comply with the provisions of the Plan. The training will occur:

1. At the facility;
2. When changes are made to the plan;
3. At the request of local emergency personnel;
4. When Emergency Response Coordinator determines.

Recording of Responder Complaints

1. Any and all complaints from responders will be kept in both a log book and an electronic log.
2. The name, address, telephone number, date and time of all responders issuing a complaint will be included with the responder's complaint.

3. Assurance will be provided to all responders that complaint has been mitigated and will not reoccur.
4. In addition to the above, complaints requiring significant plan or operational adjustments will be answered in writing within seven (7) days of the complaint.

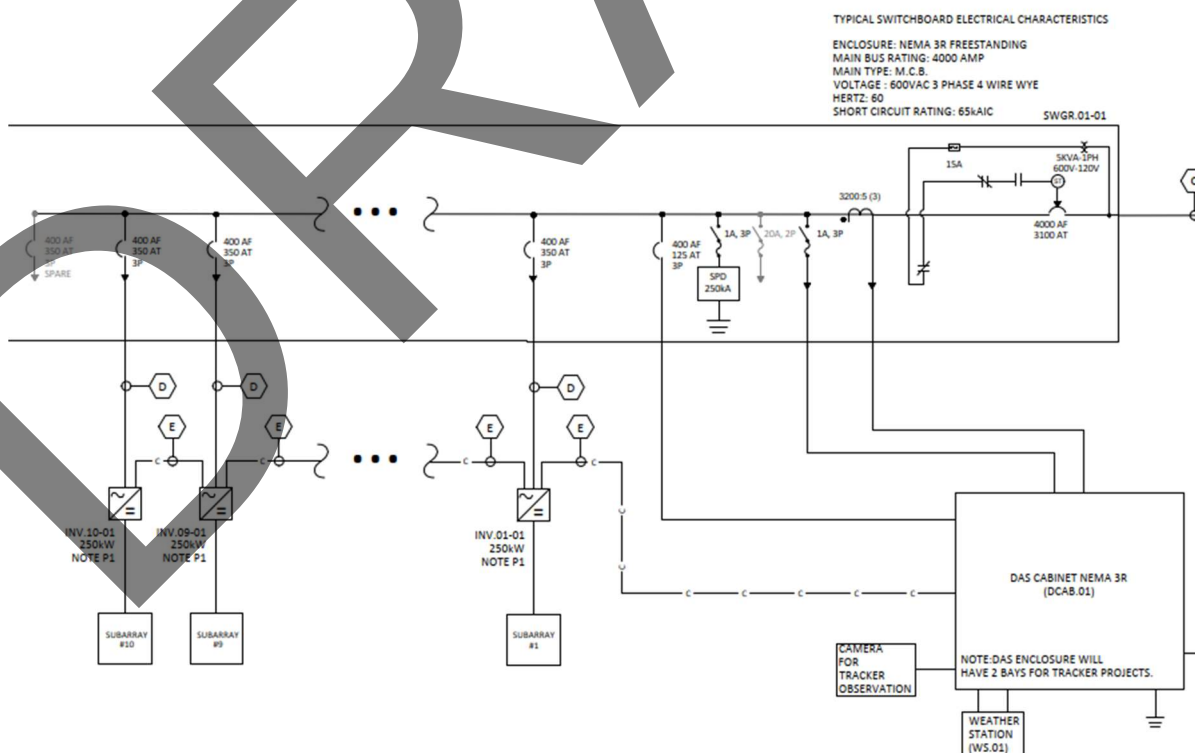
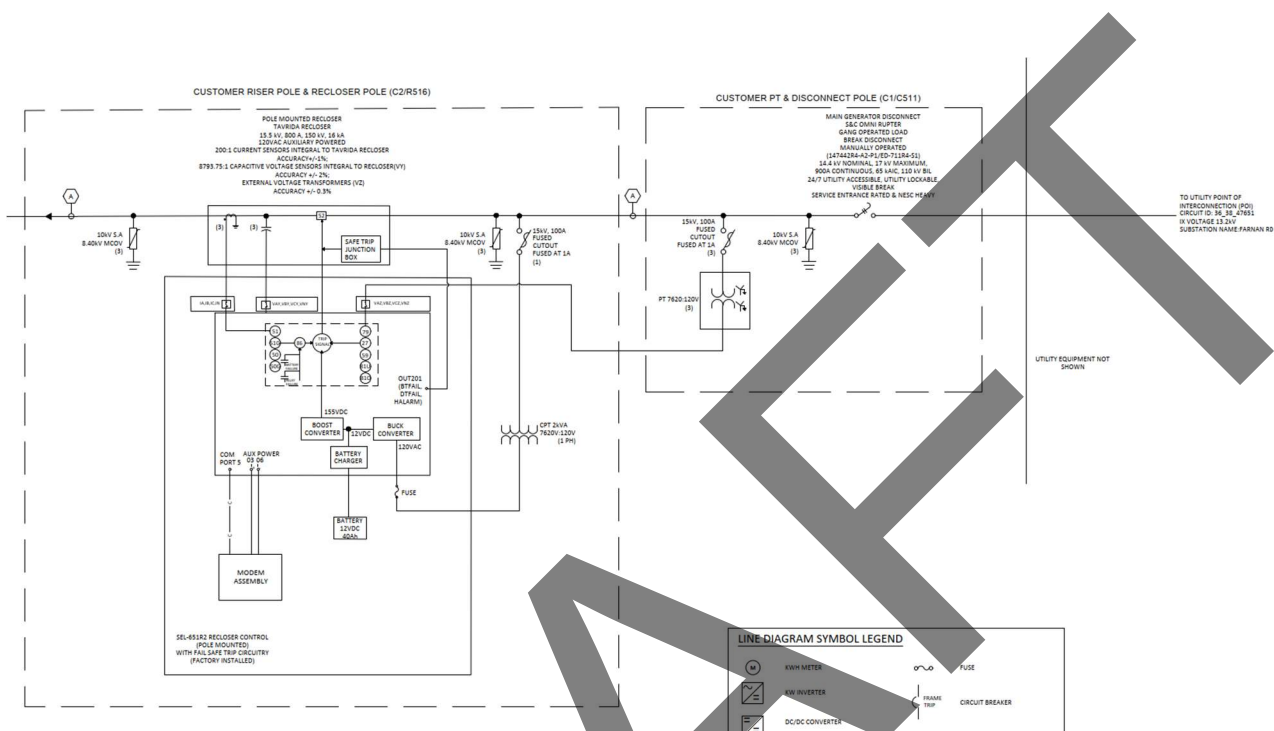
Electrical Fire Control

1. Call 911 for emergency services
2. Call Network Operations Center (NOC) to **OPEN** & LOTO Recloser controls **857.239.0057**
3. Call ComEd Utility to **OPEN** utility Recloser 800.334.7661
4. Nexamp **OPEN** and LOTO Group Operated Air Break (GOAB)
5. **OPEN** & LOTO all Inverter disconnects
6. **OPEN** & LOTO all Combiner disconnects
7. **OPEN** & LOTO Switchgear Main Disconnect
8. **DISCONNECT** array home runs as needed (AN)

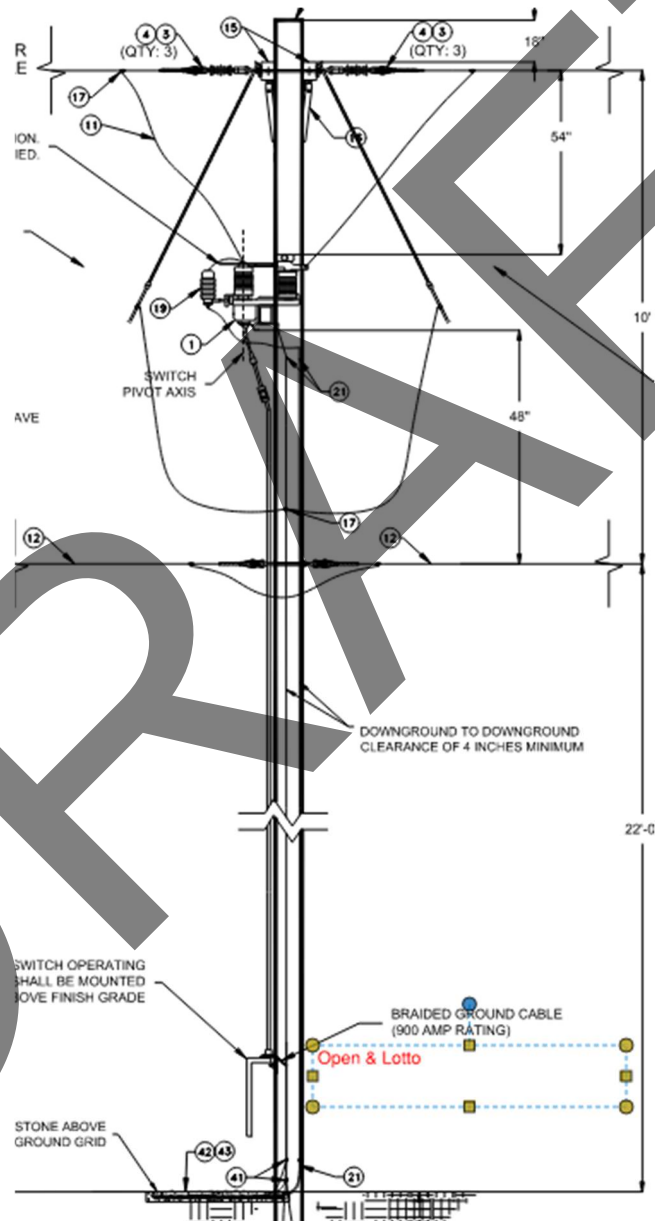
Site Basic Layout

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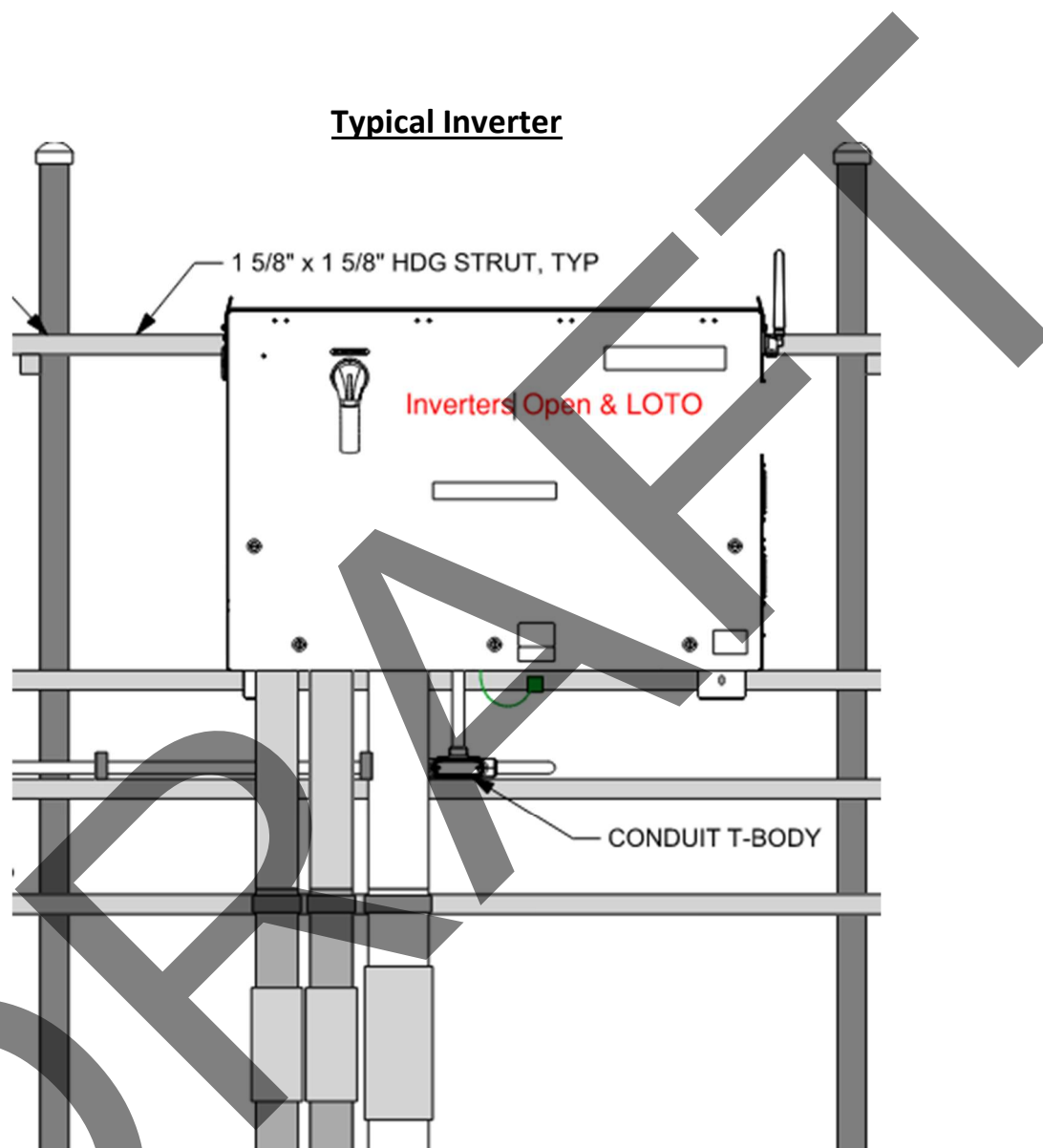
Single Line Drawings



Nexamp Disconnect – Group Operated Air Break (GOAB) SWITCH



Typical Inverter



Typical Combiner

