



BB. Evacuation Plan

For

Williams Creek Generating Station



Note: Items in red or highlighted must be updated during/ post construction.

WCGS

WILLIAMS CREEK GENERATING STATION



Address: TBD

Effective Date:

Approval Signature	Title
Signature on File	General Manager, Plants Department
Signature on File	Process Owner, WCGS Plant Manager

Revision History

Version	Date	Action – Change Tracking
0	9/29/26	Draft for 1041

Evacuation Criteria and Immediate Actions

Evacuation Criteria	
1	Uncontrollable Natural Gas leak.
2	Any explosion or uncontrolled pressurized fuel fire.
3	Any uncontrolled fire beyond the incipient stage.
4	An act of terrorism or a bomb threat involving the WCGS Plant.
5	Any other life-threatening situation.
6	Determination by CSFD officials, once on-site, that the building requires evacuation.

Immediate Actions	
1	Initiate the evacuation process. Announce over the handheld radio channel that a total plant evacuation is required. State the nature of the emergency, the location of the emergency and the meeting area to be used. Section Lead will determine which evacuation actions to take depending on the type of emergency. There is an evacuation system that is currently being developed and will be installed in the future.
2	Immediately evacuate all non-essential personnel and employees from the Williams Creek Plant facility.
3	All remaining essential employees will evacuate to the predetermined meeting/evacuation area.
4	Once safe, call 911 and advise operator of the situation. (Note: 911 Operator will notify appropriate external emergency crews (first responders of the situation and related evacuation.)
5	Notify Utilities Dispatch (668-8800) of situation upon relocation. Advise what action/support is required, if any.
6	Notify Williams Creek supervisor(s) Carl Holmgren 719-271-7070 of the situation if they are offsite and/or unaware.
7	Once assembled at the designated meeting or evacuation area, perform a headcount, and ensure all personnel are accounted for.

Building Description

Building name:	Williams Creek Generating Station
Building Location:	TBD
Type of Building:	Electric Generation Plant 1 occupied Control building (shop and warehouse) 1 occupied Zero Liquid Discharge building 5 unoccupied pump houses/ Electrical buildings
Fire Vehicle Access Route:	TBD
Fire Department Connections:	Standpipe on Fire Loop. Located at Control Building
Fire Alarm System Monitored and Smoke Control Measures:	Monitoring at each location is done with either some, or all the following: Smoke, Heat, CO detectors, Infrared flame and Thermal detectors. Monitored areas include the Electrical room, Turbine Enclosures, Transformers, Water Treatment, Pump Houses, PEECC's, CEMS, Instrument Air and Control Houses.
Emergency Power:	DC Batteries, Diesel Generator
Emergency Power Location:	Battery Room at the Electrical Building and batteries in the PECC for each Unit. Emergency Diesel Generator
Hazardous Materials Storage:	Less than 1000 gallons of maintenance related chemicals in storage cabinets and drums

Emergency Reporting Numbers

Williams Creek Generating Station TBD	
If you see an emergency, call:	Remotes Group 8-3950 Or 719-668-3950
Next, the Duty Operations Section Leader will call:	911 or 9 - 911 from Utilities Building Landlines
Then the Duty Operations Section Leader will call:	Utilities Emergency Dispatch 668-8800
Police & Fire Non-emergency	719-444-7000

- A. Give the Control Room or Duty Operations Section Leader the following information:
 - a. Type of emergency
 - b. Your name and location of emergency
 - c. More details as requested by Duty Operations Section Leader
- B. Never hang up unless you must evacuate or are instructed to do so by Duty Operations Section Leader

When calling 911 for outside emergency response:

- A. Give 911 Operator the following information.
 - a. Type of emergency
 - b. Your name and phone number from which you are calling.
 - c. Address: **TBD**
 - d. More details as requested by 911 Operator.

Alternate Non-Emergency and Building Contact Numbers

Site Security followed by Main Security (SECC)	719-668-9209 / 719-668-4051
Security Control Center	719-668-STOP (7867)
Colorado Springs Utilities Dispatch (Emergency Only)	719-668-8800
Facilities Maintenance, Facilities General	719-668-4357 (8-HELP) Option 3 719-668-8888
Poison Control Center	1-800-222-1222

Bomb Threat Communication Guide

BOMB THREAT CHECKLIST

IMPORTANT – ACTIVATE RECORDER IF AVAILABLE

Caller's Voice

- | | |
|--|--|
| ☐ Male | ☐ Female |
| ☐ Race (probable) | ☐ Age (approx) |
| ☐ Calm | ☐ Nasal |
| ☐ Angry | ☐ Stutter |
| ☐ Excited | ☐ Lisp |
| ☐ Slow | ☐ Raspy |
| ☐ Rapid | ☐ Deep |
| ☐ Soft | ☐ Ragged |
| ☐ Loud | ☐ Clearing Throat |
| ☐ Laughter | ☐ Deep Breathing |
| ☐ Crying | ☐ Cracking Voice |
| ☐ Normal | ☐ Disguised |
| ☐ Distinct | ☐ Accent |
| ☐ Slurred | ☐ Familiar |

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

Background Sounds

- | | |
|--|--|
| ☐ Street Noises | ☐ Factory machinery |
| ☐ Crockery | ☐ Animal noises |
| ☐ Voices | ☐ Clear |
| ☐ PA System | ☐ Static |
| ☐ Music | ☐ Local |
| ☐ House | ☐ Long Distance |
| ☐ Motor | ☐ Office machinery |

Threat Language

- | | |
|---|--|
| ☐ Well spoken (educated) | ☐ Incoherent |
| ☐ Foul | ☐ Taped |
| ☐ Irrational | ☐ Message read by threat caller |

**REPORT THE CALL
IMMEDIATELY TO THE
Security Control Center
668-STOP (7867)**

Date call received _____

Time call received _____

Length of call _____

Number at which call received: _____

Date of Report _____

Your name, position, phone number: _____

Questions to Ask

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat

EMERGENCY INSTRUCTIONS: Williams Creek Generating Station

Fire, Smoke, Explosion	SEVERE WEATHER
EVACUATION: WHEN NOTIFIED OF EMERGENCY: 1. Stop what you are doing and evacuate the site using the safest exit route. 2. Meet in your designated evacuation assembly area. The location of this area is: a. Main Vehicle Access Gate b. South Vehicle Access Gate 3. Notify your supervisor or designated evacuation verification person that you have made it to the assembly area safely. 4. Assist your supervisor or designee in verifying all your co-workers have arrived in the assembly area safely. 5. If you believe a co-worker may not have made it out of the site or is unaccounted for, let your supervisor know immediately. 6. Once verified, your supervisor or designee will report their head count to the Facility Manager or designee. 7. Additional actions you should take will be communicated to you by your supervisor or the Facility Manager. 8. Return to work when instructed by your supervisor or Facility Manager.	TORNADO: 1. Seek shelter immediately. 2. Location: Bathroom/Shower 3. If you cannot make it to the shelter above, take shelter in an interior hall or interior room. 4. Stay away from glass doors or windows. 5. Stay calm. 6. Listen to a local radio station. 7. Watch for fallen power lines. 8. Return to work when instructed by your supervisor or Facility Manager.
REPORTING A FIRE 1. Remove all personnel from the area. 2. Close doors to the area if possible. 3. Dial 911 and report the fire. 4. Evacuate the site if uncontrollable	LIGHTNING: 1. Seek shelter immediately. 2. Stay or go indoors. 3. If you are in your vehicle- stay in vehicle. 4. Stay away from anything that could conduct electricity. 5. DO NOT use electrical appliances. 6. DO NOT use the telephone.
ASSISTANCE TO DISABLED PERSONNEL 1. Escort disabled personnel to an area of refuge. 2. If safe to do so, stay with the individual until Fire Department assistance arrives. 3. Notify Fire Department of location of disabled person and area of refuge.	EARTHQUAKE INDOORS: 1. DO NOT run outside. 2. Remain calm. 3. Take cover under strong table or load bearing wall. 4. Stay away from windows. 5. DO NOT use elevators. OUTDOORS: 1. Stay in open area. 2. Move away from buildings. 3. Move away from utility wires. 4. DO NOT enter building. AFTER EARTHQUAKE: 1. Remain calm. 2. Prepare for aftershocks. 3. Call 911 and report injuries. 4. If fire occurs- follow fire procedures. 5. Evacuate to designated assembly area.

OTHER EMERGENCIES	OTHER EMERGENCIES
CHEMICAL SPILL ON PREMISES 1. Report to Dispatch 2. DO NOT touch the substance 3. Move personnel away from the area 4. Remain calm 5. Restrict entrance to the area 6. Follow instructions from emergency personnel 7. Follow Evacuation Procedure as appropriate	Suspicious Person in Building or Parking Lot, Intruder 1. Notify on site security officer or Security Control 668-7867 (8-STOP)
VEHICLE ACCIDENT ON PREMISES 1. Render assistance as appropriate 2. Stay with person 3. If trained, administer first aid if necessary 4. DO NOT move individual unless in imminent danger 5. Notify on site security officer or SCC 668-9209 if further attention is required 6. Exchange insurance information as appropriate 7. If a CSU vehicle – Ensure that all the actions per the red card in the vehicle are taken	Assault in Building or Parking Lot 1. Defend yourself as best you can 2. Yell for Help 3. Make as much noise as possible 4. Take mental notes of physique, clothing, any distinguishing features (i.e., tattoos) weapon or accomplices 5. Watch the individuals exit from the premises and take notes of direction, vehicle, any distinguishing features (i.e., limping) 6. Call 911 7. Notify on site security officer or Security Control 668-7867 (8-STOP) 8. Lock all entry and exit doors 9. Protect Crime Scene and evidence 10. Notify management 11. Identify potential witnesses
Vehicle Fire on Premises 1. STOP the vehicle 2. Get out of the vehicle 3. Call Control Room at 668-XXXX 4. Notify the on-site security officer or SCC	Robbery 1. Remain calm 2. Give the suspect exactly what is asked for 3. If you do not have what is asked for, politely explain 4. Take mental notes of physique, clothing distinguishing features (i.e., tattoos) weapon, accomplices 5. Watch exit from the premises (direction, vehicle any distinguishing features, i.e., limping) 6. Call 911 7. Notify on site security officer or Security Control 668-7867 (8-STOP) 8. Lock all entry and exit doors 9. Protect Crime Scene and evidence
Down Power Line on Premises 1. Report to Dispatch, 668-8800 for emergency 2. Keep yourself and others at least 100 feet away from fallen power lines 3. Notify onsite security officer or SCC 4. If in your car, stay in your car 5. Use cell phone or horn to summon help	Civil Disturbance 1. Notify onsite security officer or SCC 668-7867 (8-STOP) or 911 2. DO NOT engage demonstrators or attempt physical action 3. Turn “OFF” computers and lock access to files and records 4. Notify management 5. Identify potential witnesses 6. Report to Dispatch, 668-8800 for emergency
Personal Medical Emergency 1. Call 911 2. If trained and comfortable, administer First Aid 3. Report to Control Room, 668-XXXX for emergency 4. Stay with person if safe to do so 5. Do not move individual, unless in imminent danger	

Attachment 1

Evacuation Map with Routes and Exit Points Photo for reference only **NEED Plant**
Photo when plant is completed



Control Room -



Route of Egress -



Personnel Gate -



Evacuation Meeting Point -



Supervisors

Supervisors are responsible for ensuring that the emergency evacuation and fire plan is posted in a conspicuous location and that employees are trained at the start of employment, upon reassignment, and yearly thereafter. They are responsible for ensuring new and existing employees are familiar with building layouts and are instructed in the most efficient evacuation methods. Supervisors are also responsible to ensure, through their own action, safety audit, or communication to the appropriate individual, that all fire extinguishers and other related equipment are maintained in good working condition.

Control Room Operators

Control Room Operators shall be aware of the emergency plans and related procedures for their facilities. When required, they will execute the emergency preparedness plan. During emergencies, the Facility Manager or designee shall be the point of contact (POC) for all emergency agencies and act as Incident Commander until relieved by the fire department. The Facility POC shall ensure that floor plans and route evacuation maps are posted.

Employees

It is the responsibility of each employee to ensure they are familiar with the emergency evacuation and fire prevention plans. Each employee should also be familiar with posted exits, evacuation routes and assembly points. Employees will immediately report suspected hazards to their supervisor.

Critical Operations Shutdown

Plant operations staff will evaluate which systems need to be shut down due to the emergency. There are no essential life support functions within the Williams Creek Control Room building.

Security Lockdown Procedure

Colorado Springs Utilities has procedures in place to handle emergency situations requiring that the occupants and employees be sheltered and secured in place within a facility. Lockdown procedures generally address what to do when evacuation would put employees and occupants at risk. Such emergencies may include acts of violence occurring within or near Colorado Springs Utilities facilities. The security lockdown plans will be communicated to management and employees of various departments as deemed appropriate by the Colorado Springs Utilities Security Department. For more information, contact 8-STOP (7867) to speak with the Security Department.

Emergency Reporting

Prompt emergency reporting is essential to eliminating injuries and reducing property damage. The Colorado Springs Fire Department is responsible for carrying out rescue, emergency medical, and fire suppression operations at Colorado Springs Utilities facilities. Minor first aid may be provided by trained employees.

It is imperative that the Control Room is notified of any emergency on the plant site. This allows the Duty Operations Section Leader to coordinate escort activities for the emergency responders.

The control room is always monitored and can be contacted by radio (Williams Creek **X**) or by calling 719-668-XXXX.

Alerting or Signaling Occupants of Emergency

There are currently no audible alarms connected to the fire detection system. The system is monitored by the Williams Creek control room and a third-party monitoring company (SimplexGrinnell). Emergency notification of severe weather or lockdown events will be provided by radio, word-of-mouth, telephone, email, or other electronic communication devices.

1. In the event of a fire or visible smoke in the plant, occupants, employees, or visitors shall call the Control Room from a safe location. You may use the radio channel Williams Creek X, if a landline is used from within a Utilities building dial 8-XXXX or 719-668-XXXX if using a cell phone or outside line.
2. When talking to the Control Room Operator, state your name, your location in the plant, and the nature of the emergency. Speak slowly and clearly. Do not hang up unless it is unsafe to be where you are. The Control Room Operator may need additional information and may provide you with additional instructions.
3. After notifying the Control Room, you may contact 911. If a landline is used from within a Utilities building, you may dial 911 direct or dial 9-911. If you dial 911 direct, there will be a short 5 second delay before the phone accesses the outside line.
4. If you call 911, state your name, your location, and the nature of the call. Speak slowly and clearly. Do not hang up, as the dispatcher may need additional information and may provide you with additional instructions.
5. After emergency authorities have been notified of the emergency, call Colorado Springs Utilities Dispatch at 668-8800 or the Security Control Center at 668-7867 (8- STOP).

Facility Evacuation and Sheltering Procedures

Determining whether to evacuate or take shelter will depend on the nature of the emergency. Evacuations will be directed by the Facility Supervisor or designee. Severe weather may require taking shelter from an approaching storm. In this case, the Shelter In place or "Tornado" notification will be initiated. It is the responsibility of each employee to understand their work area and where to shelter.

Each employee should note the location of extinguishers, medical kits, shelter area and evacuation routes. **The shelter area for the Williams Creek site is the bathrooms in the control building.**

When the evacuation notice is given, all employees, visitors, vendors, or any other persons in the facility must evacuate the building or plant area. If an employee is disabled and cannot adequately evacuate the building, that person should be escorted to a safe area of refuge until Fire Department rescuers can help the person out. Notify onsite security of the individual's location and they will be assisted outside of the building. Any employee meeting with a customer or visitor in the building will be responsible for ensuring that they (the customer or visitor) are aware of the need to evacuate the building or plant.

During any emergency, it is important to remain calm. Walk calmly and proceed directly away from the hazard; use handrails if crossing over the units.

All personnel shall report directly to the designated assembly area. Once in the assembly area, make sure your supervisor or evacuation verification person knows you are out of the building or plant.

NOTE: If a visitor or customer refuses to follow evacuation procedures, the employee should report that to either their supervisor or onsite security and then go to a safe place. Employees cannot "make" a visitor or customer follow evacuation procedures; they can only request that the procedures are followed. Do not put yourself at risk to save someone else. Your job is to take care of yourself during an emergency unless otherwise assigned.

Evacuation Process

1. When notified of a plant emergency (that may require an evacuation of the plant) the on-Shift Operator will investigate.
2. Before beginning, the investigator will establish communication with the Control Room Operator.
3. The Control Room Operator/Shift Supervisor will be notified if the issue is determined to be escalated. If it is deemed that the plant should be evacuated immediately, proceed to step 5.
4. Once the Investigator/Investigating team deems that an evacuation is needed, they will return to the Control Room or if deemed dangerous or unnecessary, announce findings over the radio.
5. The Shift Supervisor or designee will then start the evacuation instructions over the radio, which will include the muster area.

NOTE: **The main evacuation site will be TBD.**

6. The Control Room Operators/Shift Supervisor will call 911, the Guard Shack, and SECC Security. The Control Room Operators/Shift Supervisor is also responsible for any communication with the outside. **(Note if the nature of the evacuation is due to risk of severe damage to the Plant, personnel, or public, activate the Emergency Response Plan Calling Tree).**
7. The Shift Supervisor or Control Room Operator will notify Plant Management.
8. No evacuated person or personnel will be allowed to leave the Plant grounds until all personnel are accounted for.
9. Immediately evacuate all *non-essential* personnel and employees to the muster area(s).
10. It may be necessary for the Shift Supervisor/Control Room Operator to evacuate the remaining Plant Operators and decide whether to trip the units.
11. Things to consider in making the decision to Trip/Evacuate are:
 - Personnel safety
 - Equipment protection
 - The nature of the emergency
 - How long will it take to return to the plant after the emergency is over?
 - Stability of plant systems
 - Stability of the Grid
12. If all AC station power will be secured to allow emergency personnel to work safely in the Plant, Call SOC to open breakers **XXXX and XXXX**. DC power will still be available for some operation until secured manually at the Electrical Building and the individual PECCs at each unit.
13. If it is decided to leave the unit running, leave units in AGC and notify SOC and Front Range Power as soon as possible of the situation.
14. If it is decided to trip the unit, give the running units a stop command. The unit(s) will spin down, open the breakers and cool in a controlled manner provided there is onsite power.
15. The CRO/Shift Supervisor will turn one radio to channel C7 to have direct communications with the responding fire department personnel.

Accountability Procedures for Personnel

Evacuated employees should assemble outside at the prearranged Designated Assembly Area. When notified, all personnel will evacuate and regroup at the evacuation site. No one may leave the muster point until accounted for and dismissed.

Evacuation Assembly Meeting Location

The Shift Supervisor or Control Room operator will announce over the radio where the evacuation location will be. The main evacuation point is **TBD**.

Route Description

The route to the main evacuation point TBD.

As personnel are leaving the main plant, they should perform a visual inspection of the work area (sweep the work area) while they are evacuating. This will help determine that all personnel are out of the plant area.

Accountability Process

1. The supervisor at the evacuation site shall ensure that all the people on the plant site are accounted for.
2. Each POC is responsible for ensuring the temporary help or contractors working for them are accounted for.
3. If there isn't a Supervisor at the designated meeting place, the senior operator shall be responsible for creating a personnel checklist.

Plant Evacuation Complete

The Supervisor/Control Room Operator will notify the person in charge at the designated meeting place when the emergency is over, and it is safe to return to the Plant.

The person in charge at the evacuation site will communicate with the Shift Supervisor and coordinate with Emergency Personnel as they arrive.

WARNING:

No attempt to find unaccounted people should endanger the lives of others. Any searching for or recovery of unaccounted-for personnel will be directed by the Fire Department and will be conducted by properly trained and outfitted personnel.

Equipment Shut-off Locations:

Due to the number and complexity of equipment shut offs in the Generating Station, no map is provided. Emergency responders must contact the control room or plant management for assistance in various equipment shut down activities.

- Generator Breaker Units 1-5 (XXXX) located.....
- Generator Breaker Units 6-10 (XXXX) located.....
- DC Power – On each unit in the PECC
- DC Station Batteries – Next to the PECC on each unit and in the Electrical Building
- Williams Creek main gas regulating station yard shut off is located.....

Training and Communications

All employees shall receive training on the contents of fire safety and evacuation plans pertinent to their work area. This will include initial training and retraining when responsibilities or conditions/surroundings change. Initial training is conducted during new hire orientation and at least annually thereafter. Unannounced fire or other emergency drills will be held at least annually with the approval of the Facility Manager.

Evacuation Training

In all facilities, supervisors shall familiarize their employees with the exit routes and designated assembly areas a minimum of one time per year. This is to be an actual walking exercise to the designated assembly area that can be accomplished at a staff meeting or Toolbox meeting. Documentation of training shall be maintained on paper or electronic form by each supervisor and will be subject to annual review by CSFD inspection personnel.

Training will be required for designated employees and emergency/fire prevention plan coordinators. This training will include elements for both the evacuation and fire prevention plans. This training will qualify the designated employees to fulfill any element of the emergency and/or fire prevention plans. The Safety & Health Department is available to assist if needed.

This training will consist of:

- How to report emergencies and alarm recognition
- Evacuation procedures, accountability areas, evacuation routes and shelter areas
- Identification of workplace fire hazards, fire prevention practices, proper housekeeping
- Fire Extinguisher Use (if employees are expected to use and are trained to use)

Training Guide: Supervisor / Manager

The **most** important goal of training employees is that they understand how to respond to different emergencies. Conducting drills allows employees to practice what they learn in training.

Walkthrough Drills

Walkthrough drills provide excellent hands-on training experience for employees. During a walkthrough drill, an emergency is simulated, and groups walk through the emergency actions to be taken.

Fire or Smoke Emergency

Supervisors show employees the escape routes out of their work areas to the fire exits in the building. A minimum of two fire escape routes should be identified for each work area. Employees are responsible for knowing their fire escape routes.

Building Evacuation Assembly Areas

Supervisors must inform employees where to meet after a building evacuation.

Severe Weather Emergency Shelter Areas

Supervisors must show their employees the location of severe weather shelter areas within the building. Shelter areas are in the basement of the building (if it has a basement) or in an interior hallway or restroom away from windows and exterior walls.

Bomb Threat and Facility Lockdown Procedures

Supervisors must review the bomb threat procedure as outlined in this document and company internal procedures. Questions regarding bomb threat response should be directed to the Security Department at 668-STOP. Specific training information will be provided to supervisors and managers by the Security Department.

Other Emergencies

Employees should read the "Emergency Instructions" in this document and become familiar with response actions to various other emergency situations.