



CATALYZE

CATALYZE HOLDINGS, LLC

Emergency Action Plan/Ground Mount

Site #:

Address:

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Overview and Document Control

This document describes the Emergency Action Plan for site # _____

located at _____

OSHA [29 CFR 1910.38(a)]

Under **OSHA's [29 CFR 1910.38(a)]** standard and **Cal/OSHA's Title 8 Section 3220**, employers are required to develop an Emergency Action Plan (EAP) to coordinate responses during workplace emergencies. This plan includes specific guidance for outside contractors, ensuring they are familiar with site-specific emergency procedures, reporting protocols, and communication channels.

1. The purpose of the EAP is to provide a clear and organized response framework to protect both employees and contractors in the event of an emergency. Contractors must understand and adhere to these protocols, including evacuation routes, assembly points, shutdown procedures, and designated points of contact.
2. This document serves as a comprehensive guide, detailing the necessary safety actions and reporting requirements for contractors at the site, thereby helping to maintain a coordinated and effective emergency response.

Document Prepared by: _____ Date: _____

Document Approved by: _____ Date: _____

This document shall be stored on site at the location marked in the Site Safety Layout and stored online in the Catalyze Project Data Room. It shall be reviewed annually to account for changing site and system conditions. Whenever updated, previous versions are stored in the same digital location, and new printed versions are stored at the site.

Link:

Site Contact Information

Catalyze Site Emergency Call Tree

Site Address:

Site#:

Primary Contacts

Organization	Role	Name	Phone	Email

Emergency Services Contacts

Agency	Phone
Fire	
Police	
Electrical Utility	
EPA Emergency Contact (Environmental)	
Office of Emergency Services (OES)	800-852-7550
Poison Control Center	800-222-1222
Emergency Response Commission	800-258-5990

Nearest Hospital Information

Hospital Name	Phone	Address

Nearest Urgent Care Information

Urgent Care Name	Phone	Address

Emergency Reporting and Evacuation Procedures

- The Project Superintendent, Senior Safety Rep, or Senior Site Employee can initiate an evacuation or shelter in place. When in doubt, **evacuate!**

When to Evacuate:

- If emergency response authorities indicate to do so.
- If there is time to reach a safe location before an event occurs.

When to Shelter in Place:

- In environmental hazards that would endanger evacuees. "Shelter-in-place" means choosing an interior room with few or no windows and waiting for further instructions from authorities.
- During an evacuation, the Senior Catalyze Employee assists visitors and non-English speakers. Designated workers may stay after evacuation alarms to shut down critical operations, as directed by Asset Management or emergency teams like Ameresco.

Evacuation Responsibilities

1. Senior Employee Responsibilities

- Assist visitors and workers in evacuating to the nearest usable exit.
- Provide additional assistance to individuals with disabilities to ensure their safe evacuation.

2. Designated Maintenance Workers

- Remain after an evacuation alarm, if necessary, to:
 - Shut down critical operations.
 - Perform assigned emergency duties.
- Evacuate promptly after completing assigned tasks.

Fire Department Guidance

- **Contact the Utility:** Wait for utility personnel to arrive before entering the area.
- **Isolation:** Maintain a minimum of 300 feet clearance in all directions.
- **Safety Measures:**
 - Keep unauthorized individuals away.
 - Stay alert for transformer explosions, smoke, and oil releases.
 - Stay upwind only if necessary. 1000 ft or farther to avoid risk.
- **Environmental Precautions:**
 - Monitor for oil runoff and direct it away from catch basins or surface water.

- **Fire Suppression:** Use fire suppression only under guidance from utility personnel and the incident commander.

Reference: [First Responder Guide for Substation Fires](#)

General Emergency Procedures

- **Emergency Contact:** Call 911 for immediate assistance.
 - **Authorization:** Entry and shutdown must be approved by the Catalyze Field Service Team at 1-800-381-6265.
 - **Solar Facility Safety Notes:**
 - DC voltage is always present.
 - Inverters require 15 minutes to discharge fully.
 - Do not touch any solar modules without proper PPE including insulated safety gloves.
 - Combusting electrical components may emit gases; responders must use SCBA equipment.
-

Fire Response Procedures

1. **If You Discover a Fire:**
 - Assess safety concerns, prioritizing life safety.
 - Exit through the nearest usable exit and proceed to the evacuation assembly point.
 - Call 911 and guide emergency responders to the designated entry point.
 - Emergency responders will contact the Catalyze Field Service Team at 1-800-381-6265 for additional guidance.
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Evacuation Plan

Ground Mount: Evacuation routes are horizontal, with personnel directed to keep escape routes open to be able to immediately evacuate away from hazards.

- Avoid ground-level obstacles, such as equipment or chemical storage areas.
 - Be aware of wind direction and alternative exits if standard routes are blocked.
 - Exit the area using the nearest safe route, ensuring it leads away from hazards.
 - Proceed to the **Emergency Assembly Area** to take attendance.
 - Report attendance and any missing individuals to the owner or incident commander.
-

Electrical and Fire Emergency

Immediate Response

1. **Sound the Alarm and Call 911:**
 - Describe the nature of the emergency, including visible arcing, sparks, flames, or other fire-related hazards.

- Clearly communicate the location and extent of the fire or electrical emergency.

2. Evacuate the Area:

- Verbally inform everyone to evacuate and keep clear of the affected area.
- Avoid touching equipment, wires, or water near electrical systems.

Safety Measures

3. De-energize Power:

- Follow shutdown directions on Emergency Shutdown Procedures document drafted by Asset Management.
- Only qualified personnel should attempt to shut off power to the affected area.
- Use emergency stop buttons or breakers if accessible and safe to do so.

4. Fire Control:

- Do not use water or non-Class C extinguishers on electrical fires.
- Use a Class C fire extinguisher specifically rated for electrical fires, if trained and safe to do so.

5. Avoid Further Hazards:

- Stay clear of energized systems or fire hazards.
- Prevent others from entering the area until it is deemed safe by emergency responders.

Accountability

6. Proceed to Assembly Area:

- Ensure all personnel evacuate to the designated emergency assembly area, upwind of the hazard.

7. Take Attendance and Report:

- Confirm all individuals are accounted for and immediately report any injuries or missing persons to emergency responders.

Reporting and Follow-Up

8. Notify proper authorities of spill contamination if required:

- Report the incident and all response actions to Catalyze.
- Log detailed information, including damages and injuries.

9. Conduct Inspection:

- Work with electrical specialists and fire safety personnel to identify the cause and prevent recurrence.

Chemical Release Emergency

Immediate Response

1. Sound the Alarm and Call 911:

- Provide responders with details on the type of chemical, quantity, and exact location of the release.

2. Evacuation Notification:

- Verbally inform all individuals to evacuate immediately, providing clear instructions to avoid panic.

Evacuation

3. Note Wind Direction:

- Ensure evacuation routes lead away from chemical clouds or spills.
- Stay upwind to avoid exposure to hazardous fumes or substances.

4. Use Proper PPE:

- If safe to do so, trained personnel can use appropriate Personal Protective Equipment (PPE) to contain or mitigate the spill.

Accountability

5. Assembly Area:

- Proceed to the emergency assembly area and ensure all personnel are accounted for.
- Report any missing individuals or those exposed to chemicals to emergency responders.

Containment and Shutdown

6. Emergency Shutdown Procedures:

- Follow shutdown directions on Emergency Shutdown Procedures document drafted by Asset Management.
- Authorized personnel may secure systems or shut down equipment to prevent escalation if it is safe to do so.
- Do not attempt containment without proper training and PPE.

Reporting and Follow-Up

7. Notify proper authorities of spill contamination if required:

- Report the incident and all actions taken to Catalyze.
- Document the release, response measures, and outcomes.

8. Decontamination:

- Follow proper decontamination procedures for affected areas, equipment, and personnel.
- Coordinate with hazmat teams or specialists for cleanup and disposal.

Post-Incident Actions

9. Medical Attention:

- Ensure all exposed individuals receive medical evaluation, even if no symptoms are present.

Human Emergencies

Medical Emergency

1. Stop Work and Call 911: Clearly describe the situation, including the injured person's mobility.
2. Stabilize the Injured: If safe to do so, provide first aid or make the person comfortable without putting yourself or others in danger.
3. Assess Safety: Ensure the area is safe and there are no ongoing hazards. Shelter in place if required.
4. Coordinate Ambulance Arrival: If the injured person can be moved safely, guide them to meet the ambulance. Otherwise, make them comfortable and send someone to meet the ambulance at the site entry.
5. Assist Paramedics: Provide paramedics with relevant information and assist as needed.
6. Report the Incident: Notify Catalyze immediately and document details.
7. Follow-Up: File all required reports and support investigations or corrective actions.

Workplace Violence

1. Stop Work and Call 911: Immediately report the incident, providing as much detail as possible.
2. Ensure Personal Safety: Evacuate the area if safe or shelter in place if evacuation is not possible.
3. Secure the Area: If feasible, lock doors and block entry points to prevent further threats.
4. Assist Victims Safely: If safe to do so, provide support to injured individuals without risking your safety.
5. Follow Emergency Procedures: Communicate with emergency personnel and follow instructions provided by law enforcement.
6. Report the Incident: Notify Catalyze and log all details, ensuring the safety of others is prioritized.
7. Debrief and Support: Provide emotional and mental health resources for affected employees.

Active Shooter

1. Run, Hide, Fight:
2. Run: Escape the area if possible and prevent others from entering.
3. Hide: Lock doors, silence phones, and stay out of the shooter's line of sight.
4. Fight: As a last resort, attempt to incapacitate the shooter using any available objects.
5. Call 911: Provide accurate information on the shooter's location, description, and actions.
6. Assist Law Enforcement: Follow police instructions and keep your hands visible at all times.
7. Report the Incident: Notify Catalyze and document the details.
8. Post-Incident Support: Provide counseling and support for employees involved in the incident.

Weather Emergencies

General Guidelines

1. Pre-Trip Planning: Check weather forecasts before traveling to job sites and reschedule visits if severe weather is predicted.
2. Emergency Shelter: During sudden severe weather, seek shelter in a safe location or a parked vehicle.

Specific Weather Events

Lightning:

- Seek shelter indoors or in a fully enclosed vehicle.
- Avoid open fields, tall trees, and metal objects.

- Do not use electronic devices connected to outlets.
- Stay indoors for at least 30 minutes after the last thunderclap.

Tornado:

- Move to an indoor shelter or secure yourself in a vehicle with a seatbelt fastened.
- Use a low-lying area like a ditch if no other shelter is available.

Blizzard:

- Stay in your vehicle. Signal for help and run the engine intermittently to conserve fuel.
- Keep the exhaust pipe clear of snow to prevent carbon monoxide poisoning.

Earthquake:

- Move to a structurally safe location, such as under a desk or sturdy furniture.
- When possible stay clear of any structure or equipment which could fall.
- Protect your head and avoid windows, chemical storage areas, and unsecured items.

Hurricane:

- Shelter indoors, away from windows and exterior walls.
- Follow evacuation orders and avoid flood-prone areas.

Resuming Operations

- Assess Conditions: Only resume work after weather conditions stabilize and it is deemed safe to do so.
- Seek Permanent Shelter: If conditions worsen, move to a long-term shelter for safety.
- Incident Reporting: Notify Catalyze and log all relevant details.

Safe Public Location

- Follow local emergency procedures and evacuate to designated safe zones if required.
- Report incidents to Catalyze for documentation and follow-up actions.

Catastrophic Events

During large-scale events (e.g., earthquake, flood), local emergency services may be overwhelmed. Be prepared for delayed assistance.

Neighboring Facilities

Catalyze contractors should be mindful of nearby facilities, especially those handling hazardous materials. If nearby alarms sound, follow established protocols.

Media Planning

While not required by OSHA, Catalyze designates a corporate spokesperson to manage media. The spokesperson is the sole point of contact for external communications.

Media Planning Contact:

Emergency Evacuation Map

Nearest Emergency Services (Map & Directions)

Nearest Urgent Care (Map & Directions)

Additional Information as applicable