

# Appendix I Site Severe Weather Response Plan

## Appendix

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**ARCHAEA  
ENERGY**  
a bp company

# Site Severe Weather Response Plan



Version 1.0  
Archaea Energy  
PMO  
11/8/2022

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## 1 Purpose

The Site Severe Weather Response Plan standardizes the Archaea Energy approach to mitigating risks associated with severe weather. Sections that address disaster preparedness, post-disaster assessment, and recovery, are intended to:

1. Prepare sites and personnel in advance of an emergency and,
2. Provide an accurate damage assessment and condition report after an emergency.

## 2 Scope

The following severe weather procedures represent a phased response to an increased level of danger.

**Severe Weather (Hurricane, Tornado, etc.) Watch Procedures** should automatically commence upon the issuance of a severe weather watch by the National Weather Service. These basic preparations include precautionary distribution of emergency supplies, filling of fuel supply tanks, and preparing to use back-up power.

**Severe Weather (Hurricane, Tornado, etc.) Warning Procedures** should automatically commence upon the issuance of a severe weather warning by the National Weather Service. These preparations include full emergency measures such as securing computer equipment, boarding up windows, and relocating on-site equipment to designated areas.

**Note:** Severe weather preparations can also be initiated before a formal severe weather watch or warning is issued.

- When warranted by factors such as available manpower, status of equipment, etc.
- At the discretion of the Regional Manager, Lead Operator, and Field Safety Manager, who are also responsible to initiate such procedures.

## 3 Audience

Regional Manager, Plant Manager and Plant Operators of Archaea Energy shall read and understand the company's Severe Weather Response Plan and consult the following check lists to prepare the LFGTE Facility for severe weather.

## 4 Plan

### 4.1 Operational Considerations

Site management, local, and state authorities will determine the plan to use during Severe Weather Watches or Warnings. Regional and Facility managers are responsible for monitoring, as follows.

- |   |   |
|---|---|
| <i>72 hours before severe weather arrival</i> | Notify regional manager/operations manager, review operational status.            |
| <i>48 hours before severe weather arrival</i> | Review severe weather tracking with regional manager and grid reliability status. |
| <i>24 hours before severe weather arrival</i> | Shut down plant, secure site, all personnel evacuate the property.                |

## 4.2 Severe Weather Emergency Operations

Use the [Severe Weather Watch](#) and [Severe Weather Warning](#) procedures when the National Weather Service or General Administration has declared a Severe Weather Watch.

The Regional Manager, site personnel, and the Operations Team play a key role in preparing for and recovering from severe weather. Coordinate field operations communication through the following personnel:

- Regional Manager
- Director, LFGTE or RNG (as appropriate)

If phones are not available, use email or radio communication.

### 4.2.1 Storm Preparations

All onsite employees should contact their Regional Manager concerning their personal disaster plans to facilitate emergency scheduling. Personnel should ensure the company has correct, complete contact information in the system of record (for example, ADP or similar system).

Refer to the [Severe Weather Watch](#) and [Severe Weather Warning](#) procedures in this document.

### 4.2.2 Operations Shut Down

The facility may be shut down prior to the area experiencing severe weather. **Standard practice is to begin plant shut down 24 hours prior to severe weather is expected.** However, the plant may be shut down earlier based on local conditions.

Operations resume upon a facility inspection after an all clear is issued by Archaea Energy, the Utility, and the host landfill.

### 4.2.3 Record Keeping

Downtime records must be maintained as a condition of the site's plans and permit requirements.

### 4.2.4 Declaration of Emergency

*A declaration of emergency by the Company may occur prior to the issuance of a severe weather watch or warning issued by the National Weather Service.*

### 4.2.5 Disaster Preparedness – Coordination Meeting

Upon declaration of emergency by the Lead Operator, Regional Manager, or Field Safety Manager, a meeting of all critical Archaea Energy departments is held via a conference call. The primary purpose of the meeting is to develop a shutdown schedule for individual facilities.

*This meeting occurs prior to the formal issuance of a severe weather (severe weather, tornado, windstorm, etc.) watch by the National Weather Service.*

Critical departments include, but are not limited to:

- COO
- Director of Operations
- Regional Manager
- Plant Operator
- Tech Infrastructure and Operations
- Health, Safety & Environmental
- HR Representative for Area
- Finance Representative
- Environmental Representative

### 4.3 Severe Weather Preparation Checklist

*Inspect all facilities prior to severe weather season to ensure adequate procedures are in place to minimize building damage.*

The following steps should be taken annually, before storm season begins.

- 1. The Lead Operator is responsible for procurement, inventory, storage, and distribution of emergency supplies. Check emergency supplies prior to severe weather season each year. Obtain supplies only for 2-3 days.
- 2. Note the stability of the utility grid in the area.
- 3. Perform regular facility inspections prior to and during the severe weather season to ensure the facility is prepared for potential storm activity and building damage is minimized.
- 4. Determine severe weather work assignments annually prior to severe weather season.
- 5. Follow all general procedures, as required.

#### 4.4 Severe Weather Watch Checklist

- 1. The Lead Operator records all efforts associated with severe weather preparedness.
- 2. Follow all general procedures as required.
- 3. The Lead Operator/Regional Manager coordinates employee preparedness work activities with the Operations Team.
- 4. Fill generator fuel tanks.
- 5. Test all generators to ensure they are operational. If not, notify Regional Manager.
- 6. List incomplete preparedness tasks and track them to completion in the system of record.
- 7. Secure all fuel/lubricant storage tanks/drums.
- 8. Verify battery health of all equipment batteries, including station 48 VDC, engine 24 VDC, PLC backup batteries.
- 9. Inspect all outside areas and remove loose debris that could potentially damage or destroy equipment or structures.
- 10. Repair any loose or damaged doors and/or siding.
- 11. Organize materials, tools, workbenches, and shop equipment to minimize damage and lost recovery time.
- 12. Backup computer system. All computer users are responsible for backing up their own data files.
- 13. Release personnel to their homes on a timely basis.
- 14. Secure facility doors.



#### 4.5 Severe Weather Warning Checklist

- 1. Follow all general procedures as required.
- 2. Stage all equipment in the plant in the least hazardous area:
  - o Smaller, lighter equipment in center between units
  - o Bigger, heavier equipment ringing the smaller equipment
  - o Move as much equipment, waste receptacles, etc. as possible inside plant
- 3. Coordinate and schedule shut down of plant with host landfill contact.
- 4. When required by Regional Manager and Operations Manager, secure plant with controlled shutdown, isolation of electrical equipment, and storage tank valves/sight glasses
  - o Shut all sight glasses/tank valves
  - o Shutdown plant
  - o Lubricate Kaeser blower lobes to ensure they don't lock up/rust
  - o Open engine 24 VDC control breakers on the side of the engine
  - o Open utility interconnect/substation breaker
  - o Open plant 48 VDC control power breaker
- 5. Turn off and unplug ALL computer equipment and metering equipment (Landtec GEM, Testo 340, Siemens Ultramat GC, etc.) susceptible to damage should be moved to a more secure area and covered (with plastic or placed in pelican cases).
- 6. Draft back-to-work schedule.
- 7. Leave brooms, shovels, and spill kit just inside the facility entrance for easy deployment.
- 8. Take radios (if available), 4Gas Analyzer, cell phones, and chargers home for communications, as necessary.
- 9. The Lead Operator shall ensure emergency preparations work is complete.
- 10. Release personnel to their homes on a timely basis.
- 11. Secure facility doors.

## 4.6 Recovery Checklist

The Lead Operator must convene a meeting of the Operations Team Leaders and site personnel to evaluate the operational status of facility as soon as possible after a severe weather event.

Recovery is that period of time beginning within three (3) hours of re-opening a site or facility until normal operations are resumed. Normal operations should be established as soon as possible.

Generally, recovery operations are determined by the extent of damage sustained during the storm. The responsible coordinators must determine specific procedures or course of action to follow for their areas.

The Lead Operator should use the checklist below and the [Damage Assessment Form](#) to record the facility inspection immediately after the emergency and report it to the Regional Manager.

- 1. Ensure you have the 4Gas clipped on and active before you assess damage .
- 2. Survey the area for outside and inside damage and use the below form to log all damage.
- 3. Repair faults, as needed.
- 4. Clear areas of debris, as needed.
- 5. Obtain approval from utility grid to power on the plant.
- 6. Follow the restart plant from a utility outage procedure (plant specific).

## 4.7 Damage Assessment Form

*4Gas must be on and active during damage assessment.*

Facility: Archaea Energy - Date: \_\_\_\_\_  
 Lead Operator \_\_\_\_\_ Time: \_\_\_\_\_

Use minor, moderate or severe to describe the extent of damage.

**1. Access road to facility open**  Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Facility entrance and roads open**  Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Facility utilities damage**  Yes  No *If yes, please comment*

a. Electrical Power Lines  Yes  No

b. Telephone Lines  Yes  No

c. Water Service  Yes  No

d. Sewer Service  Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*If yes, please comment*

**4. Facility grounds damage**

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
|                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Flooding                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Downed Trees                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Vegetation Damage             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Debris Accumulation           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Fences, Posts or Gates Damage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Signs Damaged or Missing      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments:

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*If yes, please comment*

**5. Building Damage (Exterior)**

- |            |                              |                             |
|------------|------------------------------|-----------------------------|
|            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| a. Walls   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Roof    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Doors   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Windows | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Other   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments:

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*If yes, please comment*

**6. Building Damage (Interior)**

Yes  No

f. Walls or Ceilings  Yes  No

g. Flooring  Yes  No

h. Office Equipment (e.g., computers, printers, telephone, etc.)  Yes  No

i. Electrical Equipment  Yes  No

j. Furniture  Yes  No

Comments:

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*If yes, please comment*

**7. Temporary Structures Damaged**

Yes  No

Comments:

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### 8. Environmental Concerns

If yes, please comment

- |                          |   |                          |     |                          |    |
|--------------------------|---|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Stormwater retention areas flooded or damaged | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Fuel tanks damaged                            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Fuel tanks leaking                            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Fuel tanks contaminated with water            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Condensate at unacceptable levels in plant    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Other hazardous materials present/exposed     | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Comments:

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Additional comments:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## 5 Definitions and Acronyms

N/A

## 6 Related Documents

1. [HS&E Hazard Assessment and PPE Policy.pdf](#)
2. [HS&E Incident Reporting and Investigation Policy.pdf](#)

## 7 Records

This record will be maintained in the [HS&E Policies](#) folder.

## 8 Approvals

Approver Title
SVP, Health & Safety

## 9 Revision History

Revision	Date	Changes
1.0	11/08/2022	Initial version