



EMERGENCY ACTION PLAN

Shannon Lacy

PABLO ENERGY II, LLC Amarillo, Texas



EMERGENCY ACTION PLAN

For

Pablo Energy II, LLC

Facility Name: Amarillo Office

Facility Address: 801 S. Fillmore, Suite 130

Amarillo, TX 79101

Created 06/17/2015

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at Amarillo Office):

Name: Jerry Steed

Phone: (806) 371-4765

EMERGENCY COORDINATOR:

Name: Shannon Lacy

Phone: (806) 350-3486

AREA/FLOOR MONITORS (If applicable):

Area: Central Office

Name: Nathan Randolph Phone: (806) 350-3493

Area: Back Office

Name: Debbie Davis

Phone: (806) 350-3490

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

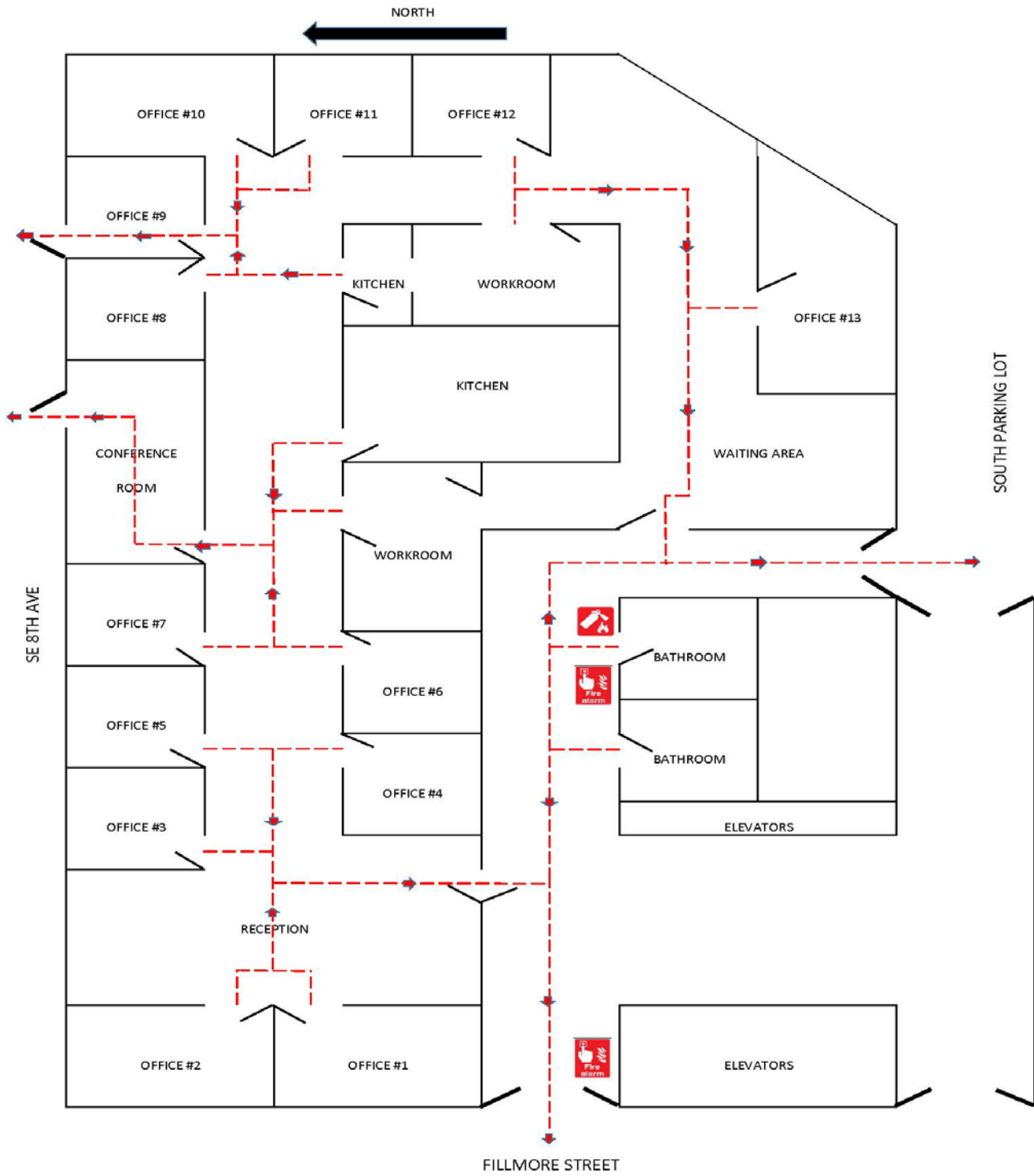
None

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 1. Emergency Exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 5. Assembly points

- Site personnel should know at least two evacuation routes.

Office Site Diagram
Pablo Energy II, LLC – Amarillo Office
SEE DIAGRAM ON PAGE 4



EMERGENCY EXIT - NEAREST EXTERIOR DOOR
FIRE EXTINGUISHER LOCATION - EAST OF WOMEN'S RESTROOM
FIRE ALARM PULL STATIONS AT WEST EXIT AND EAST OF WOMEN'S RESTROOM
ASSEMBLE IN THE SOUTH PARKING LOT IN EVENT OF AN EMERGENCY

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: (806) 378-3083

FEDERAL PROTECTIVE SERVICE: N/A

SECURITY (If applicable): N/A

BUILDING MANAGER: Pat Davis Properties (806) 355-7200

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: Xcel Energy Phone: (806) 378-2121

WATER: City of Amarillo Phone: (806) 378-6838

GAS (If applicable): N/A

TELEPHONE: Pathwayz Communications Phone: (806) 350-9000

EMERGENCY REPORTING AND EVACUATION PROCEDURES:

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- OTHER (specify) _____
(e.g., terrorist attach/hostage taking)

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed).
- Notify the local Fire Department by calling **911**.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable).

Voice Communication

Phone Paging

Radio

Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is impossible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location): **South Parking Lot**
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to the Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the vent of long term power loss.
 - * Fire Sprinkler System
 - * Standpipes
 - * Potable water lines
 - * Toilets
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: N/A – Office Location

Personal Protective Equipment (PPE): N/A – Office Location

MSDS: A copy of the **field** MSDS sheets are on file with Shannon Lacy.

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company for the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: N/A

Phone number: N/A

- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN.
DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITIY SEX: MALE _____ FEMALE _____ ADULT _____ JUVENILE _____
 APPROXIMATE AGE: _____ ORIGINAL OF CALL: LOCAL _____ LONG DISTANCE _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
_____ Loud	_____ Soft	_____ Fast	_____ Slow	_____ Excellent	_____ Good
_____ High Pitch	_____ Deep	_____ Distinct	_____ Distorted	_____ Fair	_____ Poor
_____ Raspy	_____ Pleasant	_____ Stutter	_____ Nasal	_____ Foul	_____ _____
_____ Intoxicated	_____ _____	_____ Slurred	_____ _____	_____ _____	_____ Other
	Other		Other		
ACCENT		MANNER		BACKGROUND NOISES	
_____ Local	_____ Not Local	_____ Calm	_____ Angry	_____ Factory	_____ Trains
_____ Foreign	_____ Region	_____ Rational	_____ Irrational	_____ Machines	_____ Animals
_____ Race		_____ Coherent	_____ Incoherent	_____ Music	_____ Quiet
		_____ Deliberate	_____ Emotional	_____ Office	_____ Voices
		_____ Righteous	_____ Laughing	_____ Street	_____ Airplanes
				_____ Traffic	_____ Party

PRETEND DIFFICUTLY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where it is located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call **911** and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

TORNADO:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - * Small interior rooms on the lowest floor and without windows.
 - * Hallways on the lowest floor away from doors and windows.
 - * Rooms structured with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

EARTHQUAKE:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

FLOOD:

If Indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If call stalls, abandon it immediately and climb to a higher ground.

BLIZZARD:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - * Close off unneeded rooms or areas.
 - * Stuff towels or rags in cracks under doors.
 - * Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - * Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - * Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - * Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - * Turn on the dome light at night when running the engine.
 - * Tie a colored cloth to your antenna or door.
 - * Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment
Main Office	Shannon Lacy	Emergency Coordinator	Secure Office Network
Geology Room	Nathan Randolph	Geologist	Secure Geology Server

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the Oklahoma City office to initiate backups.

The following offices should be contacted:

Name/Location: Gary Wurdeman / Oklahoma City
 Telephone Number: (405) 990-5926

Name/ Location: Michael Coyne / Los Angeles
 Telephone Number: (413) 575-8815

TRAINING

The following personnel have been trained to ensure a safe orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
Shannon Lacy	Emergency Coordinator	Personnel & Equipment Safety	06/17/2015
Nathan Randolph	Geologist	Geology Server Safety	06/17/2015