



# BESS Emergency Response Plan

## Implementation Checklist

Facility Name: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Document Development & Approval

#### Core Documentation

- ERP template downloaded and customized with facility-specific information
- All [INSERT...] fields completed with accurate information
- Site layout map created showing evacuation routes and assembly points
- Manufacturer emergency procedures attached as appendix
- First Responder Information Sheet created

#### Review & Approval

- System Owner/Operator technical review completed
- Facility manager approval obtained
- Safety director review and approval
- Legal/insurance review (if required)
- Version control table completed with initial release date

## 2. Emergency Contacts & Coordination

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### Contact Information

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- All emergency contact tables completed with current phone numbers
- System Owner/Operator 24/7 emergency line verified
- Battery manufacturer 24/7 technical support line confirmed
- Network Operations Center contact information added
- Emergency contact quick reference cards printed for all personnel

### First Responder Coordination

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- ERP provided to local fire department/Fire Marshal
- Initial meeting held with fire department to review facility
- Fire department site tour/walk-through completed
- Local police department notified of facility location and hazards
- Utility emergency coordinator contact established

## 3. Emergency Procedures & Response

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### Procedures Documentation

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- Thermal runaway response procedures documented and posted
- Electrical incident procedures completed
- Gas release/evacuation protocols established
- Chemical spill response procedures documented
- Safety perimeter distances defined for different incident types

### Evacuation Planning

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- Primary and secondary evacuation routes clearly marked
- Assembly points designated (minimum 150 feet from facility)
- Personnel accountability process established
- Evacuation route maps posted at all site entrances
- Visitor log-in/log-out system implemented

## 4. Equipment, PPE & Resources

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### Emergency Equipment

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- Fire extinguishers (appropriate class) installed and inspected
- First aid kits stocked and accessible
- Gas detection equipment available and calibrated
- Chemical spill containment kits available
- Emergency lighting functional
- Communication systems (radios, phones) tested and reliable

### Personal Protective Equipment

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- Arc-rated PPE available for electrical work (per NFPA 70E)
- Voltage-rated gloves and tools available
- Chemical-resistant PPE (gloves, goggles, suits) stocked
- SCBA available if personnel are trained/authorized
- Basic safety equipment (hard hats, safety glasses) available
- PPE inspection schedule established

## 5. Signage & Physical Site Preparation

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### Hazard Signage

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- BESS hazard warning signs installed at all entry points
- High voltage warning labels on all electrical equipment
- Arc flash warning labels posted per NFPA 70E
- Emergency contact information posted at site entrance
- "Authorized Personnel Only" signs installed

### Emergency Access

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- Fire department access gates/roads clear and functional
- Emergency disconnect locations clearly marked and accessible
- Fire hydrant locations mapped and verified functional
- Knox box or emergency access system installed (if required)
- Site address visible from street for emergency responders

## 6. Fire Protection & Detection Systems

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### Fire Detection

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- Smoke detectors installed and tested
- Heat detectors installed and tested
- Combustible gas detectors installed and tested
- Fire alarm system connected to monitoring center (if applicable)
- Visual and audible alarms functional throughout facility

### Fire Suppression

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- Fire suppression system appropriate for battery chemistry installed
- Fire suppression system tested and certified
- Explosion prevention/ventilation system functional (if applicable)
- Deflagration vent panels installed and inspected (if applicable)
- Fire suppression system maintenance schedule established

## 7. Training & Personnel Readiness

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### Staff Training

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- All site personnel trained on BESS-specific emergency procedures
- Operations staff trained on emergency shutdown procedures
- Electrical safety training (NFPA 70E) completed for authorized personnel
- First aid/CPR training current for designated personnel
- Training records documented and maintained

### Drills & Exercises

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- Initial evacuation drill conducted
- Quarterly drill schedule established
- Annual full-scale simulation planned
- Drill documentation process established
- Joint drill with fire department scheduled

## 8. Distribution & Communication

### Document Distribution

- ERP posted in facility control room/operations center
- ERP posted at all facility entrance gates
- Copy provided to local fire department
- Copy provided to System Owner/Operator
- Digital copy accessible to all authorized personnel
- Copy provided to maintenance contractors

### Stakeholder Notification

- Utility/grid operator notified of facility emergency procedures
- Insurance carrier provided copy of ERP
- Local Fire Marshal acknowledgment received
- Environmental agency notified (if required)
- Neighboring property owners notified (if applicable)

## 9. Ongoing Maintenance & Updates

### Document Control

- Annual review date established and scheduled
- Document owner assigned with clear responsibilities
- Update process documented in ERP Section 10
- Version control system established
- Process for emergency contact updates documented

### System Integration

- ERP integrated with facility O&M procedures
- Post-incident review process established (Section 9)
- Corrective action tracking system implemented
- Continuous improvement process defined

### Implementation Notes & Action Items

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<b>Implementation Completed By:</b>	
<b>Title/Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Reviewed By (Safety Director):</b>	
<b>Signature:</b>	
<b>Date:</b>	

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