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***For Performing Work Under A Clearance***

**For Performing Work Under A Clearance**

<b>Clearance Procedures</b>	<b>Combustible Dust</b>	<b>Ammonia Awareness</b>
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*For Performing Work Under A Clearance*



**SITE ACCESS AND SAFE WORK PRACTICES  
FOR PERFORMING WORK UNDER A CLEARANCE**

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## **Introduction**

This course is designed to provide Contractors and Non-TVA personnel with the essential information for promoting site access and general work practice safety. An understanding of protective tags, lockout devices, essential human performance tools, and the basic safety rules to utilize while in the vicinity of isolated energy sources and while working under a clearance shall be discussed. This course shall also address generic and site specific fossil plant hazards and the Emergency Evacuation Plans associated with these hazards (site specific Evacuation Plan handouts will be provided).

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## Terminal Objective

Upon completion of this course, you will demonstrate your knowledge of the various responsibilities that are required of Contractors and Non-TVA Personnel performing unescorted work under a clearance at any of the properties that are owned and operated by TVA. Successful completion of the material requires a minimum score of 80 percent on a written examination and the completion of course evaluation documents, where applicable.

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## Course Objectives

1. Understand the purpose & scope of the TVA clearance procedure
2. Recognize the color and purpose of the danger tag, hold order and hold notice tags, caution order tag, and the operating permit tag used in the clearance process
3. Describe the roles of primary authorized employees (PAE) and authorized personnel performing work under a clearance

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## Course Objectives (cont.)

4. Recognize a ground disc and its purpose, and describe the responsibilities of authorized employees with regard to ground discs
5. Understand the potential physical hazards and health hazards associated with Combustible Dust
6. Understand how to reduce the risks and hazards of Combustible Dust including the reporting of hazardous Combustible Dust levels
7. Recognize the basic properties of gaseous and liquid ammonia, and the ways to detect the presence of gaseous ammonia

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**Course Objectives (cont.)**

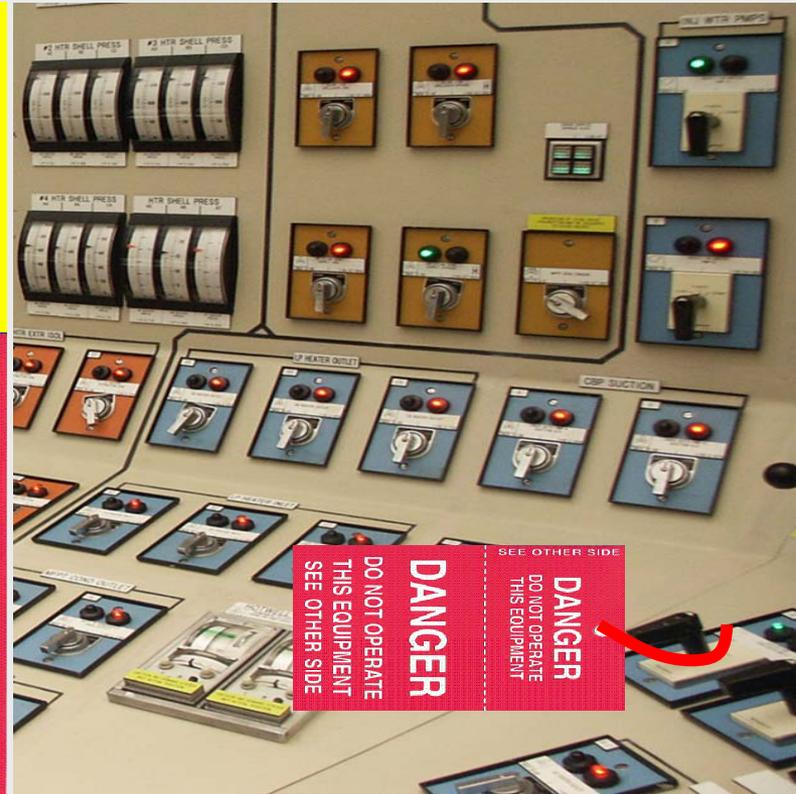
- 8. Understand how to properly escape the presence of gaseous ammonia and how to report a gaseous ammonia leak
- 9. Understand the symptoms of personnel that have been exposed to ammonia, and the immediate first aid actions to be performed on personnel with acute ammonia exposure
- 10. Understand the emergency evacuation plans and individual responsibilities and accountabilities for personnel onsite during an ammonia release event

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# General Requirements

## Objective 1

Understand the purpose & scope of the TVA clearance procedure



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## Purpose

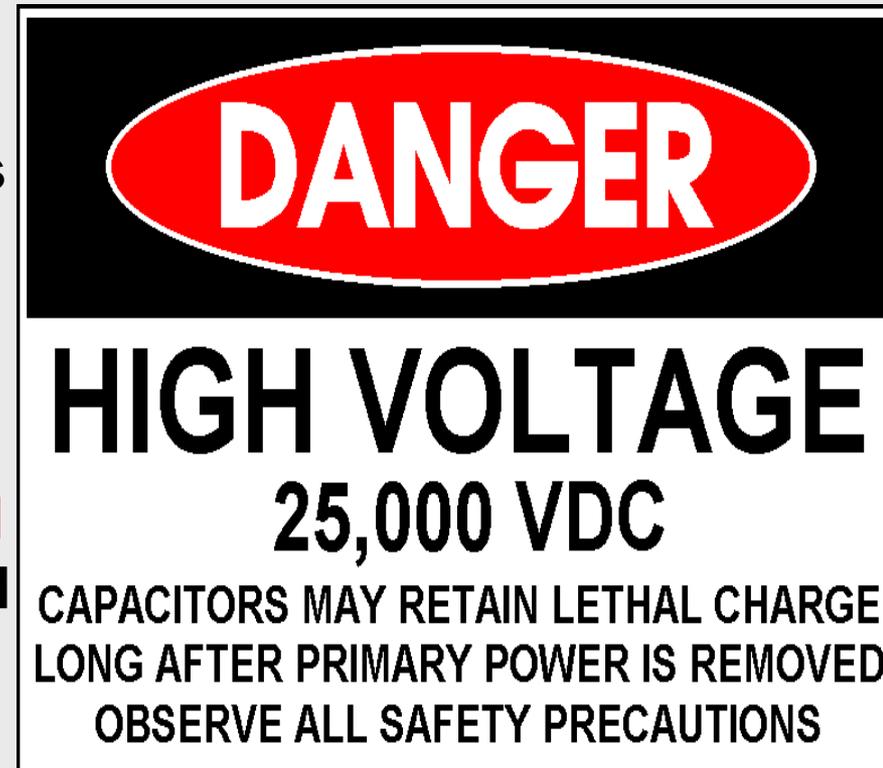
- ✓ Establish standardized requirements for group tag-out
- ✓ Level of safety equivalent to that obtained by the use of a lockout program
- ✓ Isolate machines and/or equipment from energy source and rendered non-operative, prior to work activities



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## Purpose

- ✓ It is vitally important that each employee remain aware of and strictly adhere to the requirements of the TVA Clearance Procedure
- ✓ Where hazardous energy cannot be safely controlled the work is considered “**working on energized equipment**” and must be approved by the management official in charge (MOIC)



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**Applies to:**

- ✓ **Work on machines and equipment under plant control**
- ✓ **Personnel who work on generating plant machines and equipment including TVA employees, managed task contractors, and staff augmented employees**

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## PSO (Switchyard Work Activities)

**Clearances for Power Systems Operation (Switchyard Activities) controlled equipment are obtained from the transmission operator in accordance with the current PSO Operating Letter on clearances**

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# Clearance Tags

## Objective 2

Recognize the color and purpose of the danger tag, hold order and hold notice tags, caution order tag, and the operating permit tag used in the clearance process



Clearance Procedure      Combustible Dust      Ammonia Awareness

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## Danger Tag

### Danger Tag:

- ✓ Used to identify the boundaries of a clearance
- ✓ Installed on energy-isolating devices, used to isolate equipment from all sources of energy
- ✓ Equipment with danger tags in place must never be energized or operated



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## Danger Tag

- ✓ Regardless of the presence of a danger tag, all equipment must be considered energized unless it is known to be within the limits of a clearance that has been properly issued and the equipment grounded, if required
- ✓ The mere presence of a danger tag does not ensure that the equipment is under clearance because the clearance may not be fully established



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**PSO (Switch Yard) Tags**

✓ Transmission system clearance hold order tags and hold notice tags are used on transmission operator issued clearances and have the same purpose as the danger tag

✓ Power Systems Operations (PSO) current Operating Letter on clearances establishes the criteria for the use of transmission system clearance tags

TVA 6269 (PO-12-72)

**TENNESSEE VALLEY AUTHORITY**  
HOLD NOTICE FOR HOLD No. \_\_\_\_\_

**DEVICES TAGGED WITH THIS HOLD NOTICE MUST NOT BE OPERATED**

STATION \_\_\_\_\_

ATTACHED TO SWITCH NO. \_\_\_\_\_

THIS HOLD NOTICE IS SUPPLEMENTARY TO THE HOLD ORDER BEARING THE SAME HOLD NUMBER AND COVERING THE SAME EQUIPMENT.

THIS HOLD NOTICE MUST NEVER BE USED ALONE TO HOLD OUT OF SERVICE ANY LINES OR EQUIPMENT. IT MUST BE USED ONLY WHEN A HOLD ORDER TO COVER THE SAME HOLD NUMBER IS ATTACHED TO ONE OF THE CONTROL POINTS.

HOLD NOTICE FOR HOLD No. \_\_\_\_\_

**TENNESSEE VALLEY AUTHORITY**

A Hold Order is one of the means used by the Division of Power Systems Operations for the protection of the service to and safety of the public and the employees of the Tennessee Valley Authority. It is placed on the control points for lines and equipment which are not in service or which are to be removed from service to prevent the energizing of the lines and equipment.

A Hold Order must never be issued upon any equipment which is energized or in service. Switches to which a Hold Order is attached must not be operated until after the Hold Order has been released and removed. It is permissible to attach Hold Order card or a Hold Notice card to an open air switch or disconnect, both sides of which are energized, in connection with a Hold Order on the circuit that this equipment controls.

The permission to place a Hold Order on any lines or equipment which is out of service is obtained only from the person in charge of the lines, equipment, or services being interrupted. When a line can be energized from two or more points the placing of a Hold Order must be supervised directly by the Load Dispatcher, or the Emergency Clearance Procedure must be followed.

**TENNESSEE VALLEY AUTHORITY**  
**HOLD ORDER NO.** \_\_\_\_\_

**DEVICES COVERED BY THIS HOLD ORDER MUST NOT BE OPERATED**

Station \_\_\_\_\_  
Apparatus \_\_\_\_\_  
Switches held \_\_\_\_\_  
Time held  AM  PM Date held (mm/dd/yyyy) \_\_\_\_\_  
Operator \_\_\_\_\_  
Ordered by \_\_\_\_\_  
This order issued to \_\_\_\_\_  
Work to be done \_\_\_\_\_  
Time issued  AM  PM Date issued (mm/dd/yyyy) \_\_\_\_\_  
Time released  AM  PM Date released (mm/dd/yyyy) \_\_\_\_\_  
Ordered in service by \_\_\_\_\_  
Time ordered  AM  PM Date ordered in service (mm/dd/yyyy) \_\_\_\_\_  
Placed in service by \_\_\_\_\_  
Time in  AM  PM Date in (mm/dd/yyyy) \_\_\_\_\_  
Remarks \_\_\_\_\_

TVA 6270 (1-1999)

**TENNESSEE VALLEY AUTHORITY**  
**HOLD ORDER NO.** \_\_\_\_\_

Number of Operating Permits Placed: \_\_\_\_\_

Number of Hold Notices Placed: \_\_\_\_\_

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# Caution Order Tags

✓ Caution order tag identifies the existence of unusual circumstances and provides direction concerning the circumstances

✓ The placement of a caution order tag does not mean that the equipment is de-energized or that it is safe to work on

Tennessee Valley Authority  
**Caution Order No.**  
Conditions Abnormal  
Follow Instructions Below

Station \_\_\_\_\_  
Apparatus \_\_\_\_\_  
Type of Work \_\_\_\_\_

**For Remote Caution Order**  
Breaker Control Handle Number \_\_\_\_\_  
Time Placed  A.M.  P.M. Date (mm/dd/yyyy) \_\_\_\_\_  
If circuit opens automatically, do not close, contact \_\_\_\_\_

Ordered By \_\_\_\_\_  
Operator \_\_\_\_\_

**Automatic Recloser Off**  
Time Off  A.M.  P.M. Date (mm/dd/yyyy) \_\_\_\_\_  
If circuit opens automatically, do not close before \_\_\_\_\_ minutes.

Ordered Normal By \_\_\_\_\_  
Placed Normal By \_\_\_\_\_  
Time Normal  A.M.  P.M. Date (mm/dd/yyyy) \_\_\_\_\_  
TVA 6273 (1-2000)

Tennessee Valley Authority

This Caution Order shall be attached to the control points of breakers or switches which control energized lines or equipment when requested by persons working on or near such lines or equipment.

This Caution Order shall be attached to equipment and its controls when hazardous or abnormal conditions exist on the equipment or on any lines or equipment controlled by it.

SEE OTHER SIDE

**CAUTION ORDER**

Abnormal or hazardous conditions exist. Follow the instructions of this Caution Order.

**CAUTION ORDER**

SEE OTHER SIDE

TVA 19629

**CAUTION ORDER**

Abnormal or hazardous conditions exist. Follow the instructions of this Caution Order.

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PSO

Tennessee Valley Authority  
**Caution Order** No. \_\_\_\_\_

**Conditions Abnormal**  
*Follow Instructions Below*

Station \_\_\_\_\_  
Apparatus \_\_\_\_\_  
Type of Work \_\_\_\_\_

**For Remote Caution Order**

Breaker Control Handle Number \_\_\_\_\_

Time Placed  A.M.  P.M. Date (mm/dd/yyyy) \_\_\_\_\_

*If circuit opens automatically, do not close, contact \_\_\_\_\_*

Ordered By \_\_\_\_\_  
Operator \_\_\_\_\_

<b>Automatic Recloser Off</b>		
Time Off	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Date (mm/dd/yyyy)
<i>If circuit opens automatically, do not close before _____ minutes.</i>		
<b>Ordered Normal By</b>		
<b>Placed Normal By</b>		
Time Normal	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Date (mm/dd/yyyy)

TVA 6273 (1-2000)

Tennessee Valley Authority

This Caution Order shall be attached to the control points of breakers or switches which control energized lines or equipment when requested by persons working on or near such lines or equipment.

This Caution Order shall be attached to equipment and its controls when hazardous or abnormal conditions exist on the equipment or on any lines or equipment controlled by it.

For transmission system equipment, the Caution Order tag, form TVA 6273 is used exclusively

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# Operating Permit Tag

## Requirements:

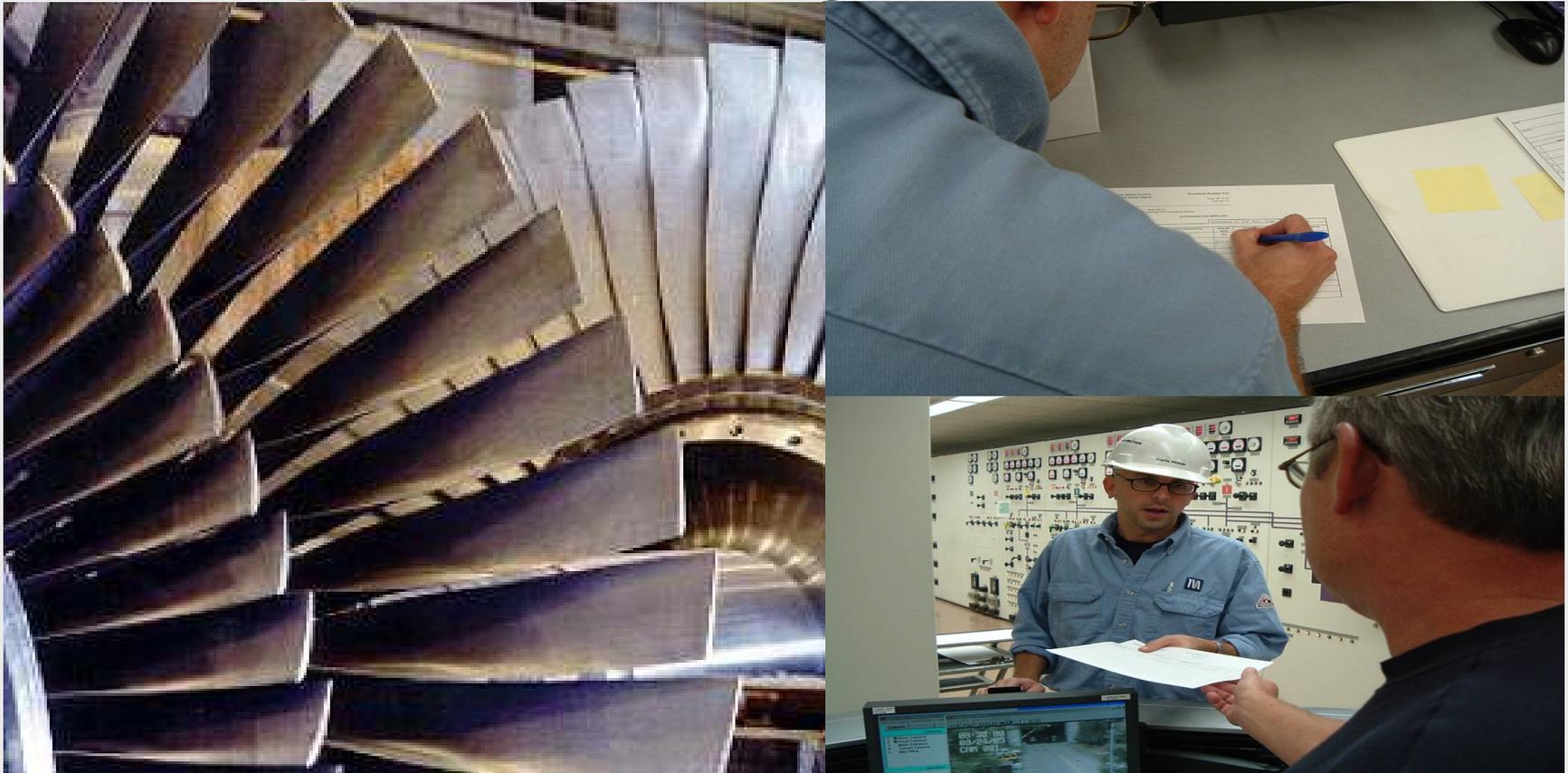
- ✓ Attached to equipment or controls that are located away from main control panels and/or switch panels when the equipment is to be operated only by the person named on the operating permit
- ✓ An operating permit is issued by name to only one person at a time
- ✓ Presence of an operating permit tag does not signify that the equipment is de-energized, or that it is safe to work on



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### Objective 3

Describe the roles of primary authorized employees (PAE) and authorized personnel performing work under a clearance



Clearance Procedure

Combustible Dust

Ammonia Awareness

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# PAE Maintains CPAL

Clearance Personal Accountability Log (CPAL)\*

Equipment by Name:		CLEARANCE NO.		CPAL Page of	
Primary Authorized Employee Holding Clearance:		Work Order / Document Number:			
Date/Time Clearance Issued:					
Date/Time Clearance Release:					
Name of Authorized Employee (printed):		Indicate start work on equipment covered by this clearance		Indicate stop work on the equipment covered by this clearance	
Name:		Date/Time:	Signature**:	Date/Time:	Signature**:
Comments/Status					

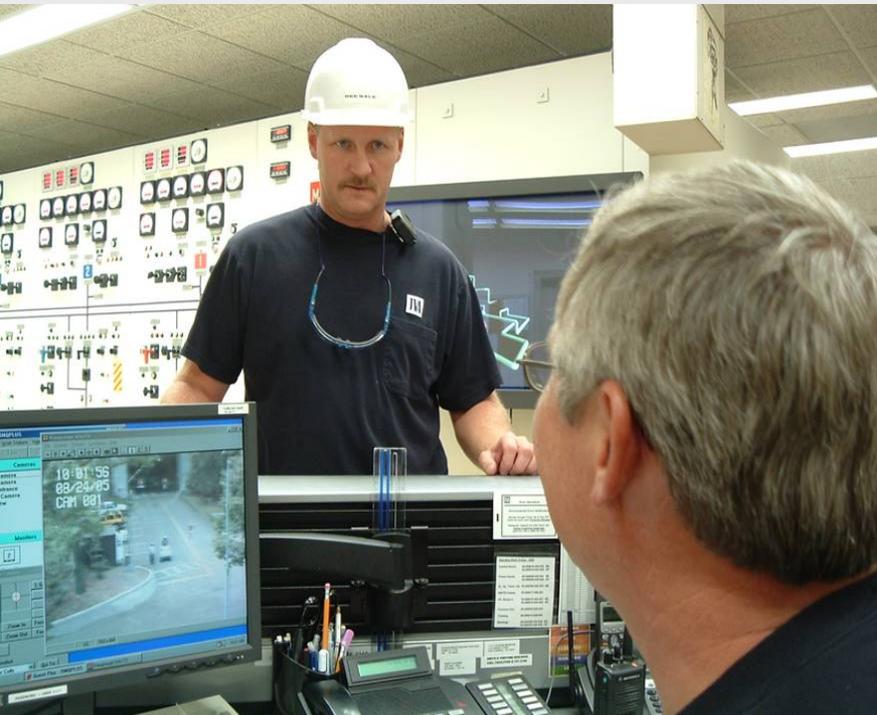
The PAE maintains a “Clearance Personal Accountability Log (CPAL) for each clearance to indicate the authorized employees who are working on the cleared equipment

**Note: 1 CPAL per clearance**

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# Holds the Clearance

## Primary Authorized Employee (PAE)



- ✓ Holds a clearance by name on the equipment on which work will be performed
- ✓ Maintains a clearance personal accountability log (CPAL) of Authorized Employees
- ✓ Physically walks down the clearance boundary using the tagging list

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# PAE Maintains CPAL

Clearance Personal Accountability Log (CPAL)\*

Equipment by Name:		CLEARANCE NO.		CPAL Page of	
Primary Authorized Employee Holding Clearance:		Work Order / Document Number:			
Date/Time Clearance Issued:					
Date/Time Clearance Release:					
Name of Authorized Employee (printed):		Indicate start work on equipment covered by this clearance		Indicate stop work on the equipment covered by this clearance	
Name:		Date/Time:	Signature**:	Date/Time:	Signature**:



Each Authorized Person that will work on equipment under a clearance, will take a *personal action to sign their name* on the CPAL form for that clearance prior to starting work on the cleared equipment

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## PAE Responsibility

- ✓ Primary Authorized Employee (PAE) is responsible for verifying (testing) the absence of hazardous energy sources prior to work
- ✓ PAE may delegate the responsibility for testing to an authorized employee

### Caution:

Under no circumstances will tests for the absence of hazardous energy be performed by personnel that is not qualified



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## Responsibilities

### Authorized Employee will:

- ✓ Sign on to the CPAL
- ✓ Participate in the pre-job briefing by providing feedback on improving performance, efficiency, and reducing risk associated with work activities



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✓ **Authorized Employees test for the absence of hazardous energy prior to performing work on equipment under clearance by:**

- **Testing electrical circuitry**
- **Visually inspecting the position of devices**
- **Observing bleeds, gauges, indicators, etc.,**
- **Before starting work, may request a walk down of the applicable clearance boundary**

✓ **If hazardous energy is detected, stop work and immediately report it to the PAE**

## Responsibilities



**Issue PER in NPG**

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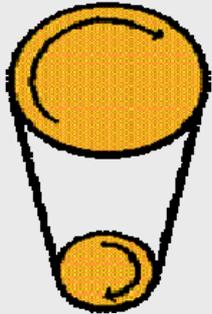
## Performs the Work



### Authorized employee:

Performs servicing, maintenance, and/or modification work in accordance with the clearance procedure

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## Testing and Basic Safety

- ✓ At times, energy is applied to cleared equipment for testing purposes
- ✓ Comply with all safety and clearance procedures during the application of test energy as directed by the PAE
- ✓ Remain in the clear during application of energy
- ✓ Work must not be performed on an energy isolating device used to establish a clearance

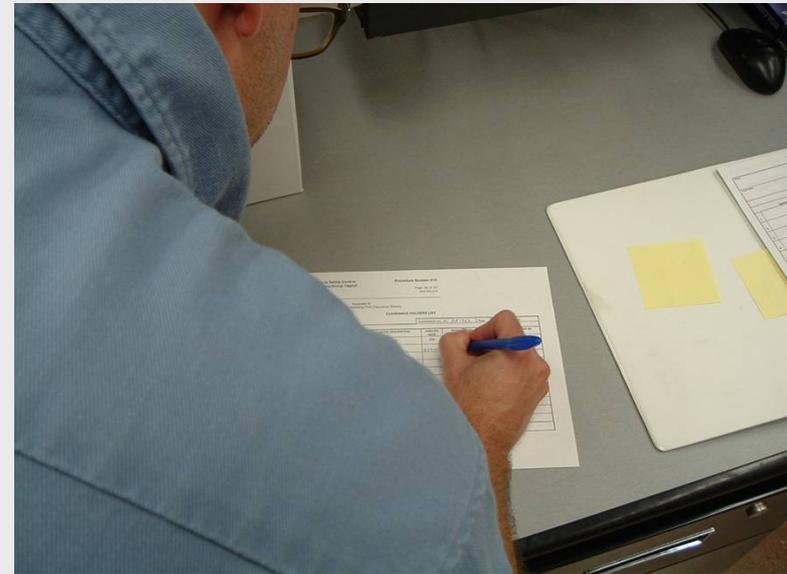


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## Responsibilities

Upon completion of the work  
Authorized Employees:

- 1) **Notify PAE work is complete**
- 2) **Remove tools, instruments, and special equipment**
- 3) **Cleanup jobsite**
- 4) **Sign off CPAL**



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# PAE Maintains CPAL

Clearance Personal Accountability Log (CPAL)\*

Equipment by Name:		CLEARANCE NO.		CPAL Page of	
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Name of Authorized Employee (printed):	Indicate start work on equipment covered by this clearance		Indicate stop work on the equipment covered by this clearance		Comments/Status
Name:	Date/Time:	Signature**:	Date/Time:	Signature**:	



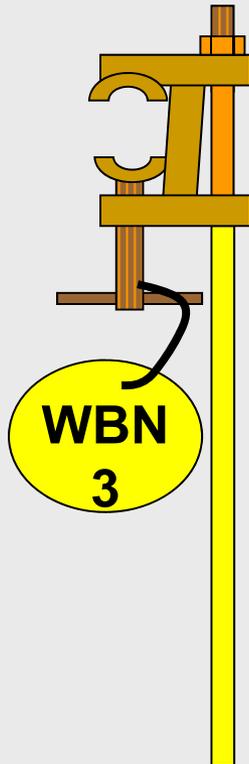
**Authorized Employees sign off the CPAL:**

- ✓ When their work is complete
- ✓ As requested to ensure operational readiness of equipment
- ✓ To facilitate a temporary lift

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## Objective 4

Recognize a ground disc and its purpose, and describe the responsibilities of authorized employees with regard to ground discs

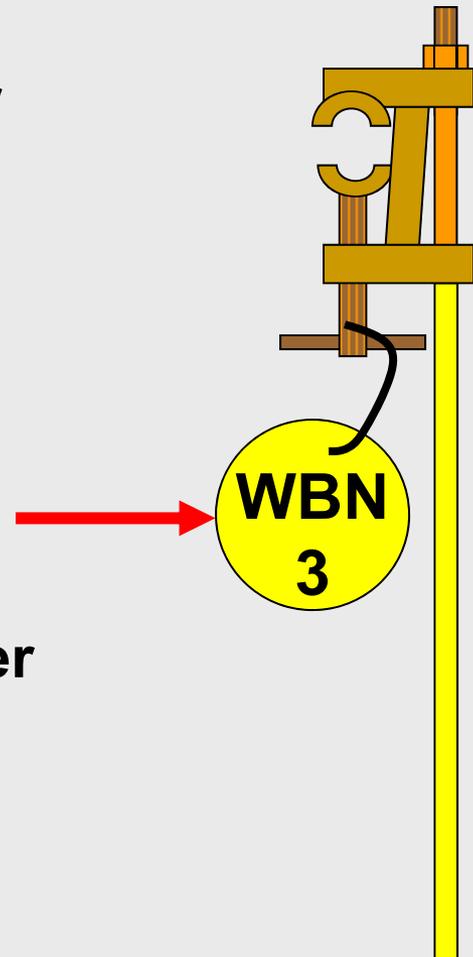


# Ground Identification Discs

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## Identification

- ✓ Specified electrical tasks require the use of protective grounds for worker safety
- ✓ Grounding disks are used to control administratively the installation and removal of electrical safety grounds
- ✓ Electrical safety grounds are used in conjunction with a clearance and assigned a specific clearance number

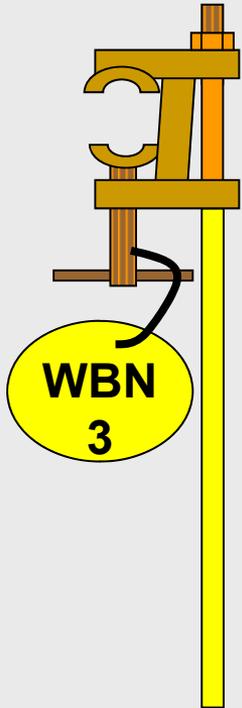


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## Install & Remove Ground Identification Discs

### Process:

- ✓ A representative electrical PAE is responsible to install or to observe the installation and removal of any ground identification discs
- ✓ The numbered disc is attached to the “ground side” clamp of each ground before the ground is installed
- ✓ For breaker grounding devices, such as a “grounding buggy,” the disc is placed in a visible location on the front of the device

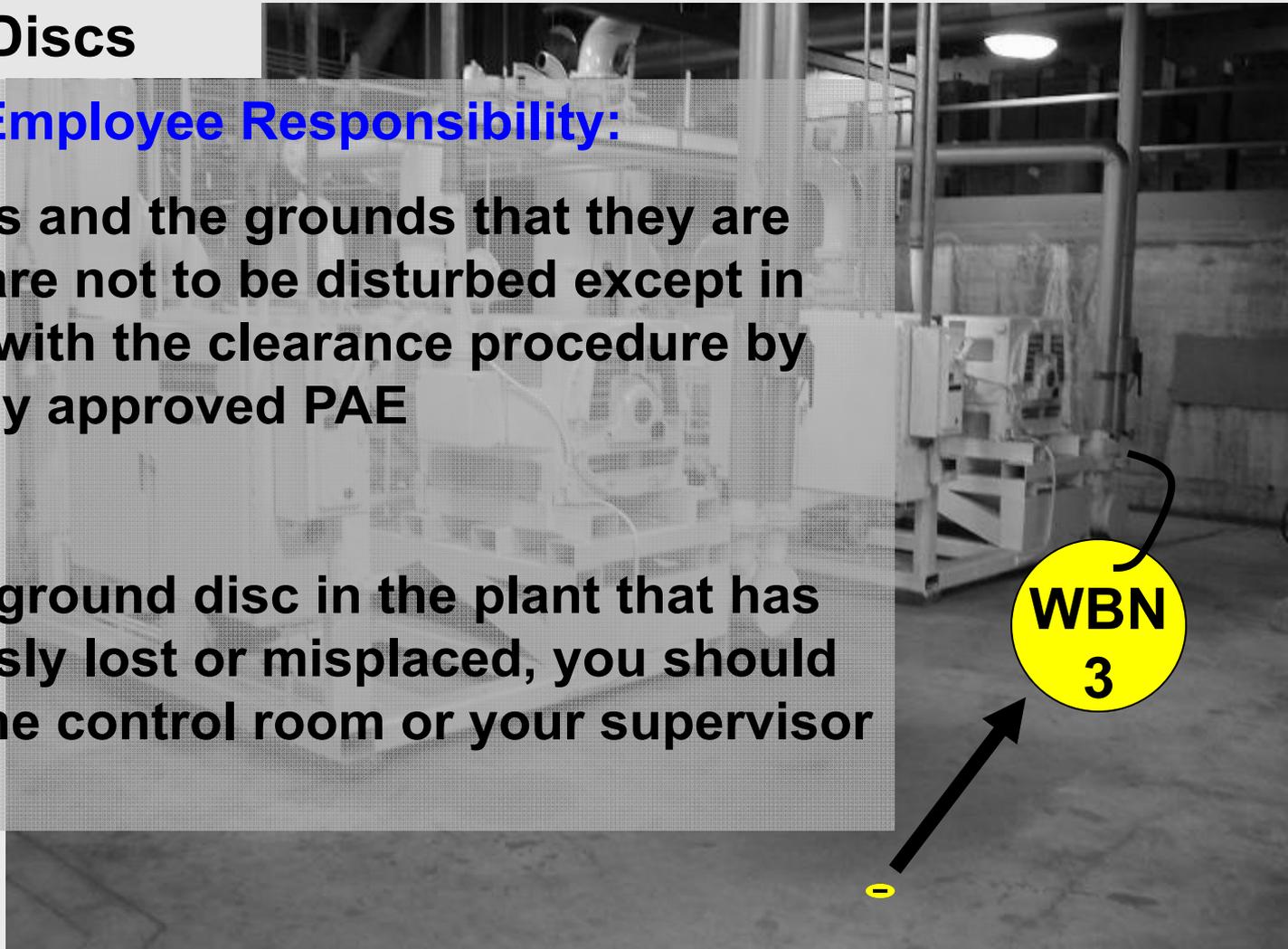


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## Ground ID Discs

### Authorized Employee Responsibility:

- ✓ Ground disks and the grounds that they are attached to are not to be disturbed except in accordance with the clearance procedure by an electrically approved PAE
- ✓ If you find a ground disc in the plant that has been obviously lost or misplaced, you should return it to the control room or your supervisor immediately





# **SITE ACCESS AND SAFE WORK PRACTICES FOR PERFORMING WORK UNDER A CLEARANCE Questions?**

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# COMBUSTIBLE DUST

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## **Objective 5**

**Understand the potential physical hazards and health hazards associated with Combustible Dust**

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## Physical and Health Hazards

**Combustible dust** presents two (2) potential hazard types:

- **Physical hazards** that are readily (physically) seen and produce immediate results
- **Health hazards** that once internally introduced, effect personal health but typically without long-term symptoms

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## Physical and Health Hazards

- **Physical** hazards include:
  - fires
  - dust fall exposure
  - explosions
  - engulfment
  - etc.
- **Physical** hazards of combustible dust are:
  - primary explosion: combustion (ignition) capability if exposed to an ignition source (spark)
  - secondary combustible dust explosion
  - spontaneous combustion of stagnant combustible dust piles

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- **Health** hazards include:
  - asbestosis
  - lead poisoning
  - inorganic arsenic hazards
  - chemical hazards
  - etc.
  
- **Health** hazards associated with prolonged combustible dust exposure are:
  - silica (quartz) content leading to silicosis
  - pulmonary fibrosis and impaired lung function
  - prolonged exposure can occur during:
    - cleaning operations with limited ventilation
    - air arc cutting and needle gunning coal containment equipment

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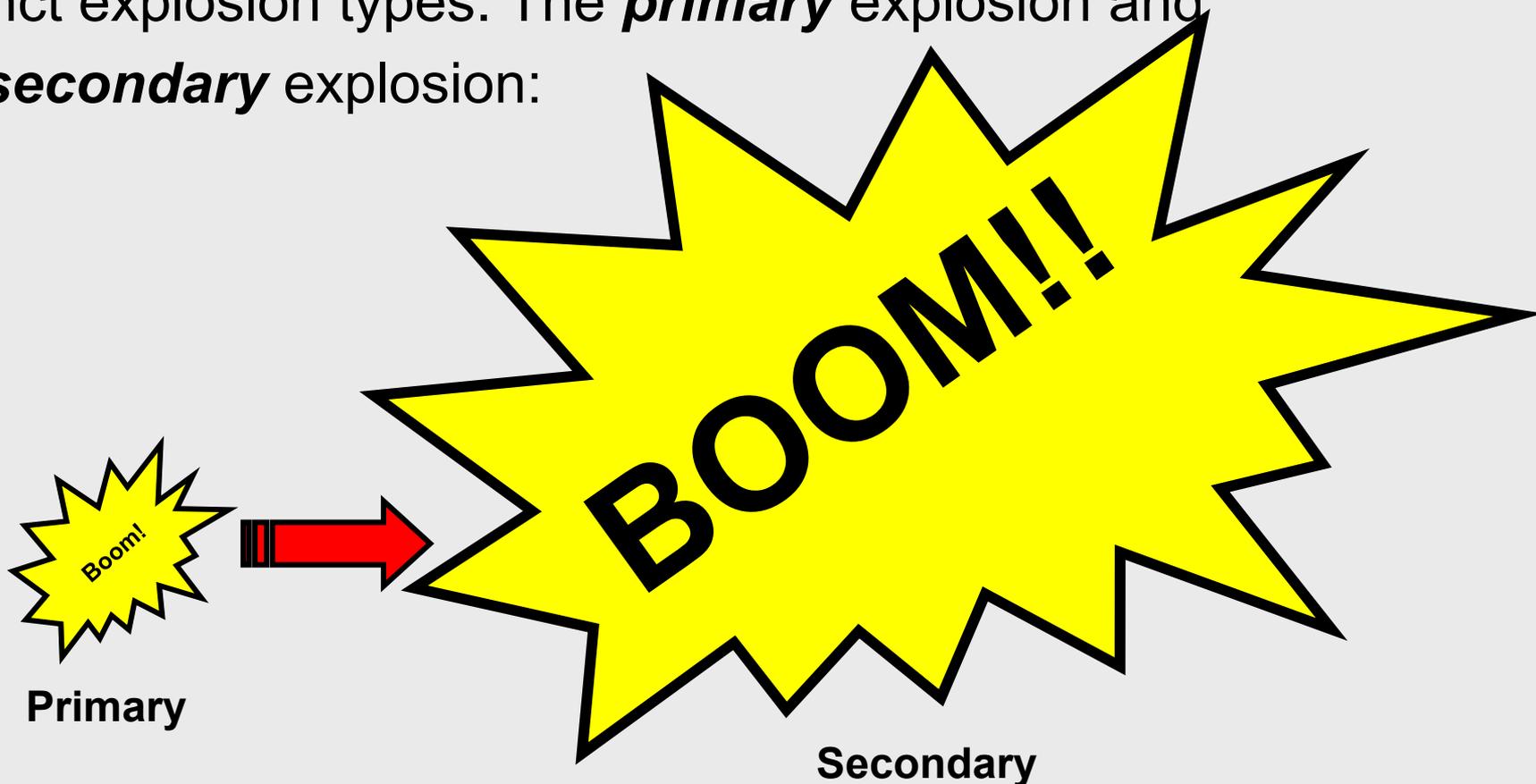
## **Objective 6**

**Understand how to reduce the risks and hazards of Combustible Dust including the reporting of hazardous Combustible Dust levels**

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## Risks and Hazards

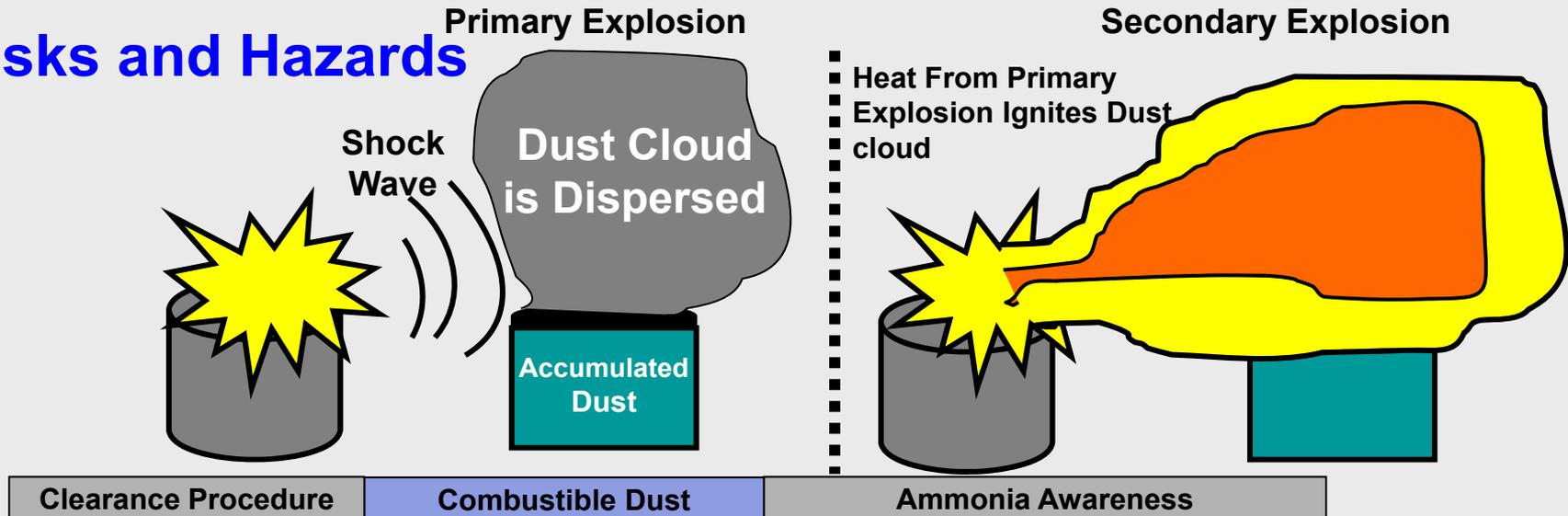
**Combustible dust** explosions typically consist of two (2) distinct explosion types. The **primary** explosion and the **secondary** explosion:



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- **Primary explosions** – small combustible dust explosion that by vibration or shock, dislodges and disperses the combustible dust particles. Dust particle dispersion can also occur by mill or boiler puffs, water hammer, etc. Any spark (ignition source) present during the instance of dust particle dispersion can lead to a secondary explosion.
- **Secondary explosions** – occurs if the fire or ignition source remains present after a primary explosion. The secondary explosion’s devastation is significantly greater than that of the primary explosion.

**Risks and Hazards**



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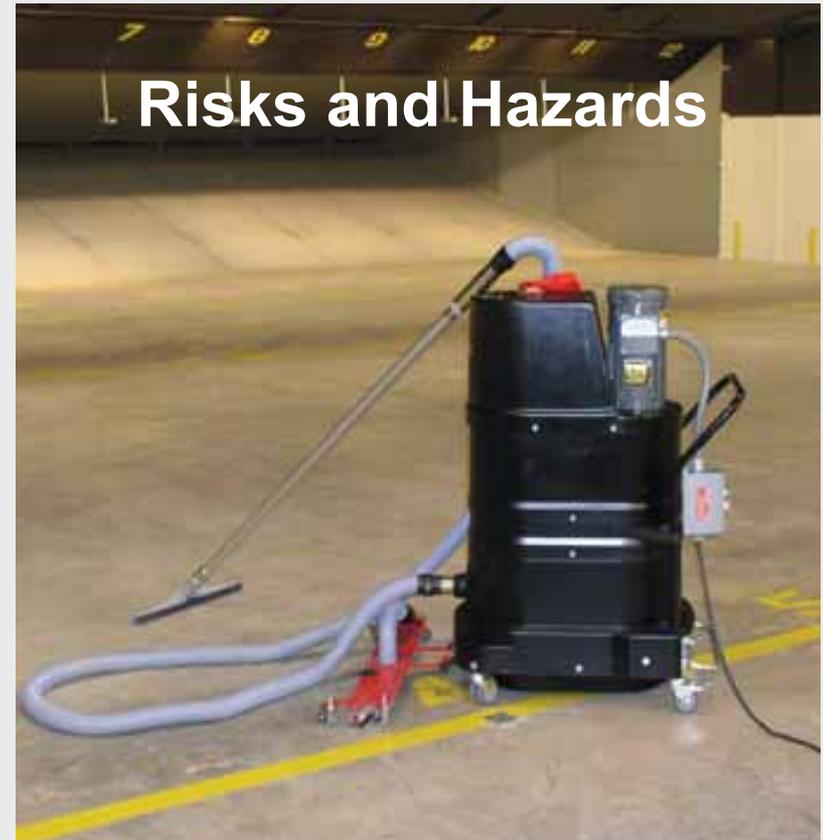
## Risks and Hazards

- **Ignition Sources** (spark) – the following are typical plant site initial spark sources for combustible dust explosions that must be eliminated or significantly controlled:
  - welding/cutting
  - other hot work
  - grinding
  - exposed & energized electrical conductors
- **Water hammer** – no spark occurs during water hammer activities, but combustible dust dispersion can result from the vibration and shock associated with water hammer.

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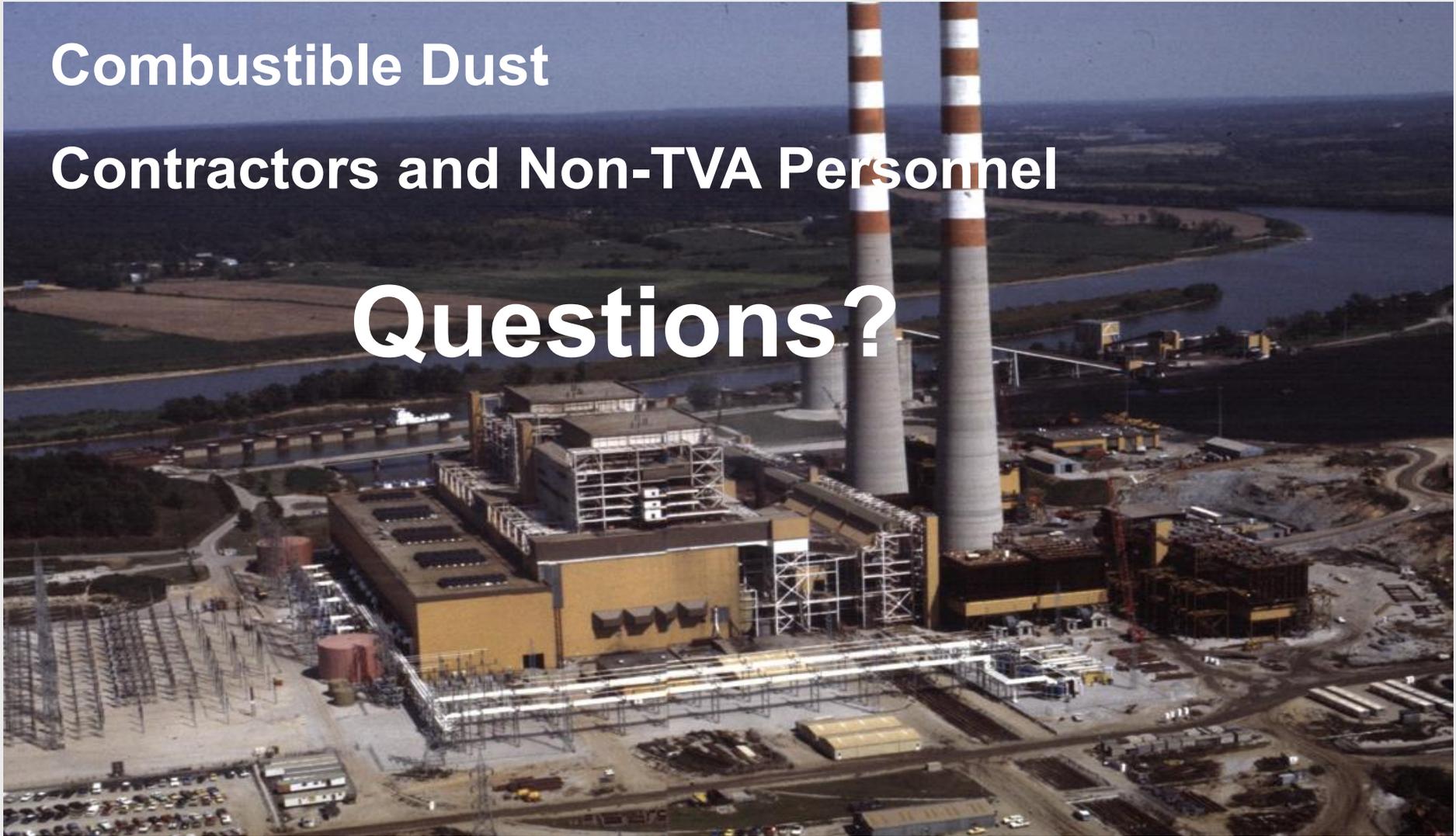
## **Combustible Dust Housekeeping and Safe Work Practices**

- ensure vacuum is designed for Class II hazardous locations (no shop vacs, wet-and-dry vacs, or non-Class II HEPA vacs)
- properly ground Class II vacs & attachments
- hazardous dust exposure risk is increased for cleaning personnel
- cleaning activities increase the exposure risk of others
- **DO NOT** use air blowing for surface cleaning
- all potential hazard sources shall be documented and mitigated
- do not allow layers of combustible dust to accumulate



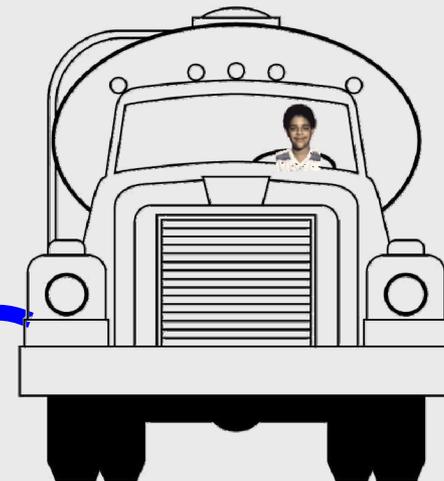
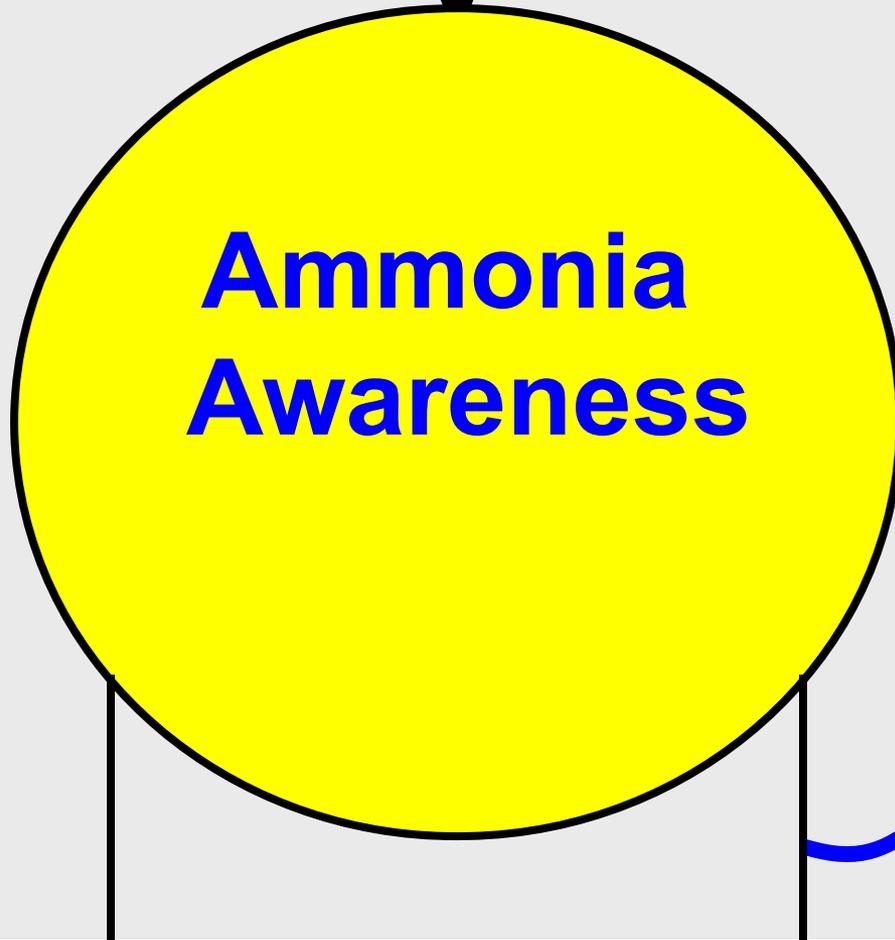
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# Combustible Dust Contractors and Non-TVA Personnel Questions?



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# Ammonia Awareness



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## **Objective 7**

**Recognize the basic properties of gaseous and liquid ammonia, and the ways to detect the presence of gaseous ammonia**

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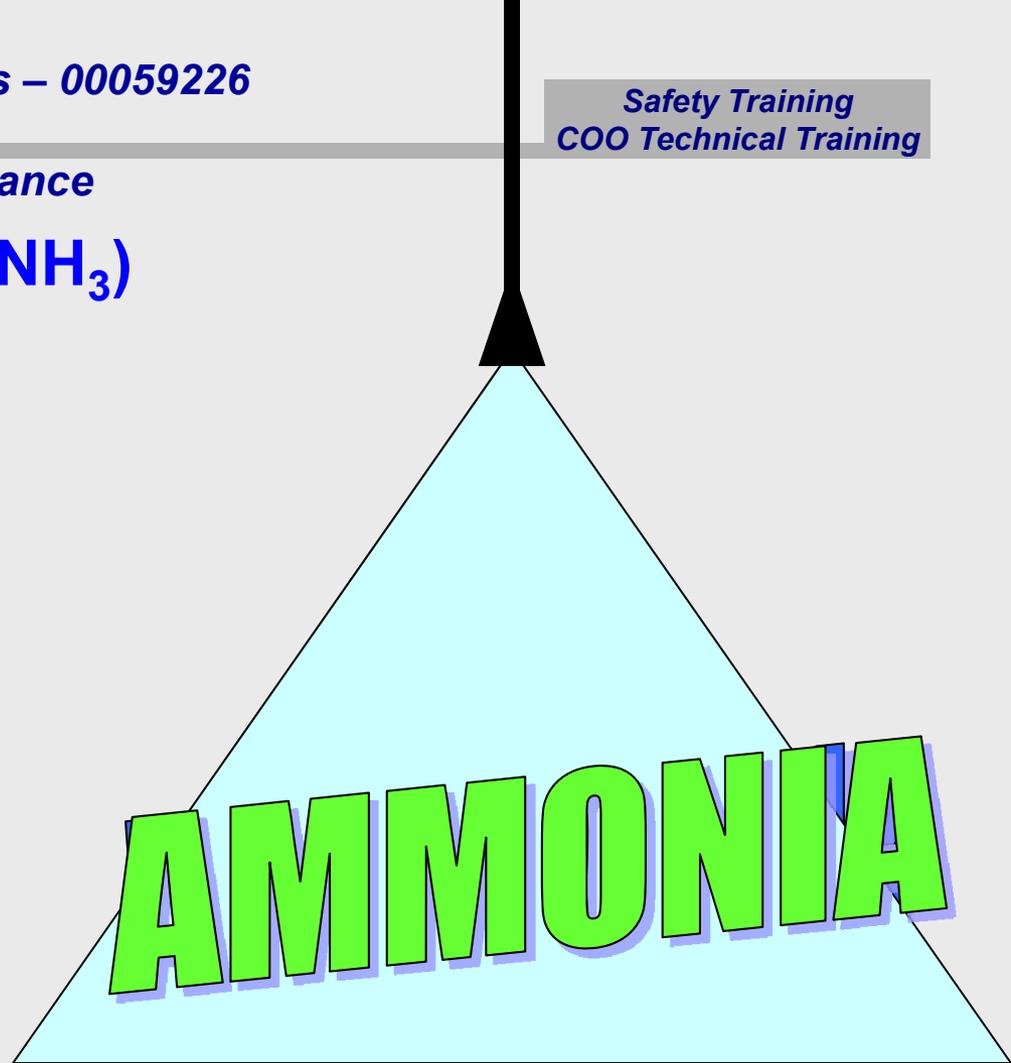
## Properties of Ammonia (NH<sub>3</sub>)

### Ammonia gas is:

- the most water soluble of all gases
- a colorless gas with a very pungent odor
- lighter than air

### Ammonia liquid is:

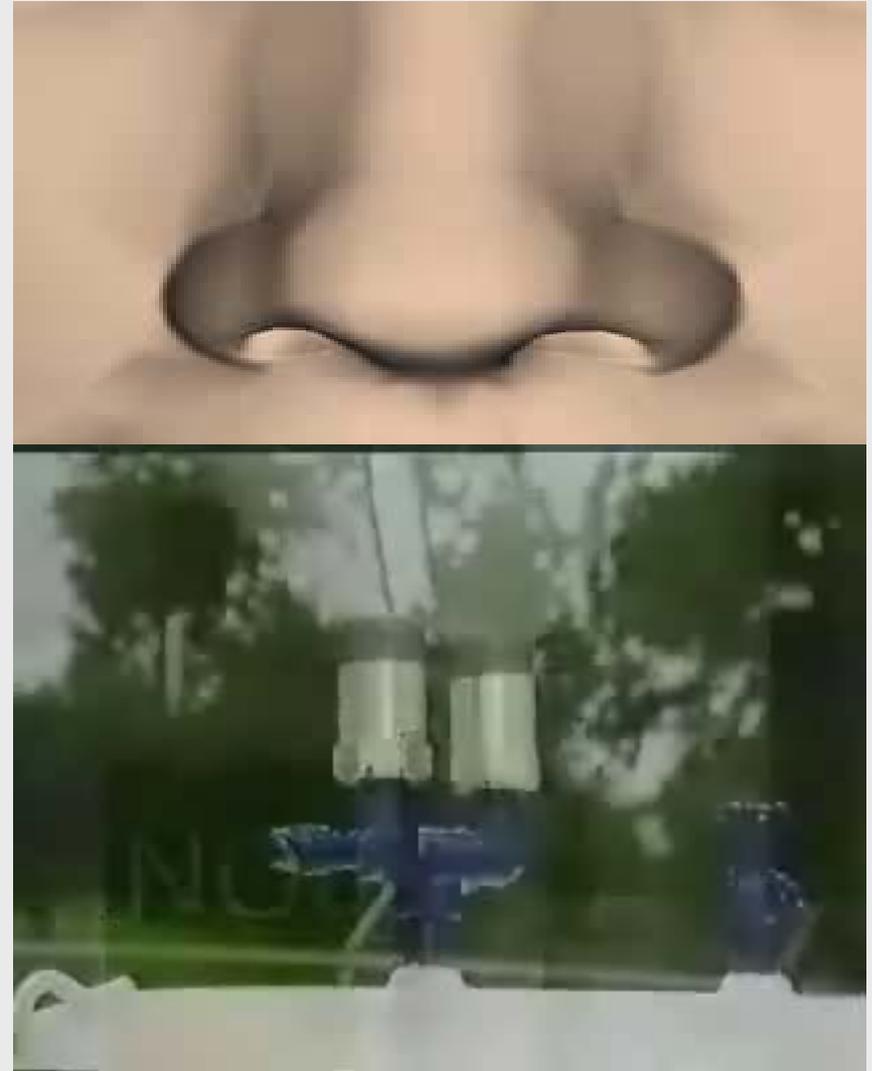
- lighter than water



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## Ammonia Detection

- The nose is sensitive to the presence of ammonia gas in the air because of its very pungent odor
- Ammonia in the air appears as a dense heavy fog



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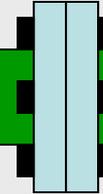
## **Objective 8**

**Understand how to properly escape the presence of gaseous ammonia and how to report a gaseous ammonia leak**

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## Escape and Emergency Reporting

If you smell ammonia in the workplace, **REPORT IT**



**Movement of gaseous ammonia is affected by the following:**

- wind direction
- land surface features
- atmospheric temperature and humidity, and
- amount of ammonia released

- **All personnel onsite are required to report ammonia leaks**
- **To escape an ammonia cloud move crosswind & upwind**

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To Exit Cloud: Escape and Emergency Reporting

First move Crosswind

Then move up wind



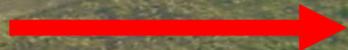
Up  
Wind



Wind  
Direction



Cross Wind



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## Escape and Emergency Reporting



To Report Ammonia Hazards Call:

Site Emergency Number

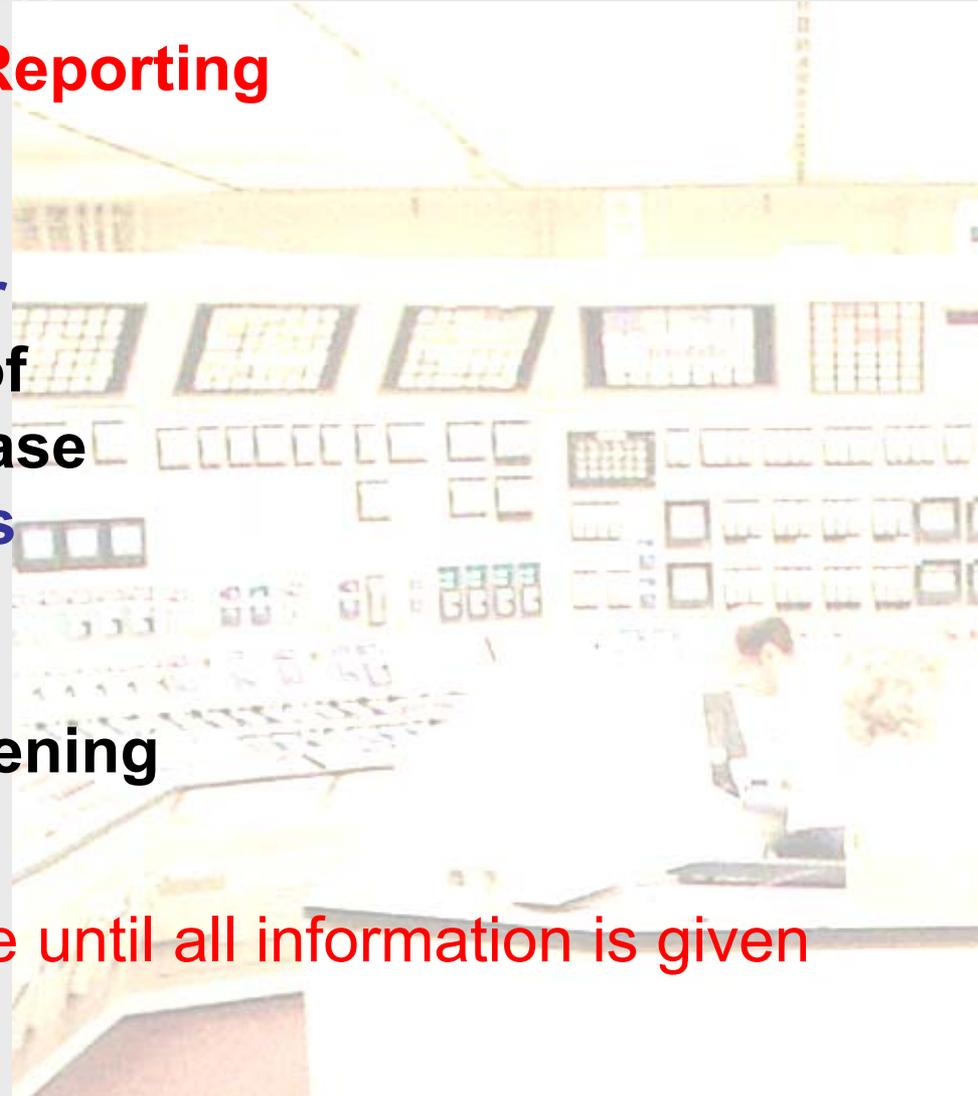
- Allen Fossil Plant 2291
- Bull Run Fossil Plant 299
- Colbert Fossil Plant 399
- Cumberland Fossil Plant 6299
- Kingston Fossil Plant 299
- Paradise Fossil Plant 2299
- Widows Creek Fossil Plant 3911

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## Escape and Emergency Reporting

- ✓ Your name
- ✓ Call back telephone number
- ✓ The location and direction of travel of the suspected release
- ✓ Method of detection such as sight, smell, or equipment reading or alarm
- ✓ Description of what is happening and personnel in the area

**DO NOT** hang up the phone until all information is given



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## Objective 9

**Understand the symptoms of personnel that have been exposed to ammonia, and the immediate first aid actions to be performed on personnel with acute ammonia exposure**

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## Exposure to Ammonia

### Physical Effects

Acute ammonia acts corrosively to bare skin, and concentrations greater than 5 ppm can cause detrimental respiratory effects. The symptoms of acute ammonia exposure are burning of the eyes, nose, throat and/or respiratory system and could result in death.



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## Exposure to Ammonia

### Physical Effects

The following activities are required for personnel exposed to gaseous or liquid ammonia:

- excessive exposure to ammonia gas requires moving the individual to a fresh air source
- individuals involved with liquid ammonia contacting the skin must immediately and thoroughly wash the skin by flushing the affected area with water
- seek immediate medical attention for injury assessment



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## **Objective 10**

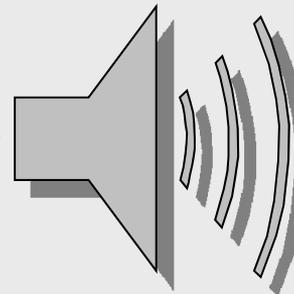
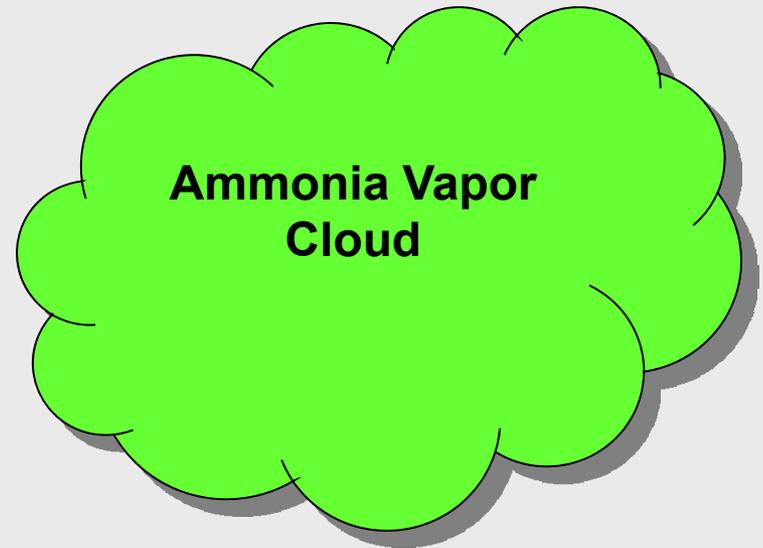
**Understand the emergency evacuation plans and individual responsibilities and accountabilities for personnel onsite during an ammonia release event**

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## Site Evacuation Plans Individual Responsibilities

Personnel in the vicinity of the leak must leave the area immediately

Personnel on site must follow the instructions of the site alarms and the emergency team to evacuate and assemble for accountability when directed

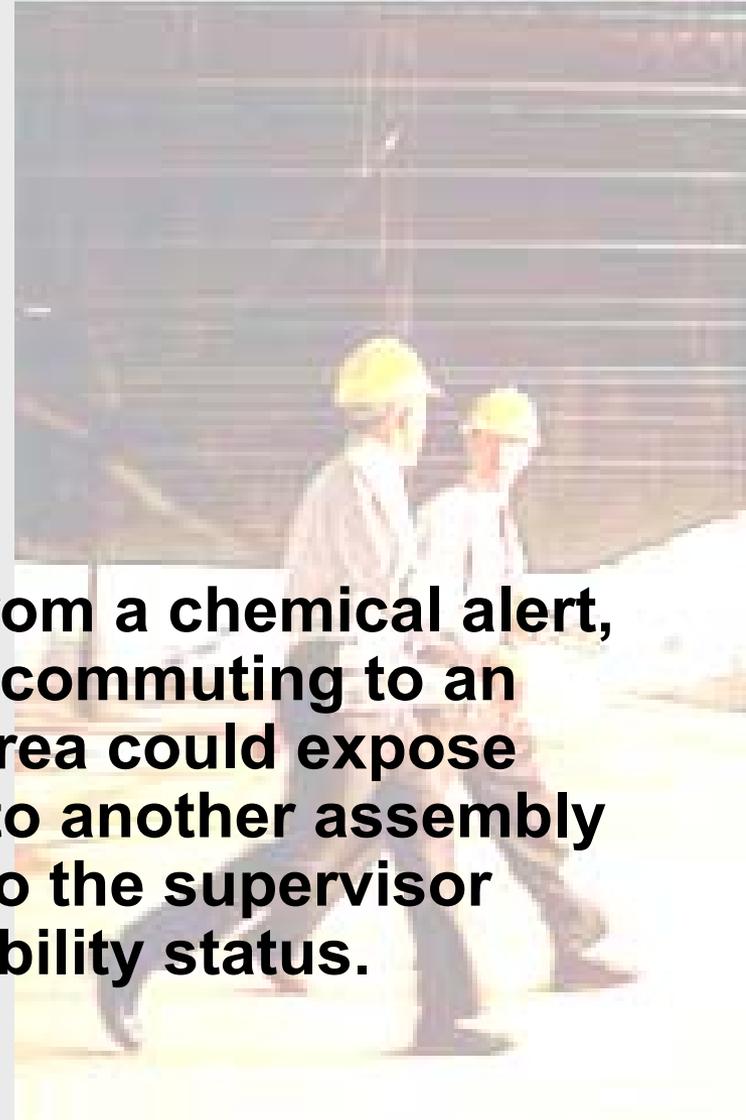


Chemical Alarm  
Fire Alarm  
General Alarm

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## Site Evacuation Plans Individual Responsibilities

**During evacuation and assembly from a chemical alert, hazards must be considered when commuting to an assembly area. If reporting to an area could expose you to the hazard, you may report to another assembly area and make phone notification to the supervisor responsible for reporting accountability status.**



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## Site Evacuation Plans Individual Responsibilities

Review the individual fossil site evacuation plans that you are assigned to or will visit in the future:

■ Allen Fossil Plant

■ Kingston Fossil Plant

■ Bull Run Fossil Plant

■ Paradise Fossil Plant

■ Colbert Fossil Plant

■ Widows Creek Fossil Plant

■ Cumberland Fossil Plant

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# Ammonia Awareness Contractors and Non-TVA Personnel

# Questions?

