

TABLE OF CONTENTS

ADMINISTRATION

Purpose.....	1
Distribution List	2
Emergency Staff Call List.....	3
Staff Duties/Crisis Management	4
Organizational Chart	5
Employee Contact Phones	6

BUILDING MAPS

Building Maps	7-8D
Emergency Equipment Locations	9
Manual Transfer	9A-9B
Evacuation Procedures	10-15

ACCIDENTS AND INJURIES

Accidents – Personal Injury or Death	16
MayDay Procedure	16A
Crisis Victim Sheet	17
Electrical Burns	18-19
Question Sheet – Electrical Contact & PSC Incident Form.....	20-21

EMERGENCY RESPONSE

Biological/Chemical/Threat	22
Bomb/Other Deadly Threats	23-24
Cyber Threat.....	25
Threat Alert System.....	26
Fire or Explosion	27
Substation Fire	28
Oil Spills	29
PCB Spills	30
Power Outage Response	31
Outage Restoration Plan	32
Phone Outages / DSL Technical Support	33
Physical Threat	34
Threat Alert System	35
Power Supply Shortage	36
Severe Winter Weather	37
Substation Transformer Failure	38
Tornado Watch/Warning	39
Violent Behavior	40

MEDIA PROCEDURES & DISASTER RECOVERY

Media/Communications Procedure	41
Media Contact List	42
Media Fact Sheet	43
Working with Media	44-45
Business Relocation Procedures	46
ETC Computerland.....	47
Vital Records	48
Community Crisis Coordination	49
Federal Emergency Management Agency	50
Missouri Statewide Association	51
Emergency Assistance Procedures (AMEC).....	52-63A

TABLE OF CONTENTS

APPENDIX – PHONE NUMBERS

Air Evac	64
Ambulance & Fire Departments	65
Police / Sheriff	65A
IP Network	66
Contractors:	
General	67
Electrical/Line Construction	68
Tree	69
Equipment Resources	70
Food Supplies	71
Fuel	72
Government Offices	73
Hardware Supplies	74
Hospital and Emergency Contacts	75
Key Accounts	76-78
Line Materials and Tools	79
Lumber Companies	80
Motels	81
Nursing Homes	82
Office Supplies	83
Cell Phones	84
Real Estate	85
Restaurants	86
Towing	87
Truck Repair	88
Utilities.....	89
Welding / Fabricating	90
Northeast Power Personnel	91
MO REC Consumers on Life Support	92