

# 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
Evacuation Routes .....	15A-15B

## ACCIDENTS AND INJURIES

Accidents – Personal Injury or Death .....	16
MayDay Procedure .....	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 (Getting Back On Line) .....	32
Phone Outages / Internet Technical Support .....	33
Physical Plant Threat .....	34
Threat Alert Levels .....	35
Power Supply Shortage .....	36
Severe Winter Weather .....	37
Substation Transformer Failure .....	38
Tornado Watch/Warning Procedure .....	39
Violent Behavior/Workplace Violence .....	40-40A

## 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
Community Crisis Coordination .....	47
Federal Emergency Management Agency .....	48
Missouri Statewide Association .....	49
Emergency Assistance Procedures (AMEC).....	50-61
Mutual Aid .....	62-63A

## 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 .....	70
Food Supplies/Convenience Store .....	71
Fuel Supplies .....	72
Government Offices .....	73
Hardware Supplies .....	74
Hospital and Emergency Contacts .....	75
Key Accounts .....	76-78
Line Materials and Tools/Pole Contractors .....	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
MOREC Consumers on Life Support .....	92-92C