

PURPOSE

The purpose of this guide is to provide Missouri Rural Electric Cooperative's employees, members, and community with a safe and effective emergency response and disaster recovery plan during a crisis situation.

DISTRIBUTION LIST

Missouri Rural Electric Cooperative will maintain a current, up-to-date Disaster Recovery Plan at all times. The current plan will be kept and maintained by the Executive Secretary.

The following employees will advise all employees that work under them of any additions or changes that are made to any procedure in the manual.

<u>EMPLOYEE</u>	<u>TITLE</u>
Matt Hudson	General Manager/CEO
Kyle Crowe	Operations Manager
Doug Krigbaum	Member Service Advisor
Kayla Klauser	Office Manager/Mgr of Finance & Accounting

EMERGENCY STAFF CALL LIST

<u>NAME</u>	<u>CELL PHONE</u>
Matt Hudson General Manager/CEO	573-406-8828
Kyle Crowe Operations Manager	573-406-3304
Doug Krigbaum Member Service Advisor	573-406-3305

STAFF DUTIES / CRISIS MANAGEMENT

In any situation involving the use of this organization's Emergency Plan, the General Manager/CEO shall be notified immediately. If he is unavailable and a critical decision needs to be made immediately, the following shall be followed:

- If the emergency situation involves the distribution system, the Operations Manager shall be in control.
- If the emergency situation involves the administration or office operations, the Member Service Advisor or Office Manager/Manager Finance and Accounting shall be in control.

GENERAL MANAGER/CEO:

- Advises staff and oversees its crisis management responsibilities.
- Assigns personnel as necessary.
- Works closely with Operations Manager during crisis.
- Responsible for external communication, responding to media inquiries and releasing any information to the media.
- Responsible for internal communication.
- Facilitates purchase of phones, computer hardware, technology systems, equipment, tools, vehicles, etc. necessary for business recovery.
- Appoints designee to oversee updating of emergency plan annually.

MEMBER SERVICE ADVISOR:

- Keeps up-to-date emergency key accounts list of contacts and phone numbers for business hours and after hours.
- Serves as liaison to key industrial and commercial accounts.
- Provide and maintain current system maps.

OPERATIONS MANAGER:

- Maintain emergency readiness of services.
- Technical input to decisions on sectionalizing or alternate feed capabilities.
- Supports power supplier restorations and substation emergencies.
- Maintain close contact with Northeast Power and AMEC to facilitate a quick restoration of electric service.

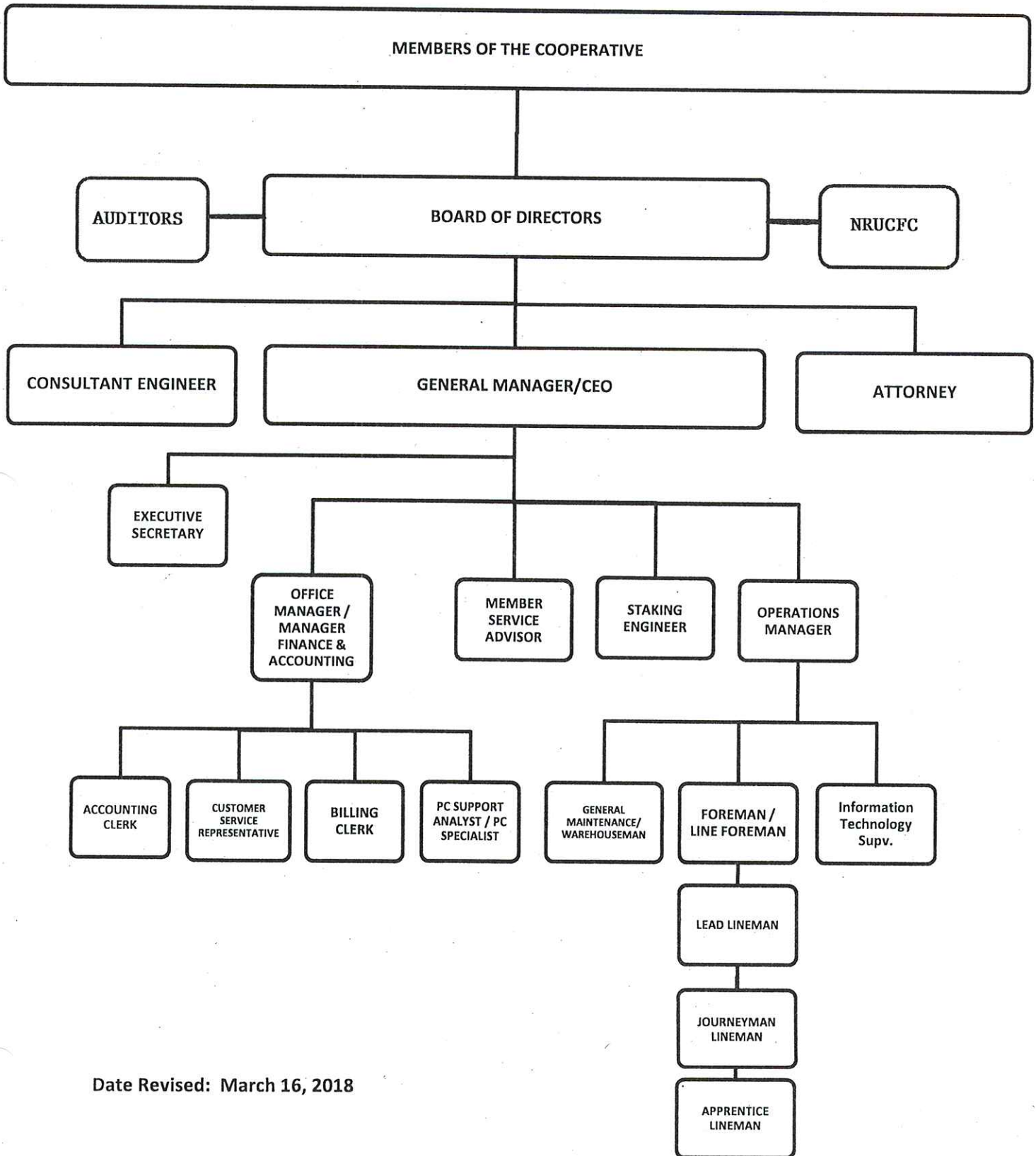
OFFICE MANAGER/MANAGER FINANCE AND ACCOUNTING:

- Manage procurement of emergency funds.
- Provides financial information to Missouri Statewide, FEMA community coordinator, etc. for reimbursement of emergency funds.

INFORMATION TECHNOLOGY SUPERVISOR

- Oversees full system backups and storage rotation.
- Responsible for restoring computers and recovery of any technology systems in permanent or temporary facility.
- Work with NISC for maintenance and recovery of program files.

MISSOURI RURAL ELECTRIC COOPERATIVE ORGANIZATIONAL CHART



Date Revised: March 16, 2018

EMPLOYEE INFORMATION LIST

Employee	Home Address	Cell Phone	Home Phone
Andrew Joseph Augspurg	3604 County Road 187 Palmyra, MO 63461	573-231-5648	
Andrew Richard Barnett	3274 County Road 329 Palmyra, MO 63461	573-470-5589	
Lori Lynn Burbridge	13905 Pike 43 Bowling Green, MO 63334	573-754-0512	
Robert DeForest Bush	11042 Scott Place Hannibal, MO 63401	573-406-2707	
John Gregory Coleman	3380 County Road 331 Palmyra, MO 63461	573-406-7769	
Richard Kyle Crowe	3226 County Road 329 Palmyra, MO 63461	573-406-3304	573-769-2851
Minda Michelle Fohey	5195 County Road 304 Taylor, MO 63471	573-795-0552	573-822-7978
Tanner Lynn Gordon	3730 County Road 134 Palmyra, MO 63461	573-248-7078	
Ross Lee Hein	618 Industrial Drive Palmyra, MO 63461	573-822-6685	
Andy Ray Hudson	823 W. Ross Palmyra, MO 63461	573-822-1118	
Matthew Edward Hudson	5483 Wood Rdg. Hannibal, MO 63401	573-406-8828	
Alisha Renee Jones	123 E. Bailey Street Palmyra, MO 63461	573-629-5737	
Kenneth Cole Kizer	6039 County Road 270 Palmyra, MO 63461	573-406-9935	(Todd & Missy) 573-769-2195
Kayla Elizabeth Klauser	3401 Ellington Road Quincy, IL 62305	217-440-4804	
Douglas Alan Krigbaum	324 Thompson Ave. Palmyra, MO 63461	573-406-3305	
Jamie Raymond Mannigel	313 Harry Street Palmyra, MO 63461	573-470-2222	
Benjamin Todd Martin	4328 Weatherstone Palmyra, MO 63461	573-406-8913	
Kathleen Rose McDonald	1305 S. 15th Street Quincy, IL 62301	573-231-9707	
Dale Edward Peters	319 E. Stanley Street Palmyra, MO 63461	573-248-7752	573-769-2864
Robert Wayne Pyse	7372 County Road 406 Hannibal, MO 63401	573-406-3832	
Kyle Leigh Schneider	308 West Hamilton Palmyra, MO 63461	573-822-9827	
Joni Lynn Silver	5219 Loft Drive Quincy, IL 62305	573-470-2323	
Robert Ian Summers	1300 W. Pocahontas Palmyra, MO 63461	573-231-9654	(Mike & Liza) 573-769-7090
James William Sutter	4370 Highway C Palmyra, MO 63461	573-406-7368	
Jami Louise Wood	4976 Highway U Palmyra, MO 63461	573-248-9302	