

EMERGENCY ASSISTANCE PROCEDURES FOR STORM DAMAGE

1. Survey the extent of damage and determine the outside personnel and equipment needed.
2. Contact the AMEC office for immediate help. When the situation changes in the disaster area or assisting crews are released, please notify AMEC.
3. Telephone numbers of AMEC and employees:

AMEC Office (573) 635-6857

Employees	Office	Cell Phone
Caleb Jones	(573) 659-3403	(573) 424-7452
Johnie Hendrix	(573) 659-3405	(573) 691-2239
Craig Moeller	(573) 659-3443	(573) 291-5505
Rob Gerling	(573) 659-3417	(573) 291-1057
Bruce Stumpe		(573) 680-6009
Tim Pirtle		(573) 561-4378
John Arnold		(573) 291-7593
Dan Ulhorn		(660) 651-7549

4. If telephone or normal radio contacts cannot be made, utilize local law enforcement or the State Highway Patrol.
5. When requesting assistance please specify:
 - a) Extent of damage
 - b) Number and type of trucks needed
 - c) Equipment and tools needed
 - d) Personnel needed
 - e) Materials needed
 - f) Where assisting crews are to report
6. The cooperative requesting assistance will have full authority over crews from visiting cooperatives.
7. A short conference should be held with each crew being sent to inform them of the provisions of this policy and their importance in the repair efforts of the cooperative to which they are being sent.

NOTE: All too often a total picture of damage cannot be readily determined. We strongly recommend hiring an airplane or helicopter for a system patrol.

Possible sources for aircraft are your local flying service, the Air National Guard or the Missouri State Highway Patrol.

ACTION OF AMEC

The person at AMEC receiving the call for assistance will attempt to learn:

1. Who has been contacted.
2. What help the cooperative needs.
3. What equipment and materials are needed first.

PRACTICAL SUGGESTIONS DURING EMERGENCY

1. There is a limit to the length of time men can work effectively and safely without rest. Around-the-clock work may be logical if the damage can be corrected in a short period of time, but for two or more days, daylight-to-dark probably will be better for all concerned.
2. Arrangements should be made with a distributor to deliver fuel to a convenient location for motor vehicles. Filling stations may not be able to pump fuel due to the disaster.
3. Up-to-date system maps will be invaluable to personnel from other cooperatives.
4. Give each assisting crew a cell phone if other communication cannot be established.
5. If possible, assign an employee to accompany crews that are assisting.
6. Develop guidelines for press and media releases:
 - A. Have one employee be the contact person.
 - B. Update the media on a timely schedule.
7. Make arrangements with your county or state highway crews to block off sections of roads when necessary. A major problem in restoring service, especially in a tornado area, is sightseers.
8. Maintain a list of names of who is working with whom and where.
9. Be cognizant that personnel from other cooperatives are not familiar with your system. Assign crews from other cooperatives to work along with your own crews.
10. Assign one person the responsibility of making necessary hotel reservations and meal arrangements. This person should make sure that refreshments are made available to working crews. Hotel reservations should be made as soon as it is apparent that assistance will be requested (remember, other utilities or consumers out of power could be reserving rooms also).
11. All applicable OSHA, DOT and EPA regulations will be observed. It is the responsibility of the managers and supervisors of both assisting cooperatives and the cooperative needing assistance, to see that this is carried out.

METHOD OF REIMBURSEMENT

1. Each cooperative shall pay their employees under the cooperative's payroll policies, invoicing for their services in that amount.
2. Overheads will be based on straight time pay. Overheads will be invoiced at a rate of 60 percent (60%) for eight (8) hours worked per day for no more than five (5) days per week. FICA will also be invoiced on all overtime.

Overhead Calculation Example:

Employee makes \$20.00 per hour straight time. Overtime rate is \$30.00.

Employee assisting another cooperative for five (5) days working fourteen (14) hours per day Saturday – Wednesday.

8 hours x \$20.00 x .6 =	\$96.00
6 hours x \$30.00 x .0765 =	\$13.77 FICA
	<u>\$109.77</u>

\$109.77 x 5 days = \$548.85 invoice for overheads.

3. All reasonable out-of-pocket expenses of employees incurred by assisting cooperatives, are to be paid by the cooperative receiving assistance.
4. All meals and lodging will be paid by the cooperative receiving assistance.
5. Combined Vehicle/Equipment hourly rates are listed on pages four (4) through page six (6).
NOTE: Fuel costs are included in vehicle and equipment hourly rates.
6. Use FEMA rates for any other equipment not listed on the Vehicle & Equipment Rates on page four (4) through page six (6).
7. It is not expected that any charge will be made for use of tools and work equipment. Supplies such as sleeves, fuses, connectors, poles, etc., are to be invoiced at actual cost.

(Revised 10/23)

EQUIPMENT RATES

VEHICLE & EQUIPMENT	HOURLY RATES	EQUIPMENT DESCRIPTION	MAXIMUM GVWR or ENGINE SIZE	MAXIMUM PLATFORM and/or CAPACITY	FEMA COST CODE
Digger Derrick (Unit 1)	\$67.44	Chassis	30,000 lbs. GVWR Up to 217 HP		8702
(Small Unit)		Derrick		Up to 60 ft. reach	8670
Digger Derrick (Unit 2)	\$95.45	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
(Medium Unit)		Derrick		Up to 60 ft. reach	8670
Digger Derrick (Unit 3)	\$117.08	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
(Large Unit)		Derrick		61 to 90 ft. reach	8671
Truck-Mounted Crane (Unit 1)	\$107.63	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
		Crane		20,000 lbs./10 T Up to 55 ft. reach	8496
Truck-Mounted Crane (Unit 2)	\$124.25	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
		Crane		36,000 lbs./18 T Up to 75 ft. reach	8497
Truck-Mounted Crane (Unit 3)	\$153.44	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
		Crane		60,000 lbs./30 T Up to 100 ft. reach	8498
Truck-Mounted Crane (Unit 4)	\$127.96	Chassis	66,000 lbs. GVWR		9999
		Crane		70,000 lbs./35 T	9999
Truck-Mounted Crane (Unit 5)	\$138.20	Chassis	66,000 lbs. GVWR		9999
		Crane		76,000 lbs./38 T	9999
Large Bucket Truck (Unit 1)	\$107.93	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
		Aerial Lift		62 - 81 ft. reach	8488
Large Bucket Truck (Unit 2)	\$92.21	Chassis	45,000 lbs. GVWR Up to 380 HP		8703
		Aerial Lift		42 - 61 ft. reach	8487

Medium Bucket Truck (Unit 1)	\$59.48	Chassis	25,000 lbs. GVWR Up to 200 HP		8701-1
		Aerial Lift		42 - 61 ft. reach	8487
Medium Bucket Truck (Unit 2)	\$64.20	Chassis	30,000 lbs. GVWR Up to 217 HP		8702
		Aerial Lift		42 - 61 ft. reach	8487
Small Bucket Truck (Unit 1)	\$43.17	Chassis	15,000 lbs. GVWR Up to 200 HP		8700
		Aerial Lift		Up to 41 ft. reach	8486
Small Bucket Truck (Unit 2)	\$46.40	Chassis	25,000 lbs. GVWR Up to 200 HP		8701-1
		Aerial Lift		Up to 41 ft. reach	8486
1/2 Ton Pickup	\$16.68		Crew Truck		8801
3/4 Ton Pickup	\$27.78		4x4 Crew, Up to 285 HP		8807
1 Ton Pickup	\$31.81		Up to 340HP		8808
1 Ton Flatbed	\$32.35		15,000 lbs. GVWR Up to 200 HP		8700
Pole Trailer	\$15.77		13 – 47 ft. Length Up to 40 tons		8199
Forklift (Unit 1)	\$21.31		up to 59 HP	5,000 lbs.	8300
Forklift (Unit 2)	\$26.47		up to 77 HP	5,001-12,000 lbs.	8301
Forklift (Unit 3)	\$47.48		up to 130 HP	12,001-18,000 lbs.	8302
Loader, Crawler (Unit 1)	\$69.08		up to 99 HP	1.7 cubic yards	8382
Loader, Crawler (Unit 2)	\$170.79		up to 158 HP	3.2 cubic yards	8383
Equipment Trailer	\$15.22			30 tons	8600
ATV / UTV (Unit 1)	\$17.20	ATV	Up to 40 HP		8088
ATV / UTV (Unit 2)	\$21.87	UTV	Up to 100 HP 900 cc		8090
ATV / UTV (Unit 3)	\$23.74	UTV	1000 cc		8091

Track - Digger Derrick (Small Unit 1)	\$130.80	Chassis	up to 96 HP		8251
		Derrick		up to 60 ft reach	8670
Track - Digger Derrick (Small Unit 2)	\$152.78	Chassis	97-155 HP		8252
		Derrick		up to 60 ft reach	8670
Track - Digger Derrick (Small Unit 3)	\$226.74	Chassis	156-230 HP		8253
		Derrick		up to 60 ft reach	8670
Track - Digger Derrick (Large Unit 1)	\$248.37	Chassis	156-230 HP		8253
		Derrick		61-90 ft reach	8671
Track - Digger Derrick (Large Unit 2)	\$360.26	Chassis	230-307 HP		8254
		Derrick		61-90 ft reach	8671
Track - Digger Derrick (Large Unit 3)	\$413.13	Chassis	308-574 HP		8255
		Derrick		61-90 ft reach	8671

FIBER EQUIPMENT RATES		
VEHICLE & EQUIPMENT	HOURLY RATES	FEMA COST CODE
Fusion Fiber Splicer	\$3.80	9999
ODTR EXFO FX 150	\$2.90	9999
Powered Reel Trailer	\$25.44	9999
Cable-Splicing Trailer	\$23.53	9999

Below is a list of unlisted cooperative telephone numbers. These numbers are [for emergency use only](#).

UNLISTED COOPERATIVE EMERGENCY PHONE NUMBERS

Cooperative	Key Personnel/Title	Main Line	Home	Cell
Atchison-Holt		660-744-5344		
	Mike Daugherty; Operations Manager			660-744-4599
Barry		417-847-4807		
	Jennifer McBroom; CEO/General Manager			417-342-5271
	Kevin Holloway; Operations Manager			417-342-7378
Barton County	Jeff Hull; CEO/Gen Mgr.			417-214-1983
	Bob Pulliam; Ops Mgr.			417-214-8237
Black River	Main Office	573-783-3381 or 800-392-4711		
	John Singleton; GM/CEO			573-783-9401
	Paul Montgomery; VP Engineering & Ops			573-934-4447
	Donald England; Manager of Operations			573-783-9582
Boone		573-876-1220		
	Todd Culley; CEO/ General Manager			573-356-9926
	Vicki Kemna; Asst. Gen. Manager			573-819-0989
	Jimmy Goodnight; Mgr. of Operations			573-819-8258
	Andrew Petri; Mgr. of Engineering			573-268-2652
Callaway	Thomas Howard; CEO/Gen. Manager	573-642-3326		573-220-3320
	Clint Smith, Asst Mgr.			573-220-3569
	Danny Slizewski; Operations Manager			573-544-5232
	Mark Voss; Mgr. of Engineering			573-291-0943
Central Missouri	Brian Jacobi; Gen Mgr.	660-826-2919		573-999-6578
	Rance Walters; Asst Mgr.			660-287-3345
	Jeremy Dillon; Operations Supt			660-553-1797
	Rance Jackson; Field Engineering Supervisor			660-281-9096
Citizens		877-876-3511		
	Jason Cates; CEO			573-880-6010
	Curt Iffert; VP Operations			618-420-8899

Co-Mo	Jon Schulte; Dir- Ops & Engineering	660-433-6144		
	Aaron Bradshaw; GM/CEO	660-433-6164		
Consolidated	Lynn Thompson; General Manager	573-581-3630		
	Jared Nelson; Manager of Construction		573-549-2169	573-721-4163
	Troy Crum; Manager of Operations		573-682-2449	573-473-7077
Crawford	Brett Palmer; Mgr. of Operations		573-437-7473	573-344-0560
	Kurtis Reed; Mgr. of Engineering & Ops			573-578-7106
	Matt Webb; Supt of Construction & Maint.			314-303-1332
Cuivre River		636-695-4901		
Farmers	Don Smith; General Manager			307-680-2440
	Troy Hermanson; Ops. Manager			816-288-1664
Gascosage		573-759-7146		
	Carmen Hartwell; General Manager			573-308-5770
	Shawn Lipscomb; Operations Manager			573-789-7209
Grundy	Scott Wilson; General Manager	660-359-4975		660-359-7044
	J.D. Pash; Ops Manager			660-359-7296
Howard	Amber Overfelt; Manager	660-248-3311		660-537-1904
	Brandon Lightfoot; Ops Manager	660-248-3311		660-888-9300
Howell-Oregon	Dan Singletary; CEO/Manager	417-255-8951		
	Troy Hogsett; Mgr. Engineering	417-255-8956		
	Bennie Perkins; Mgr. Operations	417-255-8954		
Intercounty		573-674-2211		
	24/7 Dispatch	573-674-2211, ext. 1252	Direct: 573-674-4290	
	Doug Lane; CEO			417-260-0667
	Billy Cordsmeyer; Director of Operations			573-368-9828
	Dalton Clayton; Director of Engineering			573-202-5707
	Alan Quick; Director of Safety/ROW			573-201-8613

Laclede	Dispatch Direct (24/7)	417-532-7217		
	David Archer; Manager of Operations			417-588-6847
	Brian O'Dell; Line Supt			417-531-2174
Lewis County	Kendall Hawkins; Ops Manager	573-215-4000		573-819-2484
Macon	Tim Korman; General Manager	660-385-2949		660-651-8078
Missouri Rural		573-769-2104		
New-Mac		417-451-5556		
	Stan Irsik; CEO/Gen Mgr.			
	Jeremiah Taylor; Operations Manager			417-850-2822
North Central	Loren Haines, Gen Mgr.	660-265-4404		660-265-6906
Osage Valley	Jarrold Campbell; General Manager			660-200-5392
	Mike Masten; Ops Manager			660-464-0141
Ozark Border		573-785-7059		
		573-785-7782		
	David Schremp; Manager	Texts: 573-778-5514		573-778-6585
Ozark		417-466-2144		
	Patrick Oehlschlager; Manager	417-466-2199		417-466-0610
	Steve Swearingen; Manager Operations	417-724-5517		417-830-2764
	Mt. Vernon Dispatch	417-466-2594	417-466-2144	
Pemiscot-Dunklin	Jamie Vaughn; Manager			573-724-0285
	Jacob Waddell; Operations Manager			573-344-2245
Platte-Clay	Dispatch	816-628-5559		
Ralls County		573-985-8711		
	Chris Gaines, Line Superintendent			573-231-2299
Sac Osage	Aaron Ash; General Manager	417-876-2721		417-876-7092
	Scott Witt; Line Supt			417-876-7791
Se-Ma-No	Dan Sisco, Gen Mgr.			417-217-9163
	Hayden Dennis, Ops Mgr.			417-926-2482
SEMO	Sean Vanslyke; CEO	573-703-7694		573-703-7694
	Chris Freed; Operations Manager			573-380-6336

Southwest		800-262-0326 or 417-326-5244		
	James Ashworth; CEO/General Mgr.		417-993-4390	417-326-9132
	Josh Wolfe; Operations Manager	417-327-1429		573-480-5095
Three Rivers	Roger Kloeppel; General Manager			573-619-4571
Tri-County	Michael Scheib, General Manager	660-342-2109		
	Larry Weaver	660-216-9773		
United	Dispatch	816-324-6765		816-262-4640
	Travis Angle; Operations Manager			660-254-1501
Webster	Tom Houston; General Manager	417-630-7035	417-859-0598	417-880-5289
	Shannon Beeler; Operations Manager	417-630-7023		417-988-2385
West Central	Michael Newland; General Manager	816-565-4938		660-641-6116
	Scott Gard; Operations Manager	816-565-4933		816-517-4791
White River Valley	Dispatch	417-335-9299		
	Dispatch	417-335-6719		
Central Power	Dispatch	573-761-2800		
	Mike Bax; Vice President Engineering		573-636-7157	573-301-2175
	Adam Weber; Vice President Operations		573-782-4767	573-821-1435
KAMO Power	Dispatch		918-256-1800	
M&A Power	Dispatch		573-727-5227	
	John Settle; Manager of Engineering			573-718-9800
	Van Murray; Transmission Supt			573-718-5423
Northeast MO Power	Dispatch	573-769-8200		
	Mike Jeffries; Transmission Manager	573-769-8260		573-822-7477
	Skyler Wiegmann; Chief Ops. Officer	573-769-8259		217-316-9335
	Justin Roberts; Substation Manager	573-769-8289		573-795-4535
N.W. Power	Dispatch	816-632-8700		

Sho-Me Power	Dispatch	417-859-3668		
	Jarrod Murdaugh, Power Eng & Ops Dir			417-241-2390
	Josh Holland; Constr Eng & Ops Director			417-234-0405

(Revised 10/23)

DISASTER PLAN DEVELOPMENT GUIDELINES

The following are suggestions for the cooperative to follow or improve the current disaster plan.

1. Hold periodic staff meetings to review disaster plan and emergency preparedness.
 - a. Review AMEC plan
 - b. Update or review present plan
2. Have contingency plans for making extra phone lines available.
 - a. Install additional lines immediately
 - b. Contact local phone company on future choices
3. Develop procedure for answering and documenting all calls.
4. Develop guidelines for press and media releases.
5. Have additional sets of system maps updated and available for the additional crews coming in to help. A set of maps should be available for the Disaster Services or the National Guard if they request them.
6. Review and order more inventory during storm seasons.
7. Establish an extra stock of tools and equipment, also make sure surplus tools and equipment are kept up in workable condition.
8. Develop guidelines for communications equipment for assisting crews. Contact suppliers of portable units. Know what the availability will be in time of need.
9. Develop procedures regarding rest periods.
 - a. Determine when the first one should be taken
 - b. This should be for your own personnel, as well as requested crews.
10. Have staff available to brief incoming workers.
 - a. Review safety procedures
 - b. Inform crews of foreman they will be working with
 - c. Discuss any special or unusual circumstances on your system (radial feeds, commercial loads, etc.)
11. Develop procedures for dispatching and assigning crews to outages.
 - a. Maintain proper radio procedures
 - b. Maintain proper crew location logs

12. Member Services should contact anyone with critical loads who may need emergency power installed.
 - a. Rest Homes
 - b. Hospitals
 - c. Critical Home Care Patients
 - d. Others
13. Establish procedures for contacting government agencies.
 - a. Disaster Services
 - b. County Disaster Services
 - c. County Police or Volunteer Groups
 - d. Highway Department
 - e. State Highway Patrol
14. Develop procedures for contacting services which may be utilized in time of crisis.
 - a. Wrecker Services
 - b. Special Equipment (backhoe, crane, etc.)
 - c. Fuel Supplier
15. The most critical concern is the safety of the crew. Be sure that your safety rules are updated and enforced. Remember, no crews should be asked to work in an unsafe condition.
16. Contact motels and reserve rooms after it is determined assistance will be needed.

BRIEFING CHECKLIST

COOPERATIVE REQUESTING ASSISTANCE

The following items should be explained to the crews dispatched to a disaster area:

- ☐ What trouble you are having and how long you expect the outage to continue.
- ☐ Length of time they will be expected to work continuously, and the length of rest period.
- ☐ Discuss procedures for meals, gasoline, oil and service equipment; system's policy relative to the handling of invoices in connection with these or any other expenses.
- ☐ Authorized persons who will be in charge of operations, dispatching.
- ☐ Work assignments and make sure they are understood.
- ☐ Where the motel is located, and that arrangements have been made.
- ☐ That all safety rules and proper work procedures are to be followed.

OTHER ITEMS:

- ☐ Extra copies of system maps. Provide a copy to each crew.
- ☐ Check with crew, make sure they have the proper tools and materials for the work assigned to them.

BRIEFING CHECKLIST

COOPERATIVE SENDING HELP

The following items should be explained to crews dispatched to a disaster area:

- ☐ Who crews should report to when they arrive at the cooperative. Give copy of cooperative information to the crew. (Use the statewide directory)

- ☐ How long they are expected to stay.

- ☐ That all safety rules and proper work procedures are to be followed.

- ☐ How you expect them to keep track of expenses.

- ☐ That you want them to call home daily, and when to call you and what report you want.

- ☐ What conditions to expect in the way of outages. Instruct the crews in any special tools they may need.

ELECTRIC COOPERATIVE
ASSISTING PERSONNEL INFORMATION SHEET

This sheet is to be filled out by the assisting Cooperative employee prior to beginning work for _____ Electric Cooperative. The assisting Cooperative employee will present this form to the person in charge of the operations/line personnel before being sent out to perform assistance.

Cooperative Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____

(Please Print)

Employee Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Years of Experience: _____ Cell Phone #: _____
Job Classification /Title: _____
License #: _____ Class: _____ Exp. Date: _____
Competent With What Equipment: _____
List Medications to Which You Are Allergic: _____
_____ Blood Type: _____
Doctors Name and Phone: _____
Personal Emergency Contact: _____

Cooperative Radio Call Sign: _____ **Radio Frequency:** _____
Immediate Supervisor Name: _____
Phone: _____ **Cell:** _____
Alternate Cooperative Contact: _____
Phone: _____ **Cell:** _____

Operations Manager's Name: _____
Phone: _____ **Cell:** _____

General Manager: _____

I hereby release and/or authorize _____ Electric Cooperative and/or authorized personnel to release any of the following medical information to health providers and/or medical personnel in the event of a medical emergency.

Employee Signature

Date

NOTE: All assistance personnel must be informed of all safety rules/regulations and any differences in work procedures the assisting personnel may not be familiar with.

Assisting Cooperative Equipment Information Sheet

This sheet is to be filled out by the assisting Cooperative prior to beginning work for _____ Electric Cooperative.

Date: _____

Cooperative Name: _____

Please indicate the overall truck/equipment inventory sent by your Cooperative:

Number of Units	
	Digger Derrick - List Unit Size _____
	Large Bucket Truck - Max GVWR 45,000; 61-80 ft boom
	Medium Bucket Truck - 61 ft boom
	Small Bucket Truck - 40 ft boom
	1/2 Ton Pickup
	3/4 Ton Pickup
	1 Ton Pickup
	1 Ton Utility Truck
	ATV/UTV - List Unit Size _____
	Track - Digger Derrick - List Unit Size _____
	Pole Trailer
	Equipment Trailer
	Other: Please describe

Form Completed by : _____