

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
(MSMEC)
EMERGENCY ACTION PLAN
BOARD POLICY NO. 218

Purpose

This Plan is intended to provide for the safety and wellbeing of all employees working for MSMEC. The plan identifies necessary management and employees recommended actions during emergency life threatening situations that may occur during working hours and/or in MSMEC facilities. Training and Education promotion shall be provided by MSMEC to ensure all employees are aware of the MSMEC Emergency Action Plan and what is required during such episodes.

Plan Distribution

All employees of MSMEC shall be provided a copy of the Emergency Action Plan. Each employee shall be required to sign acknowledging the plan has been provided to them individually. All newly hired employees shall be provided and sign for receipt of Emergency Action Plan upon being processed as a new hire. The plan shall be filed in the Human Resource office available for copy by any employee requesting.

Authorization and Administration of the Plan

The Board of Trustee of MSMEC shall approve the MSMEC Emergency Action Plan. The General Manager shall be responsible for the administration of the plan. The General Manager may delegate the administrative responsibility to the Safety Person/RESAP Committee.

Reporting Emergency Situations

Employees shall report emergency situations immediately upon recognizing an emergency situation is occurring. **Dialing E-911 is recommended immediately.** Once this notice has taken place the person reporting shall inform Human Resource of the emergency. When calling or notifying provide a concise description of the emergency including, location, type of emergency, persons involved, action being taken on site, and employee's name making the call.

Possible Emergency Situations

- Buildings, Equipment, Vehicle Fire
- Explosions
- Bomb Scares
- Terrorist Acts
- Chemical Spills
- Vehicle and Line Accidents
- Robberies

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- Hostage Situations
- Violence in the Workplace
- Active Shooter

Emergency Situations may occur within the office or facilities during working hours. These emergency situations may involve a threat to the Health, Safety, and Welfare of employees who are within proximity to the situation (Robbery, Hostage Situation, Terrorist Act, or Violence in the Workplace)

Under these circumstance employees shall attempt to exit the building immediately, hiding in the building or stay and defend oneself from potential harm. Calling 911 shall occur only after removing oneself from the situation. Internal office codes should be developed to inconspicuously notify supervisors or other employees of a potential emergency situation developing. Upon receipt of an established code of danger, the employee acknowledging shall **call E-911** and inform all other employees and exiting of the building should take place.

Evacuation Procedures

Emergency Evacuation Routes should be followed when Emergencies in the workplace may require employees to vacate the premises. Notice to evacuation will be provided through alarms and/or the intercom system. All MSMEC Buildings and Facilities shall have Building Evacuation Routes established and drawn out on the building floor plan and posted in a place where it can be seen by everyone who enters or exits the building and/or offices. Evacuation plan shall have a gathering area for employees, general public to congregate and be accounted for. Employees are required to evacuate the building in accordance with the routes established and in an orderly manner. Employee shall drop what they are doing upon notification to evacuate the building and upon doing shall instruct consumers/members to leave the building. The last person out of the office/building shall close the door behind them. Managers/Supervisors are responsible to account for the presence of their staff when at the gathering area designated.

Lock Down Procedures

Emergency Situations in the workplace may require for the building to be locked down. Notice of Lock Down shall be provided through intercom. Employees are required to lock their doors and windows leading to their office to attempt to barricade themselves in the room and wait for rescue

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Defending Position

Upon Lock Down and barricading in a secured area it may be required of employees to attempt to take control of the situation by defending your position and taking control of an intruder. This is the last resort when in this position.

First Aid, Rescue and Medical Duties

Employee trained in basic first aid shall perform basic first aid techniques when, and if required. Rescue and Medical services shall be provided by first responders called to the scene.

Fire Response duties

Employees trained on use of a fire extinguisher shall pull a fire extinguisher to extinguish start up or small fires with the intent of preventing the spread of the fire and to extinguish the fire. Fires that have grown to a point where a fire extinguisher cannot be effective in dousing the fire should be left to the local fire responders.

Employee Emergency Response Training


MSMEC shall develop and provide Emergency Response Training to all employees. Training shall take place throughout the year. Mock Incident Education and Training shall be provided annually and as requested by employees. Evacuation exercises shall be conducted annually and/or as often as determined necessary.

Attachment A: MSMEC Emergency Evacuation - Roll Call Sheet

The supervisor is responsible for maintaining a current employee Roll Call Sheet of their department and to be used in the event of an Emergency Evacuation occurs, to verify that all employees are out of the building. Please list names of employees that are not on list or visitors. Outside employees may be in the field performing their duties and would not be counted at this time. The field personnel should be accounted for during or after a severe weather or other county-wide event.

Approved: August 29, 2017

Effective: August 29, 2017


Board Secretary

