

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.  
"MAYDAY" EMERGENCY REPORTING PROCEDURES

BOARD POLICY NO. 220

MAYDAY REPORTING PROCEDURES SHALL BE ADHERED BY ALL COOPERATIVE EMPLOYEES WHEN WITNESSING OR ARE INVOLVED IN A LIFE THREATENING EMERGENCY SITUATION THAT REQUIRES IMMEDIATE NOTIFICATION AND RESPONSE OF FIRST RESPONDERS.

NOTIFICATION TO THE COOPERATIVE OFFICE HEADQUARTERS SHALL BE ACCOMPLISHED BY UTILIZING COMPANY RADIO FREQUENCY, COMPANY ISSUED CELL PHONES OR PERSONAL CELL PHONES. IN AREAS WHERE THESE DEVICES DO NOT WORK, EMPLOYEES SHALL ATTEMPT TO MAKE CONTACT WITH THE CLOSEST LAND LINES OR RELOCATE TO SERVICE AREAS.

THE ANNOUNCEMENT "MAYDAY", "MAYDAY" BY THE EMPLOYEE REPORTING SHALL INDICATE TO THE COOPERATIVE EMPLOYEE CONTACTED THE URGENCY OF THE REPORT.

A "MAYDAY" REPORT RECEIVED SHALL TAKE PRIORITY OVER ALL OTHER RESPONSIBILITIES AT THE TIME. IMMEDIATE CALL AND NOTIFICATION TO 911 SHALL OCCUR. NOTIFICATION TO MANAGEMENT UPON ARRANGING FOR EMERGENCY RESPONSE IS REQUIRED.

THE COOPERATIVES' "MAYDAY" PROCEDURES AND INTAKE FORM SHALL BE REFERRED TO WHILE RECEIVING A "MAYDAY" REPORT. THE EMPLOYEE RECEIVING THE REPORT SHALL DOCUMENT INFORMATION PROVIDED BY THE REPORTING EMPLOYEE AND ACTION TAKEN TO PROVIDE NOTICE TO FIRST RESPONDERS AND INFORMATION OBTAINED REGARDING THE RESPONSE.

NOTIFICATION TO MANAGEMENT SHALL TAKE PLACE ONCE ALL NOTIFICATION AND RESPONSE EFFORTS HAVE BEEN ARRANGED. THE "MAYDAY" PROCEDURES AND INTAKE FORM SHALL BE THE INITIAL NOTICE TO MANAGEMENT REGARDING THE "MAYDAY" REPORT.

MANAGEMENT SHALL TAKE ACTION NECESSARY TO INFORM THOSE WHO NEED TO KNOW; FAMILY MEMBERS, BOARD MEMBERS, AGENCIES, MEDIA, ETC.

MANAGEMENT SHALL ARRANGE FOR AN INVESTIGATION OF WHAT OCCURRED AND CONTRIBUTED TO THE INCIDENT/ACCIDENT SHOULD IT INVOLVE COOPERATIVE EMPLOYEES.

ALL INCIDENT/ACCIDENT INVESTIGATION REPORTS SHALL BE ACKNOWLEDGED AS CONFIDENTIAL INFORMATION AND FOR THE COOPERATIVES USE ONLY.

Presented to Board: September 23, 2019  
Final Approval: October 24, 2019  
Effective: October 24, 2019

  
Virginia Mondragon, Board Secretary



# MORA-SAN MIGUEL ELECTRIC INC. MAYDAY PROCEDURES AND INTAKE FORM

## **Calling "Mayday"**

**Instructions:** Remain calm and keep the caller calm in order to communicate information in the least amount of time. Document information received, use back of document as needed.

1. Secure the scene first
2. Call office "Mayday"
3. Give your name
4. Give reason for calling
5. Request assistance needed
6. Give location of injured
7. Provide care as necessary
8. Describe actions taken for injured
9. Have message read back

## **Receiving "Mayday"**

1. Document time of call
2. Get name of person calling
3. Location of accident (map, section)
4. Type of accident
5. Emergency assistance needed?
6. What's being done for injured?
7. Read back message
8. Notify line superintendent
9. Call emergency assistance

## **LIST ADDITIONAL EMERGENCY #'S**

**COOP Headquarters-Mora 575-387-2205**

**Pecos 505-757-6490**

**State Police - 911**

**Sheriff - Mora County 575-387-2222**

**San Miguel County 505-425-7589**

**Santa Fe County 505-428-3720**

**Guadalupe County 575-472-3711**

- 1 **Location of incident:** Get precise information such as: address, mile marker, GPS, nearest Pole #, Road Number, nearest meter #.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2 **Nature of incident:** Electrical contact, fall field accident, vehicle accident, other.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3 **Nature of injuries:** Describe injuries sustained and condition of those injured.  
Names of those injured. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4 **Actions taken & existing hazards:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person receiving call:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_