Release Form for Used Electrical Poles

I hereby acknowledge receipt of and accept full ownership of_____used electrical poles from Rita Blanca Electric Cooperative (the Cooperative) up the following terms and conditions.

1. The used poles delivered hereunder consist of the following number and size:

Number of Poles	Size	Class

2. The handling fee for said poles is $_____in hand paid, receipt of which is hereby acknowledged by the Cooperative.

3. All poles obtained hereunder are "as is', without any warranties of merchantability or fitness for any general or particular use or purposes. I assume responsibility, at any expense, to have these poles inspected by an independent expert engaged in such testing to determine the suitability or fitness of the poles for any desired use.

4. I acknowledge that the Cooperative has advised me that the poles have been treated with preservatives and other chemicals that are subject to control by the EPA, and I have been advised that these poles may contain chemicals and materials that are potentially hazardous to me and any other person or thing coming in contact with these poles. I assume responsibility, at my expense, to have these poles tested to determine the existence of any such hazardous chemicals or materials. I acknowledge that the Cooperative has provided me with a copy of the EPA-approved Consumer Information Sheet relating to creosote, pentachlorophenol and arsenic, attached as Exhibit 1 to this release. I further acknowledge that I have read and understand the information set forth in Exhibit 1.

5. I specifically agree to hold the Cooperative harmless from any and all liability from any cause whatsoever arising out of the use of these poles subsequent to the removal thereof

from the Cooperative premises, and agree to indemnify the Cooperative from any liability in any way arising from and after their removal from the Cooperative's premises. I further agree, that in the event any legal action is brought against the Cooperative arising out of the use of these poles by me, any subsequent owner, or any person, claiming damages by virtue of or in any manner arising out of the use of the pole(s), or damages there from, that I agree to hold the Cooperative harmless from any and all costs, charges, expenses, attorney's fees and judgments which may be imposed upon or incurred by the Cooperative in any manner arising out of such claim or such litigation.

Signature _____

Dated: _____

Acknowledged: _____
(The Cooperative)

By: _____

TRANSMISSION AND DISTRIBUTION SYSTEM

Priorities for Service Restoration

Top priority will be the safety of both the public and employees. This is to include securing a safe perimeter and the removal of downed power lines and equipment from highways, railroad tracks, and any other area posing a danger to employees or the general public.

Generally, crews will concentrate on a given feed, working to the end or to a sectionalizing point. They then return to restore service on single phase lines or taps of the feeder. Restorations will be done systematically, avoiding pressure from individuals for special

attention. However, one or more crews may be assigned to locations where special hazards exist or where especially critical loads require immediate attention. Crews will then be used to repair individual lines and services.

Critical Loads and Consumers with Life Sustaining Equipment

Rita Blanca Electric Cooperative makes every effort to be aware of consumers who have life sustaining electrical equipment. It is the responsibility of the consumer to inform the cooperative of special medical needs. The Cooperative attempts to identify these consumers by asking new members at the time they establish an account whether any person at the service location requires life sustaining equipment. By reminding members though articles in the Texas Co-Op Power Magazine and notices included in bills that the Cooperative needs to be informed of special need. The registry of these consumers is accessible to the appropriate personnel. Those to be notified include the General Manager, Receptionist, Dispatcher, Operations Manager, Inside Operations Manager, and the Linemen. The list should include references to the system feeds where consumers with special needs are located. The system computer contains special notations to prevent accidental disconnects.

Consumers with critical loads are strongly advised to install backup generators equipped with a transfer switch that is compliant with the national electric safety code.

Basic Safety Rules

COMMUNICATION IS AN ELECTRICAL WORKERS FIRST PRIORITY

All safety rules shall be observed with particular emphasis on the following:

1. Rubber Gloves:
    a. Rubber gloves shall be worn by all personnel from ground to ground when performing work on any pole or structure carrying energized conductors.
    b. Rubber gloves shall be put on before any energized URD compartment or enclosure (including service pedestals) is opened and kept on until the compartment or

enclosure is closed and locked or until all equipment is properly grounded, barricaded, and shielded.

c. Rubber gloves must be worn at all times when using hot sticks or any kind,
d. Rubber gloves must not be used for direct hand contact on voltages above 5,000 volts except while using properly rated gloves and sleeve from fully insulated aerial devices.
e. Personnel handling butts of poles or any object that might come in contact with energized conductors or apparatus must wear rubber gloves.

2. Grounding:
    a. All de-energized conductors and apparatus must be grounded with adequate ground jumpers on all sides as close to work areas as possible before further work on conductors or apparatus involved is begun. Line jumper is not to be considered as an adequate ground.
    b. Ground jumpers must be attached and detached with hot stick
    c. All conductors including floating, fallen, or broken conductors must be regarded as energized until properly de-energized, tested and grounded.
    d. Pole-setting truck must be grounded when setting or pulling poles in or near energized lines. Points of disconnection must be identified by approved ground jumper installed by each and every crew working on this section regardless of ground previously installed by any other crews. These grounds shall not be removed by anyone other than the crew installing them.
    e. Hazardous Energy Control: APPA Safety Manual, Section 626, parts A, B, and 3.
3. If a system operator is in charge of the line or equipment and their means of disconnections, the following steps shall be taken:

- A designated employee requests that the system operator de-energize the equipment. This designated employee becomes the employee in charge and is responsible for the clearance.
- All means through which sources of electric energy may be supplied to the lines and equipment shall be opened and rendered inoperable, when its design does not permit, and tagged to indicate that employees are at work.
- Unless its design does not permit, automatic and remote switches that could cause opened disconnecting means to close shall be tagged at the point of control.
- Tags shall prohibit the operation of the disconnecting means and indicate that employees are at work.
- After the above steps have been taken, the equipment to be worked shall be tested to ensure it is de-energized. Protective grounds shall be installed.
- The equipment may now be worked as de-energized.
- If two or more independent crews will be working on the same lines or equipment, each crew shall independently comply with the above steps.
- Transfer of clearance shall be communicated to the system operator and the employees in the crew. The new employee in charge shall now be responsible for the clearance.
- Clearance release requires the employee in charge to notify the employees under his direction that the clearance is to be released, determine that employees in the crew are clear or overhead lines and equipment, determine that protective grounds have been removed, report this information to the system operator, and release the clearance.
- The person releasing the clearance shall be the same person who requested it, unless the responsibility has been properly transferred.
- Tags may not be removed unless the associated clearance has been released.
- Only after all the above have successfully accomplished, may the lines and equipment be re-energized.

4. Testing poles—any employee, before climbing any pole, shall take every possible precaution to insure that it is safe to climb or work upon. If pole is to be dismantled or direction of strain is to be changed, pole must be tested below ground-line or safe guarded by adequate supports. Also, anchor rods must be checked.

5. No person will be permitted to work while under the influence of alcohol or drugs. It is recommended that no employees indulge in drinking or take drugs that could impair judgment or mote skills while off duty during an emergency.

Safety For your members

Unopened food freezers can maintain stored frozen foods safely from 36 to 48 hours depending upon the amount of food stores, capacity of the freezer and the normal temperature of operation of the freezer. Sources of dry ice, quantities available and prices will be determined by your statewide if requested.
During prolonged outages, dry ice can save thousands of pounds of stored food in a disaster area. Power suppliers can supply a real service during disasters by knowing where dry ice can be secured and even making arrangements in advance for it to be sent to a central location, whereby local radios can inform people of its availability.

Experience during past hurricanes and ice storms points out the necessity of assigning, in advance; a member of your staff who will handle member relations during times of disaster. It is important that he make arrangements with radio stations to keep them informed of your systems' plan for reestablishing service. When telephone services are available, a regular schedule should be set up with a direct circuit from the cooperative office to the radio station that will enable the manager to maintain contact with members.

There are many cases where members are isolated due to road conditions and they should be warned about energized lines which are down, they should be encouraged to notify the cooperative office when they notice broken lines, poles down, etc. They should be informed as to how your method of re-establishing service is progressing. Members cannot be expected to know when service to your substation has caused their outage. By keeping them thoroughly informed, you will be performing a vital member service and one that can pay handsome dividends for years to come.

In every cooperative area, there are dairies, hatcheries, etc. which must have electric service, certainly during part of the outage, therefore, it is recommended that a survey be made to determine the availability of portable generators of 5 KW and above. For example, in certain portions of Texas, the National Guard has available portable generators for providing emergency service of this nature. In emergencies, these units are moved from dairy to dairy to provide power for milking. Continuous power is necessary for hospitals or in houses where someone is seriously ill. These portable generators therefore are most important.

Suggested items needed for storm restoration efforts:

- Ice chest(s) 48 Quart or Larger

- Drinking Water Cooler
- Gator Aid or Squelcher
- Bottled water
- Insect Repellent & Sun Screen
- Fully supplied First Aid Kit & BBP kit
- Work Zone Protection Signs, Vest, & Traffic Cones
- Trucks fully stocked with tools
- Live Line tools, rubber goods
- Lights & extra batteries or chargers
- Generator or Inverter for Small Microwave and Charging Lights, Batteries
- Outrigger Pads
- Personal Grounds
- All Personal Protective Equipment
- Climbing Tools & Hand tools
- Overshoes & Rainwear
- Drinks, Snacks, Canned Foods
- Personal Hygiene Products
- FR Uniforms & Clothing for 7 Days
- Extra Boots
- Cash, Phone card
- Prescribed Medicine, Enough for 7 Days
- Identification

Load Shedding / Rotating Blackouts

Rita Blanca Electric Cooperative will make every attempt to inform consumers in advance of planned outages or rotating blackouts. The procedures to include radio ads, newspapers, and personal calls.

Switching and Isolating

When damage is sporadic and it is safe, it is authorized to isolate damaged section of lines and re-route the feeds in order to restore power to as many consumers as possible. It is critical that any change in the normal feed of lines be reported to the dispatchers and documented so that all lines are returned to normal feeds when repairs are made.

Procedure for Securing Outside Assistance

Upon completion of the initial assessment of damage the General Manager or a designee will determine the need for outside assistance. The Cooperative has the option of either contacting neighboring cooperatives or request that T.E.C. handle the emergency request for assistance.

Procedure for T.E.C. Securing Emergency Assistance

1. Survey the extent of damage and determine as near as possible the amount of equipment and personnel needed.
2. Consult the emergency manual for information on other cooperatives; their manpower, equipment and tools list, telephone number or amateur radio operators and their probable ability to help.

3. Arrange directly with nearby manager for immediate help. In the meantime alert the statewide office of T.E.C. (512-454-0311) which will keep a dispatcher on duty around the clock throughout the emergency. This dispatcher will enlist help, route it, move it and release it on the basis of information secured from affected managers by telephone, highway patrol, ham radio, messenger, or other means.
4. When calling for help, give the following information:
    a. Nature of Emergency
    b. Number and types of trucks needed
    c. Other equipment and tools needed
    d. Personnel and classifications needed
    e. Materials needed
    f. Weather and road conditions
    g. Where and to whom the crews are to report
    h. How to contract the cooperative
    i. Name of person to receive this information
    j. Alternate telephone numbers
5. To facilitate giving the above information over substandard communications media, or when the message must be relayed through persons unfamiliar with the term, use the "Form For Requesting Assistance". (See next page)

Rita Blanca Electric Cooperative Inc (800-299-4506) 12198 US HWY 87 N, PO Box 1947 Dalhart TX 79022-5947 owns the substations.
Golden Spread Electric Cooperative Inc (806-379-7766) PO Box 9898, Amarillo TX 79105-5898 pays the telephone bills on some but not all.

Telephone Number	Telephone Description	RBEC Sub #	Physical Location Description	Legal Description	Latitude & Longitude	911 Address
249-5155	Dallam County Interchange		From intersection of Hwy 87 & Ponderosa Ln go East on Ponderosa - 2957 Poderosa Lane	Dallam County, Block 1 Survey CS & S, Section 2	N 36° 04.804' W 102° 31.885'	**2957 PONDEROSA LN DALHART 79022**
244-7259 Connected June 2007	Dalhart Substation	3	1 mile North on US Hwy 87 & 1/2 mile East on Ponderosa from Rita Blanca Electric Cooperative building	Dallam County, Block 1 Survey CS & S, Section 3	N 36° 04.776' W 102° 32.495'	**12210 US HWY 87 DALHART 79022**
384-2387	H. G. Hogue Substation	5	From North Dalhart city limits, Hwy 281 8 miles East & 7/10 miles South	Hartley County, Block A-4 Survey PS & L, Section 7	N 36° 01.579' W 102° 22.239'	**11928 FM 807 DALHART 79022**
377-6297	North Sedan Substation Bunkerhill	4	From Dalhart on Hwy 87 North to intersection of Hwy 87 & 102 go West on 102 13 miles to Sub at intersection of 102 & 3110, 1097 HWY 102, DALHART, TX 79022	Dallam County, Block 6 Survey CS & S, Section 1	N 36° 14.145' W 102° 87.307'	**1097 HWY 102 DALHART 79022**
935-4727	Sneed Substation	14	From Dumas, TX 14 miles East on Hwy 152, 3 miles South on NGPL plant road	Moore County, Block G & M3 Survey G & M, Section 61	N 35° 48.639' W 101° 42.105'	**10501 NATURAL GAS RD DUMAS 79029**
366-3778	Stratford Substation Sherman City #2	11	From Stratford, TX 9/10 mile East on Hwy 15	Sherman County, Block 1-T Survey T & NO, Section 178	N 36° 19.709' W 102° 03.194'	**5751 HWY 15 STRATFORD 79084**
362-4682	Texline City Substation RBEC #1	1	In Texline, intersection of Hwy 87 & 296 go West on 296 2 blocks & North 2 blocks on Edwards 212 N EDWARD, TEXLINE, TX 79087	Dallam County, ME Hays S.D. Survey CRL	N 36° 37.757' W 103° 02.955'	**212 N EDWARD TEXLINE 79087**
362-4684	Texline Rural Substation RBEC #2	2	From Texline intersection of Hwy 87 & 296 go East 6 1/2 miles 14390 DRAPER RD, TEXLINE, TX 79087	Dallam County, ME Hays S.D. Survey CRL, Section 72	N 36° 38.431' W 102° 89.140'	**14390 DRAPER RD TEXLINE 79087**
n/a	Spurlock (Flyr) Substation	15	From Sunray Texas 7 miles North on 119 & intersection of 1573	Sherman County, Sec 5, Survey T&NO, Blk 3-T	N 36.13970° W 101.83000°	**6999 FM 1573 SUNRAY 79086**
384-3299	Exum Substation	17	From intersection Hwy 807 and Hwy 297 go east 5. miles, sub on the north side of hwy	Sherman County, Block 3-T, Sec 9 Survey Public School Land	N 36.06929° W 102.13677°	**5201 FM 297 STRATFORD 79084**

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Telephone Number	Telephone Description	RBEC Sub #	Physical Location Description	Legal Description	Latitude & Longitude	911 Address	
235-2137	Channing Metering Point	18	South of Intersection FM 3138 & FM 722	Hartley County, Block 44, Sec 85, Survey H&TC	N 35° 45° 54° W 102° 14° 57°	**4700 FM 722 CHANNING 79018**	
n/a	Stokes/Sheldon Substation	19	Intersection Ranch Rd 284 and Mortonville Rd. .55 miles east	Moore County, Section 215, Survey T&NO Blk 3T	N 35° 54' 28.41" W 101° 51' 50.98"	**6725 Morton Elevator Rd Sunray 79086**	
n/a	Cartrite Metering Point	20	East 1.65 miles from Co Rd 26 on Cemetery Rd, North Sunray	Moore County, Section 102, Survey T&NO Blk 3-T	N 36° 52' 20.29" W 101° 42' 37.19"	**7695 Cemetery Rd Sunray 79086**	
806-753-4516	Sherman 3 (Stevens) Metering Point	21	Co Rd 15 and Hwy 54 North East of Stratford	Sherman County	N 36° 2518.88" W 101° 5509.49	**14741 CO RD 15 Stratford 79084**	phone disconnected 7/24 /19
n/a	McBryde Metering Point	22	Co Rd 3 and 287 North west of Stratford	Sherman County	N 36° 22 47.55" W 102° 0504.50	**14459 Co Rd 3 Stratford 79084**	
806-753-4580	Elk Substation	23	14145 FM 119 Texhoma, TX 73949	2.71 acre section 145, BLK 1-C, Stratford, TX	N 36° 20,78 W 101° 49485	**14145 FM 119 Texhoma TX 73949**	
n/a inside city limits	Wolves Substation	24	2955 Hip-O Lane, Dalhart TX 79022	7.86 Acre tract of land, Section 33, Block 48, Houston & TX Central RR Survey, Dallam Co., TX	N 36° 03 40.14 W 102° 32 23.44	**2955 Hip-O Lane Dalhart TX 79022**	
384-3237	Kemp Substation	25	1.87 Miles South of FM 281, Dalhart, TX 79022	4.20 Acre tract out of the Jackson Davis Survey, Hartley Co, TX	N 36° 00 47.00 W 102° 14 51.71	**11840 Co Rd 47, Dalhart TX 79022**	
	Solar Facility		West side of road at intersection of US 87 & FM 1727	80.00 Acre tract out of Capitol League no 114, CSS, Dallam Co, TX		**2865 FM 1727, Dalhart TX 79022**	
	Faria Substation	26	S.E. Corner of the intersection of W. Road E and Starkey Road	5.51 Acre tract of land out of northwest quarter of section 432, H.&T.C. RRC. Survey Moore County, TX	N 35° 59 43 W 102° 3'4.46"	**11796 Starkey RD., Dumas, TX 79029**	

VII. REQUIREMENTS FOR GENERATORS.

Not applicable. Cooperative does not operate generation assets as defined in 16 Texas Administrative Code § 25.5 (33).

VIII. REQUIREMENTS FOR RETAIL ELECTRIC PROVIDERS

Not applicable. Cooperative is not a Retail Electric Provider as defined under 16 TAC §25.5.

VII. ANNEX H REQUIREMENTS FOR ERCOT

Not applicable. Requirements apply to ERCOT.

APPENDIX A. EMERGENCY CONTACTS

MEDIA, SCHOOL AND EMERGENCY CONTACTS

Dallam County Sheriff	(806) 244-2313
Hartley County Sheriff	(806)244-5544
Sherman County Sheriff	(806)366-5551
Moore County Sheriff	(806)935-4145
Hansford County Sheriff	(806)659-4140
Hutchinson County Sheriff	(806)878-2401
Oldham County Sheriff	(806)267-2162
Potter County Sheriff	(806)379-2900
Texline School	(806)362-4284
Dalhart High School	(806)244-7300
Dalhart Jr. High School	(806)244-7825
Dalhart Intermediate School	(806)244-7380
Dalhart Elementary School	(806)244-7350
Dumas High School	(806)935-4151
Dumas Jr. High School	(806)935-4155
Stratford High School	(806)366-3320
Hartley High School	(806)365-4458
Moore County News	(806)935-4111
KXIT Radio	(806)249-4747
Dalhart Texan Newspaper	(806)244-4511

ATMOS	(866)322-8667
	(888)286-6700
BP AMOCO	(806)935-8810
DCP MIDSTREAM	(888)204-1781
	(800)435-1679
	(800)847-6427
ELPASO	(806)935-2991
NORTHERN NATURAL	(806)948-4171
NUSTAR	(800)481-0038
PHILLIPS 66	(877)267-2290
	(800)231-2566
PIONEER NATURAL	(806)934-1295
ONEOK (EAGLE ROCK)	(888)675-3302
	(806)935-6886
	(806)922-3185
OXY (BRAVO)	(800)519-8225
TEXAS-KANSAS-OK (TKO)	(806)244-4210
WEST TEXAS GAS	(855)248-7461
	(806)244-4513
	(806)396-5681
WESTERN GAS INTERSTATE	(800)895-5806
	(888)839-9797
	(877)495-8595
	(855)248-7461

APPENDIX B. REPORTING TO THE DOE AND PUCT

U.S. Department of Energy Electricity Delivery and Energy Reliability Form OE-417	*ELECTRIC EMERGENCY INCIDENT AND DISTURBANCE REPORT*	OMB No. 1901-028 Approval Expires 05/31/2021 Burden Per Respo 1.8 hours

NOTICE: This report is mandatory under Public Law 93-275. Failure to comply may result in crimina civil penalties and other sanctions as provided by law. For the sanctions and the provisions concer confidentiality of information submitted on this form, see General Information portion of the instr Title 18 USC 1001 makes it a criminal offense for any person knowingly and willingly to make to any A Department of the United States any false, fictitious, or fraudulent statements as to any matter wit jurisdiction.

RESPONSE DUE:
Within 1 hour of the incident, submit Schedule 1 and lines M - Q in Schedule 2 as an Emergency Alert if criteria 1-8 are met.
Within 6 hours of the incident, submit Schedule 1 and lines M - Q in Schedule 2 as a Normal Report i criteria 9-12 are met.
By the later of 24 hours after the recognition of the incident OR by the end of the next business da Schedule 1 & lines M - Q in Schedule 2 as a System Report if criteria 13-24 are met. *Note: 4:00pm lo will be considered the end of the business day*

Submit updates as needed and/or a final report (all of Schedules 1 and 2) within 72 hours of the inci For NERC reporting entities registered in the United States: NERC has approved that the form OE-417 m the submittal requirements for NERC. There may be other applicable regional, state and local reporti requirements.

METHODS OF FILING RESPONSE
(Retain a completed copy of this form for your files.)

Online: Submit form via online submission at: https://www.oe.netl.doe.gov/OE417/
FAX: FAX Form OE-417 to the following facsimile number: (202) 586-8485.
Alternate: If you are unable to submit online or by fax, forms may be e-mailed to doehqeoc@hq.doe.gov, or call and report the information to the following telephone number: (202) 586-8100.

SCHEDULE 1 -- ALERT CRITERIA

(Page 1 of 4)

Criteria for Filing (Check all that apply)
See Instructions For More Information

EMERGENCY ALERT
File within 1-Hour

If any box 1-8 on the right is checked, this form must be filed within 1 hour of the incident; check Emergency Alert (for the Alert Status) on Line A below.

1. [ ] Physical attack that causes major interruptions or impacts to c infrastructure facilities or to operations

2. [ ] Cyber event that causes interruptions of electrical system oper

3. [ ] Complete operational failure or shut-down of the transmission a distribution electrical system

4. [ ] Electrical System Separation (Islanding) where part or parts of power grid remain(s) operational in an otherwise blacked out area or within the partial failure of an integrat electrical system

5. [ ] Uncontrolled loss of 300 Megawatts or more of firm system loads minutes or more from a single incident

6. [ ] Firm load shedding of 100 Megawatts or more implemented under emergency operational policy

7. [ ] System-wide voltage reductions of 3 percent or more

8. [ ] Public appeal to reduce the use of electricity for purposes of maintaining the continuity of the Bulk Electric System

NORMAL REPORT
File within 6-Hours

If any box 9-12 on the right is checked AND none of the boxes 1-8 are checked, this form must be filed

9. [ ] Physical attack that could potentially impact electric power system adequacy or reliability; or var which targets components of any security systems

10. [ ] Cyber event that could potentially impact electric power system adequacy or reliability

11. [ ] Loss of electric service to more than 50,000 customers for 1 hour or more

SCHEDULE 1 -- ALERT CRITERIA -- CONTINUED

(Page 2 of 4)

SYSTEM REPORT
File within 1-Business Day

If any box 13-24 on the right is checked AND none of the boxes 1-12 are checked, this form must be filed by the later of 24 hours after the recognition of the incident OR by the end of the next business day. *Note:* 4:00pm local time will be considered the end of the business day. Check System Report (for the Alert Status) on Line A below.

13. [ ] Damage or destruction of a Facility within its Reliability Coordinator Area, Balancing Authority Area or Transmission Operator Area that results in action(s) to avoid a Bulk Electric System Emergency.

14. [ ] Damage or destruction of its Facility that results from actual or suspected intentional human action.

15. [ ] Physical threat to its Facility excluding weather or natural disaster related threats, which has the potential to degrade the normal operation of the Facility. Or suspicious device or activity at its Facility.

16. [ ] Physical threat to its Bulk Electric System control center, excluding weather or natural disaster related threats, which has the potential to degrade the normal operation of the control center. Or suspicious device or activity at its Bulk Electric System control center.

17. [ ] Bulk Electric System Emergency resulting in voltage deviation on a Facility: A voltage deviation equal to or greater than 10% of nominal voltage sustained for greater than or equal to 15 continuous minutes.

18. [ ] Uncontrolled loss of 200 Megawatts or more of firm system loads for 15 minutes or more from a single incident for entities with previous year's peak demand less than or equal to 3,000 Megawatts

19. [ ] Total generation loss, within one minute of: greater than or equal to 2,000 Megawatts in the Eastern or Western Interconnection or greater than or equal to 1,400 Megawatts in the ERCOT Interconnection.

20. [ ] Complete loss of off-site power (LOOP) affecting a nuclear generating station per the Nuclear Plant Interface Requirements.

21. [ ] Unexpected Transmission loss within its area, contrary to design, of three or more Bulk Electric System Facilities caused by a common disturbance (excluding successful automatic reclosing).

22. [ ] Unplanned evacuation from its Bulk Electric System control center facility for 30 continuous minutes or more.

23. [ ] Complete loss of Interpersonal Communication and Alternative Interpersonal Communication capability affecting its staffed Bulk Electric System control center for 30 continuous minutes or more.

24. [ ] Complete loss of monitoring or control capability at its staffed Bulk Electric System control center for 30 continuous minutes or more.

If significant changes have occurred after filing the initial report, re-file the form with the changes and check Update (for the Alert Status) on Line A below.

The form must be re-filed within 72 hours of the incident with the latest information and Final (Alert Status) checked on Line A below, unless updated

LINE NO.						
A.	Alert Status (check one)	Emergency Alert [ ] 1 Hour	Normal Report [ ] 6 Hours	System Report [ ] 1 Business Day	Update [ ] As required	Final [ ] 72 Hours
B.	Organization Name					
C.	Address of Principal Business Office					

U.S. Department of Energy Electricity Delivery and Energy Reliability Form OE-417	*ELECTRIC EMERGENCY INCIDENT AND DISTURBANCE REPORT*	OMB No. 1901-0288 Approval Expires: 05/31/2021 Burden Per Response: 1.8 hours

SCHEDULE 1 – ALERT NOTICE
(Page 3 of 4)

INCIDENT AND DISTURBANCE DATA

D.	Geographic Area(s) Affected (County, State)			
E.	Date/Time Incident Began (mm-dd-yy/hh:mm) using 24-hour clock	____ - ____ - ____ / ____ : ____ mo dd yy hh mm	[ ] Eastern [ ] Central [ ] Mountain [ ] Pacific [ ] Alaska [ ] Hawaii	
F.	Date/Time Incident Ended (mm-dd-yy/ hh:mm) using 24-hour clock	____ - ____ - ____ / ____ : ____ mo dd yy hh mm	[ ] Eastern [ ] Central [ ] Mountain [ ] Pacific [ ] Alaska [ ] Hawaii	
G.	Did the incident/disturbance originate in your system/area? (check one)	Yes [ ]	No [ ]	Unknown [ ]
H.	Estimate of Amount of Demand Involved (Peak Megawatts)		Zero [ ]	Unknown [ ]
I.	Estimate of Number of Customers Affected		Zero [ ]	Unknown [ ]

SCHEDULE 1 – TYPE OF EMERGENCY
Check all that apply

J. Cause	K. Impact	L. Action Taken
☐ Unknown ☐ Physical attack ☐ Threat of physical attack ☐ Vandalism ☐ Theft ☐ Suspicious activity ☐ Cyber event (information technology) ☐ Cyber event (operational technology) ☐ Fuel supply emergencies, interruption, or deficiency ☐ Generator loss or failure not due to fuel supply interruption or deficiency or transmission failure ☐ Transmission equipment failure (not including substation or switchyard) ☐ Failure at high voltage substation or switchyard ☐ Weather or natural disaster ☐ Operator action(s) ☐ Other ☐ Additional Information/Comments:	☐ None ☐ Control center loss, failure, or evacuation ☐ Loss or degradation of control center monitoring or communication systems ☐ Damage or destruction of a facility ☐ Electrical system separation (islanding) ☐ Complete operational failure or shutdown of the transmission and/or distribution system ☐ Major transmission system interruption (three or more BES elements) ☐ Major distribution system interruption ☐ Uncontrolled loss of 200 MW or more of firm system loads for 15 minutes or more ☐ Loss of electric service to more than 50,000 customers for 1 hour or more ☐ System-wide voltage reductions of 3 percent or more ☐ Voltage deviation on an individual facility of ≥10% for 15 minutes or more ☐ Inadequate electric resources to serve load ☐ Generating capacity loss of 1,400 MW or more ☐ Generating capacity loss of 2,000 MW or more ☐ Complete loss of off-site power to a nuclear generating station ☐ Other ☐ Additional Information/Comments:	☐ None ☐ Shed Firm Load: Load shedding of 100 MW or more implemented under emergency operational policy (manually or automatically via UFLS or remedial action scheme) ☐ Public appeal to reduce the use of electricity for the purpose of maintaining the continuity of the electric power system ☐ Implemented a warning, alert, or contingency plan ☐ Voltage reduction ☐ Shed Interruptible Load ☐ Repaired or restored ☐ Mitigation implemented ☐ Other ☐ Additional Information/Comments

U.S. Department of Energy Electricity Delivery and Energy Reliability Form OE-417	*ELECTRIC EMERGENCY INCIDENT AND DISTURBANCE REPORT*	OMB No. 1901-0288 Approval Expires: 05/31/2021 Burden Per Response: 1.5 hours

SCHEDULE 2 – NARRATIVE DESCRIPTION

(Page 4 of 4)

Information on Schedule 2 will not be disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act, e.g., exemptions for confidential commercial information and trade secrets, certain information that could endanger the physical safety of an individual, or information designated as Critical Energy Infrastructure Information.

NAME OF OFFICIAL THAT SHOULD BE CONTACTED FOR FOLLOW-UP OR ANY ADDITIONAL INFORMATION

M.	Name	
N.	Title	
O.	Telephone Number	( ) -
P.	FAX Number	( ) -
Q.	E-mail Address	

Provide a description of the incident and actions taken to resolve it. Include as appropriate, the cause of the incident/disturbance, change in frequency, mitigation actions taken, equipment damaged, critical infrastructures interrupted, effects on other systems, and preliminary results from any investigations. Be sure to identify: the estimate restoration date, the name of any lost high voltage substations or switchyards, whether there was any electrical system separation (and if there were, what the islanding boundaries were), and the name of the generators and voltage lines that were lost (shown by capacity type and voltage size groupings). If necessary, copy and attach additional sheets. Equivalent documents, containing this information can be supplied to meet the requirement; this includes the NERC EOP-004 Disturbance Report. Along with the filing of Schedule 2, a final (updated) Schedule 1 needs to be filed. Check the Final box on line A for Alert Status on Schedule 1 and submit this and the completed Schedule 2 no later than 72 hours after detection that a criterion was met.

R. Narrative:

S. Estimated Restoration Date for all Affected Customers Who Can Receive Power	- - mo dd yy
T. Name of Assets Impacted	

U. Notify NERC/E-ISAC	Select if you approve of all of the information provided on the Form being submitted to the North American Electric Reliability Corporation (NERC) and/or the Electricity Information Sharing and Analysis Center (E-ISAC) NERC is an entity that is certified by the Federal Energy Regulatory Commission to establish and enforce reliability standards for the bulk power system but that is not part of the Federal Government. This information would be submitted to help fulfill the respondent's requirements under NERC's reliability standards. If approval is given to alert NERC and/or E-ISAC the Form will be emailed to systemawareness@nerc.net and/or operations@eisac.com when it is submitted to DOE. DOE is not responsible for ensuring the receipt of those emails by NERC and/or E-ISAC. ☐ Notify NERC ☐ Notify E-ISAC

Public Utility Commission

EVENT REPORTING FORM

1. Event Name:_____

2. Utility Reporting:_____

3. Date of Report: _____ 4. Time of Report:_____

5. Reporting Contact:_____ 6. Title:_____

7. Contact Number:_____

8. Counties Involved:_____

9. Cities Involved:_____

10. Customers Out of Service/Affected:_____

11. Total Customers on System by County:_____
_____

12. Estimated Restoration Date and Time:_____
_____

13. Requests for Help:_____
_____
_____

14. Major Feeders, Substations, and Facilities Out of Service:_____
_____
_____

15. Area Affected – Explanation of Outages:_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX C. EMERGENCY SUPPLIES

Emergency Supplies List

At each Cooperative facility, it will be the responsibility of the facility/site manager to maintain a cache of emergency supplies for use in periods of severe weather likely to result in power outages or facility damage.

The responsible Cooperative manager will ensure that those items with a shelf life, such as batteries, are replaced on an appropriate schedule.

The following are the minimum emergency supplies that will be kept at each Cooperative site. Additional items may be listed in operations and engineering procedures.

- Duct tape
- 10 Flashlights
- Flashlight batteries (4 sets for each flashlight)
- Rain ponchos
- Plastic tarps or sheeting
- Staple gun
- Bungee cords
- Rope
- Backup generator fuel (as appropriate)
- 2-way radios
- Large trash bags with ties
- Leather gloves

APPENDIX D. RESTORATION PERSONNEL SUPPLIES

- Ice chest(s) 48 Quart or Larger
- Drinking Water Cooler
- Gator Aid or Squelcher
- Bottled water
- Insect Repellent & Sun Screen
- Fully supplied First Aid Kit & BBP kit
- Work Zone Protection Signs, Vest, & Traffic Cones
- Trucks fully stocked with tools
- Live Line tools, rubber goods
- Lights & extra batteries or chargers
- Generator or Inverter for Small Microwave and Charging Lights, Batteries
- Outrigger Pads
- Personal Grounds
- All Personal Protective Equipment
- Climbing Tools & Hand tools
- Overshoes & Rainwear
- Drinks, Snacks, Canned Foods
- Personal Hygiene Products
- FR Uniforms & Clothing for 7 Days
- Extra Boots
- Cash, Phone card
- Prescribed Medicine, Enough for 7 Days

APPENDIX E. FORM FOR REQUESTING ASSISTANCE

Cooperative requesting emergency assistance: _____
Telephone
number(s):_____
(Use headquarters town name)
Nature of disaster: _____
Number and type of trucks needed: _____
Other equipment and tools needed:
_____
_____
_____
_____
Personnel and classifications needed: _____
Materials needed: _____
Weather and road conditions: _____
Where crews should report and to whom: _____
Estimate of how long the help may be needed: _____
How to contact your cooperative during the emergency: _____
Name of person to receive this information: _____
Date: _____Time:_____

APPENDIX F. MEMORANDUM OF UNDERSTANDING

Responsibilities of Cooperative(s) receiving assistance:

1. Plan the organization of all help and integrate all assistance with its own personnel and facilities.
2. Provide each crew with a map or information, showing the area to which they have been assigned, source of supply, direction of feed and location of sectionalizing equipment.
3. Provide a representative from the cooperative to perform necessary liaison for each crew or group of units operating together.
4. Provide procedures to properly account for materials used and retired, hours worked by employees.
5. Maintain contact with all units. All dispatching should be directed by person or persons who are thoroughly acquainted with the system in the affected area.
6. Prescribe the number of hours to be worked, however, it is recommended no more than 16 hours in a 24-hour period.
    a. Time begins when Crews enter vehicles to begin the day, including all meals, and ends when they arrive back at place of lodging.
    b. Travel time to and returning from Cooperative receiving assistance.
7. Provide sleep accommodations for assisting personnel and pay for all lodging. (Personnel may be required to share a motel room with two double beds.)
8. Damages and breakdown repair costs of vehicles remain the responsibility of the assisting Cooperative that owns vehicles.
9. Provide or reimburse for all meals (Breakfast, Lunch, and Supper) If crews need to purchase meals while assisting with repairs, they will keep receipts to be turned in to their cooperative for reimbursement.
10. Provide or reimburse for all fuel used by crew vehicles while assisting in restoration and repairs. (If Cooperative receiving assistance does not have fueling facilities, assisting crew may have to fuel vehicles at commercial facilities, they will keep receipts to be turned in to their cooperative for reimbursement.
11. Provide assisting Cooperative personnel laundry service when needed.

Responsibilities of Assisting Cooperative:

1. Dispatch properly-trained and equipped personnel and equipment in good working condition
2. Inform its own personnel of all aspects of its agreement.
3. Provide workers' compensation insurance coverage for injuries sustained by assisting personnel, wherever such injuries might occur.

4. Ensure that each employee leaving home to assist another has sufficient cash or cooperative credit card or incidental expenses. Instruct crew to keep all receipts and turn them in to their cooperative when they have returned home, for reimbursement.
5. Bill the cooperative requesting aid for the total actual payroll costs of the assisting personnel at the time and a half rate for all hours worked. Will not bill for transportation costs or overhead cost.

Resources possibly provided by assisting Cooperatives

1. Line personnel with all necessary equipment (preferably Line/Crew Forman, Journeymen, Apprentice, Groundmen and/or Digger-Operator.
2. Staking technicians with vehicle, laptop, tablet, iPad etc., and staking software if compatible.
3. Warehouse personnel
4. Vehicle Mechanics
5. Member Services Personnel

Golden Spread Electric Cooperative, Inc: will serve as primary point of contact for Cooperative requesting assistance. They will get information out to all Cooperative Systems participating in this Memorandum of Understanding.

Compensation for Assisting Personnel working Out of State

For out-of-state work, all personnel will also receive wages at one and one-half times their regular hourly rate for all labor hours worked.

The following Electric Cooperatives agree to and support implementation of the Memorandum of Understanding as a guide and agreement for providing personnel and equipment during Mutual Aid for storm or natural disaster restoration.

1. Bailey County Electric Cooperative Association
2. Big Country Electric Cooperative, Inc.
3. Coleman County Electric Cooperative, Inc.
4. Concho Valley Electric Cooperative, Inc.
5. Deaf Smith Electric Cooperative, Inc.
6. Greenbelt Electric Cooperative, Inc.
7. Lamb County Electric Cooperative, Inc.
8. Lea County Electric Cooperative, Inc.
9. Lighthouse Electric Cooperative, Inc.

10. Lyntegar Electric Cooperative, Inc.
11. North Plains Electric Cooperative, Inc.
12. Rita Blanca Electric Cooperative, Inc.
13. South Plains Electric Cooperative, Inc.
14. Southwest Texas Electric Cooperative, Inc.
15. Swisher Electric Cooperative, Inc.
16. Taylor Electric Cooperative, Inc.
17. TCEC (Tri-County Electric Cooperative, Inc.
18. Golden Spread Electric Cooperative, Inc.

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the Signatories as follows:

1. Request for aid. The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.

2. Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

3. Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.

4. Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:

   a) Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.

   b) Equipment. Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's locations.

   c) Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.

   d) Meals, **lodging** and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.

5. Counterparts. The Signatories may execute this Mutual Aid Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.

6. Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date 05/02/19

Entity Rita Blanca Electric Cooperative Inc

By

Title CEO/General Manager

APPENDIX H. ENGINEERING AND OPERATIONS PROCEDURES

1. Engineering departments should develop and submit to management and boards of directors a policy concerning specific pole and conductor sizes and other items to be used in a "Standard Construction Policy." Co-op staking sheets and work plans may be used as examples to show proof of a "replacement standard" being in place prior to the occurrence of a natural disaster.
2. Engineering and operations personnel should note the date and time the first outage occurred due to the disaster, and the date and time the last consumer's electricity is restored.
3. The engineering/operations department should solicit at least three (3) bids for permanent repair work to be done, preferably before the conclusion of the 70-hour Emergency Protective Measures period. Bids from contractors must be received, along with price sheets for storm labor and equipment. It is recommended that bids be made on a per-unit basis, rather than hourly. However, if billing is hourly, proof must be shown that the contractor was supervised by the cooperative, complete with daily notes and documentation.
4. It is strongly recommended that additional engineering resources be arranged to assist in the daily development of staking sheets, material sheets, and work order information. This will allow the staking department to stay ahead of construction crews, and provides for an orderly flow of necessary and vital information to other key departments.
5. Member donated items, such as food, services and labor, must be well documented. It may be necessary for the member or group providing these items to sign an affidavit listing the cost of donated items, or for an invoice to be provided. This could then be included in Administrative Expense by the cooperative.
6. Prepare staking sheets as soon as possible for work to be done. Make sure that all permanent work has a staking sheet documenting the completed work. The labor for making the staking sheets should be included in the work order and is FEMA reimbursable (Category F). The labor involved in looking for and estimating damage to the system **is not** reimbursable **except** as Administrative Expense.
7. Damage surveys: It is strongly recommended that, if possible, co-op personnel resist the urge to send all available human resources into the field to assist in the repair of damage. Instead, the following is advised:
    a. Send several experienced field personnel on a 'Fast Survey' of the areas in which damage is suspected. Use enough personnel to drive through the damaged area(s) in one day or less.
    b. Initially, some lineman may need to be utilized to patrol line rather than to repair it. The Fast Survey is designed to rapidly determine the extent of damage throughout the co-ops' system. It will allow for better decision-making concerning crews, materials and equipment.
    c. Damage reports from survey personnel should list the location, approximate length (1 mile, etc.) of damage in area, the type of damaged pole line, i.e., "south side of

section 23, T15N, R1W – One mile of 3 phase line, 1/0 conductor on 45-foot, Class 4 poles is down."

d. Collect all reports during the survey at the dispatch center or Emergency Operations Center and draw the damaged locations on a Key Map. Start a database using Excel or Access software to log each of the damage reports by line section or map location number. This will help the engineering and operations departments document the scope and location of the damage for later accounting purposes.
e. If possible, allow survey teams to use cell phones to report damage; designate someone to log these reports onto the Key Map and also log the reports into the database. This is also the time to note the locations of any lines that may be blocking major roadways, since main roads will need to be cleared quickly.
f. Do not allow survey teams to stop and draw staking sheets or to make detailed material sheets during the initial Fast Survey. The goal is to rapidly drive through the damage area(s) to determine the extent and locations of damage. The information gathered will then be used to determine crew and material requirements. The earlier the co-op gets a handle on the extent of the damage, the earlier proper staking sheets can be developed for known damage locations.

8. Beginning repairs: Concentrate on the areas that will allow the cooperative to get power restored to the most consumers with the least amount of work, and to critical loads, if any. Begin work at substations and work main feeder lines outward from that point. If damage is extensive in an area, staking technicians may need to be sent ahead of repair crews in order to draw staking sheets and set stakes. Identify in advance all feeder lines and critical loads.
9. Some lines can be repaired with little or no staking; others will have to be staked as if they are new construction. In the case of strong tornadoes or hurricanes, the pole line may be completely obliterated, with no poles left for reference points. In these cases, the line may have to be completely re-staked prior to reconstruction.
10. Ice storms, on the other hand, may break poles down, but type of framing and original hole locations will still be known. Repair crews can reset new poles in these instances without staking sheets or stakes, unless the damage involves Codes and Standards changes, which may necessitate re-staking due to changes in ruling spans being made for proper clearance purposes.
11. Quick staking sheet drawings listing pole framing requirements are very helpful for repair crews, but in ice storms, with a visible pole line in place, it may not be necessary for staking technicians to 'wheel off' spans or set stakes. Whether damage is caused by an ice storm, hurricane or tornado, staking teams will have to coordinate with repair crews, and vice-versa.
12. Inspect and document the repairs: Once repairs are underway, use engineering personnel to inspect completed repair locations. Consider using consultants or additional engineering help from neighboring co-ops. Engineering teams will have to look for all poles and construction units that were set or replaced during the disaster. Some repairs may have been made without benefit of written records; the purpose of the engineering follow-up inspection is to further document repair locations and materials used.
13. The second purpose of the inspection is similar to work order inspections. List the material units used at each damaged pole location, noting any cleanup or corrections that may be

required in order to bring the line into compliance with current co-op, RUS and NESC Codes and Standards.

14. For Category F, Utility (permanent repairs), it is extremely important to have in place board- approved co-op design standards and staking tables. This customized "Standard Construction Policy" should spell out standard pole heights, conductor sizes and ruling spans to be used at the cooperative, and should be utilized every day by co-op staking personnel.
15. The third purpose of the inspection is to have engineers check surrounding areas for damaged lines possibly overlooked during the initial Fast Survey. Some lines may serve idle or seasonal services and should be closely evaluated for rebuild or retirement.
16. Inspection notes must be detailed and listed by map location number. The notes should be entered into a database for easy retrieval and subsequent evaluation. Documentation of all work performed during the disaster is a major task, but is absolutely critical if a cooperative expects to qualify and receive FEMA reimbursement. These records will be used to ensure the system is returned to current Codes and Standards, and to help document material and labor costs associated with all reconstruction efforts.
17. Contracts from contractors: The co-op must have in place, or be prepared to receive from at least three (3) different sources, bids for permanent repairs. This is preferable during the 70- hour Emergency Protective Measures period immediately following the disaster. During the initial emergency period, if a contract has not been signed by the contractor, any record of contact, arrival times, and/or anything discussed by phone or in person with the contractor should be documented. OIG auditors may allow these costs from contractors, but only if the co-op proves such verbal agreement existed via documentation.
18. Contractors unfamiliar with local co-op service areas will require supervision and instruction by local co-op employees. It is suggested that trained and experienced employees be used to supervise these contractor crews, such as those employees from the co-op's staking department, marketing department, or key accounts department.
19. If predicted storms appear to be extremely destructive in nature (forecasted ice storms, hurricanes, or tornado outbreaks), consider creating work orders in advance to charge all time and materials to.
20. If possible and if needed, use in-house contractors and any of their extra crews before calling in or bidding other contract crews. In-house crews are contractors the cooperative presently employs for contract construction work. Make sure the in-house contractor has their emergency storm repair rates on file with the cooperative, as well as rates for permanent repairs.
21. Keep **all** receipts during the event, in case the storm or event is later declared a federal disaster.
22. Work Orders: Some co-ops prefer to make one work order per disaster. Counties (or parishes, etc.) are designated with map location numbers noted on all time sheets, staking sheets and material sheets.

23. On-file contracts: Some co-ops retain contracts and keep them on file from contractors. Included in those contracts is a sheet pertaining to emergency storm work. However, it is usually a good practice to call in contractors within the first 24 to 36 hours of the disaster if

damage warrants their assistance. Again, bids for repairs should be let during the 70-hour Emergency Protective Measures period, and before permanent repairs begin.

24. In-house contractors: These are contractors already under contract with the cooperative and are usually already familiar with the co-op's crews and service area. These contractors may or may not need the direct supervision of a cooperative employee, depending upon their knowledge of the co-op's system, its substations, main feeder circuits, critical loads, etc.
25. Rights-Of-Way (R-O-W) contractors: Some co-ops maintain rights-of-way contractors on an annual basis. These R-O-W contractors can be very beneficial during a disaster, especially if needed for debris removal. These contractors may still need to be supervised by co-op personnel, and will need to provide complete details of their daily work to the affected cooperative, preferably submitting detailed invoices on a weekly basis.
26. Co-op R-O-W supervisors can be very helpful in preparing damage report maps, locations of work to be performed, and in preparing transformer or pole replacement reports. Because of their experience, some co-ops may choose to make these R-O-W supervisors their disaster Project Officers. This will obviously vary from co-op to co-op.
27. Notify all other departments of work orders assigned to the disaster. Other departments should also be informed of activity codes that may be assigned. Coordinate specifically with the accounting department to ensure that copies of all time sheets, invoices, checks and cash receipts are obtained. Keep a working file that is designated by work order number, FEMA Category A through F, and location (map number, county, etc.).
28. Utilize marketing, public relations, or key accounts employees, based on their experience and level of training, to deliver food and/or materials to crews in the field. Ask them to keep all receipts and detailed logs of material and/or equipment delivered.
29. Arrange for fuel (diesel, gas, etc.) from suppliers throughout the co-op's service area. Have a contingency plan to deliver properly-sized backup generators to these fuel suppliers in case their pumps have no electricity due to the disaster.
30. Have all contactors sign a simple contract stating that they are indeed contractors and that they agree to "hold harmless" the cooperative from liability, worker's compensation claims, damage to hotel/motel rooms, and damage to public/private property due to their crews' negligence. Include in this agreement that weekly invoicing for work performed by the contractor is expected by the cooperative.
31. Engineering firms may need to be used to prepare bid specifications. Utilize their services during a disaster situation. This will also help in allowing the cooperative's in-house engineering and staking department personnel to stay ahead of contractors and construction crews with staking and material sheets, **which is absolutely necessary**.
32. As soon as possible during the disaster, utilize public relations personnel, part- time employees, or possibly retirees to take both still pictures and videos of the damage. This serves two purposes: **1.)** It makes a permanent record of the amount of ice that was on the line or the level of devastation caused by a hurricane or tornado, thus making damage repair estimates more realistic; and, **2.)** Photos and videos can be used to show FEMA and/or state emergency management personnel conditions that caused the damage to the cooperative's system. Remember that FEMA and/or state emergency management personnel often do not show up at the cooperative until several days (or weeks) have passed, so these photos and

videos can play a very important role in verifying and validating damage assessments and the necessary levels of permanent repairs to be stipulated in PWs.

33. **Any verbal contract or agreement** between contractors and cooperative personnel should be written down and recorded. A checklist should be made by the engineering/operations departments of documentation to be required from all contract crews. This documentation will serve as backup for review of billing invoices submitted by contractors. If documentation is not present and does not backup an invoice submitted by the contractor, the contractor should be required to find and submit the proper documents before payment is made to the contractor by the cooperative.
34. Contractors should be required to submit weekly invoices, including time sheets, detailing individual crew member names, where they worked, hours worked, equipment used, etc., and listing costs for pieces of equipment used in both the emergency restoration and permanent repair efforts.
35. Engineering/operations personnel should be prepared to document and explain the process used by the local cooperative to select work crews, whether from other co-ops (through the Mutual Aid Plan) or from contract construction crews. An 'Action Plan' detailing how the co- op selected contractors and why specific equipment was requested for the emergency restoration and permanent repairs process should also be developed.

NOTE: Department of Public Safety officials should be notified anytime a cooperative declares an Emergency Outage Situation due to a disaster, thus extending "Hours of Service" driving regulations for certain personnel.