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EMERGENCY OPERATIONS PLAN

Grayson-Collin Electric Cooperative, Inc.

Date Adopted: 4.28.2022

Annual Revision Required, And Dates for Revision Must Be Noted.



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| TABLE OF CONTENTS SECTION I – ADMINISTRATION | 6 |
| I-1 Policy Statement..... | 6 |
| I-2 Scope of Plan | 6 |
| I-3 Legal Compliance..... | 6 |
| I-4 Authority Statement | 6 |
| I-5 Plan Distribution..... | 7 |
| I-5.1 Location and Plan Identification Numbers | 7 |
| I-5.2 Plan Information and Contact Person | 7 |
| I-6 Plan Updating Procedures | 7 |
| I-6.1 Revision Notation | 7 |
| I-7 Plan Training..... | 7 |
| I-7.1 Training Program | 7 |
| I-7.2 Employees..... | 8 |
| I-8 Plan Drills and Exercises..... | 8 |
| I-8.1 Frequency of Drills/Exercise | 8 |
| I-8.2 Exercise/Drill Documentation | 8 |
| SECTION II - GENERAL INFORMATION | 9 |
| II-1 Description of Cooperative and Operations | 9 |
| II-2 Emergency Recognition and Prevention..... | 9 |
| II-2.1 Fire Prevention..... | 9 |
| II-3 Organization and Personnel Responsibilities..... | 10 |
| II-3.1 Emergency Response Team | 11 |
| II-3.2 Key Personnel and Phone Numbers..... | 11 |
| II-3.3 On-Site Personnel | 11 |
| II-3.4 Local & State Organizations and Services..... | 12 |
| II-4 Pre-Identified Supplies for Emergencies | 14 |
| II-5 Communications | 14 |
| II-5.1 Media Relations Policy | 14 |
| II-5.2 Procedures for Communicating During Emergencies | 14 |
| II-5.3 Procedures for Handling Member Complaints During Emergencies | 14 |
| II-6 Emergency Alerting Procedures..... | 15 |
| II-6.1 Notification for Small Area Specific Incidents..... | 15 |
| II-6.2 Notification of Serious or Large Scale Emergency Situation..... | 15 |
| II-7 Evacuation/Shelter in Place and Personnel Accountability | 16 |

| | |
|---|-----------|
| II-7.1 Responsibility to Members and Visitors..... | 16 |
| II-7.2 Management Responsibility..... | 16 |
| II-7.2.1 Emergency Coordinator | 17 |
| II-7.2.2 Supervisors..... | 17 |
| II-7.2.3 Employees..... | 17 |
| II-7.3 Evacuation Points..... | 17 |
| II-7.3.1 Primary Evacuation Points..... | 17 |
| II-7.3.2 Secondary Evacuation Point | 17 |
| II-7.4 Shelter in Place | 18 |
| II-7.4.1 Incident Impacting Only Partial Facility..... | 18 |
| II-7.4.2 Incident Impacting Entire Facility | 18 |
| SECTION III - MAPS & DIAGRAMS OF THE COOPERATIVE FACILITIES..... | 19 |
| SECTION IV - EMERGENCY PROCEDURES..... | 20 |
| IV-1Emergency Medical Situations | 20 |
| IV-1.1 Employee procedures for Medical Emergency | 20 |
| IV-1.2 Administrative Procedures for Medical Emergency | 20 |
| IV-1.3 Emergency Response Team Procedures for Medical Emergency | 20 |
| IV-1.4 Emergency Response for Pandemic Medical Situation | 20 |
| IV-2Fires..... | 21 |
| IV-2.1 Employee Procedures for Fires | 21 |
| IV-2.2 Emergency Response Team Procedures for Fires..... | 21 |
| IV-2.3 Administrative Procedures for Fires | 21 |
| IV-2.4 Emergency Coordinator Procedures for Fires..... | 22 |
| IV-3Severe Weather/Natural Disasters | 22 |
| IV-3.1 Management Checklist for Supplies and Personnel During Weather Emergency | 22 |
| IV-3.2 Employee Procedures for Severe Weather | 23 |
| IV-3.3 Emergency Response Team Procedures for Severe Weather | 23 |
| IV-3.4 Administrative Procedures for Severe Weather..... | 23 |
| IV-3.5 Emergency Coordinator Procedures for Severe Weather | 24 |
| IV-3.6 Cold and Hot Weather Emergencies | 24 |
| IV-4Chemical Releases | 24 |
| IV-4.1 Employee Procedures for Chemical Releases..... | 25 |
| IV-4.2 Emergency Response Team Procedures for Chemical Releases | 25 |
| IV-4.3 Administrative Procedures for Chemical Releases..... | 25 |
| IV-4.4 Emergency Coordinator Procedures for Chemical Releases..... | 26 |
| IV-5Bomb, Chemical and Biological Threats | 26 |
| IV-5.1 Employee Procedures for Bomb Threats | 26 |
| IV-5.2 Emergency Response Team Procedures for Bomb Threats..... | 27 |
| IV-5.3 Administrative Procedures for Bomb Threats | 27 |
| IV-5.4 Emergency Coordinator Procedures for Bomb Threats..... | 27 |
| IV-5.5 Employee Procedures for Chemical and Biological Threats | 28 |

| | |
|---|-----------|
| IV-5.6 Emergency Response Team Procedures for Chemical and Biological Threats | 29 |
| IV-5.7 Administrative Procedures for Chemical and Biological Threats | 29 |
| IV-5.8 Emergency Coordinator Procedures for Chemical and Biological Threats | 29 |
| IV-6 Power Outages | 29 |
| IV-6.1 Employee Procedures for Power Outages | 29 |
| IV-6.2 Emergency Response Team Procedures for Power Outages | 29 |
| IV-6.3 Administrative Procedures for Power Outages | 29 |
| IV-6.4 Emergency Coordinator Procedures for Power Outages | 30 |
| IV-7 Armed Robbery | 30 |
| IV-7.1 What to do if you are robbed. | 30 |
| IV-7.2 Questions you will be asked by Police. | 30 |
| IV-7.3 Administrative Procedures for Armed Robbery | 30 |
| IV-7.4 Emergency Response Team Procedures for Armed Robbery | 30 |
| IV-7.5 Emergency Coordinator Procedures for Armed Robbery | 30 |
| IV-7.6 Preventive Measures | 31 |
| IV-8 Active Shooter | 31 |
| IV-8.1 Profile of an Active Shooter | 31 |
| IV-8.2 How to Respond | 32 |
| IV-8.3 How to Respond When Law Enforcement Arrives | 33 |
| IV-8.4 Information to Provide Law Enforcement or 911 Operator | 33 |
| IV-8.5 Active Shooter Training | 33 |
| IV-8.6 Administrative Procedures for Active Shooter | 33 |
| IV-8.7 Emergency Response Team Procedures for Active Shooter | 34 |
| IV-8.8 Emergency Coordinator Procedures for Active Shooter | 34 |
| IV-8.9 Employee Procedures for Active Shooter | 34 |
| IV-9 Load Shed | 34 |
| IV-9.1 Procedures for Controlled Shedding of Load | 34 |
| IV-9.2 Priorities for Restoring Shed Load to Service | 34 |
| IV-9.3 Registry of Critical Load Members | 34 |
| IV-9.4 Communicating with Critical Load Members, Cooperative Members and the General Public | 35 |
| IV-10 Wildfire Mitigation Plan | 35 |
| IV-10.1 Purpose | 35 |
| IV-10.2 Summary | 35 |
| IV-10.3 Plan Components | 36 |
| IV-10.4 Reporting Fires | 37 |
| IV-11 Cyber Security | 37 |
| IV-11.1 Confidential Data | 37 |
| IV-11.2 Protect Personal and Cooperative Devices | 38 |
| IV-11.3 Safekeeping Emails | 38 |
| IV-11.4 Managing Passwords | 38 |
| IV-11.5 Data Transfers | 39 |
| IV-11.6 Additional Measures | 39 |
| IV-11.7 Remote Employees | 39 |

| | |
|---|-----------|
| IV-11.8 Network and Servers | 40 |
| IV-11.9 Disciplinary Action | 40 |
| IV-12 Physical Security | 40 |
| IV-12.1 Physical Security Incident | 40 |
| SECTION V - TERMINATING THE EMERGENCY | 41 |
| V-1 Recovery of Operations | 41 |
| V-2 Documentation | 41 |
| V-2.1 Responsibility for Incident Documentation | 41 |
| V-3 Incident Investigation | 41 |
| V-3.1 Investigation Responsibilities | 41 |
| V-4 Damage Assessment | 41 |
| V-4.1 Responsibility for Damage Assessment | 42 |
| V-5 Post-Emergency Activities | 42 |
| V-5.1 Incident Debriefing | 42 |
| V-5.2 Critique | 42 |
| SECTION VI - APPROVAL | 43 |
| APPENDIX DOCUMENTS FOR EMERGENCY OPERATIONS PLAN | 44 |
| Bomb Threat Checklist | 44 |
| Armed Robbery Report | 45 |
| Emergency Operations Plan Exercise Evaluation Form | 46 |
| GCEC VAN ALSTYNE EMERGENCY SHELTER MAP | 50 |
| GCEC VAN ALSTYNE EGRESS ROUTES | 52 |
| OSHA Regulations | 62 |

Section I – Administration

I-1 Policy Statement

The purpose of this Emergency Operations Plan is to assist employees and management in making quality decisions during times of crisis. This plan is simply a resource tool providing guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents. The plan will also assist management in ensuring the survivability of the various business activities provided by Grayson-Collin Electric Cooperative, Inc. The plan shall meet the applicable requirements of Federal regulations including 29 CFR 1910.38, and state and local regulations regarding emergency action planning. When an emergency situation occurs, the safety of employees and visitors will be coordinated by the Emergency Coordinator.

I-2 Scope of Plan

It is the intent of Grayson-Collin Electric Cooperative, Inc. to prevent all foreseeable emergency situations that might impact the safety of employees, members, the general public, the electric distribution system and visitors to Cooperative facilities through the implementation of a safety and health program and the regular training of personnel in emergency procedures. However, it is recognized that emergency situations are not totally preventable. Therefore, this plan has been developed to achieve the following objective:

“Provide employees with procedures to follow for effective and safe actions during an emergency situation, including system emergencies, medical emergencies and evacuation/shelter in place procedures.”

This plan shall serve as the emergency operations guide for employees and visitors, in the event of an emergency. The plan has a table of contents, which should be used for expediency when searching for guidance during an emergency incident. While no plan can take into consideration all possible emergency situations, the guidelines included in this plan should assist you in making proper decisions.

This Emergency Operations Plan is designed for Grayson-Collin Electric Cooperative. Unless otherwise stated within the plan, any reference to Grayson-Collin Electric Cooperative, GCEC, company, etc. shall be interpreted to apply to Grayson-Collin Electric Cooperative.

I-3 Legal Compliance

This plan shall comply with the following Federal and State Regulations.

- 29 CFR 1910.38 – Standard for Exit Routes, Emergency Action Plans and Fire Prevention Plans
- Federal OSHA Standards for General Industry
- Public Utility Commission of Texas Emergency Operations Plan Rules

As regulations are revised, the plan should reflect these changes as necessary. Plan updates will be completed as described in Section I-6, “Plan Updating Procedures.”

I-4 Authority Statement

The management of Grayson-Collin Electric Cooperative, Inc. recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore management, by the acceptance of this Emergency Operations Plan, grants authority to those responsible individuals and/or positions named or unnamed in these procedures to implement and carry out the Plan to the termination of the emergency situation. Management also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency techniques such as pandemic, load shed or other system emergencies, evacuation/shelter in place, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

I-5 Plan Distribution

The Emergency Operations Plan is distributed and retrievable electronically via computers, laptops, phones, and iPads. A master copy will be maintained by the General Manager/CEO.

I-5.1 Location and Plan Identification Numbers

All copies of the Plan shall be identified with a copy number. The following is a list of the location and plan numbers as distributed to the departments:

| Plan Number | Department | Location |
|--------------------|------------------------------|-----------------|
| 1. | Warehouse/Metering Personnel | Warehouse |
| 2. | Mechanic Personnel | Mechanic Shop |
| 3. | All Personnel | Dispatch |
| 4. | All Personnel | IT |

I-5.2 Plan Information and Contact Person

Information concerning the plan can be obtained from department supervisors, Emergency Coordinator, or the General Manager/CEO.

I-6 Plan Updating Procedures

The Emergency Operations Plan will be reviewed by the Cooperative Staff at least annually, with recommendations for changes and/or modifications. These recommendations shall be forwarded in writing to the General Manager/CEO who, upon approving the recommended changes, will make the appropriate recommendations to the Board of Directors for its approval. The Emergency Coordinator will keep the General Manager/CEO advised of any changes that may be necessary based on changes to federal, state and/or local regulations and requirements.

I-6.1 Revision Notation

- When revisions are made to the Plan, the page(s) involved with the revision will be provided with a date of issuance and revision number.
- All electronic and physical copies of the Emergency Operations Plan will be updated as required. Along with the changes, any necessary training will be scheduled and administered, according to section I-7.

I-7 Plan Training

To ensure that the Plan is properly followed during emergencies, a training program shall be provided to employees. The objective of the training program shall be to:

- Ensure personnel are knowledgeable of their roles and responsibilities concerning the Plan.
- Ensure personnel are knowledgeable of the Plan's procedures in order to provide a safe response to emergency situations.

I-7.1 Training Program

Personnel shall receive training concerning the Plan to the level of their expected involvement. The specific lesson plans and training topics are to be maintained by the Manager of Safety & Loss Control and the General Manager/CEO. The following is the general training program for each of the identified groups:

I-7.2 Employees

Training Frequency - Employees will receive training during initial employment orientation and refresher training at least annually during safety meetings. When employees change areas or departments in which he or she works, they will receive appropriate training on their responsibilities and actions as required by the Plan for their new area by their department supervisor. All employees will be trained whenever the Plan is changed.

Training level - Employees shall receive training on the general Plan procedures and specific departmental procedures related to the Plan. Training should cover topics such as pandemic response, load shed or other system emergencies, evacuation/shelter in place procedures, incident discovery, notifications, fire extinguishers, and first aid.

Supervisor Training - All supervisors will receive additional training above that received by employees dealing with actions that are necessary to provide for the safety of personnel, visitors, the protection of facility assets, members and the general public.

Emergency Coordinators - All Emergency Coordinators will receive additional training on the specific duties, actions, and responsibilities of their position as identified in the Emergency Operations Plan during an emergency situation.

Emergency Response Team Members - All Emergency Response Team members shall receive specialized training for the response to and handling of emergency situations that could occur.

I-8 Plan Drills and Exercises

To ensure that the Plan will meet current conditions and that all involved individuals will respond properly, the Plan will be tested on a regular basis.

I-8.1 Frequency of Drills/Exercise

The Plan will be exercised at least annually. Specific areas to be evaluated during the annual exercise will include:

- Evacuation/Shelter in Place and accountability of personnel
- Proper workings of alarm system
- Special procedures for evacuation/shelter in place of personnel with special disabilities or impairments
- Response time of emergency response personnel to emergency situation
- Implementation of 3rd party requirements such as outages, load shed or other system emergencies
- Communication with employees, members, media and other parties as required
- Adherence to Plan procedures

I-8.2 Exercise/Drill Documentation

All drills and exercises of the Plan will be documented, indicating the results of the exercise and any problems that were encountered with recommendations for Plan modifications. The Emergency Coordinator will complete all required documentation and submit a copy for review by the Cooperative Staff. The Cooperative Staff shall submit a report indicating results of exercise and changes necessitated by the exercise to the General Manager/CEO.

Section II - General Information

II-1 Description of Cooperative and Operations

The Cooperative is involved in the operations and maintenance of an electrical distribution system. Hazardous materials such as electrical apparatus mineral oil (hydrocarbons) are present. There are no special or extremely high hazard processes at the facility.

II-2 Emergency Recognition and Prevention

Through regularly scheduled safety meetings, employee orientations, safety procedures, training programs and operational procedures, employees will be trained in identifying conditions that might lead to emergency conditions. Employees are instructed as part of their training and orientation on the steps to take to prevent and report emergency situations if these conditions are found to exist. Regular safety training covering actions of employees will be provided as identified in I-7.1 of this plan.

II-2.1 Fire Prevention

The following will outline specific procedures that shall be addressed by the Cooperative to minimize the occurrence and impact from a fire emergency. There are no unusual fire hazards present at the Cooperative. Special emphasis on housekeeping and storage practices are practiced in the operations and warehouse areas in that flammable and combustible material are used and stored here. The Cooperative is committed to preventing the occurrence of fires and situations that may promote a fire.

Fire prevention is the responsibility of all personnel. Employees should follow safe practices to minimize the hazard of fire, and supervisors must ensure that safe practices are followed on a daily basis. Supervisors shall check their work areas on a daily basis for fire prevention problems and report these problems promptly to the Emergency Coordinator for corrective actions.

All fire protection equipment will be inspected at the direction of the Manager of Safety & Loss Control on a monthly basis. Results of inspection will be recorded, and appropriate persons will review the results.

Equipment to be inspected will include:

- Fire extinguishers
- Smoke detectors
- Fire alarm system
- Emergency lighting
- Emergency generators

Areas to be inspected will include:

- Blocked or locked fire exits
- Housekeeping procedures
- Smoking in non-designated areas
- Flammable/combustible materials not stored properly
- Unobstructed access to electrical rooms and panels

II-3 Organization and Personnel Responsibilities

During an emergency situation, the Emergency Coordinator shall have the responsibility of ensuring that proper actions are taken to ensure the safety of employees and visitors. Management grants the Emergency Coordinator the authority to carry out those tasks and functions as identified in the Plan to provide for the safety of personnel. In the event that the primary Emergency Coordinator is not available, then one of the alternates listed in order will assume the responsibilities of Emergency Coordinator.

Emergency Coordinator:

**David McGinnis
General Manager/CEO**

Alternate Emergency Coordinator:

**Jason Sprowl
Manager of Safety and Loss Control**

Secondary Alternate Emergency Coordinator:

**Mark Reynolds
Dispatch/Operations Supervisor**

The Dispatch/Operations Supervisor will serve as the Secondary Alternate Emergency Coordinator in the event that the Emergency Coordinator and Alternate Emergency Coordinator are both unavailable.

In the event that the Dispatch/Operations Supervisor is unavailable or unable to function as the Emergency Coordinator, the first on-scene Management member will function as the Emergency Coordinator.

The Alternate Emergency Coordinator will notify the Emergency Coordinator; as soon as possible, if an emergency situation should occur. Upon arrival, the Emergency Coordinator will assume the duties and responsibilities of the Emergency Coordinator as needed.

The Cooperative has identified technology and telecommunications systems that are vital to continued operations. The Emergency Coordinator will require assistance from all staff level personnel to help restore operations of the following systems:

Mission Critical (Restored within 2-4 hours)

- Telephone System
- NISC's Outage Management
- NISC's Accounting & Customer Information Systems
- Two Way Radio

Tier Two (Restored within 48-96 hours)

- MS Exchange Services
- NISC E-Bill
- NISC's Staking and Mapping Systems

Tier Three (Restored within 3 weeks)

- Phone Voice Recorder
- Automatic Meter Information Systems
- Security Servers
- SCADA
- Phone Master (IVR)
- Electronic Filing
- Other Supplementary Computer Programs

Because the Cooperative utilizes third party software vendors, we have contracted with said vendors who are providing Mission Critical services. They perform backups of data and have hardware systems readily available.

Tier Two and Three Systems will have to be evaluated in the event of disaster recovery.

In the event that telecommunications cannot be restored, the Cooperative has considered alternative office locations that can utilize laptop PC's currently installed in the cooperative's vehicle fleet and other devices assigned to personnel.

II-3.1 Emergency Response Team

The Emergency Response Team has received training to respond to common situations that may be experienced. The Emergency Response Team will be under the direction of the Emergency Coordinator. In the event of an emergency the Emergency Response Team will organize staffing requirements depending on the nature of the emergency.

The Emergency Response Team consists of the following employees:

| | |
|---------------|---------------------------------------|
| Tracy Begley | Manager of Inside Operations |
| Marty Jones | Manager Operations |
| Doug Yates | Manager of Operations |
| Bruce Stevens | Chief Operations Officer |
| Jeff Smith | Manager of Information and Technology |
| Mark Reynolds | Dispatch/Operations Supervisor |
| Ryan Tillett | Operations/Safety Assistant |
| Jason Sprowl | Manager of Safety and Loss Control |
| Keith Simco | Manager of Operations |
| Eddy Reece | Substation Manager |
| Shawn Wright | Line Superintendent |

II-3.2 Key Personnel and Phone Numbers

The following is a list of individuals and groups that may be needed during an emergency. The list is separated into two sections:

Cooperative Personnel—This list includes employees who may be needed during an emergency situation.

Organizations—This list includes local, state, and federal organizations that may be needed to assist in providing services to the facility during an emergency situation.

The list provides home phone numbers and cell numbers.

This list is to be verified every six months or whenever an employee or organization advises that a change has occurred.

II-3.3 On-Site Personnel

Key Personnel who may need to be contacted in the event of an emergency include:

| Key Personnel | Home Phone | Cell Phone |
|----------------------|-------------------|-------------------|
| David McGinnis | 903-821-3023 | 903-815-7308 |
| Bruce Stevens | | 903-815-7170 |
| Jason Sprowl | | 903-821-9979 |
| Mark Reynolds | 903-267-1183 | 903-267-0004 |
| Doug Yates | 903-482-5897 | 903-815-4753 |
| Tracy Begley | 903-482-9830 | 903-821-1955 |
| Jeff Smith | | 903-436-9709 |

II-3.4 Local & State Organizations and Services

Name all emergency responders in your area with phone numbers

| Organization | Non-Emergency Number | Emergency Number |
|--|------------------------|------------------|
| Allen Police Department | 214-509-4200 | 911 |
| Allen- City of Allen | 214-509-4100 | |
| Allen Fire Department | 214-509-4400 | 911 |
| Allen Emergency Management | 214-509-4402 | |
| Anna Police Department | 972-924-2848 | 911 |
| Anna- City of Anna | 972-924-3325 | |
| Anna Fire Department | 972-924-2143 | 911 |
| Bells Police Department | 903-965-7239 | 911 |
| Bells -City of Bells | 903-965-7744 | |
| Bells Fire Department | 903-965-7100 | 911 |
| Blue Ridge- City of Blue Ridge | 972-752-5791 | |
| Blue Ridge Fire Department | 972-752-4027 | 911 |
| Celina Police Department | 972-382-2121 | 911 |
| Celina- City of Celina | 972-382-2682 | |
| Celina Fire Department | 972-382-2653 | 911 |
| Collin County Sherriff's Office | 972-547-5100 | 911 |
| Collin County Emergency Management- Randall Gurney | 972-548-5581 | |
| EPA Region 6 | 800-887-6063 | |
| Fairview Police Department | 972-547-5350 | 911 |
| Fairview- City of Fairview | 972-562-0522 | |
| Fairview Fire Department | 972-886-4238 | 911 |
| Grayson County Emergency Management | 903-813-4217 | |
| Grayson County Emergency Management Coordinator- Sarah Somers | 903-813-4217 | |
| Grayson County Emergency Management Asst. Coord.-Samantha Allison | 903-813-5240 | |
| Grayson County Sherriff's Office | 903-893-4388 | 911 |
| Grayson County Fire Marshall- John Weda | 903-813-4200 Ext. 2284 | |
| Gunter Police Department | 903-433-1717 | 911 |
| Gunter- City of Gunter | 903-433-5185 | |
| Gunter Fire Department | 903-433-2222 | 911 |
| Howe Police Department | 903-532-9971 | 911 |
| Howe- City of Howe | 903-532-5571 | |
| Howe Fire Department | 903-532-6888 | 911 |
| Lowry Crossing- City of Lowry Crossing | 972-542-8678 | |
| Lowry Crossing Fire Department | 972-548-9440 | 911 |
| Lowry Crossing Emergency Management | 972-542-8678 | |
| Lucas- City of Lucas | 972-727-8999 | |
| Lucas Fire Department | 972-727-1242 | 911 |
| Lucas Emergency Management | 972-727-1242 | |
| Melissa Police Department | 972-838-2033 | 911 |
| Melissa- City of Melissa | 972-838-2338 | |
| Melissa Fire Department | 972-838-1383 | 911 |

| | | |
|---|------------------------------|-----|
| Melissa Emergency Management | 972-837-1268 | |
| McKinney Police Department | 972-547-2700 | 911 |
| McKinney- City of McKinney | 972-547-7500 | |
| McKinney Fire Department | 972-547-2850 | 911 |
| McKinney Emergency Management | 972-548-2850 | |
| New Hope- City of New Hope | 972-548-2489 | |
| OSHA Region 6 Dallas Office | 972-850-4145 | |
| Parker Police Department | 972-442-0333 | 911 |
| Parker- City of Parker | 972-442-6811 | |
| Parker Fire Department | 972-442-4080 | 911 |
| Parker Emergency Management | 972-442-6811 | |
| Princeton Police Department | 972-736-3901 | 911 |
| Princeton- City of Princeton | 972-736-2416 | |
| Princeton Fire Department | 214-960-1595 | 911 |
| Princeton Emergency Management | 214-726-9425 | |
| Prosper Police Department | 972-347-2226 | 911 |
| Prosper- City of Prosper | 972-346-2640 | |
| Prosper Fire Department | 972-347-2424 | 911 |
| Prosper Emergency Management | 469-207-4731 | |
| Sadler- City of Sadler | 903-564-9607 | |
| Sadler Fire Department | 903-564-5277 | 911 |
| Sherman Police Department | 903-892-7290 | 911 |
| Sherman- City of Sherman | 903-892-7206 | |
| Sherman Fire Department | 903-892-7263 | 911 |
| Sherman Emergency Management | 903-892-7363 | |
| Southmayd Police Department | 903-818-1212 | 911 |
| Southmayd- City of Southmayd | 903-868-9420 | |
| Southmayd Fire Department | 903-893-1234 | 911 |
| Texas Department of Emergency Management Region 1- Kevin Starbuck | 817-212-7013 | |
| Texas Department of Emergency Management District 22- Brian Brockett | 903-813-3431 903-328-7504 | |
| Texas Highway Patrol | 903-893-8833 | |
| Tioga Police Department | 903-437-5293 | 911 |
| Tioga- City of Tioga | 940-437-2351 | |
| Tioga Fire Department | 940-437-0833 | 911 |
| Tom Bean Police Department | 903-546-6413 | 911 |
| Tom Bean- City of Tom Bean | 903-546-6321 | |
| Tom Bean Fire Department | 903-546-6321 | 911 |
| Van Alstyne Police Department | 903-482-5251 | 911 |
| Van Alstyne- City of Van Alstyne | 903-482-5426 | |
| Van Alstyne Fire Department | 903-482-6666 | 911 |
| Weston- City of Weston | 972-382-1001 | |
| Weston Fire Department | 972-382-4219 | 911 |
| Weston Emergency Management | 972-382-1001 | |
| Whitesboro Police Department | 903-564-3585 | 911 |
| Whitesboro- City of Whitesboro | 903-564-3311 | |
| Whitesboro Fire Department | 903-564-9735 | 911 |

II-4 Pre-Identified Supplies for Emergencies

In the event of an emergency situation, GCEC has identified resources that would be necessary for GCEC to continue to operate effectively. GCEC has taken the following steps to ensure that these pre-identified resources will continue to be in adequate supply.

- Ensure the supply of electrical equipment, poles, and other electrical distribution materials are on hand through our distribution supplier Techline.
- In the event of a gas shortage, Douglas Distributing will provide fuel for fleet operations

II-5 Communications

II-5.1 Media Relations Policy

Grayson-Collin Electric Cooperative, Inc. recognizes that it is essential to present accurate and factual information concerning an emergency situation to the news media. In the event of an emergency involving Grayson-Collin Electric Cooperative, Inc., the General Manager/CEO, David McGinnis, is the only authorized individual who may speak with the media. If needed, David McGinnis will delegate this authority on an individual case basis, at his discretion.

Any requests for information concerning the Cooperative, an emergency, employees or visitors shall be referred to the General Manager/CEO.

II-5.2 Procedures for Communicating During Emergencies

In the event of an emergency situation, GCEC members and the general public will receive status updates and other information via the GCEC website, as well as GCEC's social media accounts. The General Manager/CEO David McGinnis along with COO Bruce Stevens will be in contact with the PUC, OPUC, local and state entities, officials, ERCOT, and critical load customers as needed.

II-5.3 Procedures for Handling Member Complaints During Emergencies

Member complaints via telephonic communication are first addressed through the Member Services Department. If the member complaint cannot be addressed to the members satisfaction through a Member Services Representative, then the member complaint will be addressed with a Supervisor/Department Manager.

II-6 Emergency Alerting Procedures

In order to provide for safety, it is essential that early warning of emergency situations be made, so that Emergency Operations procedures can be implemented, and emergency response organizations notified of the situation. The primary means for alerting employees of an emergency situation will be through AlertMedia. AlertMedia is a 3rd party mass notification software company that allows GCEC to send out an instant phone call, email, text, and app push to all employees. The Dispatch/Operations Supervisor is the preferable designee to send out the Emergency Notification. If the Dispatch/Operations Supervisor is unable or unavailable to send out the notification, then the responsibility of Emergency Notification falls on the first manager to be notified of the emergency. AlertMedia software enables the persons receiving the notification to confirm that they have read and received the notification. In the event that the emergency requires evacuation or shelter in place, all GCEC employees must respond to the Emergency Notification once they egress or ingress to their Designated Safe Area. Other means of Emergency Notification may include the telephone system, company radio, or word of mouth. Also, a list of employee phone numbers is posted with every Emergency Operations Plan. Emergency alerting procedures shall be tested as part of the annual drill as identified in I-8 of this Plan.

II-6.1 Notification for Small Area Specific Incidents

Incidents such as a medical emergency at the facility or in the field will generally not require the notification of the entire Cooperative.

- Preferred means of notification - The telephone or company radio will be the preferred means of reporting such emergencies. Reports of emergency situations shall be reported to Dispatch.
- Secondary means of notification - The telephone or company radio will serve as a secondary means of notification of an emergency situation. A “runner” or messenger sent to the nearest safe location for a verbal notification of the situation may also be utilized.

II-6.2 Notification of Serious or Large Scale Emergency Situation

Incidents such as a fire, explosion, weather, load shed, etc. which requires that all or the majority of the facility be notified.

- Preferred means of notification - The preferred means of notification is sending out a mass notification through AlertMedia to all GCEC employees via phone, text, email, and/or app push.
- Secondary means of notification – The telephone or company radio will serve as a secondary means of notification of an emergency situation. A “runner” or messenger sent to the nearest safe location for a verbal notification of the situation may also be utilized.

II-7 Evacuation/Shelter in Place and Personnel Accountability

In some emergency events, evacuation/shelter in place of employees and visitors is of the utmost importance. Some emergency situations will require the evacuation/shelter in place of all or part of the Cooperative. In order to accomplish a safe and timely evacuation/shelter in place, it is critical that an early warning of the emergency situation be communicated to personnel, and action implemented to remove personnel from the hazard area.

The following procedures will be applicable for all evacuations/shelter in place as described for the specific emergency situations of the Plan outlined in Chapter IV.

All emergency incidents require 100% accountability of all GCEC employees. Once an Emergency Notification has been sent out, there will be a survey embedded in this notification with four options to be selected accordingly by the employee.

- Press 1 for- I am safe, and I am at my designated safe area.
- Press 2 for- I am not safe, and I need assistance.
- Press 3 for- I am in the field, and I am safe.
- Press 4 for- I am not scheduled to work, and I am safe.

All employees will select the option that pertains to them, so the Emergency Response Team, Dispatch, Emergency Coordinator, and managers, may act accordingly. Furthermore, this survey allows the above to achieve accountability, and ensure the safety of GCEC employees.

II-7.1 Responsibility to Members and Visitors

As a GCEC employee, we have a duty and responsibility to ensure the highest level of safety for members and visitors while they are physically present at one of our facilities. If a member or visitor is in the building during an emergency situation, the employee with that member/visitor is responsible for the safety of that member/visitor. The employee shall instruct the member(s)/visitor(s) to follow that employee to the Designated Safe Area until the emergency situation has concluded, or the Emergency Coordinator has instructed otherwise. Please note, the member/visitor has a right to leave the premises, if that is the will of the member/visitor. However, this plan of action should be highly discouraged. Explain to the member that there is an Emergency Operations Plan in place, and that GCEC personnel are trained and prepared for such emergency situations. If the member insists on leaving the premises, the employee shall physically escort that member to the door if reasonably feasible.

II-7.2 Management Responsibility

The management of Grayson-Collin Electric Cooperative, Inc. has the responsibility to ensure a safe workplace for its personnel and visitors. As part of this responsibility, each supervisor and employee has a responsibility to ensure that all personnel are evacuated/sheltered in place in a timely and safe manner from the Cooperative and to ensure that all personnel are accounted for following evacuation/shelter in place. The following will outline the responsibility at each level of management during an evacuation/shelter in place:

II-7.2.1 Emergency Coordinator

The Emergency Coordinator shall:

- Ensure that personnel are trained in proper evacuation/shelter in place methods through safety training and evacuation/shelter in place drills.
- Ensure that alarms are sounded in a timely manner when an emergency situation is encountered.
- Determine that all personnel on-site have been accounted for following an evacuation/shelter in place.
- Report status of evacuation/shelter in place to the first responders upon their arrival.
- It is the responsibility of the Emergency Coordinator to notify the next of kin in the unfortunate event of a fatality or serious injury. This responsibility may be designated to another manager only with the Emergency Coordinator's permission.
- Respond to the Emergency Notification Alert once you are at your Designated Safe Area.

II-7.2.2 Supervisors

The Managers/Supervisors shall:

- Ensure that they are familiar with the requirements of the Plan and their responsibilities during an evacuation/shelter in place of their assigned area(s).
- Ensure that personnel assigned to their area(s) are trained in the requirements of the Plan as it relates to them and procedures to follow during an emergency.
- Respond to the Emergency Notification Alert once you are at your Designated Safe Area.

II-7.2.3 Employees

GCEC Employees shall:

- Be familiar with their responsibilities during an evacuation/shelter in place of their assigned work area(s).
- Assist their department supervisor as needed.
- Respond to the Emergency Notification Alert once you are at your Designated Safe Area.

II-7.3 Evacuation Points

Each area of the Cooperative facility has designated primary and secondary evacuation points. In the event of an emergency requiring the evacuation of the facility, all employees are to immediately leave the facility by the designated route to their assigned evacuation point or Designated Safe Area. Should the Primary Evacuation Point be in a hazardous area, employees will then proceed to the designated Secondary Evacuation Point for their assigned work area.

Upon arrival at your Designated Safe Area, employees should respond to the Emergency Notification Alert accordingly.

II-7.3.1 Primary Evacuation Points

- Van Alstyne Building 14568 FM 121 – Truck shed between the warehouse and substation warehouse.

II-7.3.2 Secondary Evacuation Point

- Van Alstyne Building 14568 FM 121- Grassy area with trees outside of the southeast Main Gate.

II-7.4 Shelter in Place

All personnel at the GCEC Van Alstyne Location 14568 FM 121 will take cover inside Dispatch or IT dictated by the location of your desk as outlined on the Emergency Shelter Map. These Maps are placed in locations throughout the building; as well as, found in the Emergency Operations Plan, and in the Appendix of this document.

The following procedures are to be utilized by Grayson-Collin Electric Cooperative personnel for the evacuation or sheltering of employees and visitors in the event of an emergency situation impacting the Cooperative facility.

II-7.4.1 Incident Impacting Only Partial Facility

This would involve a situation such as damage caused to one or more buildings from a fire or weather-related emergency.

- Ensure the safety of all personnel and visitors. This will include sheltering from inclement weather conditions.
- Move to an area that will not be impacted by operations being conducted to resolve the emergency situation.

II-7.4.2 Incident Impacting Entire Facility

This would involve a situation such as a tornado, flood or other danger.

- Ensure for the safety of all personnel and visitors. This will include sheltering from inclement weather conditions or other danger.
- Move to an area that will not be impacted by operations being conducted to resolve the emergency situation.
- If the incident is impacting other parts of the community, County Emergency Management may have opened shelters.

Section III - Maps & Diagrams of the Cooperative Facilities

The following maps and diagrams are included with this plan to assist those who have a need to use this document and may not be familiar with all aspects of the Emergency Operations Plan of Grayson-Collin Electric Cooperative.

All Maps are located in the Appendix of the Emergency Operations Plan.

Section IV - Emergency Procedures

The following are instructions for personnel on proper actions to be taken for personal safety and the actions which are to be implemented to help guide management efforts during an emergency situation.

IV-1 Emergency Medical Situations

IV-1.1 Employee procedures for Medical Emergency

- Call Dispatch.
- Advise nature of problem.
- Advise your exact location.
- Advise as to the severity of the problem.
- Render first aid as trained.
- If there are adequate personnel, send another employee or bystander to direct the Emergency Response Team members.

IV-1.2 Administrative Procedures for Medical Emergency

Obtain from the caller:

- His or her exact location.
- Nature of problem.
- Severity of problem
- Notify 911.
- Notify Emergency Response Team members as needed.
- Send one person to meet first responders.

IV-1.3 Emergency Response Team Procedures for Medical Emergency

- Upon receipt of call immediately respond to the location.
- Provide Emergency Coordinator updated information, if available.
- Inform Emergency Coordinator of any additional resources required.
- Render first aid as appropriate.
- In the case of a medical emergency, David McGinnis, Bruce Stevens, Marty Jones, Keith Simco, Eddy Reece, Ryan Tillett, Doug Yates and/or Jason Sprowl will be the Emergency Response Team.

IV-1.4 Emergency Response for Pandemic Medical Situation

- Upon determination of a pandemic medical situation, the Emergency Coordinator will activate the system for Emergency Notification of employees.
- Employees not affected by the pandemic illness and capable of performing duties will be asked to respond to work, in shifts if necessary.
- Intracompany employees may be asked to perform duties of others in the event that there are not enough healthy employees to maintain vital services to the Members of Grayson-Collin Electric Cooperative.
- If necessary, the Emergency Coordinator will call on contractors to other duties such as line maintenance and/or new construction.
- If necessary, the Emergency Coordinator will call on Texas Electric Cooperatives to enact mutual aid agreements with other electric cooperatives within the state.

IV-2 Fires

IV-2.1 Employee Procedures for Fires

Fire Discovered by Employee

- Clear the area of all other personnel and visitors.
- Instruct all personnel to evacuate the affected facility.
- Confine the Fire by closing the door to the area.
- Contact Dispatch and inform them of the situation. (Dispatch will notify the proper authorities and send the Emergency Notification Alert.)
- Use portable fire extinguisher to contain the fire, if it can be done safely.
- Provide assistance to the Emergency Response Team as requested.

Evacuation/Shelter in Place Order Given—Employee Procedures

- Upon hearing the evacuation/shelter in place order given, employees will evacuate the building or shelter in place using the most expedient route.
- Assist visitors with evacuation/shelter in place as needed
- Once you have left the building or properly sheltered in place, do not go back in until instructed to do so by the Emergency Coordinator and/or your supervisor.
- Respond to the Emergency Notification Alert and report to your supervisor in the Designated Safe Area for your building.

IV-2.2 Emergency Response Team Procedures for Fires

- Upon receipt of call, immediately respond to the location.
- One team member goes to meet and direct first responders and emergency vehicles.
- Assist in evacuation/shelter in place of employees and visitors.
- If fire is still in incipient stage, attempt to extinguish it.
- Assist fire department officials as requested.

IV-2.3 Administrative Procedures for Fires

Obtain from the caller:

- The exact location
- Nature of problem
- Notify fire department at 911
- Contact Dispatch, or instruct someone to notify Dispatch so they may send the Emergency Notification Alert
- Send Emergency Notification Alert to all GCEC employees
- Send one person to meet and direct first responders.

IV-2.4 Emergency Coordinator Procedures for Fires

- Respond to all reported fires and direct the actions of the Emergency Response Team and employees.
- Ensure that necessary actions such as evacuation/shelter in place, accountability of personnel, fire suppression of incipient fires, etc. are initiated.
- Advise the Fire Officer in Charge as to present conditions (location of fire, missing personnel, chemicals involved, etc.).
- Inform the Fire Officer in Charge of the available assistance support personnel can provide (utility shut down, floor plan lay out, contents of facility, hazardous materials storage, etc.) via the Emergency Operations Plan.
- Relocate employees and visitors to an area of safe refuge, if necessary.
- Establish communications to allow employees and visitors to notify their relatives of their whereabouts and status.
- Assess damage impact, such as areas of building that cannot be re-occupied.
- Once the Fire Department returns control of the building to management, the Emergency Coordinator shall assess what temporary work is feasible to be performed by employees to minimize further damage. Such work may include covering ventilation openings made by the firefighters, securing forced doors from rescue operations, shutting down any necessary utilities to prevent further incident.

IV-3 Severe Weather/Natural Disasters

Severe weather can take the form of numerous situations including tornadoes, hurricanes, earthquakes, floods, and cold or hot weather emergencies. All of these situations can potentially impact GCEC's system. Most severe weather situations provide some degree of warning or buildup, which will allow for necessary preparations to be implemented. Of the situations listed above, a tornado is the most probable situation that will impact the Grayson-Collin Electric Cooperative system with little or no warning. The National Weather Service classifies tornado weather in the following manner:

- Tornado Watch—A tornado watch means that tornadoes may occur in or near the area.
- Tornado Warning—A tornado warning is issued when a tornado has actually been sighted or has been indicated on weather radar and may strike in the immediate area.

IV-3.1 Management Checklist for Supplies and Personnel During Weather Emergency

This checklist is a tool for GCEC management to prepare for a severe weather emergency. Post-emergency after action meetings have shown that organizing a plan for supplies and personnel is critical for GCEC operations.

- Organize groups of employees through AlertMedia in preparation for long work hours and possible shift scheduling. Said groups will be comprised of inside employees, outside employees, qualified power line crews, non-qualified support personnel and other possibilities as the emergency situation dictates.
- Ensure the supply of electrical equipment, poles, and other electrical distribution materials are on hand through our distribution supplier Techline.
- In the event of a fleet fuel shortage, Douglas Distributing will provide fuel for fleet operations.

IV-3.2 Employee Procedures for Severe Weather

Tornado Watch

- Keep outdoor activities to a minimum.
- If outdoors, be observant for revolving, funnel-shaped clouds.
- Monitor the weather radio, television broadcasts and various weather apps for updates.
- If a tornado is sighted immediately notify Dispatch to enact the Emergency Alerts and take shelter.

Tornado Warning

- Immediately take shelter.
- Your best protection is a reinforced concrete or steel-framed structure.
- All personnel at the GCEC Van Alstyne Location 14568 FM 121 will take cover inside Dispatch or IT, dictated by the location of your desk as outlined on the Emergency Shelter Map. These Maps are placed in locations throughout the building; as well as, found in the Emergency Operations Plan, and in the Appendix of this document.
- Take action to protect yourself from injury, blown away, struck by falling objects, or struck by flying objects.
- Stay away from windows to avoid flying debris.
- If a tornado is rapidly approaching and you cannot reach a safe shelter, lie flat in the nearest depression or ditch and cover your head with your arms.

IV-3.3 Emergency Response Team Procedures for Severe Weather

Emergency Response Team members will respond as needed for severe weather conditions. The response to severe weather incidents by the Emergency Response Team may be an after-the-fact response and primary responsibility will be for the evacuation/shelter in place and accountability of employees and visitors.

IV-3.4 Administrative Procedures for Severe Weather

Monitor Weather Alert Radio and report severe weather alerts from the National Weather Service as follows:

- On receipt of a severe weather advisory notify Dispatch or the Emergency Coordinator.
- Monitor the weather radio, television broadcasts and weather apps, providing updates to Dispatch or the Emergency Coordinator as necessary or requested.
- Implement any actions as requested by the Emergency Coordinator.
- If a tornado is sighted or reported to be approaching the facility, notify Dispatch to send out the Emergency Notification Alert to all GCEC employees.
- Instruct all personnel to seek cover.
- Notify Dispatch to contact 911 and report the situation.

IV-3.5 Emergency Coordinator Procedures for Severe Weather

- Respond to and direct the actions of the Emergency Response Team and employees in securing the Cooperative and its facilities in preparation of severe weather conditions.
- Ensure that necessary actions such as evacuation/shelter in place, accountability of personnel, and securing of Cooperative facilities property are initiated.
- Relocate employees and visitors to an area of safe refuge, if necessary.
- Establish communications capabilities to allow employees and visitors to notify their relatives of their whereabouts and status.
- Assess damage impact, and areas of the building that cannot be re-occupied.
- Assess what temporary work is feasible to be performed by employees to minimize further damage.

IV-3.6 Cold and Hot Weather Emergencies

Make preparations based upon local/national weather forecasts in regard to cold and hot weather emergencies. In preparation for long work hours during a cold or hot weather emergency, outside and inside employees are divided in groups in order to prepare for shiftwork.

- Prepare safe entries and exits at the facility as necessary
- Removal of ice and snow from sidewalks and parking lots
- Assess and ensure that employees have a safe mode of transportation to work during icy/snowy conditions
- Provide meals, snacks and water for employees working in extreme conditions
- Winterize all vehicles and equipment (fuel additive, tire chains, windshield deicer)
- Ensure all line trucks are stocked with appropriate tools and materials
- Assess device and equipment settings system wide, then make changes to device and equipment settings as needed
- Coordinate with contractors, distributors and vendors to ensure they are logistically and physically prepared for the upcoming weather event.

IV-4 Chemical Releases

Chemical releases can be classified into two distinct categories:

- **Incidental Releases** - Incidental releases are small isolated releases of chemicals such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental spills can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment. This type of incident would not require the response of the Emergency Response Team or Local Fire Department.
- **Emergency Releases** - Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local first responders would be considered an Emergency Release. For the purpose of this Emergency Operations Plan, only Emergency Releases will be addressed. Incidental releases of chemicals are covered in the Hazard Communication Program.

IV-4.1 Employee Procedures for Chemical Releases

- Clear the area of all personnel and visitors—Instruct personnel to evacuate the facility if the affected area is inside a building.
- Confine the release by closing the door to the area if inside a building.
- Stop all HVAC operations.
- Contact Dispatch and inform them of the situation, and advise as to the nature of and exact location of the problem and chemical release.
- Dispatch will notify the proper authorities
- If the situation appears to be a serious release, start the evacuation order and begin evacuation of the involved building.

IV-4.2 Emergency Response Team Procedures for Chemical Releases

- Upon receipt of call immediately respond to the location.
- The action of the Emergency Response Team during an emergency chemical release will generally be limited to securing the area and evacuation.
- Make sure that all HVAC operations have ceased.
- The Emergency Response Team will provide updated information if available.
- The first arriving ERT member will report an initial assessment of the situation.
- Assist in evacuation of visitors and employees.
- Assist fire department officials as requested.

IV-4.3 Administrative Procedures for Chemical Releases

Obtain from the caller:

- Their exact location.
- Nature of problem.
- Notify fire department at 911.
- Notify Emergency Response Coordinator.
- Designate someone to meet and direct First Responders.
- Send Emergency Notification Alert to all GCEC employees, if warranted by the emergency.

IV-4.4 Emergency Coordinator Procedures for Chemical Releases

- Respond to all reported chemical releases and direct the actions of the Emergency Response Team and employees.
- Ensure that necessary actions such as evacuation, accountability of personnel, restricting access to hazards are initiated as warranted.
- Advise the First Responder in charge as to present conditions (location of chemical release, missing personnel, chemicals involved, etc.).
- Provide copy of material safety data sheets for chemical(s) involved to Official in charge.
- Advise the Official in charge of the available assistance that personnel can provide (utility shut down, floor plan lay out, contents of facility, hazardous materials storage, etc.) via the Emergency Operations Plan.
- Relocate employees and visitors to an area of safe refuge, if necessary.
- Establish communications capabilities to allow employees and visitors to notify their relatives of their whereabouts and status.
- Provide for the proper cleanup and removal of chemical materials.
- Assess damage impact, areas of building that cannot be re-occupied.
- Once the Responding Officials return control of the building to the General Manager/CEO, the Emergency Coordinator shall assess what temporary work is feasible to be performed by employees to minimize further damage.

IV-5 Bomb, Chemical and Biological Threats

IV-5.1 Employee Procedures for Bomb Threats

If you receive a telephone call from an individual reporting a bomb threat, try to transfer them to the Manager/CEO David McGinnis. If this is not possible, ask the following questions using the bomb threat check list for documentation purposes.

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- Where are you calling from?

Immediately following the completion of the call, notify Dispatch.

Note that the Bomb Threat Checklist is located in the Front Lobby of all GCEC buildings, is with all copies of the Emergency Operations Plan, and is in the Appendix of this document.

DO NOT USE YOUR RADIO OR CELL PHONE TO REPORT THE PROBLEM. Radio transmissions can detonate an explosive device.

If you discover an explosive device, do not touch it or move it in any way. Immediately notify Dispatch, the Emergency Response Coordinator and your Supervisor.

IV-5.2 Emergency Response Team Procedures for Bomb Threats

- Other than the Emergency Coordinator and/or General Manager/CEO, the ERT will not respond to the scene of a bomb threat.

IV-5.3 Administrative Procedures for Bomb Threats

- Obtain as much information as possible concerning the bomb threat. Use the Bomb Threat Checklist for documentation purposes.
- Notify the Emergency Coordinator and inform of the situation.
- Call 911.
- Send the Emergency Notification Alert **using only the Email** function.
- Assist First Responders as requested.

IV-5.4 Emergency Coordinator Procedures for Bomb Threats

- Coordinate efforts to control the situation as necessitated by the emergency.
- Make a determination as whether to evacuate the involved area(s).
- Provide assistance to First Responders as necessary.

IV-5.5 Employee Procedures for Chemical and Biological Threats

Chemical or biological threats targeting individuals, or the Cooperative can be controlled by screening incoming materials and by following the procedures listed below. Various Public Safety Agencies have plans in place to deal with these types of threats. The following procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of suspect packages are:

- Liquid leaking from package
- No return addresses
- Hand written or poorly typed address
- Misspelling of common words
- Restrictive markings such as “Confidential” or “Personal”
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post markings and/or writing
- Source of the letter/package is not recognized by the recipient

If you receive a letter or note that threatens chemical or biological contamination or other suspect substances:

RELAX AND REMAIN CALM – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax. If the suspected biological agent is reported as anthrax, be assured that it is not generally contagious, and that treatment is available and effective if administered before the onset of symptoms.

Contact Dispatch and inform them of the situation. They will notify the proper authorities.

Remain at the location until the Emergency Coordinator arrives with instructions.

If you inadvertently open a suspect package/letter or it is leaking liquid or an unknown substance:

- **IMMEDIATELY** set the item down gently at the location where it was opened.
- Contact Dispatch and inform them of the situation.
- All potentially exposed persons should wash exposed skin surfaces with soap and water.
- Return to an area adjacent to the initial exposure and wait for Emergency Response Personnel. (For example: Hallway outside of the original room.)
- Do not allow others into the area. If anyone enters the area, they should stay in the area until instructed to leave.

Public Safety and Healthcare Providers can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

What you should not do:

- **DO NOT** pass the letter or package to others to examine.
- **DO NOT** touch, smell, taste, or try to analyze the substance.
- **DO NOT** disturb the contents in the letter or package. Handling the letter/package may only spread the substance inside and increase the chances of getting it into the air.
- **DO NOT** ignore the threat, it must be treated as real until properly evaluated.
- **DO NOT** leave the building until instructed to do so.

IV-5.6 Emergency Response Team Procedures for Chemical and Biological Threats

- Other than the Emergency Coordinator and/or the General Manager/CEO, the ERT will not respond to the scene of a chemical or biological threat.

IV-5.7 Administrative Procedures for Chemical and Biological Threats

- Obtain as much information as possible concerning the situation.
- Notify the Emergency Coordinator and inform of the situation.
- Call 911.
- Contact Dispatch, or instruct someone to notify Dispatch so they may send the Emergency Notification Alert
- Assist First Responders as requested

IV-5.8 Emergency Coordinator Procedures for Chemical and Biological Threats

- Respond to all reported chemical or biological threats and coordinate the actions of employees and emergency personnel.
- Ensure that necessary actions such as evacuation, accountability of personnel, restricting access to hazards are initiated.
- Advise the responding emergency personnel as to present conditions in the building.
- Advise the responding emergency personnel of the available assistance that personnel can provide (utility shut down, floor plan lay out, contents of facility, hazardous materials storage, etc.) via the Emergency Operations Plan.
- Relocate employees and visitors to an area of safe refuge, if necessary.
- Establish communications capabilities to allow employees and visitors to notify their relatives of their whereabouts and status.
- Assess affected impact, areas of the building that cannot be occupied. Operations should be set up at a secondary location if applicable, to handle routine daily business. Unaffected employees should be directed to the secondary location to assist in daily operations.
- Provide for the proper cleanup and removal of chemical / biological materials.

IV-6 Power Outages

IV-6.1 Employee Procedures for Power Outages

- Unless there is another related problem, such as a fire, remain in your designated work area unless directed differently by a supervisor.
- Assist visitors as necessary.
- Use flashlights for illumination.
- DO NOT use candles or other types of flame/heat producing devices for illumination.

IV-6.2 Emergency Response Team Procedures for Power Outages

- The ERT will generally not respond to the scene of a power outage unless requested by the Emergency Coordinator.

IV-6.3 Administrative Procedures for Power Outages

- If facility wide power outage, notify the General Manager/CEO David McGinnis.
- Provide assistance as requested by Emergency Coordinator.

IV-6.4 Emergency Coordinator Procedures for Power Outages

- Attempt to verify the cause and extent of problem.
- Problem isolated to facility or area wide problem?
- Provide portable lighting as needed.

IV-7 Armed Robbery

The following are instructions for personnel to follow in the event of an Armed Robbery.

IV-7.1 What to do if you are robbed.

- Stay calm and do what you are told. Avoid putting yourself in any more danger.
- Observe the robber's physical features and take note of the clothing, speech, and mannerisms.
- Important things to look for are height and weight, race, sex, age, color of hair and haircut, complexion, facial hair (beard, sideburns, mustache), color of eyes and eyeglasses, scars or other unusual marks, speech including accent or lisp, clothing, jewelry and weapon.
- Preserve all evidence that is left, or surfaces touched by the robber.
- Observe the direction of escape and mode of travel (vehicle color, make, license number).
- Lock the door as soon as safe to do so after robber has left. Do not touch any part that the robber might have touched.
- Contact Dispatch. If you must remain on the phone with emergency services, then instruct someone to call dispatch so Dispatch may contact 911 and send the Emergency Notification Alert as necessitated.
- Obtain names and addresses of all witnesses that want to leave before First Responders arrive.
- Start writing down all observations of incident (use Suspect I.D. form in Appendix).
- Cooperate with First Responders and Officials.

IV-7.2 Questions you will be asked by Police.

- When and where did robbery occur?
- Has anyone been injured?
- What did the suspect look like?
- What was suspect wearing?
- Was there a weapon? If so, what type?
- How did the robber leave?
- What direction did robber go?

IV-7.3 Administrative Procedures for Armed Robbery

- Contact Dispatch or instruct someone to notify Dispatch so they may contact 911 and send the Emergency Notification Alert as necessitated.
- Proceed to obtain accountability of all GCEC employees.

IV-7.4 Emergency Response Team Procedures for Armed Robbery

- Other than the Emergency Coordinator and/or the General Manager/CEO, the ERT will generally not respond to the scene of an armed robbery unless requested by the Emergency Coordinator.

IV-7.5 Emergency Coordinator Procedures for Armed Robbery

- Assist responding law enforcement with their investigation.

IV-7.6 Preventive Measures

- Keep the cash on hand minimal by making frequent deposits.
- Count the cash drawer and deposits in a secure place.
- Don't carry a marked bank deposit bag—always be sure deposits are well concealed.
- Vary your deposit times and route, you may also alternate deposits between the management.
- Attempt to have a minimum of 2 people to open and close.
- Keep all exterior doors locked before opening and after closing.
- Be alert of strangers who inquire about your hours of work, number of employees, security systems, business layout, etc. Many of our consumers ask these questions but be alert to any out of the ordinary questions.
- Be aware of suspicious persons who seem to be hanging around the business before opening or near closing times.
- A robber usually will not have his vehicle within view, in most cases. He will be on foot with a vehicle hidden nearby.
- A robber may appear to “hesitate” before entering the business. He may scan the area or “adjust” in final preparation.
- Never assume that a robber is alone—he may have accomplices outside or even elsewhere inside the business.
- Have a plan to follow in the event of a robbery. Make all employees familiar with the procedures and conduct refresher training periodically.
- Have the Armed Robbery Report found in the Appendix of the Emergency Operations Plan available to write down descriptions and preserve the crime scene.

IV-8 Active Shooter

The following are instructions and information for GCEC employees related to planning and preparedness for an active shooter situation.

IV-8.1 Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

IV-8.2 How to Respond

The following are instructions on how to respond to an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises.

- Know your egress routes to know the quickest path to an exit.
- Do not take time to gather your belongings, leave them behind if it is not already on your person.
- Prevent individuals from entering an area where the active shooter may be.
- Contact Dispatch or instruct someone to notify Dispatch so they may contact 911 and send the Emergency Notification Alert as necessitated.
- Respond to the Emergency Notification Alert once you reach your Designated Safe Area

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items
- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- Call Dispatch, if possible, so they may send the Emergency Notification Alert to all employees

3. Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit to your actions

IV-8.3 How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. According to research:

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, and handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- For employees that concealed carry, holster your weapon; do not have the weapon in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises, or follow with the Emergency Operations Plan Egress Routes

IV-8.4 Information to Provide Law Enforcement or 911 Operator

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

According to research, the first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Respond to the Emergency Notification Alert once you have arrived at your Designated Safe Area. Do not leave until law enforcement authorities have instructed you to do so.

IV-8.5 Active Shooter Training

To best prepare GCEC employees for an active shooter, active shooter training and/or active shooter mock drills shall be conducted annually. Together, the Emergency Operations Plan and training exercises will prepare GCEC to effectively respond and help minimize the loss of life.

IV-8.6 Administrative Procedures for Active Shooter

Once you are at a Designated Safe Area, or an area that is out of immediate danger of the active shooter:

- Contact Dispatch, or instruct someone to contact Dispatch so they may contact 911 and send the Emergency Notification Alert
- Assist in achieving accountability of all GCEC employees.

IV-8.7 Emergency Response Team Procedures for Active Shooter

- Other than the Emergency Coordinator and/or the General Manager/CEO, the Emergency Response Team will generally not respond to an Active Shooter situation.

IV-8.8 Emergency Coordinator Procedures for Active Shooter

- Assist responding law enforcement with their investigation
- Assist in achieving accountability of all GCEC employees

IV-8.9 Employee Procedures for Active Shooter

Once you are at a Designated Safe Area, or an area that is out of immediate danger of the active shooter:

- Contact Dispatch, or instruct someone to contact Dispatch so they may contact 911 and send the Emergency Notification Alert
- Stay calm, and obey law enforcement commands

IV-9 Load Shed

When the Electric Reliability Council of Texas (ERCOT) has determined that there is not enough generation available to serve the demand for electricity, and all other solutions available to ERCOT have been exhausted, ERCOT will instruct utilities to reduce power on the system to balance supply and demand. The following are instructions and information for GCEC employees related to planning and preparedness for a load shed event.

IV-9.1 Procedures for Controlled Shedding of Load

- Grayson-Collin Electric Cooperative will receive a notification from Rayburn Country Electric Cooperative, by email, phone call and text.
- Dispatch will initiate the Alert Media notification system to employees needing to report to the Cooperative or Cooperative facilities.
- Managers/Supervisors will activate Load Shed Event procedures to necessary employees and begin to start the load shed process.
- Grayson-Collin Electric Cooperative will shed their portion of ERCOT total system load and will continue to alternate our portion of load until Rayburn Country Electric Cooperative and/or ERCOT gives the Cooperative a directive to end the Load Shed Event.
- Dispatch will use Alert Media, notifying all employees the Load Shed Event has been terminated.
- Dispatch will send all records of the Load Shed Event to Rayburn Country Electric Cooperative.

IV-9.2 Priorities for Restoring Shed Load to Service

Grayson-Collin Electric Cooperative will execute all load shed orders as issued by Rayburn Country Electric Cooperative and/or ERCOT. Once the balance of supply and demand has been restored, as dictated by ERCOT, Rayburn Country Electric Cooperative will not issue further involuntary load shed orders. GCEC will prioritize re-energizing feeders with the largest load to feeders with smaller loads. Priority will be given to restoring service to feeders with Critical Loads when shedding of load on these feeders could not be avoided.

IV-9.3 Registry of Critical Load Members

Grayson-Collin Electric Cooperative provides service to a variety of critical load members. GCEC maintains a registry of all critical load members through the Operations and Dispatch Departments. The registry of critical load members is prioritized on a critical need basis. The registry of critical load members is updated as necessary and annually to maintain accuracy of critical load members.

IV-9.4 Communicating with Critical Load Members, Cooperative Members and the General Public

Grayson-Collin Electric Cooperative prides itself in relation to communication with members. GCEC has a thriving Member Services Department that is trained and available to address any inquiry that a GCEC member or future GCEC member may have. During unplanned forced outages, a trained Member Services Representative will be available to address any critical load members' questions or concerns. In the event that a critical load members' issue cannot be resolved by a trained Member Services Representative, an Operations Supervisor will be available to address the critical load members' issue.

In addition to communicating with Critical Load members, the Cooperative has determined that communication with all members and the general public are of utmost importance before, during and following a Load Shed event or other outage situation. The Cooperative Communications Department and the Emergency Coordinator will begin said communications covering expectations as weather conditions and other statewide or national events indicate a potential emergency. These communications activities will continue throughout the emergency as situations change or additional information becomes available. These Communications efforts will include, but will not be limited to, the use of the Cooperative website (www.gcec.net), Cooperative Social Media presences (Facebook/Twitter), local broadcast and/or radio stations, text and email with members.

IV-10 Wildfire Mitigation Plan

As of the first quarter of 2022, Grayson-Collin Electric Cooperative serves approximately 70,000 meters and operates over 5,200 miles of distribution power lines for primarily residential members located mostly in rural areas of the north central Texas counties of Grayson, Collin, Denton, Fannin, and Cooke. The service area consists of alternating woodlands and prairies of the Texas Cross Timbers; as well as a strip of rich and fertile agricultural land in the Blacklands of north central Texas.

IV-10.1 Purpose

The primary purpose of this Wildfire Mitigation plan is to:

- Minimize the chance that GCEC's overhead electric power lines may be the source of ignition of a wildfire
- Aggressively address wildfire prevention and mitigation through maintenance and inspections procedures
- Implement a wildfire plan that concentrates on preventing wildfire as a top priority
- Utilize all resources possible to reduce or eliminate the possibility of any fire hazards

IV-10.2 Summary

This Wildfire Mitigation Plan details the overall measures that Grayson-Collin Electric Cooperative, Inc. has in place to minimize the threat of overhead power line ignited wildfires. GCEC's plan reflects the separate operational plans and programs set in place on fire prevention pre-planning, threat mitigation, fire readiness, response, and suppression in association with the operations in the territory of GCEC's overhead electric power facilities. This will also include adequate staffing, resources, and materials if such situation should occur. The cooperative will make every effort to implement the plans set forth in this plan, in advance of a potential incident to ensure appropriate operations and response in an efficient manner.

IV-10.3 Plan Components

Fire Prevention Pre-Planning

- Education
 - Detailed research on wildfire risk; including potential causes, prevention methods, emergency plans, and recovery
 - Communication with local first responders (law enforcement, fire agencies, public works)
 - Reporting with local, state and federal agencies to share information, plans, and strategies
 - Monitor Nations Weather Service (NWS) or other agencies for Red Flag Warnings
 - Promote and participate in wildfire prevention and safety programs
 - Inform and educate members on electrical safety and share information regarding wildfire prevention and mitigation
- Intelligence Gathering
 - Texas A&M Forest Wildfire risk assessment portal – <https://www.texaswildfirerisk.com/>
 - Texas A&M Forest Service – <http://txforestservice.tamu.edu>
 - Texas Fire Department Directory – <http://tfsfrp.tamu.edu/fdd/directory>
 - National Fire Protection Association – <https://www.nfpa.org/>
 - Wildfire Mitigation – <https://www.fema.gov/>
 - Contacts:
 - Bruce Woods | Mitigation and Prevention Department Head | Texas A&M Forest Service – (979) 458-7362 or email bwoods@tfs.tamu.edu
 - Melanie Karns | Hazard Mitigation Coordinator I | Texas A&M Forest Service – (979) 458-7362 or email mkarns@tfs.tamu.edu
 - FEMA Regional Office | (940) 898-5559

Threat Mitigation

- Vegetation Management
 - Regular line patrols
 - Regular Right of Way inspections
 - Maintain regulatory clearance requirements
 - Hazardous tree identification & trimming away from power lines
 - Brush removal
 - Removal of dead vegetation and other hazardous items
- Overhead Maintenance & Inspections
 - Regularly scheduled maintenance and inspections of overhead lines and poles
 - On-ground routine inspections
 - Pole replacement and reinforcement
 - Regular equipment maintenance inspections
- Line Circuit Monitoring
 - Identification of high threat/pre-failure line apparatus
 - Identification of high threat zones including: landscape conditions, historical fire occurrence, weather conditions, terrain and potential fire behavior
- Notification of Threat
 - Briefing of crew(s) entering high threat zones
 - Communication to employer/employees/members
 - Communication to local first responders

Response and Suppression to Fire Incidents

- Enforce emergency response plan

- When necessary, have cooperative personnel available to de-energize power lines, sectionalize power lines, reroute feeds or any other actions to ensure safety
- Establish communication and coordination with local entities, government, and fire agencies
- Notify members
- Increased readiness and training via change in circumstances
- Strategy for public safety
- Procurement and allocation of manpower from unaffected areas
- Field readiness

Post Incident Recovery

- Remediation Activities
 - Clearing of hazardous, burned, or damaged vegetation or items in recovery zone
 - Identify, repair or replace damaged equipment
 - Cleaning of conductors and insulators for fire retardant and particulate matter
- Critique Process
 - Conduct a post event critique following the recovery of the incident
 - Participate in joint public sessions to identify areas for improvement or lessons learned
 - Review and modify operations and plans

IV-10.4 Reporting Fires

Grayson-Collin Electric Cooperative, Inc. employees shall report wild fires by contacting “911” immediately. While reporting a fire, personnel are to provide the following information:

- Name
- Call back phone number
- Location – Legal description & Descriptive location
- Fire Information – size in acres, rate of speed, wind conditions

IV-11 Cyber Security

This document includes guidelines and provisions for security measures to help mitigate cyber security risk. It applies to all cooperative employees, contractors, volunteers, and anyone who has permanent or temporary access to the cooperative’s systems and hardware.

IV-11.1 Confidential Data

Confidential data is valuable and is to be kept secret. Cooperative confidential data includes:

- Unpublished financial information
- Data of members/partners/vendors
- Patents, formulas, or new technologies
- Member lists (existing and prospective)

All employees are obliged to protect this data.

IV-11.2 Protect Personal and Cooperative Devices

When employees use their digital devices to access cooperative emails or accounts, they introduce security risk to cooperative data. Employees are to keep both their personal and cooperative-issued computer, tablet, and cell phone secure. To keep these devices secure:

- Keep all devices password protected
- Choose and upgrade a complete antivirus software
- Do not leave devices exposed or unattended
- Install security updates to browsers and systems monthly or as soon as updates are available.
- Log into cooperative accounts and systems through secure and private networks only.

Employees are advised to avoid accessing internal systems and accounts from other people's devices or lending their own devices to others.

Employees are to follow instructions to protect their devices and refer to cooperative IT personnel with any questions.

IV-11.3 Safekeeping Emails

Emails can host scams and malicious software. To avoid virus infection or data theft, employees must:

- Avoid opening attachments and clicking on links when the content is not adequately explained (e.g., "Watch this video, it's amazing.")
- Be suspicious of clickbait titles (e.g., offering prizes, advice).
- Check email and names of people they received a message from to ensure they are legitimate.
- Look for inconsistencies or giveaways (e.g., grammar mistakes, capital letters, excessive number of exclamation marks).
- Verify original sender through alternative means (e.g., phone call, text message) if the email seems suspicious, but originates from what appears to be an otherwise trusted source.

If an employee isn't sure that an email they received is safe, they can refer to cooperative IT personnel.

IV-11.4 Managing Passwords

Password leaks are dangerous since they can compromise the cooperative's entire infrastructure. Not only should passwords be secure so they will not be easily hacked, but they should also remain secret. For this reason, employees are to:

- Choose passwords that meet the requirements of the Information and Technology Department, but said password requirements are not published as a part of this Emergency Operations Plan which may become public domain upon filing with required authorities.
- Remember passwords instead of writing them down.
- Do not exchange credentials unless approved by the Manager of IT and/or the General Manager/CEO
- Change their passwords every three months.

IV-11.5 Data Transfers

Transferring data introduces security risk. Employees must:

- Avoid transferring sensitive data (e.g., member information, employee records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, the Cooperative's IT department will facilitate and monitor said transfer.
- Share confidential data over the cooperative network/system and not over public Wi-Fi or private connection.
- Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.
- Report scams, privacy breaches and hacking attempts.

Cooperative IT personnel need to know about scams, breaches, and malware so they can better protect our infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails, or phishing attempts as soon as possible to our IT personnel, who must investigate promptly, resolve the issue, and send a companywide alert when necessary.

IT personnel are responsible for advising employees on how to detect scam emails. We encourage our employees to reach out to them with any questions or concerns.

IV-11.6 Additional Measures

To reduce the likelihood of security breaches, we also instruct our employees to:

- Turn off their screens and lock their devices when leaving their desks.
- Report stolen or damaged equipment as soon as possible to [Human Resources and/or IT Department].
- Change all account passwords at once when a device is stolen.
- Report a perceived threat or possible security weakness in company systems.
- Refrain from downloading suspicious, unauthorized, or illegal software on their cooperative equipment.
- Avoid accessing suspicious websites.

We also expect our employees to comply with our internet usage policy.

Cooperative IT personnel should:

- Install firewalls, anti malware software and access authentication systems.
- Arrange for security training for all employees.
- Inform employees regularly about new scam emails or viruses and ways to combat them.
- Investigate security breaches thoroughly.
- Follow these policies provisions as other employees do.

Our cooperative will have all physical and digital shields to protect information.

IV-11.7 Remote Employees

Remote employees must follow the Cyber Security guidelines. As remote employees will be accessing the cooperative's accounts and systems from a distance, they are obliged to follow all data encryption, protection standards and settings, and ensure their private network is secure.

Remote employees are required to seek assistance from cooperative IT personnel.

IV-11.8 Network and Servers

All equipment connected to the network is protected with firewalls. Servers and workstations are periodically patched with software and security updates. Host-based firewalls are used in many cases where possible. Critical network and server infrastructure is segmented off and access is tightly controlled through various firewall rules. Remote access to the network through virtual private networking software is secured through multi-factor authentication. Multi-factor authentication is also implemented to protect other sensitive systems such as the cooperative's email accounts as well as many of the network and server administrator accounts.

IV-11.9 Disciplinary Action

All employees are to always follow the Personnel Policy, and those who cause security breaches may face disciplinary action:

- Disciplinary action as described in the Cooperative's Personnel Policy Manual, including but not limited to, reprimands, suspension, and/or termination of employment and/or
- Civil or criminal prosecution under federal and/or state law.

Each incident will be examined on a case-by-case basis.

Additionally, employees who are observed to disregard the cooperative's security instructions will face progressive discipline, even if their behavior has not resulted in a security breach.

IV-12 Physical Security

Physical security is the protection and security of personnel, hardware, and software from physical actions and events that could cause serious loss or damage to Grayson Collin Electric Cooperative's personnel and property. GCEC utilizes multiple layers of physical security that protect personnel and assets including but not limited to CCTV surveillance, fencing, alarm systems, security lighting, locks, access control, fire protection, and other systems to protect personnel and property. Certain layers of protection extend to all of GCEC's facilities and substations.

IV-12.1 Physical Security Incident

In the event of a physical security incident, GCEC management would implement the following actions:

- Assessment of loss or damage to GCEC personnel and property
- Contact proper authorities depending on type of incident
- Begin investigation of physical security incident
- Evaluate physical security deterrents and actions to mitigate physical security incidents

Section V - Terminating the Emergency

This section of the Emergency Operations Plan will deal with those activities necessary to support employees during and following an emergency situation, and those activities necessary to restore operations at Grayson-Collin Electric Cooperative's system.

V-1 Recovery of Operations

The recovery of system operations and services will be based on the extent of damage suffered by GCEC. The Emergency Coordinator will prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident, the Emergency Coordinator and management will begin the implementation of the business recovery plan.

V-2 Documentation

Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

V-2.1 Responsibility for Incident Documentation

- Following an emergency situation, the Emergency Coordinator will have the responsibility of collecting all records and forms used during the incident. These will be used for several purposes such as incident investigation, insurance claims, and potential legal actions.
- The Emergency Coordinator must prepare a report documenting activities that took place during the emergency situation.
- The report of the Emergency Coordinator and all related documentation will be submitted to the General Manager/CEO for review and necessary follow-up actions.

V-3 Incident Investigation

The emergency situation must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred, as well as measure for prevention of similar incidents in the future. In general, the local governmental authorities will conduct investigations related to fires, explosions, some weather related events, etc. The local fire, police and sheriff departments will generally solicit input and assistance from personnel during the investigation process. The Emergency Coordinator will be the focal point for Grayson-Collin Electric Cooperative, during the initial phases of the investigation.

V-3.1 Investigation Responsibilities

The Emergency Coordinator is responsible for ensuring that an incident investigation is conducted following all emergency situations that occur at the facility.

Small Incidents - For small incidents this investigation will normally be conducted at the direction of the Manager of Safety & Loss Control. The Emergency Coordinator will provide assistance as needed in conducting the investigation.

Large Incidents - For large incidents, especially those involving loss of life, local, state, and federal authorities will generally be involved in conducting the investigation. The Emergency Coordinator and the Manager of Safety and Loss Control will assist the authorities as needed.

V-4 Damage Assessment

Following the incident, an assessment of damage that has occurred to facility properties and equipment must be conducted. The major emphasis of this assessment will be to determine any damage to facilities, safety hazards, and repairs that must be initiated to minimize further damage and restore the facility for operational use.

V-4.1 Responsibility for Damage Assessment

The Emergency Coordinator will have the main responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from GCEC personnel and outside organizations, such as structural engineers and local government officials.

V-5 Post-Emergency Activities

Post-emergency activities are those that tend to the welfare of GCEC personnel and provide for a review of actions during the incident.

V-5.1 Incident Debriefing

The incident debriefing is utilized to inform personnel about any hazards that may remain on the GCEC property following the incident, and to identify unsafe conditions that may exist.

Some employees may be profoundly impacted from the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical incident stress debriefing sessions following such incidents. The General Manager/CEO shall make arrangements for counseling services as needed following an emergency situation.

V-5.2 Critique

The critique of the incident is basically a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the Emergency Operations Plan and policies and procedures.

Section VI - Approval

This Emergency Operations Plan supersedes all previous editions.

Approved Date: 4.28.2022

Effective Date: 4.28.2022

General Manager/CEO: Dipolir

President: _____

Secretary/Treasurer: _____

APPENDIX DOCUMENTS FOR EMERGENCY OPERATIONS PLAN

Grayson-Collin Electric Cooperative


Bomb Threat Checklist

| BOMB THREAT PROCEDURES | BOMB THREAT CHECKLIST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p><i>This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.</i></p> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone:</p> <ol style="list-style-type: none">1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.2. Listen carefully. Be polite and show interest.3. Try to keep the caller talking to learn more information.4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.5. If your phone has a display, copy the number and/or letters on the window display.6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions. <p>If a bomb threat is received by handwritten note:</p> <ul style="list-style-type: none">• Call _____• Handle note as minimally as possible. <p>If a bomb threat is received by e-mail:</p> <ul style="list-style-type: none">• Call _____• Do not delete the message. <p>Signs of a suspicious package:</p> <table border="0"><tr><td>• No return address</td><td>• Poorly handwritten</td></tr><tr><td>• Excessive postage</td><td>• Misspelled words</td></tr><tr><td>• Stains</td><td>• Incorrect titles</td></tr><tr><td>• Strange odor</td><td>• Foreign postage</td></tr><tr><td>• Strange sounds</td><td>• Restrictive notes</td></tr><tr><td colspan="2">• Unexpected delivery</td></tr></table> <p>* Refer to your local bomb threat emergency response plan for evacuation criteria</p> <p>DO NOT:</p> <ul style="list-style-type: none">• Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.• Touch or move a suspicious package. | • No return address | • Poorly handwritten | • Excessive postage | • Misspelled words | • Stains | • Incorrect titles | • Strange odor | • Foreign postage | • Strange sounds | • Restrictive notes | • Unexpected delivery | | <p>DATE: _____ TIME: _____</p> <p>TIME CALLER HUNG UP: _____ PHONE NUMBER WHERE CALL RECEIVED: _____</p> <p>Ask Caller:</p> <ul style="list-style-type: none">• Where is the bomb located? (building, floor, room, etc.) _____• When will it go off? _____• What does it look like? _____• What kind of bomb is it? _____• What will make it explode? _____• Did you place the bomb? Yes No• Why? _____• What is your name? _____ <p>Exact Words of Threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Information About Caller:</p> <ul style="list-style-type: none">• Where is the caller located? (background/level of noise) _____• Estimated age: _____• Is voice familiar? If so, who does it sound like? _____• Other points: _____ <table border="1"><thead><tr><th>Caller's Voice</th><th>Background Sounds</th><th>Threat Language</th></tr></thead><tbody><tr><td><input type="checkbox"/> Female</td><td><input type="checkbox"/> Animal noises</td><td><input type="checkbox"/> Incoherent</td></tr><tr><td><input type="checkbox"/> Male</td><td><input type="checkbox"/> House noises</td><td><input type="checkbox"/> Message read</td></tr><tr><td><input type="checkbox"/> Accent</td><td><input type="checkbox"/> Kitchen noises</td><td><input type="checkbox"/> Taped message</td></tr><tr><td><input type="checkbox"/> Angry</td><td><input type="checkbox"/> Street noises</td><td><input type="checkbox"/> Irrational</td></tr><tr><td><input type="checkbox"/> Calm</td><td><input type="checkbox"/> Booth</td><td><input type="checkbox"/> Profane</td></tr><tr><td><input type="checkbox"/> Clearing throat</td><td><input type="checkbox"/> PA system</td><td><input type="checkbox"/> Well-spoken</td></tr><tr><td><input type="checkbox"/> Coughing</td><td><input type="checkbox"/> Conversation</td><td></td></tr><tr><td><input type="checkbox"/> Cracking voice</td><td><input type="checkbox"/> Music</td><td></td></tr><tr><td><input type="checkbox"/> Crying</td><td><input type="checkbox"/> Motor</td><td></td></tr><tr><td><input type="checkbox"/> Deep</td><td><input type="checkbox"/> Clear</td><td></td></tr><tr><td><input type="checkbox"/> Deep breathing</td><td><input type="checkbox"/> Static</td><td></td></tr><tr><td><input type="checkbox"/> Disguised</td><td><input type="checkbox"/> Office machinery</td><td></td></tr><tr><td><input type="checkbox"/> Distinct</td><td><input type="checkbox"/> Factory machinery</td><td></td></tr><tr><td><input type="checkbox"/> Excited</td><td><input type="checkbox"/> Local</td><td></td></tr><tr><td><input type="checkbox"/> Laughter</td><td><input type="checkbox"/> Long Distance</td><td></td></tr><tr><td><input type="checkbox"/> Lisp</td><td></td><td></td></tr><tr><td><input type="checkbox"/> Loud</td><td>Other information:</td><td></td></tr><tr><td><input type="checkbox"/> Nasal</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Normal</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Ragged</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Rapid</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Raspy</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Slow</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Slurred</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Soft</td><td>_____</td><td></td></tr><tr><td><input type="checkbox"/> Stutter</td><td>_____</td><td></td></tr></tbody></table> | Caller's Voice | Background Sounds | Threat Language | <input type="checkbox"/> Female | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Male | <input type="checkbox"/> House noises | <input type="checkbox"/> Message read | <input type="checkbox"/> Accent | <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Taped message | <input type="checkbox"/> Angry | <input type="checkbox"/> Street noises | <input type="checkbox"/> Irrational | <input type="checkbox"/> Calm | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Coughing | <input type="checkbox"/> Conversation | | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Music | | <input type="checkbox"/> Crying | <input type="checkbox"/> Motor | | <input type="checkbox"/> Deep | <input type="checkbox"/> Clear | | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Static | | <input type="checkbox"/> Disguised | <input type="checkbox"/> Office machinery | | <input type="checkbox"/> Distinct | <input type="checkbox"/> Factory machinery | | <input type="checkbox"/> Excited | <input type="checkbox"/> Local | | <input type="checkbox"/> Laughter | <input type="checkbox"/> Long Distance | | <input type="checkbox"/> Lisp | | | <input type="checkbox"/> Loud | Other information: | | <input type="checkbox"/> Nasal | _____ | | <input type="checkbox"/> Normal | _____ | | <input type="checkbox"/> Ragged | _____ | | <input type="checkbox"/> Rapid | _____ | | <input type="checkbox"/> Raspy | _____ | | <input type="checkbox"/> Slow | _____ | | <input type="checkbox"/> Slurred | _____ | | <input type="checkbox"/> Soft | _____ | | <input type="checkbox"/> Stutter | _____ | |
| • No return address | • Poorly handwritten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Excessive postage | • Misspelled words | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Stains | • Incorrect titles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Strange odor | • Foreign postage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Strange sounds | • Restrictive notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| • Unexpected delivery | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caller's Voice | Background Sounds | Threat Language | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Female | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Incoherent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Male | <input type="checkbox"/> House noises | <input type="checkbox"/> Message read | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Taped message | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Street noises | <input type="checkbox"/> Irrational | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Conversation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Music | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Motor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Clear | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Static | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Office machinery | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Factory machinery | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Local | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Long Distance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Lisp | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Loud | Other information: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Nasal | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Normal | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Ragged | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Rapid | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Raspy | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Slow | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Slurred | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Soft | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Stutter | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

Grayson-Collin Electric Cooperative

Armed Robbery Report

Suspects ID Information

Physical Description

Race _____ Sex _____ Age _____
Height _____ Weight _____ Eyes _____
Hair _____
(color, style, etc.)
Build _____ Complexion _____
Nose _____ Ears _____ Glasses _____
Mustache _____ Beard _____
Tattoos _____

Scars/Marks _____

Remarks _____

ADDITIONAL DATA

Weapon _____
Speech _____
Names used _____
Mannerisms _____
Direction taken _____
Means of travel _____
(on foot, auto, etc.)
What was taken _____
Business name and address _____

Business phone _____
Your name _____
Your address _____

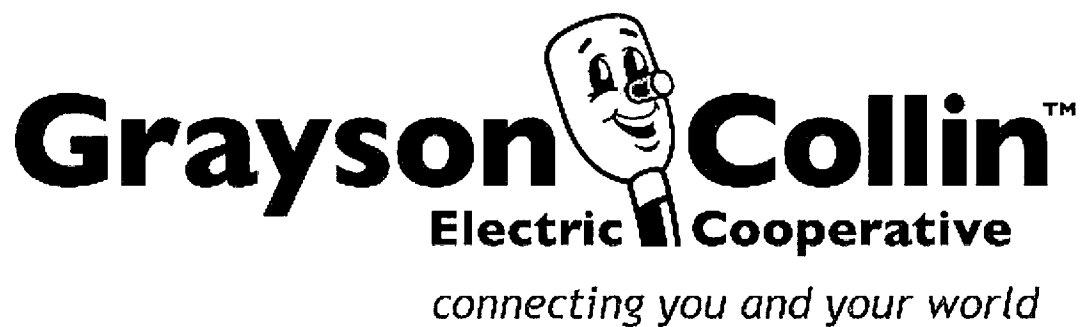
Clothing

Shirt _____ Pants _____
Shoes _____ Jacket _____
Gloves _____ Jewelry _____
Hat/Cap _____
Other Clothing _____

Motor Vehicle

License number _____ State _____
Make _____ Model _____
Color _____ Year _____
Age, race, sex, & description of all passengers

VICTIMS NOTES



Emergency Operations Plan Exercise Evaluation Form

Facility: _____

Date of Drill: ____/____/____

Time of Drill: _____

Type of Drill Conducted:

- ☐ Fire
- ☐ Severe Weather
- ☐ Medical Emergency
- ☐ Chemical Release
- ☐ Bomb Threat
- ☐ Power Failure
- ☐ Robbery
- ☐ Active Shooter
- ☐ Other

Drill Facilitators:

Write a brief summary of the pre-planning for this Drill:

Employee Training Prior to This Drill:

Were there any special training or logistics involved with this drill? (Actors, 3rd Party Training, 3rd Party Drill Facilitators, Community Involvement)

Purpose of this Drill:

- ☐ Compliance
- ☐ Employee Safety
- ☐ Updated Policy or Standard in the Emergency Operations Plan
- ☐ Other: _____

Goals of this Drill:

Length of Time for Emergency Services Notification:

Length of Time for Employee Accountability:

Length of Time Required to Complete All Drill Activities:

List any problems encountered during the drill:

List any recommendations for improvement to the Plan:

Comments:

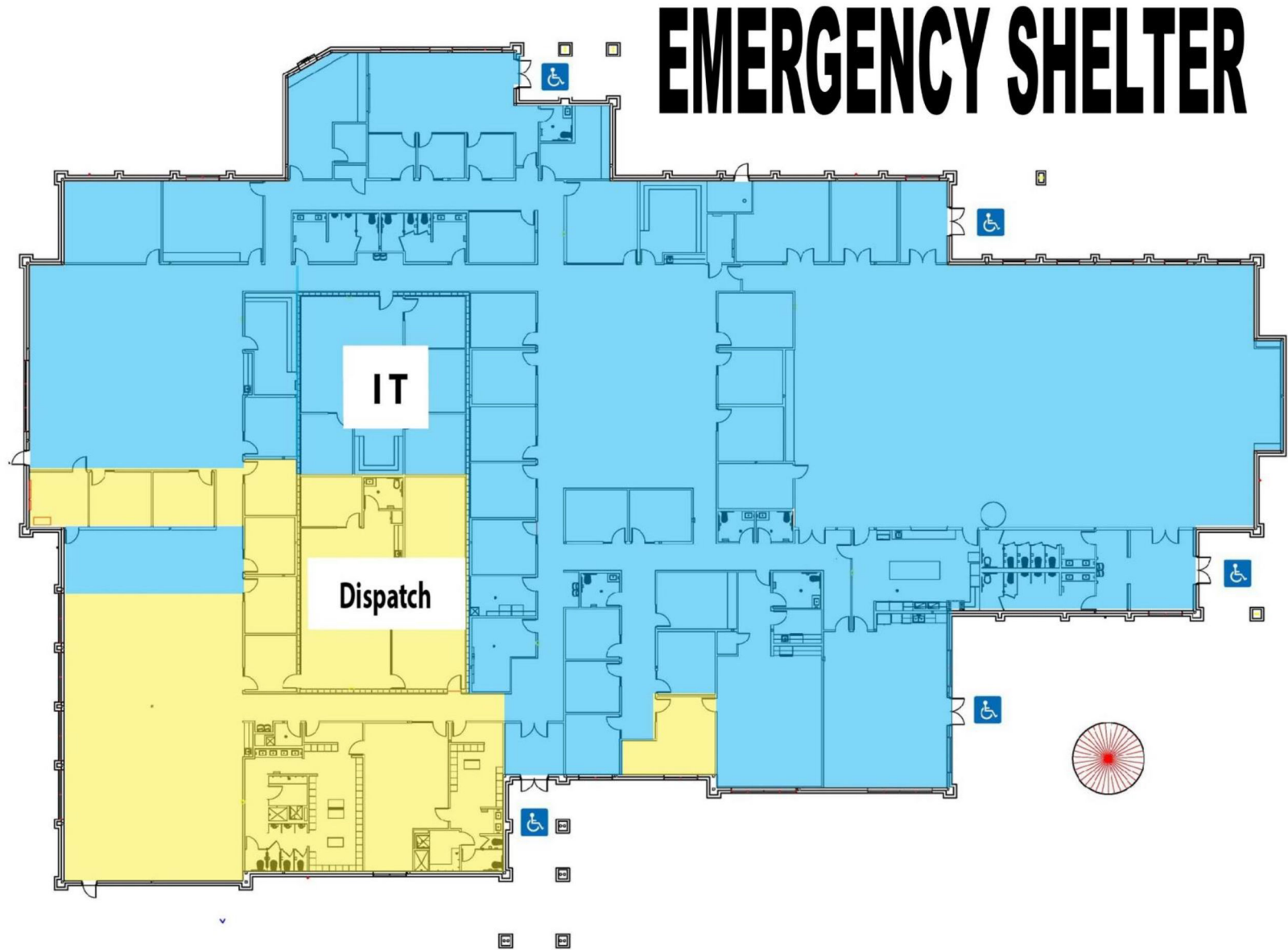
Printed Name of Drill Facilitator/Evaluator:

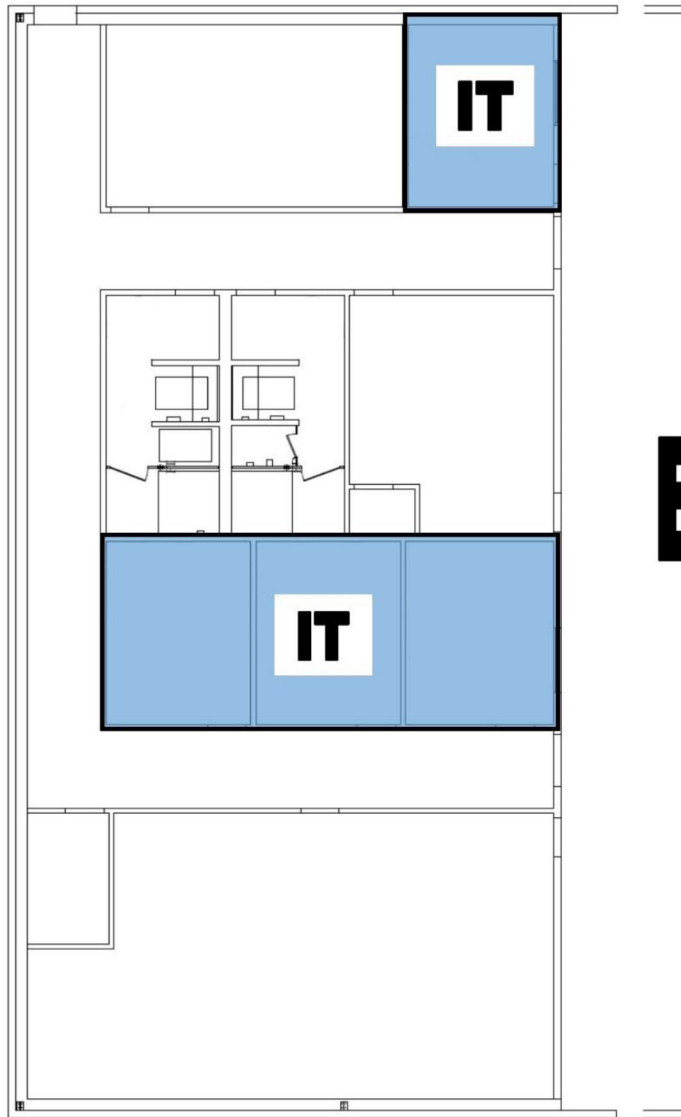
Signature of Drill Facilitator/Evaluator:

Printed Name of CEO/General Manager:

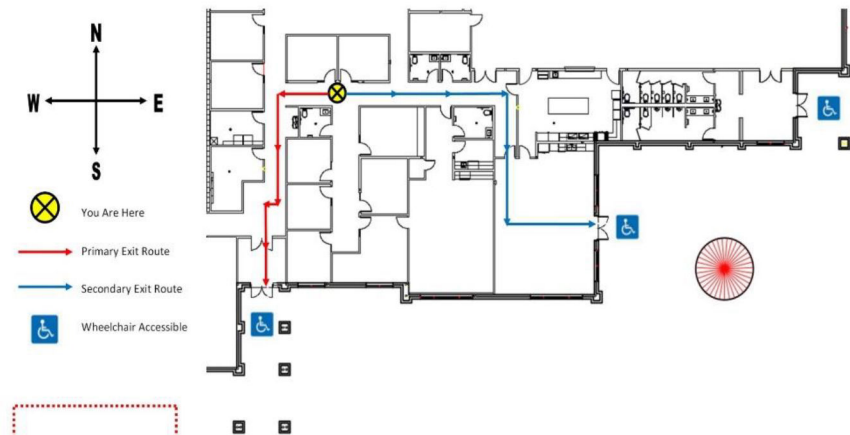
Signature of CEO/General Manager:

Send one copy of completed form to Cooperative Staff and Emergency Coordinator. This form may also be completed in eCompliance. However, it must still be signed by the Drill Facilitators, and the General Manager/CEO.





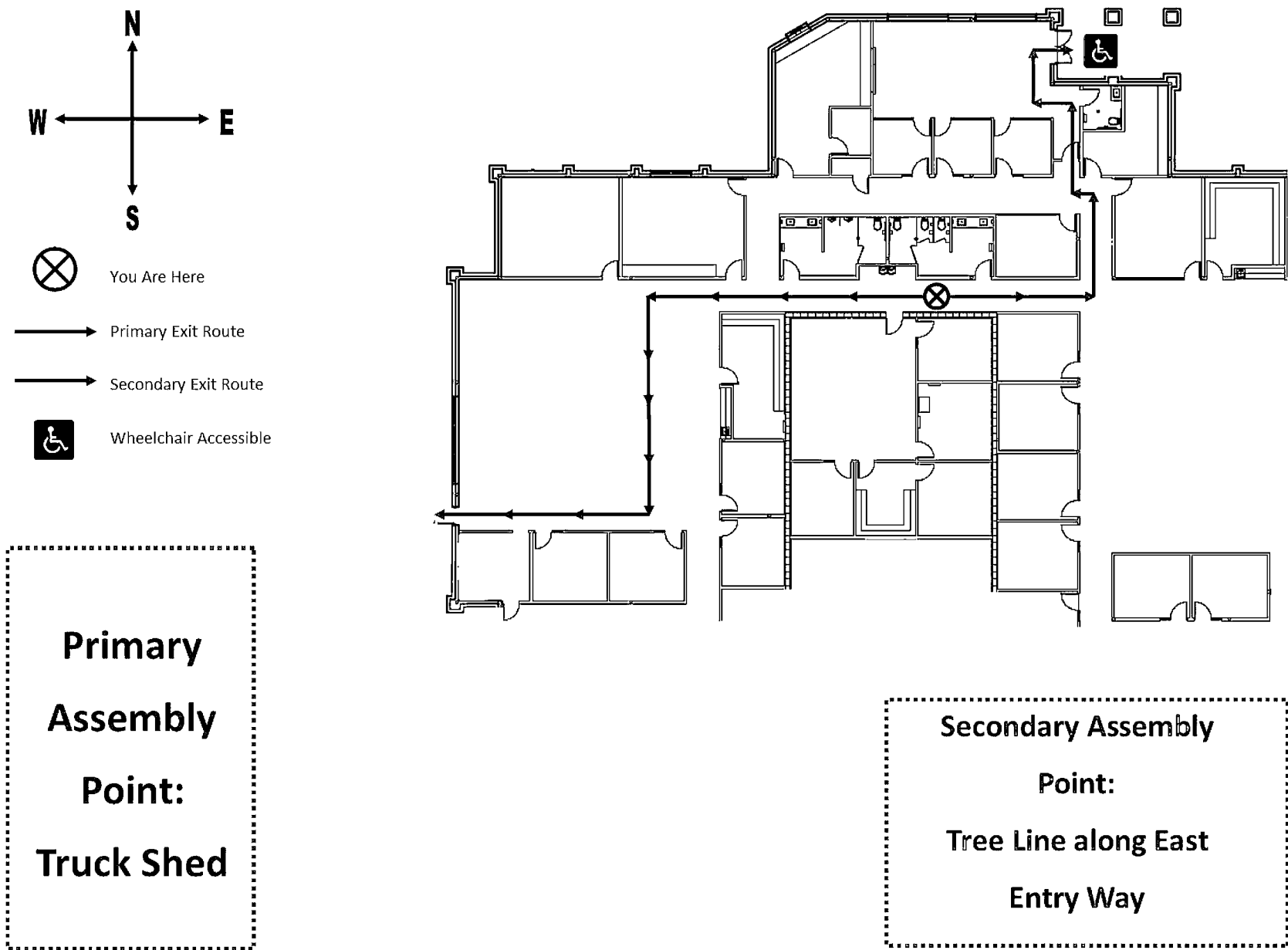
EMERGENCY SHELTER

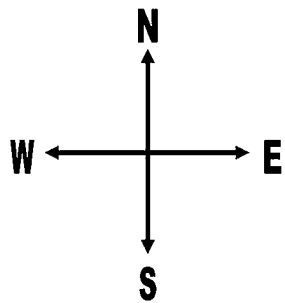


**Primary
Assembly
Point:
Truck Shed**

**Secondary Assembly
Point:
Tree Line along East
Entry Way**

GCEC VAN ALSTYNE EGRESS ROUTES





You Are Here



Primary Exit Route

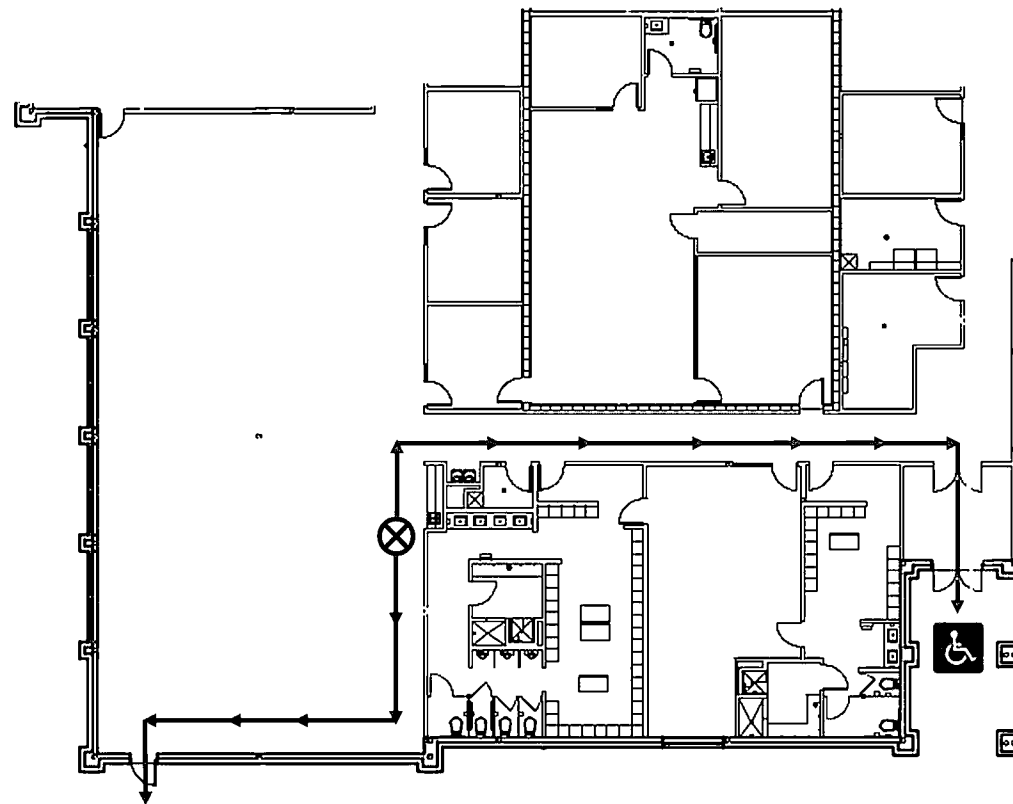


Secondary Exit Route

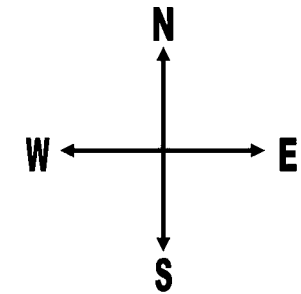
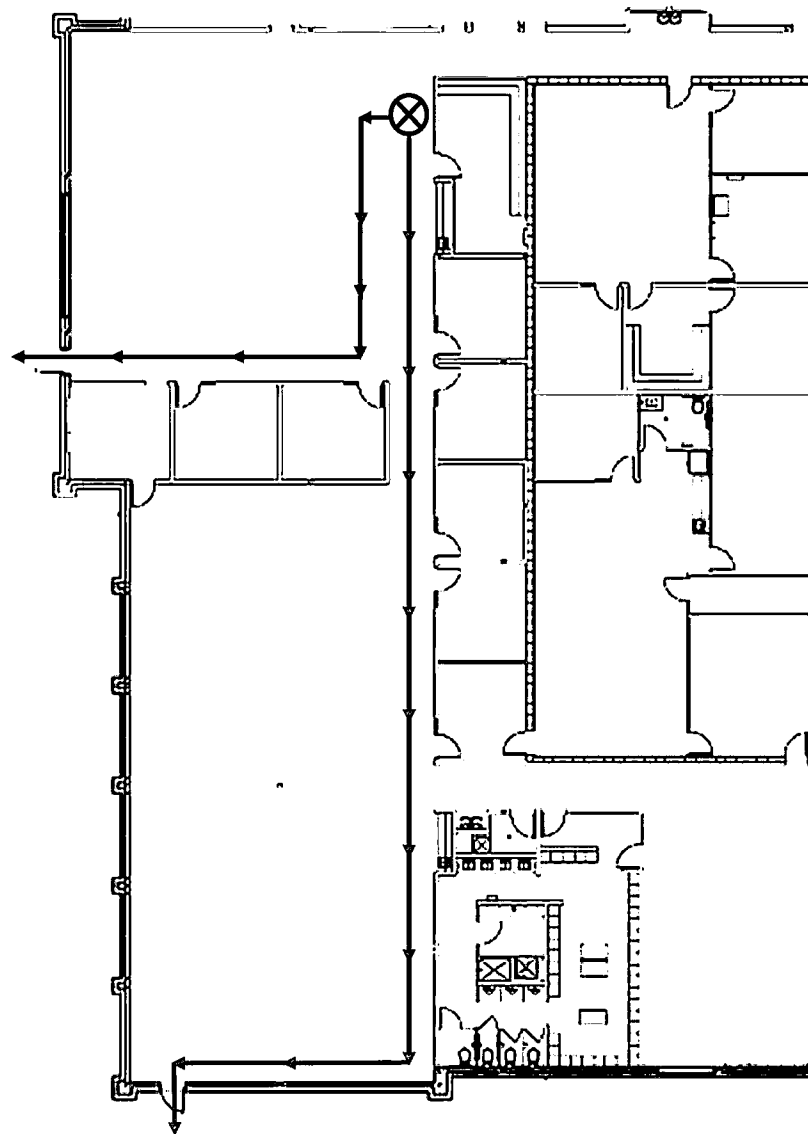
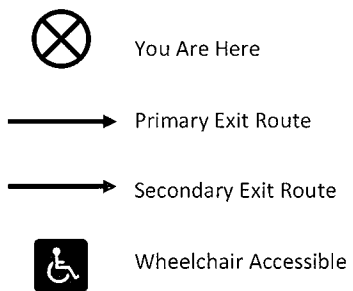


Wheelchair Accessible

**Primary
Assembly
Point:
Truck Shed**

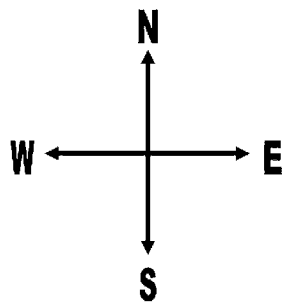


**Secondary Assembly
Point:
Tree Line along East
Entry Way**



**Primary
Assembly
Point:
Truck Shed**

**Secondary Assembly
Point:
Tree Line along East
Entry Way**



You Are Here



Primary Exit Route

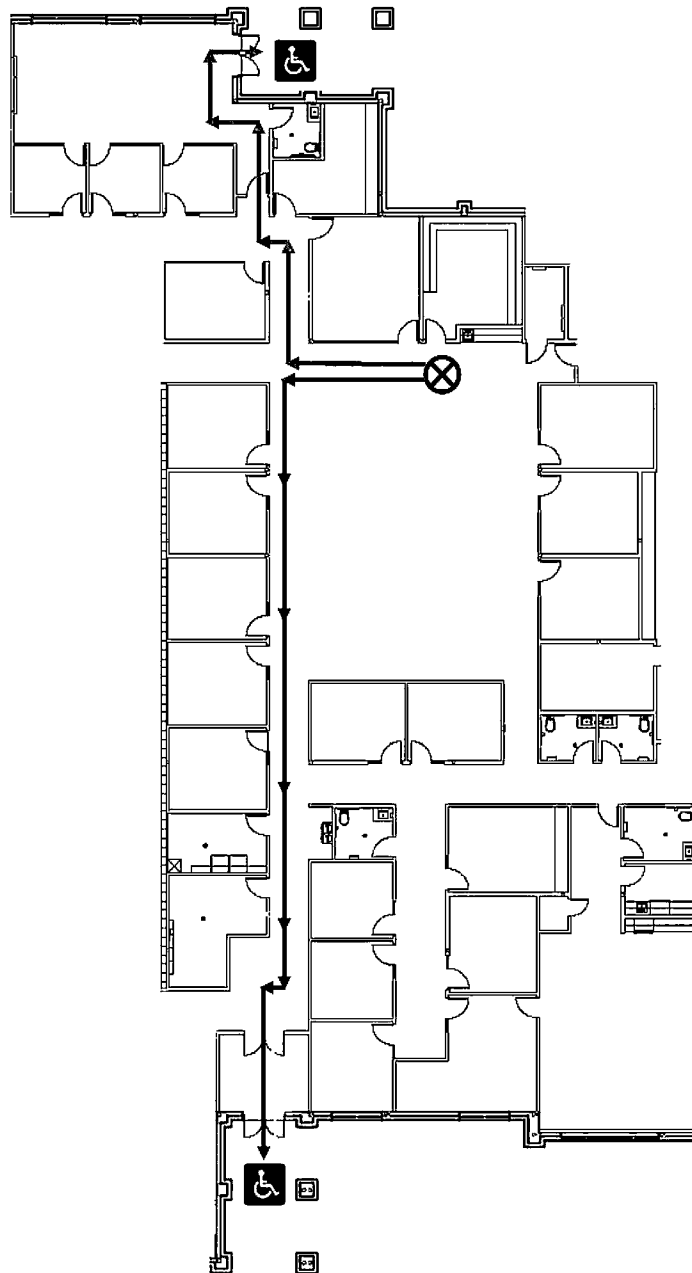


Secondary Exit Route

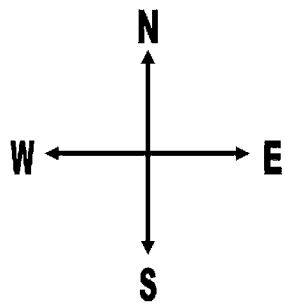


Wheelchair Accessible

**Primary
Assembly
Point:
Truck Shed**



**Secondary Assembly
Point:
Tree Line along East
Entry Way**



You Are Here



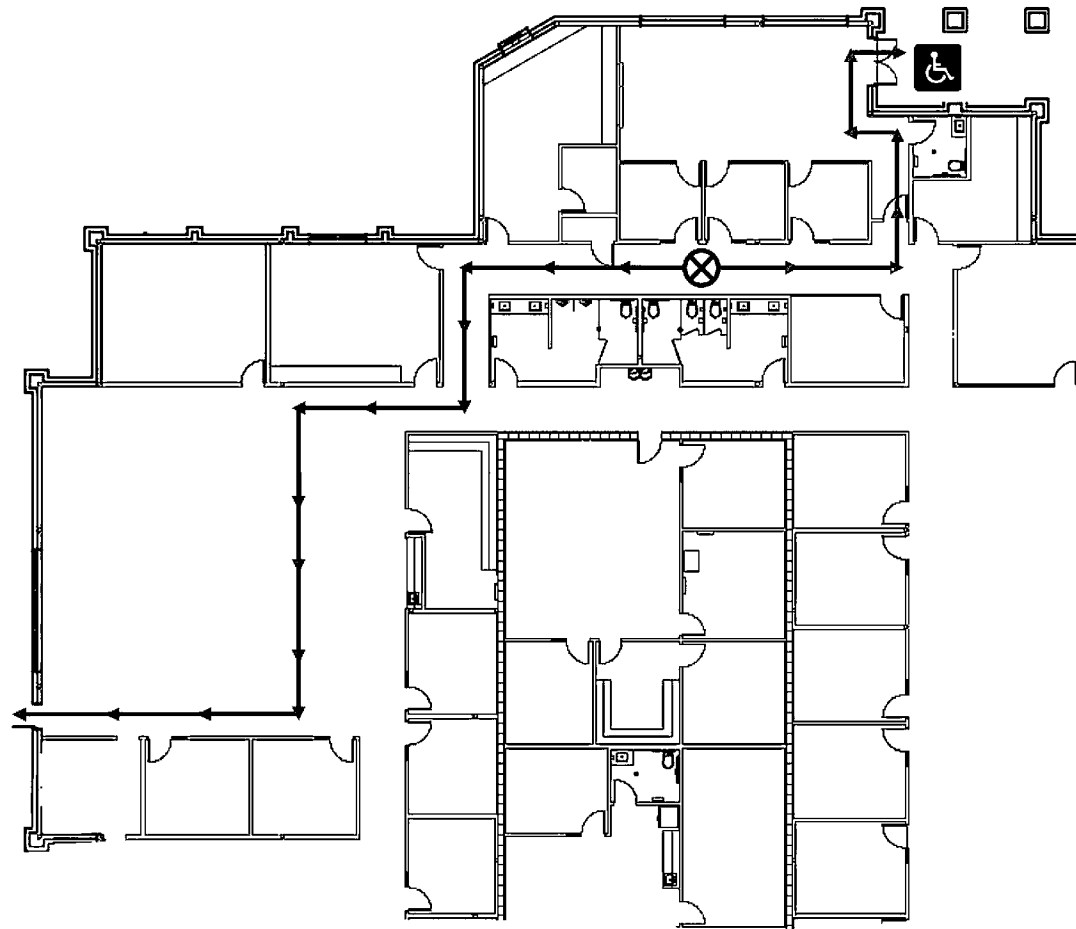
Primary Exit Route



Secondary Exit Route

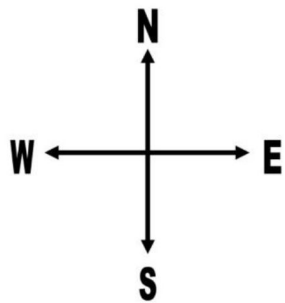


Wheelchair Accessible



**Primary
Assembly
Point:
Truck Shed**

**Secondary Assembly
Point:
Tree Line along East
Entry Way**



You Are Here



Primary Exit Route

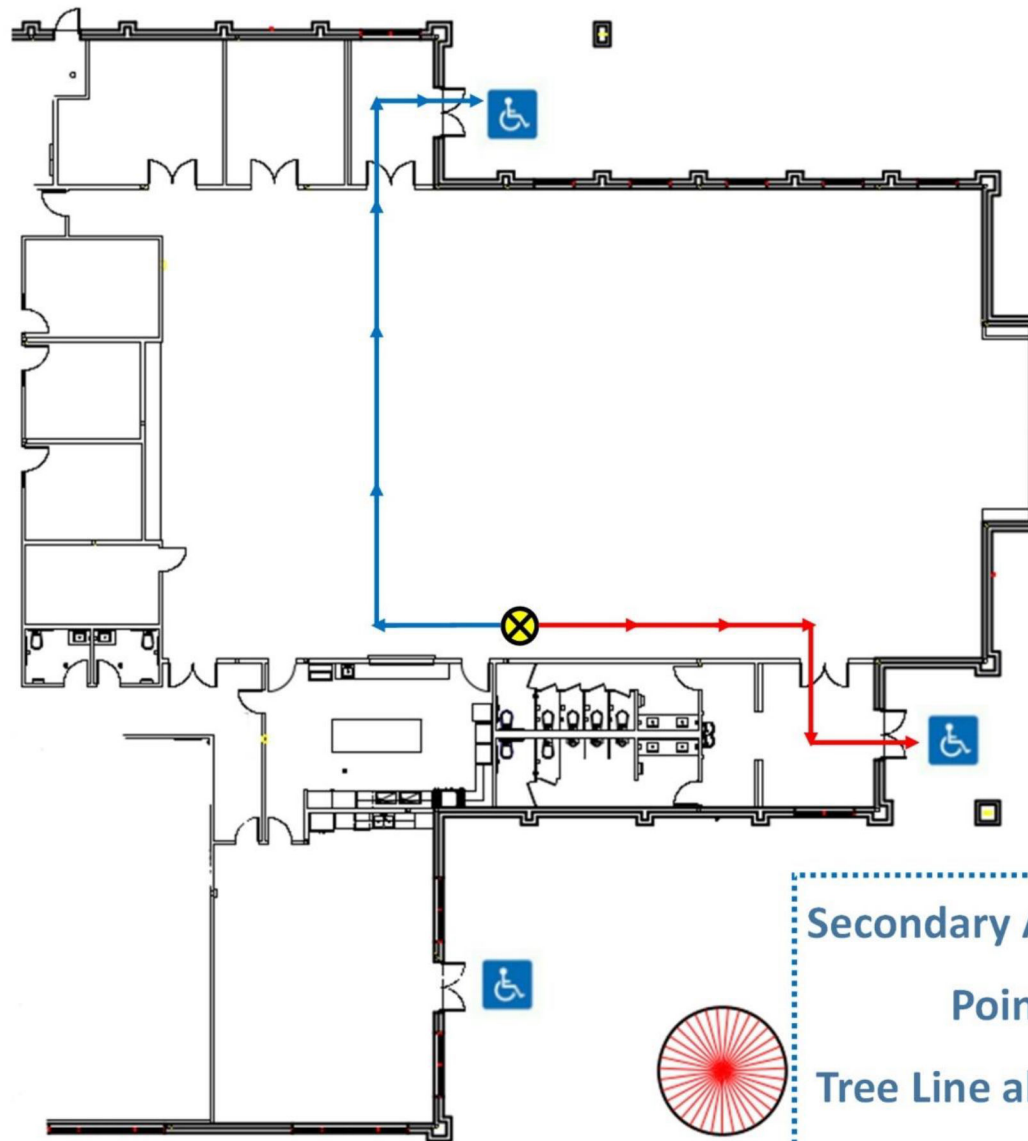


Secondary Exit Route

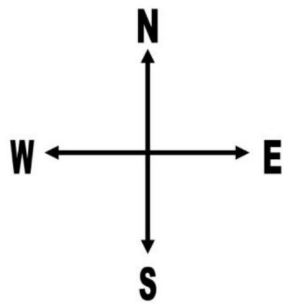


Wheelchair Accessible

**Primary
Assembly
Point:
Truck Shed**



**Secondary Assembly
Point:
Tree Line along East
Entry Way**



You Are Here



Primary Exit Route

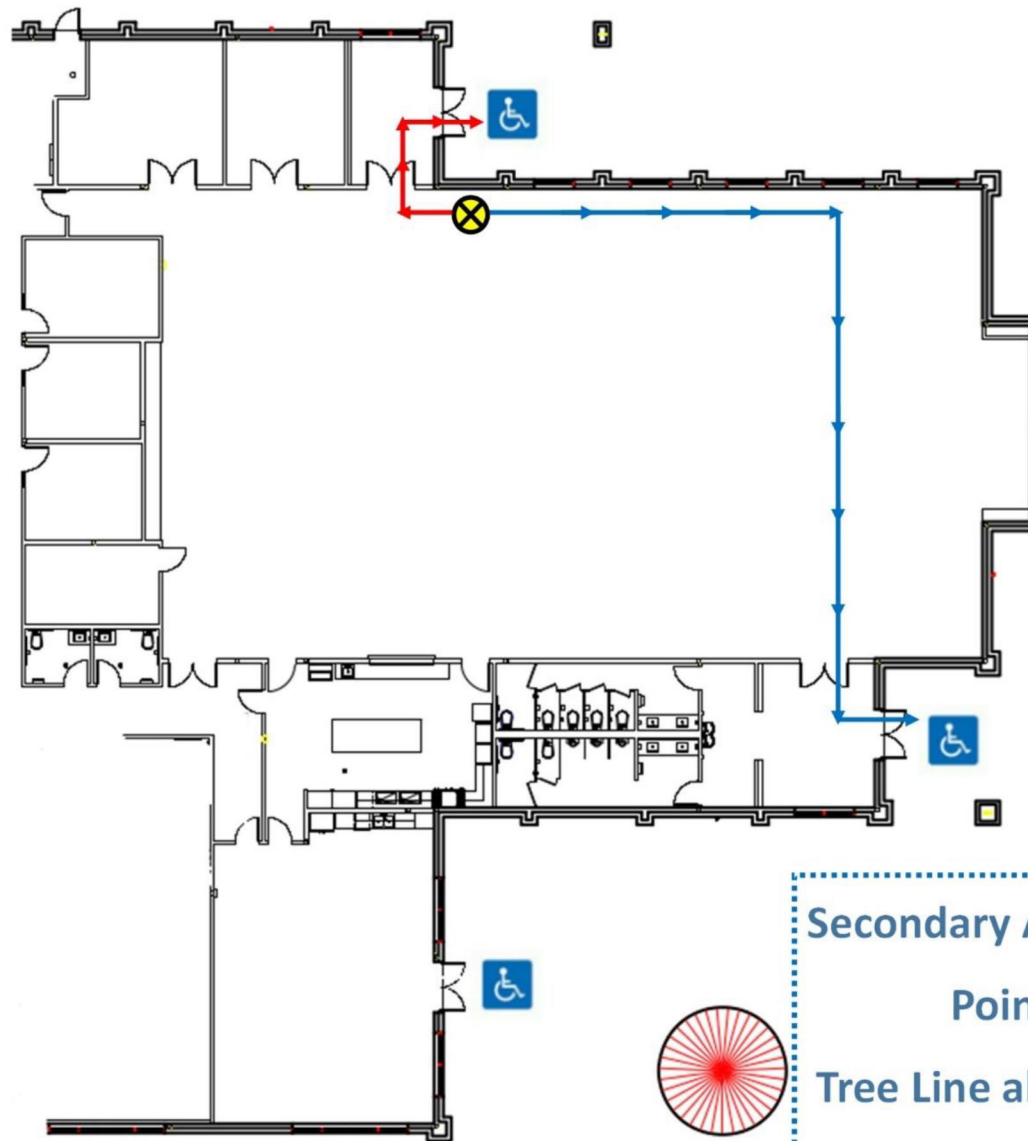


Secondary Exit Route

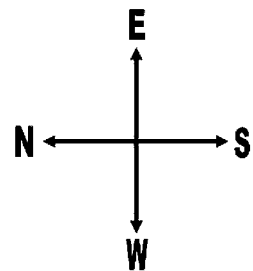


Wheelchair Accessible

**Primary
Assembly
Point:
Truck Shed**



**Secondary Assembly
Point:
Tree Line along East
Entry Way**



You Are Here



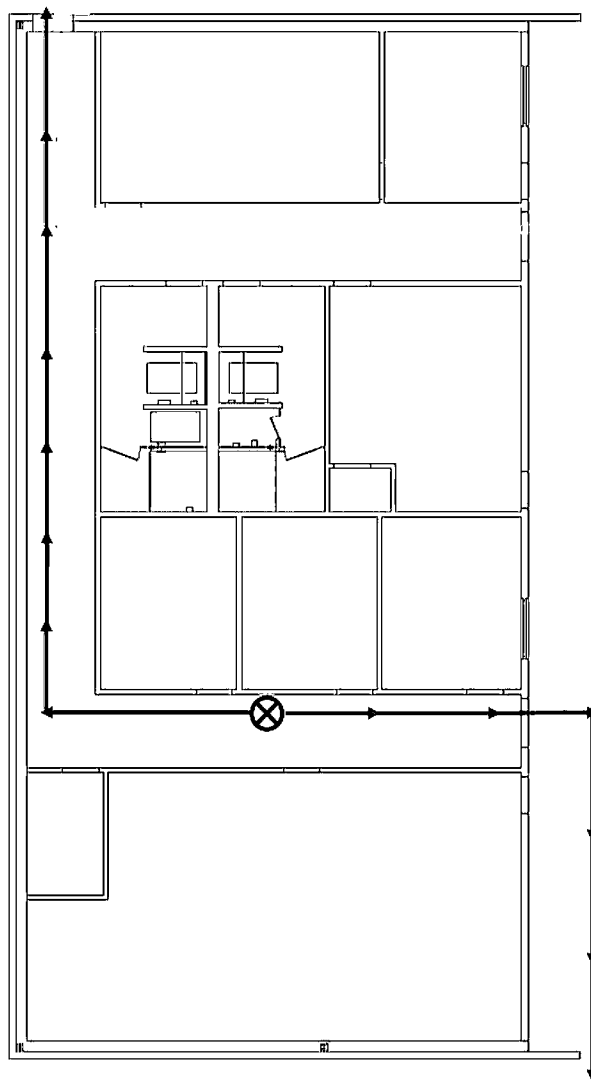
Primary Exit Route



Secondary Exit Route



Wheelchair Accessible



Secondary Assembly

Point:

Tree Line along East

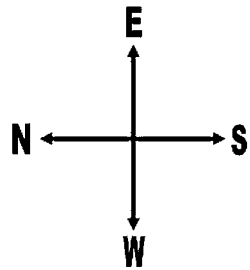
Entry Way

Primary

Assembly

Point:

Truck Shed



You Are Here



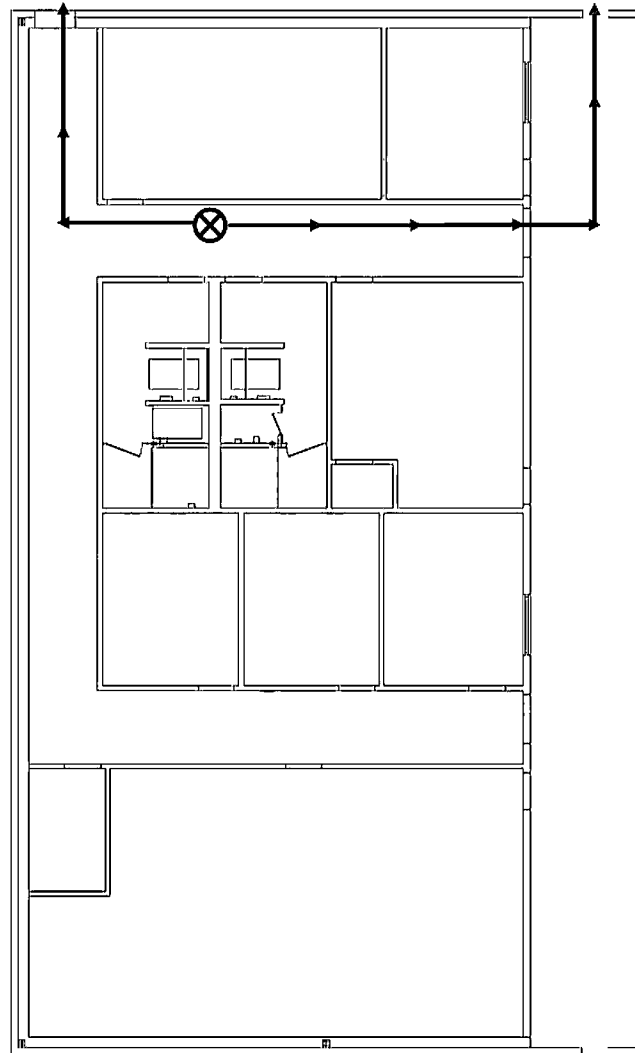
Primary Exit Route



Secondary Exit Route

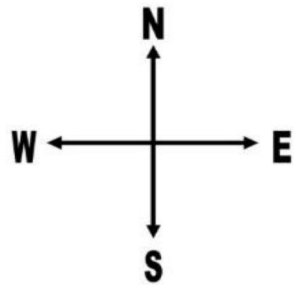


Wheelchair Accessible



**Secondary Assembly
Point:
Tree Line along East
Entry Way**

**Primary
Assembly
Point:
Truck Shed**



You Are Here



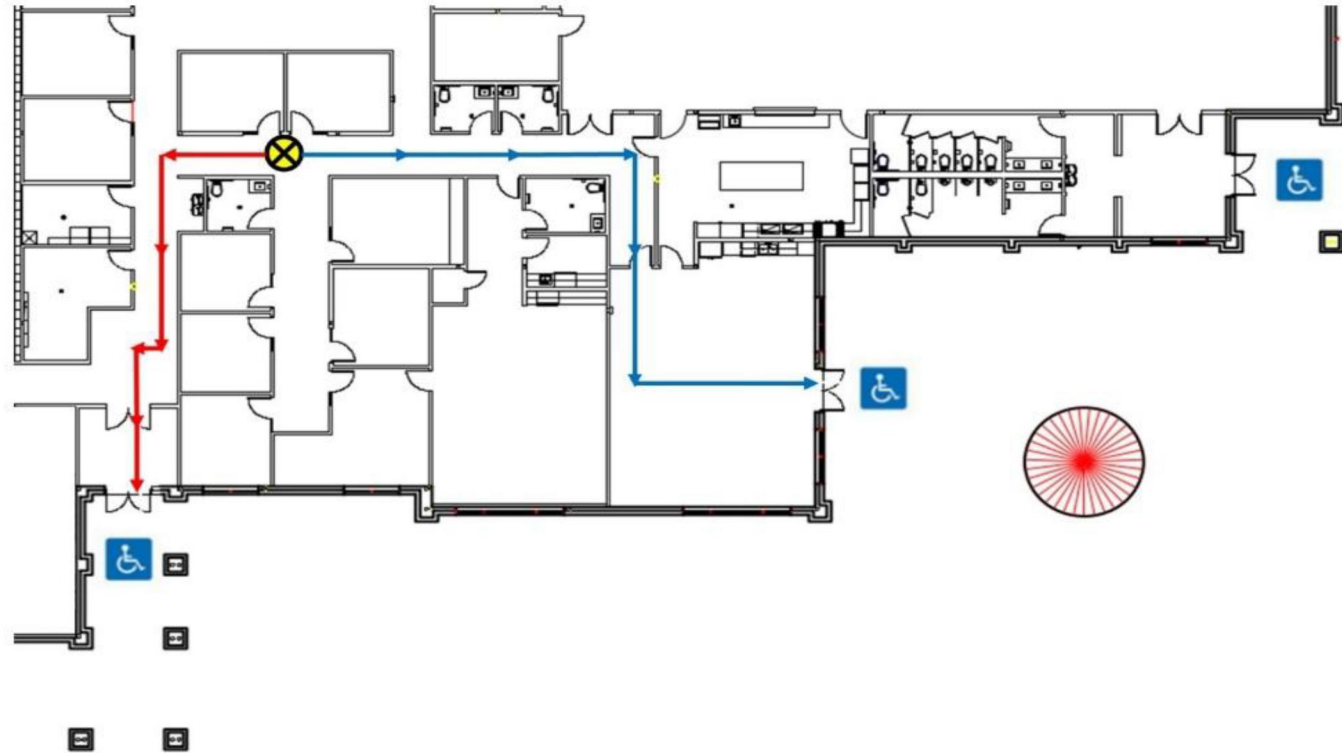
Primary Exit Route



Secondary Exit Route



Wheelchair Accessible



**Primary
Assembly
Point:
Truck Shed**

**Secondary Assembly
Point:
Tree Line along East
Entry Way**

OSHA Regulations

29 CFR 1910.38

1910.38(a) - *Application.* An employer must have an Emergency Action Plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such Emergency Action Plan.

1910.38(b) - *Written and oral Emergency Action Plans.* An Emergency Action Plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38(c) - *Minimum elements of an Emergency Action Plan.* An Emergency Action Plan must include at a minimum:

1910.38(c) (1) - Procedures for reporting a fire or other emergency;

1910.38(c) (2) - Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c) (3) - Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c) (4) - Procedures to account for all employees after evacuation;

1910.38(c) (5) - Procedures to be followed by employees performing rescue or medical duties; and

1910.38(c) (6) - The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d) - *Employee alarm system.* An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

1910.38(e) - *Training.* An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f) - *Review of Emergency Action Plan.* An employer must review the Emergency Action Plan with each employee covered by the plan:

1910.38(f) (1) - When the plan is developed, or the employee is assigned initially to a job;

1910.38(f) (2) - When the employee's responsibilities under the plan change; and

1910.38(f) (3) - When the plan is changed.

[45 FR 60703, Sept. 12, 1980; FR 67 67963, Nov. 7, 2002]

Executive Summary of the Emergency Operations Plan for Grayson-Collin Electric Cooperative

Description of Contents

The purpose of this Emergency Operations Plan is to assist employees and management in making quality decisions during times of crisis. This plan is simply a resource tool providing guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents. The plan will also assist management in ensuring the survivability of the various business activities provided by Grayson-Collin Electric Cooperative, Inc. in the event of an incident impacting facilities owned and operated by the Cooperative. The plan shall meet the applicable requirements of Federal, state and local regulations including 29 CFR 1910.38. When an emergency situation occurs at the Cooperative, the safety of employees, members, the general public and visitors will be coordinated by the Emergency Coordinator.

It is the intent of Grayson-Collin Electric Cooperative, Inc. to prevent all foreseeable emergency situations that might impact the safety of employees, members, the general public and visitors through the implementation of a safety and health program and the regular training of personnel in emergency procedures. However, it is recognized that emergency situations are not totally preventable. Therefore, this plan has been developed to achieve the following objective:

“Provide employees with procedures to follow for effective and safe actions during an emergency situation, including evacuation, shelter in place, weather related events and other procedures.”

This plan shall serve as the emergency action guide for employees in the event of an emergency. The plan has a table of contents, which should be used for expediency when searching for guidance during an emergency incident. While no plan can take into consideration all possible emergency situations, the guidelines included in this plan should assist you in making proper decisions.

This Emergency Operations Plan is designed for Grayson-Collin Electric Cooperative. Grayson-Collin Communications, as a subsidiary of the Cooperative will establish and maintain a corresponding Emergency Operations Plan for its business operations.

Specific sections and page numbers that correspond with rule requirements

Approval and implementation section

- **Introduction-**
Page 6, Section I-1 through Section I-4
- **Individuals responsible-**
Page 7, Section I-5.2,
- **Revision control summary; dates of each change made to EOP**
April 28, 2022
Page 7, Section I-6 through Section I-6.1
- **Dated statement that current EOP supersedes previous EOP's**
Page 43, Section VI
- **Date most recently approved**
Page 43, Section VI

Communication plan section

- **Transmission/distribution co-op:**
 - **Procedures for handling member complaints during emergency**
Page 14, Section II-5.3
 - **Procedures for communicating during emergency with public; media members; PUC; OPUC; local and state entities, officials, and emergency operations centers (as appropriate); reliability coordinator (ERCOT, SPP, MISO); and critical load customers directly served.**
Page 14, Section II-5.2
 - **A plan to maintain pre-identified supplies for emergency response.**
Page 14, Section II-4
 - **A plan for staffing during an emergency response.**
Page 11, Section II-3.1
 - **A plan for how the co-op identifies weather-related hazards and process to activate EOP**
Page 9, Section II-2; Page 15, Section II-6 through Section II-6.2;
Page 22-24, Section IV-3 through IV-3.6

Annexes

- **Transmission/distribution co-op:**
- **Weather emergency annex**
 - **Operational plans for responding to cold or hot weather emergency**
Page 24, Section IV-3.6
 - **Checklist for personnel to use during weather emergency; include lessons learned from past emergencies to ensure supplies and personnel available**
Page 22, Section IV-3.1
- **Load shed annex**
 - **Procedures for controlled shedding of load**
Page 34, Section IV-9.1
 - **Priorities for restoring shed load to service**
Page 34, Section IV-9.2
 - **Procedures for accurate registry of critical load members directly served**
Page 34, Section IV-9.3
 - **Updated as necessary, but at least annually**
Page 34, Section IV-9.3
 - **Include process for providing assistance to critical load customers in event of unplanned outages, communicating with critical load customers during emergency, coordinating with government and service agencies during emergency, and training staff on serving critical load customers**
Page 35, Section IV-9.4; Page 14, Section II-5.2
- **Pandemic and epidemic annex**
Page 20, Section IV-1.4

- **Wildfire annex**
Page 35-37, Section IV-10 through Section IV-10.4
- **Cyber Security Annex**
Page 37-40, Section IV-11 through Section IV-11.9
- **Physical Security Annex**
Page 40, Section IV-12

Record of distribution to employees

- **Titles and names of persons receiving access to and training on the EOP**

GCEC

| <u>Last Name</u> | <u>First Name</u> | <u>Title</u> |
|-------------------------|--------------------------|--------------------------------|
| Antignano | Jacob | Apprentice Lineman |
| Baggett | Dale | Foreman |
| Barnes | Julie | Member Services Representative |
| Beaty | Dustin | Apprentice Lineman |
| Beaty | Greg | 2nd Class Lineman |
| Begley | Chris | Meter Technician |
| Begley | Tracy | Manager of HR/Exec Asst |
| Boydstun | Brent | Groundman/Locator |
| Brandhorst | Jared | Network Operations Supervisor |
| Broom | Colton | 2nd Class Lineman |
| Bryant | Karen | Member Services Representative |
| Caldwell | Kary | Groundman/Locator |
| Caraway | Brian | Facilities Manager |
| Carrillo | Juan | Apprentice Lineman |
| Carter | Todd | Apprentice Lineman |
| Chandler | Savanna | Communications Specialist |
| Clark | Brayden | Groundman |
| Cooper | Riley | GIS Coordinator |
| Copeland | Brayden | Member Services Representative |
| Cox | Jeramie | Foreman |
| Cross | Devin | Foreman |
| Day | Lisa | Billing Supervisor |
| Drake | Kenneth | 1st Class Lineman |
| Dudley | Cade | Apprentice Lineman |
| Dudley | Colby | Apprentice Lineman |
| Edwards | Chris | 3rd Class Lineman |

| | | |
|------------|----------|--------------------------------|
| Everheart | Joe | Dispatcher |
| Fitzgerald | Patrick | Dispatcher |
| Forsythe | Debbie | Cashier |
| Gade | Kimberly | Member Service Representative |
| Griffin | Tammy | Member Services Representative |
| Hamilton | Connie | Billing Supervisor |
| Hammer | Andy | Foreman |
| Hatch | Bryan | Facilities/Grounds Keeper |
| Head | Dorenda | Capital Credit Manager |
| Henderson | James | Staking Engineer |
| Henderson | Matt | 3rd Class Lineman |
| Herod | Kellie | Cashier |
| Hickman | Arnold | Groundman/Locator |
| Hill | Tina | Member Services Representative |
| Holcomb | Jason | 3rd Class Lineman |
| Horn | Joy | Billing Supervisor |
| Hoverson | Jason | Apprentice Lineman |
| Howard | Wesley | 2nd Class Lineman |
| Hull | Mitch | 1st Class Lineman |
| Jenkins | Mark | Facilities/Grounds Keeper |
| Jenkins | Sara | Billing Specialist |
| Jenkins | Shonna | Accounting |
| Jones | Jake | Apprentice Lineman |
| Jones | Marty | Manager of Operations |
| Kapp | Blake | Apprentice Lineman |
| Karo | Marc | 1st Class Lineman |
| Kerr | Jordan | Mechanic |
| Klas | Kiley | Accounting Clerk |
| Lauer | Michael | Manager of Member Services |
| Little | Amber | Member Services Representative |
| Long | Jeff | 1st Class Lineman |
| Manhart | Austin | Apprentice Lineman |
| Martin | John | Meter Reader/Collector |
| Matherly | Scott | Meter Reader/Collector |
| McAdoo | Russell | Foreman |
| McGinnis | David | CEO/General Manager |
| McGinnis | Megan | Manager of Communications |
| McGinnis | Will | GIS Assistant |
| McKay | Amy | Member Service Representative |
| McKay | Walter | Mechanic |

| | | |
|------------|----------|-------------------------------------|
| McKay | David | 2nd Class Lineman |
| McKay | Casey | Dispatcher |
| McTee | Vic | GIS Coordinator |
| Monge | Manuel | Groundman |
| Montgomery | Sam | Groundman |
| Moreland | Jimmy | Warehouse/Material Handler |
| Moreland | Maverick | 3rd Class Lineman |
| Nelms | John | Groundman |
| Nelms | Justin | 1st Class Lineman |
| Nylec | Bryan | Project Manager |
| Offill | Chris | CFO- GCC |
| Oresik | Lucius | Apprentice Lineman |
| Parker | Dylan | Apprentice Lineman |
| Parks | Jason | Foreman |
| Peoples | Lauren | Member Services Representative |
| Powell | Charlie | Foreman |
| Powell | Rolinda | Billing Supervisor |
| Ramsey | Jared | Apprentice Lineman |
| Reagan | Peyton | Groundman |
| Reece | Eddy | Substation Manager |
| Reynolds | Mark | Operations Supervisor- Dispatch |
| Rich | Karen | Member Services Representative |
| Rolandt | Mike | CFO GC/EC |
| Rollins | Vicki | Custodian |
| Ross | Easton | GIS Coordinator |
| Ross | Marcy | Member Services Representative |
| Shelby | Johnny | 1st Class Lineman |
| Simco | Keith | Manager of Operations |
| Smith | Jeff | Manager of IT |
| Sprowl | Jason | Manager of Operations- Loss Control |
| Stephens | Alex | Groundman |
| Stevens | Bruce | COO |
| Stieben | Rylan | Mechanic |
| Stracener | John | Staking Engineer |
| Tagert | Paul | 3rd Class Lineman |
| Thomas | Shawn | 1st Class Lineman |
| Thornon | Sandra | Billing Supervisor |
| Tillett | Nathan | Foreman |
| Tillett | Ryan | Operations/Safety Assistant |
| Tillett | Stephen | 3rd Class Lineman |

| | | |
|-------------|----------|---|
| Tolleson | Randy | Project Coordinator |
| Vera | Charles | 2nd Class Lineman |
| Waldrip | Jacob | Staking Engineer |
| Waldrip | Matthew | 3rd Class Lineman |
| Walker | Michael | Groundman/Locator |
| Weatherford | Patricia | Member Services Representative |
| Weeks | Terry | CAD Drafter |
| White | Austin | 3rd Class Lineman |
| Williams | Beau | Manager of Business Development |
| Williams | Eddie | 1st Class Lineman |
| Williams | Jeanie | Accounting |
| Williams | Melody | Cashier |
| Womack | Colton | Apprentice Lineman |
| Wright | Shawn | Line Superintendent- Service Supervisor |
| Yates | Doug | Manager of Operations |
| Young | Joe | Staking Engineer |
| Zint | Olivia | Member Services Representative |

- **Dates of access or training**

All GCEC employees have digital access to the EOP at all times through a 3rd party software entity. Physical copies of the EOP are present at specific locations throughout GCEC.

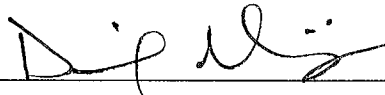
List of primary emergency contacts- person(s) who can address urgent issues; can be filed as confidential; provide backup contacts if possible

David McGinnis- CEO/GM
Cell Phone- 903-815-7308
Office Phone- 903-482-7115
Email- dmcginnis@gcec.net

General manager/CEO Affidavit

I, the undersigned, as General Manager/CEO of Grayson-Collin Electric Cooperative Inc. do hereby certify that all relevant operating personnel are familiar with and trained on the Emergency Operations Plan. Furthermore, the EOP has been reviewed and approved by appropriate executives and the Board of Directors of the Cooperative, drills have been or will be conducted as required by rule, redacted EOP or a summary has been distributed to authorities as directed or as needed, the Cooperative maintains a business continuity plan and a trained Emergency Response Team to interact with local, state, and federal emergency management officials.

I certify that I am authorized to make such certification.

By: 
Title: General Manager / CEO
Date: 4.13.2022