_____13. Extend the outside poles of the high-voltage disconnect switch (item 45) to the operating position as shown on the outline during (refer to instruction manual, section 5, high-voltage disconnect switch).

_____14. Install the linkage pipes on the disconnect switch (refer to drawing T-138142X13 by H. K. Porter Co.) The pipes are stored at the base of the switch for transit. The high-voltage switch is <u>not</u> designed to break load current but is for use only in breaking the transformer magnetizing current. Extreme caution must be observed from this step forward. Observe safety rules at <u>all</u> times.

_____15. With the high-voltage disconnect switch locked open and the low-voltage recloser (item 61) open and on "non-reclose", connect the low-voltage insulated power cables to the distribution system's de-energized equipment. Connect the high-voltage lines to the terminals of the three poles of the high-voltage disconnect switch.

_____16. Close and lock the high-voltage disconnect switch to energize the transformer. This will energize the control power, the potential transformer and light the red danger lights on the control housing.

_____17. Close the phase-indicating switch, <u>then</u> close the pump and fan motor reversing switch to the position indicated by the phase-indicating lights in the control housing. Closing the reversing switch starts the fans. Close the motor-starter switch to start the oil pump. Check liquid flow gage (item 14) for proper oil flow.

_____18. In order to check phasing across an <u>open</u> distribution device or to pick up cold load, close the low-voltage recloser by means of control switch (52CS) on the recloser control panel.

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #4 IN SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____ 1. Is only one person in charge of placing the mobile unit in service?

_____ 2. Open the low-voltage recloser (item 61) by means of control switch (52CS) o the recloser control panel.

_____ 3. Open and lock the high-voltage disconnect switch (item 45).

_____ 4. Remove the high-voltage lines from the high-voltage disconnect switch.

_____ 5. Remove the low-voltage insulated power cables from the distribution system's de-energized equipment.

_____ 6. Remove switch linkage pipes and store at base of switch for transit.

_____ 7. Roll and fasten the outside poles of the high-voltage disconnect switch to the transit position as shown on the outline drawing.

_____ 8. Install red braces (item 48) on the high-voltage lightning arresters.

_____ 9. Remove and store high-voltage fuses (item 44) so they are secured and will not come out during transit.

_____ 10. Disconnect 4/0 copper grounding cables and store beneath the low-voltage recloser.

_____ 11. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT #2 IN SERVICE

Perform work and check or punch out each line in order. (Item numbers refer to outline drawing in the instruction manual.)

_____ 1. Is only one person in charge of placing the mobile unit in service?

_____ 2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____ 3. Uncouple and move tractor from the mobile unit.

_____ 4. Connect two of the grounding points (item 22) on the mobile unit by 2/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____ 5. Check the pressure-relief device (item 7) on the transformer and reset the yellow plastic vane.

_____ 6. Check the transformer tank pressure by observing the pressure-vacuum gage (item 17).

_____ 7. Check the level of the oil in the main transformer tank by observing the liquid-level gage (item 16).

_____ 8. Check the tap changers and the series-parallel connection to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected (refer to the transformer nameplates mounted inside the control housing door for settings). Do not operate the tap changer with load or excitation on the transformer. The tap changer handles (items 19 & 20) are located on the rear of the transformer. The series-parallel connection is made inside the transformer, under the insulating oil. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____ 9. Connect the neutral bushing (item 2N) to the system neutral. Connect the low-voltage bushings (item 2) to the distribution system's de-energized equipment. Connect the high-voltage bushings (item 27) to the de-energized high-voltage system.

_____ 10. Energize the mobile unit like a standard substation transformer. Standard transformer protective apparatus is required. Connect the fan power supply cable to a 230 VAC source if the forced air rating (6,250 KVA) is required.

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #2 FROM SERVICE

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Remove the high-voltage lines from the high-voltage system's de-energized equipment.

_____4. Remove the low-voltage lines from the distribution system's de-energized equipment.

_____5. Remove and store high-voltage fuses (item 38) so that they are secured and will not come out during transit.

_____6. Install red braces (item 41) on the high-voltage lightning arresters and fuses.

_____7. Disconnect 2/0 copper grounding cables and store on the mobile unit.

_____8. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT #3 IN SERVICE

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____3. Uncouple and move tractor from the mobile unit.

_____4. Connect two of the grounding points (item 50) on the mobile unit by 2/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____5. Remove red braces (item 31) from the high-voltage lightning arresters and fuses.

_____6. Install shorting straps (item 34) on the bottom high-voltage arresters for 115 KV operation. Remove shorting straps for 161 KV operation.

_____7. Install high-voltage fuses (item 30) so that they are free to automatically lift open for transformer faults (spare fuses are furnished). Use 138 KV -40E fuses for either 115 KV or 161 KV operation.

_____8. Check the pressure-relief device (item 10) on the transformer and reset the yellow plastic vane.

_____9. Check the inlet and outlet valves (item 7) in the oil piping system to see that they are open.

_____10. Check the tap changers and the high-voltage selector switch to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected. Refer to the transformer nameplates (item 27). Do not operate the tap changer or the HV selector switch with load or excitation on the transformer. The tap changer handles (items 22) are located on the driver's side of the unit. The HV selector switch handle (item 25) is located on the back side of the transformer.

_____11. Check the level of the oil in the main transformer tank by observing the liquid-level gage (item 21).

_____12. Check the transformer tank pressure by observing the pressure gage (item 9). Momentarily open the sampling valve on the pressure-vacuum bleeder device (below item 9) to drain any oil that may have splashed into the device during transit.

_____13. Extend the outside poles of the high-voltage arresters and fuses to the operating position as shown on the outline drawing. Bolt rails.

_____14. Check the low-voltage neutral ground connection (item 4) to see that it is tightly in place to provide a good neutral ground connection. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____15. Connect the low-voltage line connections (item 40) to the distribution system's de-energized equipment. Connect the high-voltage line connections (item 32) to the de-energized high-voltage system.

_____16. Energize the mobile unit like a standard substation transformer. Standard transformer protective apparatus is required.

_____17. Close the rotation-indicating switch; then close the pump and fan motor reversing switch to the position indicated by the rotation-indicator in the control housing. Closing the reversing switch starts the fan and the oil pump. Check liquid flow gage (item 8) for proper oil flow. The unit has no self-cooled rating.

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #3 FROM SERVICE

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Remove the high-voltage lines from the high-voltage system's de-energized equipment.

_____4. Remove the low-voltage lines from the distribution system's de-energized equipment.

_____5. Roll and fasten the outside poles of the high-voltage lightning arresters and fuses to the transit position as shown on the outline drawing. Bolt rails.

_____6. Remove and store high-voltage fuses (item 30) so that they are secured and will not come out during transit.

_____7. Install red braces (item 31) on the high-voltage lightning arresters and fuses.

_____8. Disconnect 2/0 copper grounding cables and store on the mobile unit.

_____10. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT #4 IN SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____3. Uncouple and move tractor from the mobile unit.

_____4. Connect two of the grounding points (item 70) on the mobile unit by 2/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____5. Remove red braces (item 41) from the high-voltage lightning arresters, switch and fuses.

_____6. Remove bolts from high-voltage lightning arrester shrouds (item 40). Tilt outward and bolt in outward position.

_____7. Install shorting straps (item 50) on the bottom high-voltage arresters for 13.2 KV operation. Remove shorting straps for 26.4 KV operation.

_____8. Install high-voltage fuses (item 38) so that they are free to automatically lift open for transformer faults (spare fuses are furnished). Use 69 KV -125E fuses.

_____9. Check the pressure-relief device (item 11) on the transformer and reset the yellow plastic vane.

_____10. Check the inlet and outlet valves (item 8) in the oil piping system to see that they are open.

_____11. Check the high-voltage tap changer and the low-voltage selector switch to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected. Refer to the transformer nameplate (item 26). Do not operate the HV tap changer or the LV selector switch with load or excitation on the transformer. The HV tap changer handle (item 23) is located on the curb side of the unit. The LV selector switch handle (item 25) is located on the curb side of the transformer.

_____12. Check the level of the oil in the main transformer tank by observing the liquid-level gage (item 22).

_____13. Check the transformer tank pressure by observing the pressure gage (item 10). Momentarily open the sampling valve on the pressure-vacuum bleeder device (below item 10) to drain any oil that may have splashed into the device during transit.

_____14. Check operation of high-voltage switch (item 33) and leave in open position.

_____15. Check the low-voltage neutral ground connection (item 5) to see that it is tightly in place to provide a good neutral ground connection.

_____16. Close storage box doors. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____17. Connect the low-voltage line connections (item 46) to the distribution system's de-energized equipment. Connect the high-voltage line connections (item 31) to the de-energized high-voltage system.

_____18. Energize the mobile unit like a standard substation transformer. Standard transformer protective apparatus is required.

_____19. Close the rotation-indicating switch; then close the pump and fan motor reversing switch to the position indicated by the rotation-indicator in the control housing. Closing the reversing switch starts the fan and the oil pump. Check liquid flow gage (item 8) for proper oil flow. The unit has no self-cooled rating!

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #4 FROM SERVICE

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Remove the high-voltage lines from the high-voltage system's de-energized equipment.

_____4. Remove the low-voltage lines from the distribution system's de-energized equipment.

_____5. Remove and store high-voltage fuses (item 38) so that they are secured and will not come out during transit.

_____6. Install red braces (item 41) on the high-voltage lightning arresters and fuses.

_____7. Disconnect 2/0 copper grounding cables and store on the mobile unit.

_____8. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT #5 IN SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____3. Uncouple and move tractor from the mobile unit.

_____4. Connect two of the grounding points (item 12) on the mobile unit by 2/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____5. Remove red braces (item 48) from the high-voltage and low-voltage lightning arresters and fuses.

_____6. Install shorting straps on the bottom high-voltage arresters (item 50) for 13.2 KV operation. Remove shorting straps for 26.4 KV operation.

_____7. Install high-voltage fuses (item 43) so that they are free to automatically lift open for transformer faults (spare fuses are furnished). Use 138 KV -80E fuses for either 115 KV, 138 KV, or 116KV operation.

_____8. Check the pressure-relief device (item 36) on the transformer and reset the yellow plastic vane.

_____9. Check the inlet and outlet valves (item 23 & 24) in the oil piping system to see that they are open.

_____10.Check the high-voltage tap changers and the low-voltage selector switch to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected. Refer to the transformer nameplate (item 22). Do not operate the HV tap changers or the LV selector switch with load or excitation on the transformer. The tap changer handles (item 33) is located on the back side of the unit. The LV selector switch handle (item 76) is located on the driver's side of the transformer.

_____11. Check the level of the oil in the main transformer tank by observing the liquid-level gage (item 18).

_____12. Check the transformer tank pressure by observing the pressure gage (item 25). Momentarily open the sampling valve on the pressure-vacuum bleeder device (below item 25) to drain any oil that may have splashed into the device during transit.

_____13. Extend the outside poles of the high-voltage lightning arresters and fuses to the operating position as shown on the outline drawing. Bolt rails.

_____14. Check the low-voltage neutral ground connection (item 45) to see that it is tightly in place to provide a good neutral ground connection.

_____15. Close storage box doors. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____16. Connect the low-voltage line connections (item 72) to the distribution system's de-energized equipment. Connect the high-voltage line connections (top of item 51) to the de-energized high-voltage system.

_____17. Energize the mobile unit like a standard substation transformer. Standard transformer protective apparatus is required.

_____18. Close the phase-indicating switch on the control panel. Turn the pump and fan motor reversing switch to the position indicated by the phase-sequence indicating lamp. Then close the motor-starter switches to start the fan and the oil pumps. Check liquid flow gage (item 17) for proper oil flow. <u>The unit has no self-cooled rating!</u>

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #5 FROM SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Remove the high-voltage lines from the high-voltage system's de-energized equipment.

_____4. Remove the low-voltage lines from the distribution system's de-energized equipment.

_____5. Roll and fasten the outside poles of the high-voltage lightning arresters and fuses to the transit position as shown on the outline drawing. Bolt rails.

_____6. Remove and store high-voltage fuses (item 43) so that they are secured and will not come out during transit.

_____7. Install red braces (item 48) on the high-voltage and low-voltage lightning arresters and fuses.

_____8. Disconnect 2/0 copper grounding cables and store on the mobile unit.

_____9. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT 6 IN SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____3. Uncouple and move tractor from the mobile unit.

_____4. Connect two of the grounding points (item 71) on the mobile unit by 4/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____5. Remove red braces (item 46) from the high-voltage and low-voltage lightning arresters.

_____6. Install 2/C 12 Cu. Control cable for sudden pressure relay.

_____7. Install 9/C #10 Cu. Control cable for relaying and metering.

_____8. Install 3/C #6 Cu. Cable for 120/240 volt station service if required by existing substation (10 KVA maximum).

_____9. Check the pressure-relief device (item 10) on the transformer and reset the yellow plastic vane.

_____10. Check all six inlet and outlet valves (item 7) in the oil piping system to see that they are open.

_____11. Check the high-voltage tap changers A, B and C and the low-voltage selector switch to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected. Refer to the transformer nameplate (item 33). Do not operate the HV tap changers or the HV selector switch with load or excitation on the transformer. The tap changer handles (item 25, 26, 27) are located on the curb side of the unit. The HV selector switch handle (item 29) is ocated on the driver's side of the transformer.

_____12. Check the level of the oil in the main transformer tank by observing the liquid level gage (item 23).

_____13. Check the transformer tank pressure by observing the pressure gage (item 9). Momentarily open the sampling valve on the pressure-vacuum bleeder device (beside item 9) to drain any oil that may have splashed into the device during transit.

_____14. Extend the swinging arm mounts of the high-voltage lightning arresters to the operating position as shown on the outline drawing. Bolt arms.

_____15. Check the HOXO neutral ground connection (item 4) to see that it is tightly in place to provide a good neutral ground connection.

_____16. Close storage box doors. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____17. Connect the low-voltage line connections (item 58) to the 69 KV system's de-energized equipment. Connect the high-voltage line connections (top of item 41) to the de-energized high-voltage system.

_____18. Energize the mobile unit like a standard autotransformer. Standard transformer protective apparatus is required.

_____19. Check operation of pump and fan motors at the control panel. Turn the pump and fan motor reversing switch to the position that will cause flow indicator lamps to glow, indicating "pump on". Check liquid flow gage (item 8) for proper oil flow. Fans should draw air through the coolers. The unit has no self-cooled rating!

I have re-checked each step of this procedure and it is complete.

_____

(Signature of person in charge)

_____

(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #6 FROM SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Remove the high-voltage lines from the high-voltage system's de-energized equipment.

_____4. Remove the low-voltage lines from the 69kV system's de-energized equipment.

_____5. Remove all control cable and store on mobile unit

_____6. Retract and fasten the swinging arm mounts of the high-voltage lightning arresters to the transit position as shown on the outline drawing. Bolt arms.

_____7. Install red braces (item 46) on the high-voltage lightning arresters.

_____8. Disconnect 4/0 copper grounding cables and store on the mobile unit.

_____9. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

CHECK-OFF LIST FOR PLACING MOBILE UNIT #7 IN SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. Position and block mobile unit for easiest connection to power lines and with a tilt of no more than 5 degrees from horizontal.

_____3. Uncouple and move tractor from the mobile unit.

_____4. Connect two of the grounding points (item 20) on the mobile unit by 4/0 copper cable directly to the nearest low-resistance ground grid using clamp-type terminals (refer to drawing K-8696274 for a method of effectively grounding the mobile unit if no ground grid is available). Do not energize mobile unit unless it is grounded.

_____5. Check the pressure-relief device (item 17) on the transformer and reset the yellow plastic vane.

_____6. Check the transformer tank pressure by observing the pressure-vacuum gage (item 7).

_____7. Check the level of the oil in the main transformer tank by observing the liquid-level gage (item 4).

_____8. Check the high-voltage tap changer(item 3) and the low-voltage selector switch (item 29) to determine if they are correctly set for the voltage of the circuit to which the mobile unit is to be connected (refer to the transformer nameplate). Do not operate the tap changer with load or excitation on the transformer. The tap changer handle (item 3) is located on the rear of the transformer. The low voltage selector switch handle (item 29) is located on the street side of the transformer. Extreme caution must be observed from this step forward. Observe safety rules at all times.

_____9. Connect the neutral bushing (item XO) to the system neutral. Connect the low-voltage bushings (items X1, X2, X3) to the distribution system's de-energized equipment. Connect the high-voltage bushings (items H1, H2, H3) to the de-energized high-voltage system.

_____10. Energize the mobile unit like a standard substation transformer. Standard transformer protective apparatus is required. Connect the fan power supply cable to a 230 VAC source if the forced air rating (16, 20, or 22.4 MVA) is required.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

CHECK-OFF LIST FOR REMOVING MOBILE UNIT #7 FROM SERVICE

Perform work and check or punch out each line in order.
(Item numbers refer to outline drawing in the instruction manual.)

_____1. Is only one person in charge of placing the mobile unit in service?

_____2. De-energize the mobile unit like a standard substation transformer.

_____3. Disconnect 230 VAC fan power supply

_____4. Disconnect high-voltage bushings (item H1, H2, H3) from system.

_____5. Disconnect low-voltage bushings (item X1, X2, X3) from system.

_____6. Disconnect neutral bushing (item XO) from system neutral.

_____7. Disconnect 4/0 copper grounding cables and store on the mobile unit.

_____9. Couple tractor to mobile unit.

I have re-checked each step of this procedure and it is complete.

_____
(Signature of person in charge)

_____
(Date and Place)

ADDITIONAL PERSONNEL AND EQUIPMENT

Contractors and Equipment

The President & CEO, V.P. Engineering and Operations, Operations Director, Construction Manager, System Engineer or District Manager may call in the following contractors (complete with equipment) to assist in service restoration activities:

Comments	Contractor Name	Location	Telephone #
Primary Contractor	MDR Construction Inc.		
Distribution Crew Area Supervisor	Tony Baughman		601-810-9773
	Heath Barger		501-920-2009
	Jackie Peach		501-860-4720
Arkansas State Wide Association	AR Elec. Coop. Inc.	Little Rock, AR	800-482-1277
		(Direct)	501-570-2371
Manager of Right of Way	Dustin Denton	Little Rock	501-765-5219
Manager of Construction	Sam Lockhart	Little Rock	501-515-3079
Manager of Safety	Clay Fulton	Little Rock	870-503-0540
Statewide Mutual Assistance Coordinator	William Thompson	Little Rock	501-258-7439
Generators	Riggs, J.A.	Little Rock	800-876-1021
		Texas	800-467-4008
Right-of-Way Dept.	A&S Tree Service		
	Adan Infante		903-241-0450
			903-590-7801
	3D Farms LLC		903-277-9600
	Hank Dean		
	Deere Const.		
	Leon Deere		870-584-7870
	Texar Tree & Timber		870-584-7870
	John Scoggins		
	Horner Land Clearing		903-280-6979
	Bo Horner		
	Double J Excavation		870-582-1570
	Justin Jacques		
Transmission & Distribution Contractors	Asplundh		866-635-3422
	C & H Power Line Construction Co.	Wellston, OK	405-356-4077
	Cutter Robinson	(Home Phone)	501-262-1850
	The Duffie Company	Talco, TX	214-379-2221
	Elec. Utility Const. Co.B	roken Arrow, OK	918-438-4900

	Henkels & McCoy, Inc.	Lewisville, TX	903-539-1746
	Irby Const. Co.	Jackson, MS	601-969-1811
	Lawrence Electric Co.	El Dorado, AR	870-862-4711
	Electrical Line Services, Inc.	Oklahoma City, OK	405-691-4910
Line Construction Contractors	Dillard Smith Const. Co.	Chattanooga, TN	423-894-4336
	Southern Electric Corp.	Flowood, MS	601-939-6388
	KDM Construction	Gilbert, LA	318-724-7394
	Underground Utilities Contractors Inc.	Cabot, AR	501-941-3816
	Evers Electric	El Dorado, AR	870-918-6935
			870-863-4494
Utilities	Oncor Electric Delivery	1601 Bryan St. Suite 22-035D Dallas, TX 75201 Brenda Pulis, Sr. VP – Distribution	888-313-4747
	HiLine Engineering A GDS Company	1850 Parkway Place Suite 800 Marietta, GA 30067 Kevin Mara, PE (cell 678-488-4691)	770-426-0819

Logistical Support - including power generators, tents, cots, sleeping bags, food service, water and ice, showers and toilet facilities, laundry, fuel, security, communications, first aid, transportation, HVAC, storage, materials handling, grey and black water removal, flooring, camp management.

Asplundh	Willow Grove, PA	866-635-3422 215-784-1444 (fax)
Service Rentals	Praireville, LA	800-679-6610 225-622-5544 (fax)
Storm Services Meridian, MS		662-283-5797 228-297-9554

Storm Services Engineering
3949 HWY 93South
Thomasville GA> 31792

Charles Evans	228-297-9554 662-283-5797
Charlie Hartsfield	417-699-1824
Tommy Hopkins	229-872-3611
Steve Littrell	573-745-1184

Ranco Disaster Services

Kevin Reeves	337-375-3839 337-462-6186

Procedure

Substation Outages

A. Purpose:
To state the notification procedure to be followed in the event a substation or transmission outage occurs throughout the electrical system of Southwest Arkansas Electric Cooperative Corporation

B. Procedure:
1. In an effort to prevent costly switching errors, equipment damage, and possible loss of human life, all substation and/or transmission outages will require notification of engineering personnel. Upon notification, engineering personnel will assist in the restoration of service following a swift but adequate check out of affected equipment and facilities.
2. In the event of a fault that affects high side sectionalizing devices on a three phase substation power transformer (i.e., circuit switcher trip, blown high side fuses, etc.) the transformer will not be reenergized until transformer turns ratio tests are completed. Post-fault TTR tests will be compared to: a) ANSI C57 guidelines, or b) pre-fault TTR test reports for the transformer. The transformer will not be reenergized if post-fault TTR readings differ by more than 0.5% of the readings in a) or b) above. Meggar tests will be completed on transformer windings as required.
3. Post-fault TCG (Total Combustible Gas) oil samples will be taken on affected three phase substation power transformers following any fault condition that trips the unit off the line.

EFFECTIVE: January 1, 1991

Engineering Personnel

Name		Telephone#
George Wall	(Cell)	903-278-2978
Scott Kennedy	(Home)	903-832-1183
	(Cell)	903-278-6326
Randy Rankin	(Cell)	903-748-0976
Todd Castleman	(Cell)	870-557-5600

Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Ashdown West 138/12.5 KV Substation (Phone: 870-898-4751)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jimmy McCoy	SWREA, De Queen, AR	870-584-6375
Joey Rogers	SWREA, De Queen, AR	903-748-7189
Scotty Russell	SWREA, De Queen, AR	870-784-6221
Brandon Winer	SWREA, De Queen, AR	870-584-6119
Thomas Whitt	SWREA, De Queen, AR	870-784-2585
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

Switching should be done in accordance with our Transmission Operating Agreement between Arkansas Electric Cooperative Corporation and AEP Southwestern Electric Power Company made April 5, 1995. We know that the telephone number for the Arsenal Hill Dispatch Center is 318-221-8406 or 318-673-3900.

Texarkana Dispatch (Phone: 870-772-0189)
Wickes 69/12.5 kV Substation (Phone: 870-385-2632)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jimmy McCoy	SWREA, De Queen, AR	870-584-6375
Troy Allen	SWREA, De Queen, AR	903-748-6949
Joey Rogers	SWREA, De Queen, AR	903-748-7189
Scotty Russell	SWREA, De Queen, AR	870-784-6221
Brandon Winer	SWREA, De Queen, AR	870-584-6119
Thomas Whitt	SWREA, De Queen, AR	870-784-2585
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
South Texarkana Meter Point (Phone: 870-772-1904)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278 6326
Jeremy Lindsey	SWREA, Texarkana, AR	903-748-2159
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Cobie Bearden	SWREA, Texarkana, AR	903-949-9172
Mason Howell	SWREA, Texarkana, AR	903-949-4781
Brennan Plunk	SWREA, Texarkana, AR	903-701-4549
Greg Hensley	SWREA, Texarkana, AR	903-748-5728
Todd Newberg	SWREA, Texarkana, AR	903-748-0531
Donnie Kelley	SWREA, Texarkana, AR	903-701-7853
Jason Alexander	SWREA, Texarkana, AR	903-701-4374
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Foreman (North) 138/12.5 kV Substation (Phone: 870-542-7677)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Jimmy McCoy	SWREA, De Queen, AR	870-584-6375
Troy Allen	SWREA, De Queen, AR	903-748-6949
Joey Rogers	SWREA, De Queen, AR	903-748-7189
Scotty Russell	SWREA, De Queen, AR	870-784-6221
Brandon Winer	SWREA, De Queen, AR	870-584-6119
Thomas Whitt	SWREA, De Queen, AR	870-784-2585
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
DeQueen 69/12.5 kV Substation (Phone: 870-642-7137)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jimmy McCoy	SWREA, De Queen, AR	870-584-6375
Troy Allen	SWREA, De Queen, AR	903-748-6949
Joey Rogers	SWREA, De Queen, AR	903-748-7189
Scotty Russell	SWREA, De Queen, AR	870-784-6221
Brandon Winer	SWREA, De Queen, AR	870-584-6119
Thomas Whitt	SWREA, De Queen, AR	870-784-2585
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Tollette 69/12.5 kV Substation (Phone: 870-287-5557)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmet Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Nashville 69/34.5 kV Substation (Phone: 870-845-3438)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Midway (West Nashville) 69/12.5 kV Substation (Phone: 870-845-1238)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
McNab 115/12.5 kV Substation (Phone: 870-896-2248)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Lockesburg South 138/12.5 kV Substation (Phone: 870-289-3253)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Ashdown (Millwood) 115/12.5 kV Substation (Phone: 870-898-6592)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Nathan West 69/12.5 kV Substation (Phone: 870-845-0440)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Randy Watts	SWREA, Nashville, AR	903-826-1078
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Mark Wall	SWREA, Nashville, AR	870-826-1201
Emmett Ray	SWREA, Nashville, AR	870-784-0818
Alex Reid	SWREA, Nashville, AR	870-200-3714
Ted Kitchens	SWREA, Nashville, AR	870-582-2444
Eric Shelley	SWREA, Nashville, AR	870-217-9860
J.J. Bagley	SWREA, Nashville, AR	870-784-1095
Colin Lockeby	SWREA, Nashville, AR	903-826-8813
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

Switching should be done in accordance with our Transmission Operating Agreement between Arkansas Electric Cooperative Corporation and Southwestern Electric Power Company made April 5, 1995. We know that the telephone number for the Arsenal Hill Dispatch Center is 318-221-8406 or 318-673-3900.

Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Patmos 115/13.2 kV Substation (Phone: 870-722-5140)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Richard Morton	SWREA, Bradley, AR	870-904-0737
Mark Hollis	SWREA, Bradley, AR	903-748-7651
Tommy Teague	SWREA, Bradley, AR	870-299-2945
Todd Spakes	SWREA, Bradley, AR	903-826-5391
Ryan Hayes	SWREA, Bradley, AR	870-299-0101
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

Switching should be done in accordance with our Transmission and Distribution Operating Agreement" made June 10, 1996. We know that the telephone number for the Entergy Arkansas Transmission Dispatch Center is 501-396-4984 or 501-372-3791.

Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Lewisville 115/69 kV Substation (Phone: 870-921-5565)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Richard Morton	SWREA, Bradley, AR	870-904-0737
Mark Hollis	SWREA, Bradley, AR	870-826-1201
Tommy Teague	SWREA, Bradley, AR	870-299-2945
Todd Spakes	SWREA, Bradley, AR	903-826-5391
Ryan Hayes	SWREA, Bradley, AR	870-299-0101
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Bloomburg Meter Point (Phone: 870-728-5167)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Richard Morton	SWREA, Bradley, AR	870-904-0737
Mark Hollis	SWREA, Bradley, AR	870-826-1201
Tommy Teague	SWREA, Bradley, AR	870-299-2945
Todd Spakes	SWREA, Bradley, AR	903-826-5391
Ryan Hayes	SWREA, Bradley, AR	870-299-0101
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Texarkana Meter Point (Phone: 903-831-5000)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jeremy Lindsey	SWREA, Texarkana, AR	903-748-2159
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Cobie Bearden	SWREA, Texarkana, AR	903-949-9172
Mason Howell	SWREA, Texarkana, AR	903-949-4781
Brennan Plunk	SWREA, Texarkana, AR	903-701-4549
Greg Hensley	SWREA, Texarkana, AR	903-748-5728
Todd Newberg	SWREA, Texarkana, AR	903-748-0531
Donnie Kelley	SWREA, Texarkana, AR	903-701-7853
Jason Alexander	SWREA, Texarkana, AR	903-701-4374
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Northeast Texarkana Meter Point (Phone: 870-772-1904)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jeremy Lindsey	SWREA, Texarkana, AR	903-748-2159
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Cobie Bearden	SWREA, Texarkana, AR	903-949-9172
Mason Howell	SWREA, Texarkana, AR	903-949-4781
Brennan Plunk	SWREA, Texarkana, AR	903-701-4549
Greg Hensley	SWREA, Texarkana, AR	903-748-5728
Todd Newberg	SWREA, Texarkana, AR	903-748-0531
Donnie Kelley	SWREA, Texarkana, AR	903-701-7853
Jason Alexander	SWREA, Texarkana, AR	903-701-4374
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Authorized Personnel to Perform Switching in Substations

Texarkana Dispatch (Phone: 870-772-0189)
Grannis 69/12.5 kV Substation (Phone: 870-385-7930)

		Cell Phone
George Wall	SWREA, Texarkana, AR	903-278-2978
Bobby Fenton	SWREA, Texarkana, AR	903-826-1076
Scott Kennedy	SWREA, Texarkana, AR	903-278-6326
Jimmy McCoy	SWREA, De Queen, AR	870-584-6375
Troy Allen	SWREA, De Queen, AR	903-748-6949
Joey Rogers	SWREA, De Queen, AR	903-748-7189
Scotty Russell	SWREA, De Queen, AR	870-784-6221
Brandon Winer	SWREA, De Queen, AR	870-584-6119
Thomas Whitt	SWREA, De Queen, AR	870-784-2585
Todd Castleman	SWREA, Texarkana, AR	870-557-5600
Trace Clements	SWREA, Texarkana, AR	870-748-9414

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Member Cooperative	CEO/General Manager	Home Phone #	Cellular Phone #	Office Phone #
Arkansas Valley	Al Simpson		479-209-0389	479-667-2176
Ashley-Chicot	Rodney Chapman	870-853-6259		870-853-5212
C & L	Greg Smith		870-692-0560	870-628-4221
Carroll	Rob Boaz	870-423-6160	870-480-3314	870-423-2161
Clay County	David Smith	870-335-7207		870-857-3521
Craighead	Brian Duncan	870-239-5591		870-932-8301
Farmers	Larry Bright	870-523-4840		870-523-3691
First Electric	Don Crabbe	501-941-2025	501-517-3501	501-982-4545 or 501-982-4522
Mississippi County	Brad Harrison	870-776-1767		870-763-4563
North Arkansas	Mel Coleman	870-895-2675	870-421-8951	870-895-3221
Ouachita Electric	Robby Stinnett			870-836-5791
Ozarks Electric	Mitchell Johnson	479-361-5058	479-790-1093	479-521-2900 or 800-521-6144
Petit Jean	Michael Kirkland	507-757-3029		501-745-2493 or 800-786-7618
Rich Mountain	Brad Castor	479-394-5772		479-394-4140 or 877-828-4074
South Central	Colby Wells	870-246-1230		870-246-6701
Southwest Arkansas	Dion Cooper		423-667-4545	870-772-2743
Woodruff	Michael Swan	870-270-8672	870-270-8672	870-633-2262

ELECTRIC COOPERATIVES OF ARKANSAS

Disaster Response Guide

4.55

Foreword

The information contained in this manual is intended as a reference for use by the electric cooperatives of Arkansas. The purpose of this manual is to provide information useful to any Arkansas cooperative experiencing wide spread outages due to a natural or man-made disaster. This manual also provides procedures for use by the employees of Arkansas Electric Cooperatives, Inc. and Arkansas Electric Cooperative Corporation when they are called upon to coordinate disaster assistance with other electric cooperatives.

Table of Contents

SECTION 1

Disaster Preparedness

Written Procedures

Each cooperative should have written procedures for dealing with major service outages. The procedures should contain at least the following:

1) Restoration priority;
2) Notification procedures for emergency response personnel;
3) General location(s) of equipment, tools, and materials normally needed to restore service;
4) Procedures for notifying fire, police, medical and other public officials; and,
5) General procedures to determine whether the system is safe.

Organizational Assignments

Situation Assessment: Responsibility for monitoring threats to the reliability of the system and for assessing damages should be assigned to an individual. That individual should also determine if outside assistance is required.

Incoming Calls: Responsibility for managing incoming telephone calls and reporting outages should be assigned to an individual. Several individuals may be assigned to telephone or front office duty.

Dispatching: At least two individuals should be authorized to perform dispatching duties.

Communications Equipment: The responsibility for maintenance of additional radios and other communications equipment for use during an emergency should be assigned to an individual.

Reporting: Responsibility for reporting outage and emergency information to the public, regulatory agencies and the media should be assigned to an individual.

Maintaining System Maps: An individual should be assigned the responsibility of maintaining an appropriate number of up-to-date system maps.

Inventory Control: An individual should be assigned responsibility for issuing all materials and keeping accurate records.

Consumer Assistance: An individual should be assigned responsibility for assisting consumers with locating portable generators, dry ice and other items or services.

Support for Visiting Work Crews: An individual should be assigned responsibility for coordination with visiting crews. The duties assigned to this individual could include:

securing lodging and food,
arranging for fuel and servicing of trucks,
insuring that visiting crews understand and agree to comply with safety rules,
providing information concerning persons in charge of operations and dispatching,
providing revised estimates of work left to be completed, and
reaching an understanding concerning the handling of expenses.

General Suggestions

The electrical transmission and distribution facilities in Arkansas are subject to a variety of naturally occurring phenomenon. Most of these occur with little or no warning, for example, lightening, high winds and tornados. However, in some instances we do have warning of impending danger to our facilities. Accumulations of ice and snow are often predicted with reasonable accuracy well in advance of the occurrence. Where there is some prior warning you may want to make some immediate preparations. The following are some of the things that you may want to consider during your immediate preparations:

- ✓ Extra cash for incidental expenses related to service restoration
- ✓ Check supply of foul weather gear
- ✓ Check supply of trouble lights and batteries
- ✓ Check vehicle tire-chains
- ✓ Check that trucks are well stocked with materials
- ✓ Check supplies of frequently used materials such as conductor splices and ties
- ✓ Check with area hotels and restaurants to verify availability
- ✓ Check function and availability of spare communications radios
- ✓ Plan for transportation of essential personnel from home to the office in the event that normal transportation is not available
- ✓ Review your written procedures

Suggestions for Cooperatives Receiving Assistance

Upon arrival, the following items should be discussed with the visiting crew:

- ✓ Where food and lodging are available
- ✓ Where to get fuel, oil and equipment service
- ✓ Policy relative to the handling of invoices in connection with fuel, oil and equipment service
- ✓ Length of time they will be expected to work continuously and length of rest period
- ✓ Reach an understanding relative to handling food, lodging and other expenses
- ✓ Check on proper tools and materials for work assigned to them
- ✓ Inform them as to the authorized persons who will be in charge of operations and dispatching
- ✓ Verify that the visiting crew's safety equipment (insulated gloves, personal protective grounds, etc.) are adequate for the conditions that they will encounter
- ✓ Secure agreement from arriving crews that safety practices are understood and will be complied with

When making work assignments, be sure that instructions are clear and concise. Providing visiting crews with copies of up-to-date maps can help to expedite work assignments. Only one person should be authorized to direct operations during emergency work. All orders and dispatching should be coordinated by this authorized person. When the authorized person is relieved by another person who is qualified to direct operations, outside crews should be notified.

Food and lodging for assisting crews are of paramount importance. To ensure that food and lodging will be available during a disaster, some pre-planning may be necessary. It may be beneficial to contact restaurants and hotels in your area to determine what resources are available. You may arrange with certain restaurants to extend their business hours during emergency work. Your crews may need meals at odd hours. You may want to pre-arrange a billing agreement with some hotels and restaurants. In some instances it may be more practical to serve lunches in the field. This can reduce travel time and most crews are already accustomed to eating lunch in the field. You may also consider putting together *Goody Bags*. These *Goody Bags* contain high energy snacks like peanut butter crackers, cheese crackers, candy bars, fruit, etc. These snacks help to sustain the crew's energy between meals. They are especially helpful in situations where the crew has to go longer than normal between meals.

Visiting employees will want to contact their spouses and/or family. If it is your policy to pick up the expense of such calls, an economical way to accomplish this is to use pre-paid phone cards. This makes the calls cheaper than calls made through a hotel.

During extreme situations, your county Office of Emergency Services may be able to provide assistance. They often have access to facilities, such as National Guard Armories, that may be used as temporary housing for crews. Prior contact with the offices in the counties you serve will help to determine what resources are available.

Fuel and service for vehicles can also become a problem. If you have your own fuel and service facility, you may want to give consideration to setting up a special fuel and service schedule. This might include having personnel come in during the evening hours to fuel and service vehicles. You may also want to check the availability of fueling stations around your service area and their hours of operation. This information could be provided to visiting crews. If filling stations are unable to pump fuel due to outages, you may be able to make arrangements with fuel and oil distributors to make tank truck deliveries direct to your vehicles at convenient locations. Prior contact with distributors in your service area would reveal what resources are available.

Communication with visiting crews may be difficult if the visiting crews are not on the same radio frequency as the host cooperative. The host cooperative may want to consider having some additional radios for use by visiting crews. In some instances it may be possible to program radios of the visiting crew to the frequency of the host cooperative. You may want to arrange to have someone with this expertise available.

It should be understood by all concerned that as soon as emergency repairs have been made and service restored to all members on the affected system, the help which has been called in, will be released to return to their home system.

Suggestions for Cooperatives Sending Assistance

The following is a list of things that should be discussed with and/or provided to crews going to assist other cooperatives:

- ✓ Name of contact person and contact phone number at host cooperative
- ✓ Directions to host cooperative
- ✓ Sufficient cash so that your personnel feel secure
- ✓ An estimate of the amount of time the crew is expected to stay at the host cooperative
- ✓ Extra lights for night work
- ✓ Foul weather gear
- ✓ Cell phone
- ✓ An after hours number that the crew can use to contact their home cooperative

Crews should be asked to periodically contact their home cooperative. This allows the home cooperative to get status reports without having to bother the host cooperative.

Your employees will want to contact their spouses and/or family. If it is your policy to pick up the expense of such calls, an economical way to accomplish this is to use pre-paid phone cards.

SECTION 2

Service Restoration Activities

Work Practices

The following observations are derived from the past experiences in Arkansas and our neighboring states.

If damage to the system is widespread, a comprehensive determination of the scope of work prior to beginning restoration activities may be very beneficial. This may be especially true when the damage is the result of snow or ice accumulations. If the snow or ice is still accumulating, restoration progress may be very slow. Efforts may be better spent determining the scope of work and planning the restoration effort.

A limit exists to the length of time crews can work effectively and safely without rest. Around-the-clock work, in shifts, is logical in a situation expected to be cleared up within two or three days. However, if the duration of the outage is expected to be longer, a daylight-to-dark work schedule may be more efficient.

Avoid yielding to pressure from individuals for special attention. Little progress can be made in cleaning up major damage when crews are required to run from one end of the system to the other trying to satisfy individuals who demand special attention without justification. Your written plan should contain a restoration priority plan. Staying with this plan will usually result in the greatest efficiency of effort.

It is often most efficient to give a crew responsibility for work on a given feeder and letting them work it out to the end or to a sectionalizing point, then come back and restore service on single phase lines or taps off the feeder.

It may be a good practice to have one or more two-man crews for dispatching to locations where special hazards may exist or where especially critical loads should be given special attention. When not on such work, they may be used to repair individual services. You may consider having some two-man crews work a rotating schedule so that at least one such crew would be available around the clock to deal with imminent danger situations that might arise.

In view of the fact that areas hit by a major storm may be isolated by the police and only authorized persons will be admitted, it may be beneficial to issue employees a means of identification that could be used to verify that they have reason to be admitted to such restricted areas. This identification could have further value as a means to identify authorized persons to filling stations, restaurants, etc.

Crews should be rotated periodically when working in extreme conditions over an extended period of time. If a visiting crew has been away from their home cooperative for two weeks, they should be given the opportunity to return to their home system and be replaced by another crew.

If a system responds to a call for assistance with a significant number of crews, it may be beneficial for the system to provide a person to coordinate the activities of their crews and act as a liaison with the system being aided.

It may be more efficient to give a visiting crew responsibility for work in a designated area rather than moving from outage point to outage point. Assigning work in this manner may allow a greater number of visiting crews to be coordinated by a smaller number of host cooperative personnel.

SECTION 3

Procedure for Securing Assistance

General

When calling for assistance, the following information should be provided:

- ✓ Nature of disaster (tornado, flood, ice, etc.)
- ✓ Estimate of miles of line damaged (or percentage of system out)
- ✓ Estimated number of members with outages
- ✓ Number and type of trucks needed (bucket truck, digger derrick, service truck)
- ✓ Other equipment and tools needed (tracked vehicle, backhoe, flotation tired vehicle, etc.)
- ✓ Number and type of personnel needed (linemen, right-of-way workers, office help, etc.)
- ✓ Materials needed (splices, crossarms, transformers, etc)
- ✓ Weather and road conditions (advise of any road closings or hazardous road conditions in your area)
- ✓ Where the crews should report (address of location where crews are to report)
- ✓ Name of contact person (name of the person to whom they are to report)
- ✓ Telephone numbers (phone numbers that incoming crews can use to contact the cooperative and/or the contact person)
- ✓ Estimate of the length of time crews will be needed

To ensure clear concise communication, the Assistance Request form, contained in the appendix of this manual, should be faxed to the cooperative providing assistance and to the Safety and Loss Control department of Arkansas Electric Cooperatives, Inc.

Crew and Equipment Classifications

The following are generalized descriptions of various crews and equipment. These descriptions are not intended as recommended crew size. They are simply offered as a reference for use by systems requesting assistance.

Service Crew - This will generally be a journeyman lineman and a helper. The helper could be a lineman, an apprentice lineman or a groundman. The equipment that they will bring with them will generally be a pickup with a complete complement of line tools (hoist, grips, handline, crimping tool, bolt cutters, hot stick, etc.).

Service Bucket & Crew – This will generally consist of the same manpower and tools as the service crew. However, the service bucket itself will usually be a small aerial device mounted on a ¾ to 1 ½ ton truck. The reach of the aerial device will be around 35 feet and it will most likely not have any material handling capabilities.

Construction Bucket & Crew – The crew will generally be two to three people. There will usually be a journeyman lineman and one or two helpers. On three man crews at least one of the two helpers will usually be another lineman or an apprentice. The bucket itself will usually be a larger aerial lift device mounted on a 2 ton or greater truck. The reach of the unit will usually be between 35 and 55 feet. The unit will usually have some material handling capabilities.

Digger Truck & Crew – The crew will usually be three people and will normally consist of a journeyman lineman and a second lineman or apprentice lineman. The third member of the crew will usually be an apprentice lineman or a groundman. The construction truck is usually a digger derrick truck with hole digging and pole setting capabilities. The reach and capacity of the equipment will vary. A pole trailer will usually accompany the construction truck.

Construction Crew – A construction crew usually consists of five or six employees. There will usually be a crew leader and four or five other employees. At least two of the other employees will usually be journeyman linemen. The remainder of the crew members are generally apprentice linemen or groundmen. The crew will usually have a construction bucket, a digger truck and a pole trailer. In some instances the crew may also have pickup truck.

Right-of-Way Crew – A right-of-way crew will usually be two to three people with a pickup truck and a complete complement of right-of-way tools (chainsaws, tree climbing equipment, etc.).

Right-of-Way Bucket Crew – The crew will usually consist of two to three people. There will usually be a bucket operator and or two helpers. The reach of the aerial lift will usually be between 35 and 55 feet.

Localized Situations

In situations where the disaster is localized and one cooperative is requesting assistance from a neighboring system, the most efficient method of securing assistance is probably direct contact between the cooperatives. After direct contact is made, the cooperative requesting assistance should fax an Assistance Request form to the cooperative providing assistance and to the Safety and Loss Control department of Arkansas Electric Cooperatives, Inc. (the fax number for the Safety and Loss Control department is on the form).

The cooperative that is providing assistance should fax an Assistance Confirmation form to the cooperative requesting assistance and a copy should be faxed to the Safety and Loss Control department of Arkansas Electric Cooperatives, Inc. (the fax number for the Safety and Loss Control department is on the form).

Widespread Disasters

When a disaster is widespread and assistance is required from more than just neighboring systems, it is generally beneficial to coordinate requests for assistance through a single entity. The Safety and Loss Control department of Arkansas Electric Cooperatives, Inc. has been assigned responsibility for securing assistance for any Arkansas cooperative affected by such a disaster.

Any cooperative needing assistance can contact any member of the Safety and Loss Control department (contact numbers are listed in Section 7). The Safety and Loss Control department will then proceed to secure whatever help the cooperative has requested.

SECTION 4

Communications

Member and Media Communications

It is advisable to assign a member of your staff responsibility of member relations during a disaster. The member relations person should strive to keep the members informed of the progress made toward restoring service. This may be accomplished by providing information to radio and television stations in the area. Local newspapers should also be kept informed. It may be helpful to have a list of local media telephone, fax numbers and contacts included in the cooperative's written plan.

It may be beneficial to have a cooperative employee place calls or fax information to the area media on a regular schedule throughout the disaster. Various media should also be used to warn the public of hazards associated with downed power lines.

Persons that deal directly with the public, such as front office staff and persons answering phones, should be provided with the up to date system status information at regular intervals.

Communications with Public Officials

Public officials in your service area should also receive periodic updates. The County Sheriff, the County Office of Emergency Services, County Judge and other local officials may have need for information related to service restoration. It may be helpful to establish one contact within the local government to which you can provide information and then that contact can communicate the information to other agencies within the local government. It may be helpful to develop a list of such contacts for each county in your service area.

If the need arises, the Governmental Affairs Division of Arkansas Electric Cooperatives, Inc. can assist your personnel in the preparation and dissemination of information to your to public officials. The Status Report form provided in the appendix of this manual can be used to provide information to the Governmental Affairs Division.

Statewide Media

The statewide frequently gets calls from media inquiring about major outages. It would be most helpful if your media person could provide copies of status reports to the Corporate Communications manager at Arkansas Electric Cooperatives, Inc. Unless you specified otherwise, the Corporate Communications

manager would provide statewide media with generalized information about the situation and refer the media to your communications person for specific details.

If the need arises, the Corporate Communications Department of Arkansas Electric Cooperatives, Inc. can assist your media personnel in the preparation and dissemination of information to your local media. The Status Report form provided in the appendix of this manual can be used to provide information to the Corporate Communications Department.

SECTION 5

Procedure for Statewide Personnel

Safety and Loss Control Department

Safety and Loss Control department personnel will make themselves available as necessary to provide such assistance as is needed by the electric cooperatives of Arkansas during disasters that affect the operation of the cooperatives' electric facilities.

During disasters that affect the electric distribution facilities of the electric cooperatives of Arkansas, the Safety and Loss Control department will act as coordinator for assistance provided by Arkansas Electric Cooperatives, Inc. and Arkansas Electric Cooperative Corporation to the electric cooperatives of Arkansas.

Specific duties include the following:

- Receiving requests for assistance from Arkansas cooperatives
- Maintaining log of times, contacts and requests by cooperatives
- Securing the requested assistance from available sources
- Periodically checking with the cooperative requesting assistance to determine if further assistance is needed
- Providing information pertaining to the disaster and restoration efforts to other departments and divisions within Arkansas Electric Cooperatives, Inc. and Arkansas Electric Cooperative Corporation
- Annually updating the Electric Cooperatives of Arkansas Disaster Relief Guide

In addition to these duties, the Safety and Loss Control Department will maintain a relationship with associations in other states and when possible maintain up to date copies of other states' Mutual Assistance and Method of Reimbursement agreements..

The Safety and Loss Control Department will receive and process requests for assistance from out of state cooperatives.

During the restoration effort, the Safety and Loss Control Department will provide the management of Arkansas' electric cooperative with periodic status reports. The reports will include the following information:

- Cooperatives affected
- Estimates of miles of line/numbers of meters affected
- Estimate of number of crews working on problem

In instances where a significant number of Arkansas crews are sent to assist a cooperative in another state, a member of the Safety and Loss Control staff will travel to the state requesting assistance to act as a liaison between host cooperative(s) and the Arkansas cooperative(s).

Corporate Communication

The Corporate Communications Department will provide to statewide media, information authorized for release by the affected cooperatives.

Additionally, the Corporate Communications Department will, as requested, provide affected cooperatives assistance in communicating with local media.

Governmental Affairs

The Government Affairs Division will communicate to officials of state government, information authorized for release by the affected cooperatives.

Additionally, the Government Affairs Division will, as requested, provide affected cooperatives assistance in communicating with local government officials.

Utility Sales and Services Division

The Utility Sales and Services Division will provide materials, manpower and equipment as needed.

SECTION 6

Billing Guide

The following is a guide for use by Arkansas' electric cooperatives in billing each other for emergency work such as ice storms or any other type of disaster:

Labor

The host cooperative should reimburse the assisting cooperative at one and one-half times (overtime rate) the direct labor rate incurred, plus the actual cost of eligible benefits. Labor hours shall include travel time to and from host cooperative and actual hours on duty.

Lodging, Meals and Miscellaneous Expenses

Lodging, meals and miscellaneous expenses shall be paid by host cooperative. Flagrant abuse of miscellaneous expenses will not be tolerated or paid by the host cooperative.

Transportation and Equipment Reimbursement

Transportation and equipment reimbursement will be in accordance with FEMA's current Schedule of Equipment Rates.

Materials

Host cooperative will furnish and/or reimburse for all materials used.

Tools and Chain Saws

Tool and chain saw reimbursement will be in accordance with current FEMA rates for tools and chain saws.

ASSISTANCE REQUEST FORM

Date Received: _____
Received by: _____

Cooperative requesting emergency assistance _____

_____

Nature of disaster _____

Estimate of miles of line damaged (or percentage of system out) _____

Estimate of number of members with outages _____

Number and type of trucks needed _____

_____

_____

Other equipment and tools needed _____

Number and type of personnel needed _____

Materials needed _____

Weather and road conditions_____

_____

Where crews should report_____

_____

Name of contact person_____

Phone number of contact person_____

Estimate of how long the help may be needed _____

Date: _____ Time: _____

ASSISTANCE CONFIRMATION FORM

Date Received: _____
Received by: _____

Cooperative Name _____

Name of crew leader _____

Cell phone of crew leader _____

Number of employees being sent, including crew leader _____

Number and type of equipment being sent

Type of equipment	Quantity

Additional Crew Members Sent	Cell Phone #s (if applicable)

STATUS REPORT FORM

Date Received: _____
Received by: _____

Cooperative _____

Miles of line/percentage of system effected _____

Areas most effected _____

_____

_____

_____

Estimated cost of damage (by county if possible) _____

_____

_____

_____

_____

_____

_____

Number of outside crews working on the problem _____

System Fact Sheet

Name of Cooperative:	Arkansas Valley Electric Cooperative Corporation		
Address:	Mailing - P.O. Box 47, Ozark, AR 72949 / Physical - 1811 West Commercial St., Ozark, AR 72949		
Co-op Phone No. 479-667-2176		FAX No. 479-667-9847	
Unlisted/Cell Phone No.: 479-209-0413			
Co-op Manager: Alfred Simpson		Home Phone No.: 479-209-0389	
Email: asimpson@avecc.com			Cell No.:
Operations Contact: Steve Holt		Home Phone No.: 479-209-0503	
Email: sholt@avecc.com			Cell No.: 479-209-0503
Alternate Contact: Shawn Walling		Home Phone No.: 479-651-0472	
Email: swalling@avecc.com			Cell No.: 479-651-0472
Safety Contact: Ben Schaffer		Home Phone No.: 479-209-6109	
Email: bschaffer@avecc.com			Cell No.: 479-209-6109

Radio Information

Regular Operating Frequency: 159.915	Call Letters: WQCE 231
AWIN Call Sign: AVECC ?	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	20
Groundmen	3
Right-of-Way Workers	8
Supervisory Personnel	3
Warehouseman	
Mechanic	
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	5	2

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Big Bucket	2	48'	2
Digger Derrick	2	47'	2
Bucket (Service)	4	40'	2
Skid Steer	1		1

Specify Voltage Type:

Distribution Voltage		7.2 KV	14.4 KV		
Transmission Voltage		69 KV	34.5 KV		

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets			
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	3		
4 Wheel Drive Vehicles	5	¾ Ton Service Pick-up	
PPE			
Boats			
4 Wheelers	1	Kubota RVT	
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Ashley-Chicot Electric Cooperative, Incorporated
Address:	307 E Jefferson (P.O. Box 431) Hamburg, AR 71646
Co-op Phone No. 870-853-5212	FAX No. 870-853-2531
Unlisted/Cell Phone No.: 870-853-4161	
Co-op Manager: Rodney L Chapman	Home Phone No.:
Email: rchapman@ashley-chicot.com	Cell No.: 870-853-6259
Operations Contact: Tim Smith	Home Phone No.:
Email: tsmith@ashley-chicot.com	Cell No.: 870-940-0576
Alternate Contact: Jason Sanders	Home Phone No.:
Email: Jason.sanders@ashley-chicot.com	Cell No.:870-940-1752
Safety Contact: Tim Smith	Home Phone No.:
Email: tsmith@ashley-chicot.com	Cell No.: 870-940-0576

Radio Information

Regular Operating Frequency: 159.795	Call Letters: WPMW274
AWIN Call Sign: Ashley-Chicot Electric Cooperative, Incorporated	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	9
Groundmen	
Right-of-Way Workers	
Supervisory Personnel	3
Warehouseman	
Mechanic	
I.T.	
Dispatch	2

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	4	2

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Telect Digger	2	w/pole rack	2
Large Bucket	2	50	2
Small Bucket	2	32 & 37	2

Specify Voltage Type:

Distribution Voltage	7.62/13.2 KV				
Transmission Voltage	69KV				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets			
Generator	1		
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	2		
4 Wheel Drive Vehicles		All Trucks are 4wd	
PPE			
Boats			
4 Wheelers			
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	C & L Electric Cooperative Corporation		
Address:	900 Church Street , P.O. Box 9, Star City, AR 71667		
Co-op Phone No. 870-628-4221		FAX No. 870-628-4676	
Unlisted/Cell Phone No.:			
Co-op Manager: Greg Smith		Home Phone No.: 870-692-0560	
Email: gsmith@clelectric.com			Cell No.: 870-692-0560
Operations Contact: Jay Frizzell		Home Phone No.: 870-628-5197	
Email: jfrizzell@clelectric.com			Cell No.: 870-818-5271
Alternate Contact:		Home Phone No.:	
Address:			Cell No.:
Safety Contact:		Home Phone No.:	
Email:			Cell No.:

Radio Information

Regular Operating Frequency: Star City TX: 158.190 RX: 153.470 Dumas TX: 159.600 RX: 153.590 Sheridan TX: 159.825 RX: 153.725 Warren TX: 159.675 RX: 153.650	Call Letters: KKA 648 (Star City) KEY 749 (Dumas) KKR 460 (Sheridan)
AWIN Call Sign: C & L Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	34
Groundmen	
Right-of-Way Workers	22
Supervisory Personnel	3
Warehouseman	3
Mechanic	3
I.T.	3
Dispatch	2

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	29	

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Bucket Truck	11	40' to 75'	
Digger – Derrick	6	60 ' to 75' pole	
4x4 Ardco Buggy w/digger-derrick	1	60' pole	
Freightliner w/gooseneck lowboy	1		
Tractors	6		
Kershaw Klippers (tree trimmers)	5		
Ditch Witch Trenchers	4		
Fork Lift	2		
Winch Truck	1		
Chip Truck	1		
R-O-W Bucket Trucks	4		

Specify Voltage Type:

Distribution Voltage	7620/13200	14.4/24.9			
Transmission Voltage	69KV				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	70		
Generator	1	1000 Watt Single Phase	
Hot Line Trailer Sets	1		

Air Compressor	6		
Pole Trailers	6		
4 Wheel Drive Vehicles	10		
PPE			
Boats			
4 Wheelers			
6 Wheelers			
Track Machines			
Track Bucket 55'	1		
Track Digger 4500°	2		
Flat Bed Trailers	4		
Limb Chippers	4		
Flat Bed Trailers	4		
1000 gal. Water Tank on Trailer	1		
Bulldozer	1		
Trackhoe	1		
Mini Track 45'	1		
Mini Excavator	2		
Utility Trailers	6		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Carroll Electric Cooperative Corporation		
Address:	PO Box 4000, 920 HWY 62 Spur, Berryville, AR 72616		
Co-op Phone No. 870-423-2161		FAX No. 870-423-4815	
Unlisted/Cell Phone No.: 870-423-6810			
Co-op Manager: Rob Boaz		Home Phone No.:870-423-6160	
Email: rboaz@carrollecc.com			Cell No.: 870-480-3314
Operations Contact: Kean Steely		Home Phone No.: 870-654-5241	
Email: ksteely@carrollecc.com			Cell No.: 870-654-5241
Alternate Contact: James Sanders		Home Phone No.: 870-423-5856	
Address: 1970HWY 143, Berryville, AR 72616			Cell No.: 870-480-2253
Safety Contact: Randy Hooten		Home Phone No.: 870-423-4191	
Email: rhooten@carrollecc.com			Cell No.: 870-480-3315

Radio Information

Regular Operating Frequency: 15919 or 158.235	Call Letters: KKA606
AWIN Call Sign:	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	17
Groundmen	6
Right-of-Way Workers	21
Supervisory Personnel	5
Warehouseman	1
Mechanic	1
I.T.	1
Dispatch	1

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	6	2

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Digger Derrick 4x4	5		
Line Buckets 4x4	5	55ft	
Service Buckets 4x4	1	50ft	
ROW Buckets 4x4	5	55ft	

Specify Voltage Type:

Distribution Voltage	7.62 kv	13.2 kv	14.4 kv	29.4 kv	
Transmission Voltage	34.5 kv	69 kv	161 kv		

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets			
Generator			
Hot Line Trailer Sets	1		
Air Compressor	2	3 cyl	diesel
Pole Trailers	5		
4 Wheel Drive Vehicles			
PPE			
Boats			
4x4 UTV	1	Ranger 700	gas
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Clay County Electric Cooperative Corporation		
Address:	300 N. Missouri Avenue, PO Box 459, Corning AR 72422-0459		
Co-op Phone No. (870) 857-3521		FAX No. (870) 857-3523	
Unlisted/Cell Phone No.:			
Co-op Manager: David Smith		Home Phone No.:	
Email: dsmith@ccecc.coop			Cell No.:(870) 335-7207
Operations Contact: Otis Williams		Home Phone No.:	
Email: owilliams@ccecc.coop			Cell No.: (870) 323-6211
Alternate Contact:		Home Phone No.:	
Email:			Cell No.:
Safety Contact: Lyndal Hutsell		Home Phone No.:	
Email: lhutsell@ccecc.coop			Cell No.: (870) 926-3110

Radio Information

Regular Operating Frequency: Commercial Trunked Radio	**Call Letters:** Corning KQB733, Pocahontas KKL648
AWIN Call Sign: Clay County Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	10-12
Groundmen	2
Right-of-Way Workers	9
Supervisory Personnel	3
Warehouseman	2
Mechanic	2
I.T.	3
Dispatch	2

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	4	1

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Basket	4	50'	2
Digger Derrick	4	42'	3
Basket	7	32'	2

Specify Voltage Type:

Distribution Voltage	7.62/13.2KV	14.4/24.9KV			
Transmission Voltage	115KV	161KV			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	1		AA Batteries
Generator	0		
Hot Line Trailer Sets	0		
Air Compressor	0		
Pole Trailers	3		
4 Wheel Drive Vehicles	4	½ Ton Pickup	Gas
PPE	20	All required/Exception FR Clothing	
Boats	2	14' Jon Boat 10 HP	Gas
4 Wheelers	3	Kubota 4x4	Diesel
6 Wheelers			
Track Machines	1	47' Digger	Diesel

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Craighead Electric Cooperative Corporation		
Address:	4314 Stadium Blvd., Jonesboro, AR 72401		
Co-op Phone No. 870-932-8301		**FAX No.** 870-972-5674	
Unlisted/Cell Phone No.: 870-932-6610			
Co-op Manager: Brian Duncan		**Home Phone No.:** 870-239-5591	
Email: bduncan@craigheadelectric.coop			**Cell No.:** 870-974-4436
Operations Contact: Keith Blocker, PE		**Home Phone No.:**	
Email: kblocker@craigheadelectric.coop			**Cell No.:** 870-974-4417
Alternate Contact: Mark Miller		**Home Phone No.:**	
Address: mmiller@craigheadelectric.coop			**Cell No.:** 870-919-1905
Safety Contact: Danny Flowers		**Home Phone No.:**	
Email: dflowers@craigheadelectric.coop			**Cell No.:** 870-680-0112

Radio Information

Regular Operating Frequency: Tx: 158.265 Rx: 153.725	**Call Letters:** WNQQ-341
AWIN Call Sign: Craighead Electric Cooperative Corporation	**Group Talk: ECARK**

Personnel Available In Emergency

Title	Quantity
Lineman	24
Groundmen	9
Right-of-Way Workers	0
Supervisory Personnel	8
Warehouseman	
Mechanic	
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	3	1

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Digger	6	42'	2
Material Handler	6	55'	2
4 wd service small bucket	7		1
Track Digger	2	42'	1

Specify Voltage Type:

Distribution Voltage		13.2KV L-L	24.9KV L-L		
Transmission Voltage		69KV			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets			
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	7		
4 Wheel Drive Vehicles			
PPE			
Boats			
4 Wheelers	3		
6 Wheelers			
Track Machines	4		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Farmers Electric Cooperative Corporation		
Address:	300 HWY 367 N, PO Box 708, Newport, AR 72112		
Co-op Phone No. 870-523-3691		FAX No. 870-523-6853	
Unlisted/Cell Phone No.: 870-503-2222			
Co-op Manager: Larry Bright		Home Phone No.: 870-523-4840	
Email: lbright@farmersecc.com			Cell No.: 870-503-2222
Operations Contact: Bobby Wagner		Home Phone No.: 870-523-1257	
Email: bwagner@farmersecc.com			Cell No.: 870-503-0168
Alternate Contact: Johnny Henderson		Home Phone No.: 870-523-7562	
Address:			Cell No.: 870-512-9257
Safety Contact: Bobby Wagner		Home Phone No.:	
Email:			Cell No.:870-503-0168

Radio Information

Regular Operating Frequency: 451.175 & 456.175	Call Letters: WNSN376
AWIN Call Sign: Farmers Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	7
Groundmen	1
Right-of-Way Workers	2
Supervisory Personnel	1
Warehouseman	1
Mechanic	0
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	3	1

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
BUCKET	1	52	2
BUCKET	1	55	2
BUCKET	1	60	2
DIGGER	2	4200	2
4WD SERVICE BUCKET	3	F550	1

Specify Voltage Type:

Distribution Voltage		7620/13200			
Transmission Voltage					

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	15		
Generator	2	2400	GAS
Hot Line Trailer Sets	0		
Air Compressor	0		
Pole Trailers	2	40'	
4 Wheel Drive Vehicles	1		
PPE	0		
Boats	1	14'	
4 Wheelers	0		
6 Wheelers	0		
Track Machines	0		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation		
Address:	7163 Alcoa Road Benton, AR 72015		
Co-op Phone No. 800-489-6716		FAX No. 501-778-0733	
Unlisted/Cell Phone No.:			
Co-op Manager: Carol Meshell		Home Phone No.: 501-794-5270	
Email: carol.meshell@fecc.coop			Cell No.: 501-317-5218
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: Justin Woodville		Home Phone No.:	
Email: justin.woodville@fecc.coop			Cell No.: 501-317-5472
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.: 501-351-1370

Radio Information

Regular Operating Frequency: 160.725 MHz	Call Letters: WPHD224
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	17
Groundmen	0
Right-of-Way Workers	4
Supervisory Personnel	1
Warehouseman	2
Mechanic	1
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	5	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
Digger Trucks	2	28	2
Bucket Trucks	4	55	2
ROW Bucket Trucks	2	55	2

Specify Voltage Type:

Distribution Voltage		7620 / 13,200			
Transmission Voltage		115,000			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator	1		
Hot Line Trailer Sets	0		
Air Compressor	1		
Pole Trailers	2		
4 Wheel Drive Vehicles	7		
PPE	All personnel have PPE		
Boats	1		
4 Wheelers	1		
6 Wheelers	0		
Track Machines	0		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation		
Address:	150 Industrial Park Road Heber Springs, AR 72543		
Co-op Phone No. 501-489-4807		FAX No. 501-362-7057	
Unlisted/Cell Phone No.:			
Co-op Manager: Karen Southerland		Home Phone No.:	
Email: Karen.southerland@fecc.coop			Cell No.: 501-206-8506
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: Paul Cash		Home Phone No.:	
Email: paul.cash@fecc.coop			Cell No.: 501-680-2427
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.: 501-351-1370

Radio Information

Regular Operating Frequency: 153.245MHz	Call Letters: WPIH217
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	15
Groundmen	
Right-of-Way Workers	5
Supervisory Personnel	1
Warehouseman	2
Mechanic	1
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	2	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
Digger	2		2
Bucket	3	55	2
Service Bucket	5	37	2
ROW Bucket	2	55	2

Specify Voltage Type:

Distribution Voltage		7620 / 13,200			
Transmission Voltage		69,000			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator	1	4 kw	
Hot Line Trailer Sets			
Air Compressor	1		
Pole Trailers	2		
4 Wheel Drive Vehicles	3	74-31-129	
PPE			
Boats			
4 Wheelers	1	Polaris ranger	
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation		
Address:	1000 South JP Wright Loop Rd Jacksonville, AR 72078		
Co-op Phone No. 800-489-7405 / 501-985-4545		FAX No.	
Unlisted/Cell Phone No.:			
Co-op Manager: Karen Southerland		Home Phone No.:	
Email: karen.southerland@fecc.coop			Cell No.: 501-206-8506
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: Thomas Kimbriel		Home Phone No.:	
Email: thomas.kimbriel@fecc.coop			Cell No.: 501-281-0854
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.: 501-351-1370

Radio Information

Regular Operating Frequency: 153.065MHz	Call Letters: WPHD224
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	30
Groundmen	0
Right-of-Way Workers	5
Supervisory Personnel	1
Warehouseman	0
Mechanic	3
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service Trucks 37'	6	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
55' Bucket/Material Handler	6	55'	2
Digger Derrick	4	47'	1
37' Service Bucket/with mat handler	1	37'	2
42' Digger Derrick	1	42'	1
55' Bucket/Box Bed	2	55'	2

Specify Voltage Type:

Distribution Voltage		7620 / 13,200	14.4 / 24.9		
Transmission Voltage		69,000	115,000		

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	0		
Generator	0		
Hot Line Trailer Sets	0		
Air Compressor	1		
Pole Trailers	5		
4 Wheel Drive Vehicles	4	¾ ton	Gas/Diesel
PPE			
Boats	0		
4 Wheelers	1	Polaris Ranger	Gas
6 Wheelers	0		
Track Machines/Back Yard Machine	1	40'/23hp/skylift/5-6000	Diesel

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation		
Address:	801 S. Fourche Perryville, AR 72126		
Co-op Phone No. 800-489-6569		FAX No. 501-889-5718	
Unlisted/Cell Phone No.:			
Co-op Manager: James Branscum		Home Phone No.:	
Email: james.branscum@fecc.coop			Cell No.: 501-454-9510
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: Jason Cornelison		Home Phone No.:	
Email: Jason.cornelison@fecc.coop			Cell No.: 870-668-0019
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.:501-351-1370

Radio Information

Regular Operating Frequency: 153.590MHz	Call Letters: WPHD224
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	10
Groundmen	
Right-of-Way Workers	3
Supervisory Personnel	1
Warehouseman	
Mechanic	
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	2	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
ROW Bucket	1	55'	2
ROW Pickup	1	½ Ton	1
Line Bucket	2	55'	2
Line Digger	2	55	2
Service Buckets	2	37	1

Specify Voltage Type:

Distribution Voltage		7620 / 13,200			
Transmission Voltage		69,000			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	3		Battery
Generator	1	5000W	
Hot Line Trailer Sets	0		
Air Compressor	1		Diesel
Pole Trailers	2		
4 Wheel Drive Vehicles	4	2 Service 2-1/2 ton 1-1 ton	Gas/diesel
PPE	All personnel have PPE		
Boats	0		
4 Wheelers	1	Side by Side	Gas
6 Wheelers	0		
Track Machines	0		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation		
Address:	1824 South Main Street Stuttgart, AR 72160		
Co-op Phone No. 800-489-3594		FAX No. 870-673-3695	
Unlisted/Cell Phone No.:			
Co-op Manager: James Branscum		Home Phone No.:	
Email: james.branscum@fecc.coop			Cell No.: 501-454-9510
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: A.J. Jones		Home Phone No.:	
Email: anthony.jones@fecc.coop			Cell No.: 870-750-0671
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.: 501-351-1370

Radio Information

Regular Operating Frequency: 153.230MHz	Call Letters: WPHD224
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	8
Groundmen	
Right-of-Way Workers	
Supervisory Personnel	1
Warehouseman	1
Mechanic	
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	4	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
Digger Truck	1	47'	1
Big Bucket	1	55"	1
Service Bucket	2	37'	2
Service Bucket	1	40'	1

Specify Voltage Type:

Distribution Voltage		7620 / 13,200			
Transmission Voltage		69,000			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator	1		
Hot Line Trailer Sets			
Air Compressor	1		
Pole Trailers	1		
4 Wheel Drive Vehicles	8		
PPE	All Personnel have PPE		
Boats	1		
4 Wheelers	1		
6 Wheelers	1		
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	First Electric Cooperative Corporation TRAVEL CREW		
Address:	1000 South JP Wright Loop Rd Jacksonville, AR 72078		
Co-op Phone No. 800-489-7405 / 501-985-4545		FAX No.	
Unlisted/Cell Phone No.:			
Co-op Manager: Bobby Morden		Home Phone No.:	
Email: bobby.morden@fecc.coop			Cell No.: 501-590-9457
Operations Contact: Jerry Driskill		Home Phone No.:	
Email: jerry.driskill@fecc.coop			Cell No.: 501-993-8605
Alternate Contact: Flan Fife		Home Phone No.:	
Email: shawn.fife@fecc.coop			Cell No.: 501-412-1846
Safety Contact: Devon Melbourne		Home Phone No.:	
Email: devon.melbourne@fecc.coop			Cell No.: 501-351-1370

Radio Information

Regular Operating Frequency:	Call Letters:
AWIN Call Sign: First Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	8
Groundmen	0
Right-of-Way Workers	0
Supervisory Personnel	1
Warehouseman	0
Mechanic	0
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	1 pickup F250 Ford	1

Heavy Trucks/Special Equipment/Buckets/Diggers

Type	Quantity	Size/Reach	Personnel on Each
Altec Double Bucket	3	55'	2
Altec Digger	1	47'	1
Terex General Digger	1	65.5'	1

Specify Voltage Type:

Distribution Voltage	7620	14.400			
Transmission Voltage	69kv				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator	0		
Hot Line Trailer Sets	1		
Air Compressor	0		
Pole Trailers	1	13,800lb. celokp	
4 Wheel Drive Vehicles	4	¾ ton	Gas/Diesel
PPE			
Boats	0		
4 Wheelers	1	Polaris Ranger	Gas
6 Wheelers	0		
Track Machines/Back Yard Machine	1	40'/23hp/skylift/5-6000	Diesel

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Mississippi County Electric Cooperative, Incorporated		
Address:	510 N Broadway St Blytheville, AR 72315		
Co-op Phone No. 870-763-4563		FAX No. 870-763-0513	
Unlisted/Cell Phone No.:			
Co-op Manager: Brad Harrison		Home Phone No.: 870-776-1767	
Email: bharrison@mceci.com			Cell No.: 870-762-6229
Operations Contact: Tommy Jones		Home Phone No.: 870-762-9636	
Email: tjones@mceci.com			Cell No.: 870-762-9636
Alternate Contact: Leon Tye		Home Phone No.: 870-740-7407	
Address: 854 B Countryside Blytheville, AR 72315			Cell No.: 870-740-7407
Safety Contact: Tommy Jones		Home Phone No.: 870-762-9636	
Email: tjones@mceci.com			Cell No.: 870-762-9636

Radio Information

Regular Operating Frequency: 451-475 MHz	Call Letters: KKE790
AWIN Call Sign: Mississippi County Electric Cooperative, Incorporated	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	10
Groundmen	0
Right-of-Way Workers	Contracted
Supervisory Personnel	3
Warehouseman	1
Mechanic	0
I.T.	1
Dispatch	Contracted

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks		

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Bucket Truck	1	60'	2
Digger Truck	2	47'	2
Bucket (Service)	2	41'	2

Specify Voltage Type:

Distribution Voltage	12470				
Transmission Voltage	161000	34500	7620		

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	13	9XPR6550,4 CP200	12V DC
Generator	2	60 KW	120/208
Hot Line Trailer Sets	0		
Air Compressor	1	5 HP	
Pole Trailers	2	EXTENDED 37'10"	
4 Wheel Drive Vehicles	5		
PPE	YES		
Boats	0		
4 Wheelers	1		
6 Wheelers	0		
Track Machines	0		
UTILITY TRAILERS	2	14'	

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	North Arkansas Electric Cooperative, Incorporated		
Address:	PO Box 1000 Salem, AR 72576		
Co-op Phone No. 870-895-3221		FAX No. 870-895-6254	
Unlisted/Cell Phone No.: 870-895-6200			
Co-op Manager: Mel Coleman		Home Phone No.: N/A	
Email: mcoleman@naeci.com			Cell No.:870-421-8951
Operations Contact: James Woody		Home Phone No.:870-895-4035	
Email: jwoody@naeci.com			Cell No.:870-421-1555
Alternate Contact: Jason Strong		Home Phone No.: N/A	
Email: jstrong@naeci.com			Cell No.: 870-421-8391
Safety Contact: Chris Waltrip		Home Phone No.: N/A	
Email: cwaltrip@naeci.com			Cell No.:870-405-0632

Radio Information

Regular Operating Frequency: 153.175/158.13	Call Letters: WPFV594
AWIN Call Sign: North Arkansas Electric Cooperative, Incorporated	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	18
Groundmen	0
Right-of-Way Workers	8
Supervisory Personnel	3
Warehouseman	3
Mechanic	3
I.T.	4
Dispatch	6

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	3	2

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Bucket	3	50'	2
Digger	3	40'	2
Bucket	3	40'	2

Specify Voltage Type:

Distribution Voltage	12,470	24,900			
Transmission Voltage	69,000				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	19	Motorola Astro	Battery
Generator	0		
Hot Line Trailer Sets	3		
Air Compressor	3		
Pole Trailers	3		
4 Wheel Drive Vehicles	6		
PPE	0		
Boats	0		
4 Wheelers	0		
6 Wheelers	0		
Track Machines	0		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Ouachita Electric Cooperative Corporation		
Address:	PO Box 877 700 Bradley Ferry Road		
Co-op Phone No. 877-252-4538		FAX No. 870-837-3633	
Unlisted/Cell Phone No.:			
Co-op Manager: Mark Cayce		Home Phone No.:	
Email: mcayce@oecc.com			Cell No.: 870-675-7026
Operations Contact: David O'Hara		Home Phone No.: 870-836-0218	
Email: dohara@oecc.com			Cell No.: 870-807-2695
Alternate Contact: Charles Armstrong		Home Phone No.: 870-836-3910	
Address:			Cell No.: 870-807-1493
Safety Contact: Charles Armstrong		Home Phone No.:	
Email: carmstrong@oecc.com			Cell No.:

Radio Information

Regular Operating Frequency:	Call Letters:
AWIN Call Sign: Ouachita Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	13
Groundmen	2
Right-of-Way Workers	2
Supervisory Personnel	2
Warehouseman	1
Mechanic	
I.T.	2
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	3	1

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Digger	2	55	2
Bucket	2	55	2
ROW Bucket	1	55	2

Specify Voltage Type:

Distribution Voltage	7200	7620			
Transmission Voltage	69 KV				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets			
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	3		
4 Wheel Drive Vehicles	2		
PPE			
Boats			
4 Wheelers			
6 Wheelers	2		
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Ozarks Electric Cooperative Corporation		
Address:	3641 W Wedington Drive, Fayetteville, AR 72704		
Co-op Phone No. 479-521-2900		FAX No. 479-444-0943	
Unlisted/Cell Phone No.: 479-521-1455			
Co-op Manager: Mitchell Johnson		Home Phone No.:479-361-5058	
Email: mjohnson@ozarksecc.com			Cell No.: 479-790-1093
Operations Contact: Chris Coker		Home Phone No.: 479-761-3528	
Email: ccoker@ozarksecc.com			Cell No.: 479-841-5406
Alternate Contact:		Home Phone No.:	
Address:			Cell No.:
Safety Contact: Roger Stegeman		Home Phone No.:	
Email: rstegeman@ozarksecc.com			Cell No.: 479-422-4571

Radio Information

Regular Operating Frequency:	Call Letters:
AWIN Call Sign: Ozark Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	6
Groundmen	6
Right-of-Way Workers	4
Supervisory Personnel	2
Warehouseman	0
Mechanic	0
I.T.	
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks		

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Line Truck Digger Derrick	3	DM47B	2
Dist. Bucket	2	55'	2
ROW Bucket	1	60'	2

Specify Voltage Type:

Distribution Voltage	69KV				
Transmission Voltage	12.47KV	24.9KV			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	3		
4 Wheel Drive Vehicles	2	4 x 4 1-ton	
PPE			
Boats			
4 Wheelers			
6 Wheelers			
Track Machines	1		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Petit Jean Electric Cooperative Corporation		
Address:	270 Quality Dr. Clinton, AR 72031		
Co-op Phone No. 501-745-2493		FAX No. 501-745-4935 operations	
Unlisted/Cell Phone No.: 501-745-8111			
Co-op Manager: Bill Conine		Home Phone No.: 870-245-6850	
Email: bconine@pjecc.com			Cell No.:
Operations Contact: Johnny Moore		Home Phone No.:	
Email: jmoore@pjecc.com			Cell No.:
Alternate Contact: Mike Garbow		Home Phone No.: 501-745-6581	
Email: mgarbow@pjecc.com			Cell No.: 501-745-1553
Storm Coordinator: Doug Evans		Home Phone No.:	
Email: devans@pjecc.com			Cell No.: 501-581-9501

Radio Information

Regular Operating Frequency: 155 MHZ	Call Letters: WQOM 678 Clinton & Marshall
AWIN Call Sign:	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	8
Groundmen	0
Right-of-Way Workers	2
Supervisory Personnel	1
Warehouseman	0
Mechanic	0
I.T.	0
Dispatch	0

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	1	2

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
1 ton service bucket truck	3	42'	2
Large bucket truck-construction	1	50'	2
Digger Derrick	1	45'	2
Chipper & dump bed truck	1		2

Specify Voltage Type:

Distribution Voltage	12.47Mv	13.2Kv	24.9Kv		
Transmission Voltage	69.Kv				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	2		
Generator			
Hot Line Trailer Sets			
Air Compressor	0		
Pole Trailers	1	40'	
4 Wheel Drive Vehicles	2		
PPE			
Boats	0		
4 Wheelers	0		
6 Wheelers	0		
Track Machines	0		

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Rich Mountain Electric Cooperative, Incorporated
Address:	P.O. Box 897, Mena, AR 71953
Co-op Phone No. 479-394-4140	FAX No. 479-394-1211
Unlisted/Cell Phone No.:	
Co-op Manager: Leon Philpot	Home Phone No.: 479-394-2503
Email: lphilpot@rmec.com	Cell No.:479-243-5022
Operations Contact Brad Castor	Home Phone No.:479-394-5772
Email: bcastor@rmec.com	Cell No.:479-243-7022
Alternate Contact:	Home Phone No.:
Address:	
Safety Contact:	Home Phone No.:
Email:	Cell No.:

Radio Information

Regular Operating Frequency: 153.410/158.175	Call Letters: KKA636
AWIN Call Sign: Rich Mountain Electric Cooperative, Incorporated	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	4
Groundmen	2
Right-of-Way Workers	0
Supervisory Personnel	2
Warehouseman	0
Mechanic	0
I.T.	0
Dispatch	0

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks		

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Bucket (4x4)	4	37 ft	2
Digger Derrick (4x4)	1	C7500	2
Bucket (4x4)	1	45 ft	2

Specify Voltage Type:

Distribution Voltage	7620	13200			
Transmission Voltage					

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	4		
Generator	6		
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	1	40 ft	
4 Wheel Drive Vehicles			
PPE			
Boats			
4 Wheelers			
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	South Central Arkansas Electric Cooperative, Incorporated		
Address:	4818 Highway 8 West, Arkadelphia, AR 71923		
Co-op Phone No. (870) 246-6701		FAX No. (870) 246-8223	
Unlisted/Cell Phone No.:			
Co-op Manager: Kevin Brownlee, CEO		Home Phone No.: (870) 260-6100	
Email: k.brownlee@scaec.com			Cell No.: (870) 260-6100
Operations Contact: Randy Duncan, Manager		Home Phone No.: (870) 245-7015	
Email: r.duncan@scaec.com			Cell No.: (870) 245-7015
Alternate Contact: Colby Wells, Supervisor		Home Phone No.: (501) 865-1383	
Email: c.wells@scaec.com			Cell No.: (870) 260-5621
Safety Contact: Kyle Armstrong		Home Phone No.:	
Email: k.armstrong@scaec.com			Cell No.: (870) 260-0426

Radio Information

Regular Operating Frequency: 153.185, 152.3075, 152.9675	Call Letters: WQCZ 993
AWIN Call Sign: South Central Arkansas Electric Cooperative, Incorporated	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	4
Groundmen	
Right-of-Way Workers	2
Supervisory Personnel	1
Warehouseman	1
Mechanic	1
I.T.	1
Dispatch	

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks		

Heavy Trucks/Special Equipment

Type	Quantity	Size/Reach	Personnel on Each
Digger/Derricks	1	47'	2
HR-OM-Bucket Truck	1	50'	1
Service Buckets 4X4	1	32'	1

Specify Voltage Type:

Distribution Voltage	12,470	13,800	25,000	34,500	
Transmission Voltage	69,000	115,000			

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	1 per truck		
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	1		
4 Wheel Drive Vehicles	2		
PPE			
Boats			
4 Wheelers	1	Polaris 900 Crew	Gas
6 Wheelers			
Track Machines			

Other Material or Services That May Be Helpful

System Fact Sheet

Name of Cooperative:	Southwest Arkansas Electric Cooperative Corporation		
Address:	2904 E. 9th Street, Texarkana, AR 71854		
Co-op Phone No. 870-772-2743		FAX No. 870-773-2408	
Unlisted/Cell Phone No.: 870-772-0189			
Co-op Manager: C. Wayne Whitaker		Home Phone No.: 903-792-4108	
Email: wwhitaker@swrea.com			Cell No.: 903-277-8713
Operations Contact: Kirk Duncan		Home Phone No.: 870-653-5059	
Email: kduncan@swrea.com			Cell No.: 903-277-8684
Alternate Contact: Scott Kennedy		Home Phone No.: 903-832-1183	
Email: s.kennedy@swrea.com			Cell No.: 903-278-6326
Safety Contact: Neal Fletcher			Home
Email: nfletcher@swrea.com			Cell No.: 903-826-5434

Radio Information

Regular Operating Frequency: 12.5	Call Letters: KKA305
AWIN Call Sign: Southwest Arkansas Electric Cooperative Corporation	Group Talk: ECARK

Personnel Available In Emergency

Title	Quantity
Lineman	4
Groundmen	0
Right-of-Way Workers	
Supervisory Personnel	1
Warehouseman	
Mechanic	
I.T.	1
Dispatch	1

Equipment Available In Emergency

Type	Quantity	Personnel on Each
Service (pickup) Trucks	1	2

Heavy Trucks/Special Equipment

Type L 13i	Quantity	Size/Reach	Personnel on Each
Hi-Ranger TL38P Bucket (4X4)	1	42"	1
Hi-Ranger Double Bucket	1	55'	2
Digger/Derrick	1	34'	1
Pickup (4X4) (Supervisor)	1		1

Specify Voltage Type:

Distribution Voltage	12.5 kV				
Transmission Voltage	69 kV				

Other Equipment Available In Emergency

Type	Quantity	Size/HP/Model	Power Source
Walkie-Talkie Sets	5	Motorola XPR 6550	Battery
Generator			
Hot Line Trailer Sets			
Air Compressor			
Pole Trailers	1	8000 lb/Butler BP-8000	
4 Wheel Drive Vehicles			
PPE			
Boats			
4 Wheelers		Honda UTV	Gas
6 Wheelers			
Track Machines	1	Sky Track	Diesel

SOUTHWEST ARKANSAS ELECTRIC
COOPERATIVE CORPORATION

BUSINESS CONTINUITY/ DISASTER RECOVERY/ PANDEMIC PREPAREDNESS

Business Continuity/Disaster Recovery

The Business Continuity/Disaster Recovery Plan has been developed to assist the Cooperative with the restoration of critical business functions following an emergency event that destroys or significantly damages the headquarters campus. This plan is designed to restore the functions that are required to maintain operations for up to 60 days and assumes that a parallel effort of seeking a permanent solution will begin immediately following the emergency event. The basic strategy is to maintain critical hardware and software components that are operating at a second location with network connectivity in place to facilitate transactions between the primary data center and second data center. A method will be in place to periodically refresh data at the second site. Most critical business, engineering and operations applications will be installed and running the data at the second location will typically be three days behind that of the primary data center.

Electric Power Continuity

The Cooperative uses standby generators for emergency power at the headquarters and district offices. The generator for the headquarters office is a 250 kW unit with a 295 gallon diesel fuel tank. The generator at the headquarters is started and run under load each Wednesday. The generator is visually inspected on a monthly basis and serviced and inspected bi-annually by United Engines. Also, the Cooperative maintains a 500 gallon diesel fuel tank as a backup fuel source for the generator.

The generators at the district offices are 60 kW units with 85 gallon diesel fuel tanks. The generators at the district offices are visually inspected on a monthly basis and serviced and inspected annually by United Engines. Also, the district offices maintain a 500 gallon diesel fuel tank as a backup fuel source for the generators.

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel
Critical Processes: Accounts Payable

- Code invoices for payment
- Scan invoices into the Vault
- Process payments

Resources Required For Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network
- Internet Access
- Fax machines
- Copier
- Printers
- Check Printer
- Scanner
- Calculators

Records	**Location of Information**		
	Server	Vault	Cloud
All Critical documents are back up on:	X		
Vendor List	X		
General Ledger Accounts	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Accounts Receivable

- Scan payments into the Remit Machine or post manually
- Balance to recap and GL

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network
- Internet access
- Calculators
- Fax Machines
- Copier
- Postage machine
- Printers
- Remit machine

Records:	**Location of Information**		
	Server	Vault	Cloud
Daily Cash Receipts:	X		
Transaction Recap Report	X		
Sales Report	X		
Blank Backup Tapes		X	
Billing Bible	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Banking

- Transfer funds to investments, general fund, taxing authorities and mortgage payments
- Balance and reconcile checking accounts
- Process returned checks

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Internet access
- Calculators
- Fax machines
- Copier
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
Check register:	X		
General Ledger Accounts	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Capital Credits

- Allocate patronage capital
- Issued checks on retired capital credits
- Reconcile capital credit checking account
- Reconcile recap

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Internet access
- Calculators
- Fax machines
- Copier
- Printers
- Scanner

Records:	**Location of Information**		
	Server	Vault	Cloud
Recap	X		
Allocations	X		
General Retirements	X		
Capital Credit Bible		X	
Outstanding Cap Cr Checks List	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: General Ledger

- Process General and Fixed journal entries
- Process tax reports
- Balance monthly
- Prepare financial reports

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Calculators
- Fax machines
- Copier
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
General and Fixed journal entries		X	
Sales Tax Reports (forms)		X	
Journals	X		
Reports (depreciation, transportation, prepayments, etc	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Member Billing/Services

- Service orders
- Set up bank drafts and credit card payments
- Set up member accounts

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Internet access
- Calculators
- Fax machines
- Copier
- Postage Machine
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
Backups	X		
Service Orders	X		
Member Accounts	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Payroll

- Calculate payroll
- Transfer funds to account
- Monthly, quarterly and annual reports
- Monitor deductions
- Process timesheets

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Internet access
- Calculators
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
Wage history	X		
Benefits info	X		
Pension Data	X		
Payroll deposit info	X		
Wage and Salary Plan		X	
Pension Plan		X	
Deductions info	X		
W4 and State Tax info (withholdings)	X		
Paid time off available	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Accounting & Finance

Responsible: VP of Finance, Accounting, Member Services & Personnel

Critical Processes: Work Orders

- Process work orders
- Reconcile inventory
- Spread overheads
- Reconcile all processes to General Ledger
- Coordinate work plan information
- Coordinate engineering data (poles, transformer size, conductor size)

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network

Records:	**Location of Information**		
	Server	Vault	Cloud
Email :	X		

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Engineering & Operations

Responsible: VP of Engineering & Operations

Critical Processes: Engineering

- Recover/Replace regulator and capacitor controls
- Recover/Replace substation batteries/charger
- Recover/Replace testing equipment (single and three-phase meter test machines, Fluke 43 meter, transformer turn ratio tester, power quality monitor)
- Recover/Replace metering material (CTs, PTs, meter bases)

Resources Required For Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network
- Internet Access
- Fax machines
- Copier
- Printers
- Calculators

Records	**Location of Information**		
	Server	Vault	Cloud
All Critical documents are back up on:	X		
Critical Software:		X	X
Current Labor Contracts:		X	X
Current Work Plan and Long-Range Work Plan:		X	X
Truck Inspection Records:		X	X
System Maps:		X	X
Meter Software:		X	
Regulator/Capacitor control software:			X

Supplies: Normal Office Supplies

Work Stations: 5

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Engineering and Operations

Responsible: VP of Engineering and Operations

Critical Processes: Staking

- Recover/Replace staking instruments (GPS units, range finders, stakes)
- Maintain contact with contract labor so construction can continue without interruption

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network
- Internet access
- Calculators
- Fax Machines
- Copier
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
All critical documents and records are back up on:	X		
Staking Program Software:			X

Supplies: Normal Office Supplies

Work Stations: 7_____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Engineering and Operations

Responsible: VP of Engineering and Operations

Critical Processes: Warehouse

- Recover/Replace forklift
- Recover/Replace pole line material, poles, wire

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Internet access
- Fax machines
- Copier
- Printers

Records:	**Location of Information**		
	Server	Vault	Cloud
All critical documents and records are backed up on:	X		X

Supplies: Normal Office Supplies

Work Stations: 2

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Information Technology

Responsible: VP of Information Technology, Communications and Cooperative Services

Critical Processes: IT/Network

- NISC to load backup data onto new system and ship to SWAECC, DB, Vault, IVR, Remit, LCIS, ABS, OMS
- Install backup network data on new file server
- SWAT
- Windstream

Resources Required For Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network Equipment
- Servers
- Internet Access
- Fax machines
- Copier
- Printers

Records	**Location of Information**		
	Server	Vault	Cloud
All Critical documents are back up on:	X		X
Tape backups		X	

Supplies: _____

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Information Technology

Responsible: VP of Information Technology, Communications & Cooperative Services

Critical Processes: SCADA/Link/Mapping/Weather/GIS Server

- Recover/Replace GIS Server
- Recover/Replace SCADA Server
- Recover/Replace radio equipment
- Recover/Replace Tantalus Server

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC workstations
- Network
- Internet access
- Fax Machines
- Copier
- Printers

Records: **Location of Information**

	Server	Vault	Cloud
All critical documents and records are back up on:	X		X
SCADA Software:		X	
AMI Tantulas:		X	
Mapping software:		X	X

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements: _____

Southwest Arkansas Electric Cooperative
Business Continuity/Disaster Recovery

Area: Information Technology

Responsible: VP of Information Technology, Communications and Cooperative Services

Critical Processes: Telephone/Radio

- Route Telephone numbers to new facility
- Re-establish network
- Re-establish radio system

Resources Required for Restoration: IT/Telecom and Equipment

- Phones
- PC Workstations
- Network
- Servers
- Internet access
- Fax machines
- Copier
- Printers

Records: **Location of Information**

Server Vault Cloud

_____
_____
_____
_____
_____

Supplies: Normal Office Supplies

Work Stations: _____

Special Requirements:_____

NISC Terminal Shutdown Procedure-KVN
During Prolonged Power Outages

When lights go off, you have a maximum of 15 minutes to shut down the computer system.

TO SHUT DOWN SYSTEM:

On the Console – Login as SHUTDOWN and HIT RETURN

Terminal Response: "How many seconds would you like to wait before shutting down." HIT RETURN.

Terminal Response: "Enter "Y" to go to single user. Anything else shuts system down." HIT RETURN.

Terminal Response: "Do you want to send a message, Y or N?" HIT "N" then RETURN.

Terminal Response: "Shut down complete. You may halt the system."

NISC GIS Shutdown Procedure
During Prolonged Power Outages

When lights go off, you have a maximum of 15 minutes to shut down the computer system.

TO SHUT DOWN SYSTEM:

With mouse click START and then click SHUTDOWN.