



A Touchstone Energy® Cooperative 

# Emergency Action Plan (EAP)

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# Introduction

## **Purpose**

Grand Valley Power (GVP) is dedicated to the protection of its employees during workplace emergencies. When emergencies occur, the Emergency Action Plan (EAP) is initiated. This EAP informs employees how to respond to emergencies at the workplace.

Occupational Safety and Health Administration's (OSHA) Emergency Action Plan requirements, found at 29 CFR 1910.38, require us to have a written Emergency Action Plan (EAP). This plan applies to all operations in the company where employees may encounter an emergency.

The following Grand Valley Power personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan:

- Safety and Compliance Coordinator
- Alternate emergency coordinator: Director of Member Services and Communication

This plan is available on the GVP intranet. A hard copy can be produced for employees, their designated representatives, and OSHA officials.

## **Communication**

Phone numbers are located on each supervisor's desk or by his or her phone for immediate use in the event of an emergency. A digital format is available with additional emergency contacts:

[See employee phone lists – Appendix A](#)

The telephone numbers of all GVP personnel have been distributed to all employees to be retained in their homes for use in communicating an emergency occurring during non-work hours. Additionally, GVP uses MyAgility for mass notification of employees via their cell phones.

## GVP Roles and Responsibilities

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CEO (or designee)                             | <ul style="list-style-type: none"> <li>• Determine when to close the office, and/or send staff to alternate locations.</li> <li>• Provide strategic leadership and overarching policy direction for the continuity program.</li> <li>• Identify a line of succession, including who is responsible for restoring which GVP business functions.</li> <li>• Make staffing assignments.</li> <li>• Coordinate operational activities with staff.</li> <li>• Communicate with Board of Directors.</li> </ul> |
| Director of Member Services and Communication | <ul style="list-style-type: none"> <li>• Disseminate information internally to staff and families.</li> <li>• Coordinate with Public Information Officers of appropriate agencies on response.</li> <li>• Communicate with members, the media and the community.</li> <li>• Backup Emergency Coordinator during Workplace Emergency</li> </ul>                                                                                                                                                           |
| Director of Information Technology            | <ul style="list-style-type: none"> <li>• Perform daily backups (off-site or cloud-based).</li> <li>• Cybersecurity incident response.</li> <li>• Redundant communication links.</li> <li>• Manual system operation procedures if automation fails.</li> </ul>                                                                                                                                                                                                                                            |
| Chief Financial Officer                       | <ul style="list-style-type: none"> <li>• Ensure systems are in place for rapid contract execution after an incident. (Might require Board action.)</li> <li>• Maintain essential records (and copies of records), including GVP's insurance policy.</li> <li>• Oversee execution of contracts to enable third party contractors to assist GVP.</li> </ul>                                                                                                                                                |
| Chief Operating Officer                       | <ul style="list-style-type: none"> <li>• Manage outage response.</li> <li>• Identify resources necessary to continue operations.</li> <li>• Coordinate with cooperative partners for assistance.</li> <li>• Alternate backup emergency coordinator during workplace emergency</li> </ul>                                                                                                                                                                                                                 |
| Senior Staff (by role)                        | <ul style="list-style-type: none"> <li>• Identify relocation areas for administrative operations.</li> <li>• Brief and train staff regarding their additional responsibilities.</li> <li>• Secure and provide personnel, equipment and supplies, facilities, resources, and services required for continued operations.</li> </ul>                                                                                                                                                                       |
| Facilities Tech                               | <ul style="list-style-type: none"> <li>• Manage the restoration of the campus (building and grounds e.g., debris removal, repairing, repainting, and/or landscaping).</li> </ul>                                                                                                                                                                                                                                                                                                                         |

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Warehouse                                                                                     | <ul style="list-style-type: none"> <li>• Maintain inventory.</li> <li>• Maintain essential records (and copies of records).</li> <li>• Secure equipment and materials in advance.</li> </ul>                                                                                                                                                                                                                                                 |
| Chief Financial Officer/Manager of Accounting and Human Resources/Billing and Accounting Team | <ul style="list-style-type: none"> <li>• Restore administrative and recordkeeping functions such as payroll, accounting, and personal records.</li> <li>• Retrieve, collect, and maintain personnel data.</li> <li>• Provide accounts payable and cash management services.</li> <li>• Ensure redundancy of records is kept at a different physical location.</li> <li>• Maintain records for recuperation of emergency expenses.</li> </ul> |
| Manager of Accounting and Human Resources                                                     | <ul style="list-style-type: none"> <li>• If needed, establish support services for staff.</li> <li>• Implement additional response and recovery activities according to established protocols.</li> </ul>                                                                                                                                                                                                                                    |
| Safety and Compliance Coordinator                                                             | <ul style="list-style-type: none"> <li>• Emergency coordinator during Workplace Emergencies</li> <li>• Conduct a safety and security assessment of the relocation facility and implement protocols as required.</li> <li>• Work with local government officials to determine when it is safe for staff to return to the office.</li> <li>• Communicate directly with CEO (or designee) during Emergency Coordination procedures.</li> </ul>  |

# **Workplace Emergency Procedures**

The emergency coordinator (or designee) has full authority to implement the EAP if he/she believes an emergency might threaten human health. The following potential emergencies could be expected at this facility and thus call for the implementation of this EAP: Evacuation, Shelter-in-Place, Lockdown, Medical Emergency, Fires, Extended Power Loss, Chemical Spill, Bomb Threat, Severe Weather, Gas Leak, Active Shooter/Workplace Violence.

## **Emergency Roles and Responsibilities**

Authority: emergency coordinator, floor captain, and aides for persons with disabilities are responsible only for evacuating personnel out of the suite and assisting personnel to the assembly area. Upon their arrival, emergency services will assume command.

### **A. Emergency Coordinator (EC)**

#### *Non-Emergency Responsibilities:*

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After-Action Review following any emergency event and provide a copy to the organization's Chief Executive Officer.
- The EAP will be maintained in accordance with OSHA and include:
  - Emergency escape procedures and emergency escape route assignments (Appendix B).
  - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
  - Procedures to account for all personnel following evacuation.
- Distribute procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee.
- Conduct drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Train designated employees in emergency responses such as the use of fire extinguishers and the application of first aid.
- Decide which emergency response to initiate (evacuate/shelter-in-place/move to secure area).
- Ensure that our facility meets all local fire codes, building codes and regulations and that annual inspections for the required equipment is conducted.

#### *Duties/Responsibility during an Emergency:*

- Ensure floor captains initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for GVP personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted personnel.

## **B. Floor Captain (FC)**

A minimum of one floor captain will be assigned to each assembly area. If the assigned floor captain is unavailable a backup floor captain will be assigned as identified in the Cooperative Emergency Contacts spreadsheet.

### *Non-Emergency Responsibilities:*

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Maintain an accurate roster of all members assigned to his/her zone, which will be updated at least once a year and upon the arrival of new personnel. Provide updated information on personnel in your zone to the emergency coordinator within 7 business days.

### *Duties/Responsibilities during an Emergency:*

- Put on a vest, take your cellphone and Personnel Roster, and ensure accountability for all personnel in your zone.
- During an evacuation, direct people out of your zone and via the nearest exit.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify emergency coordinator of unaccounted for/missing personnel.

## **C. Aide for Persons with Disabilities (APD)**

### *Non-Emergency Responsibilities:*

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

### *Duties/Responsibilities during an Emergency:*

- Locate the Mobility Impaired Person(s) and assist them in getting to the designated assembly area.
- Contact the emergency coordinator via the contact information located on your recall roster and let them know where you are located and that you have arrived safely with

the person needing assistance. Continue to wait until alarms have been silenced. Once the alarm has been shut off, assist the person back to their workstation or indoors.

#### **D. All other Personnel and employees**

- Understand the building's emergency procedures and familiarize yourself with the assembly area location.
- Read updates to the EAP when provided.
- All employees who are meeting with guests and visitors are responsible for their parties whereabouts and evacuation from the building during emergencies. Employees report a guest head count to the floor captain or emergency coordinator.

### **Notification Methods**

Employees could be alerted that it is necessary to evacuate/shelter-in-place/move to secure area by:

- Building Alarm
- Phone-based PA System (All Call)
- MyAgility Text Notification
- Verbal instructions

All emergency messages have priority over non-emergency messages. In addition to the Limited PA System, floor captains may be requested to serve as runners and give the message to all GVP departments and employees. The number of runners and who will send them is determined by the person who is activating the Emergency Response Plan. GVP also uses MyAgility for mass employee communication.

### **Lockdown and Panic Button**

#### **A. Lockdown**

In the event of an active threat, front end MSRs have access to a building lockdown procedure. The lockdown is initiated through the cloud-based Verkada building access and security system.

- Lockdown can only be activated by someone logged into Verkada.
- Once the lockdown is activated, access to the building will be limited to a select few individuals.
- The lockdown will only be lifted once a Verkada representative reaches out to a predetermined GVP point of contact and verifies the threat is no longer active.
- If a lockdown is activated, evacuate the premises or shelter in place as determined by the threat.

#### **B. Panic Button**

- MSRs also have access to a panic button.
- Panic buttons are located in 4 locations in the front area.
- Panic buttons are linked to an offsite facility where someone will monitor the situation and act accordingly, either by calling a predetermined GVP contact or a law enforcement agency.
  - *Note: The panic button does not automatically place the building into lockdown; this will still need to be done by an employee.*

If any of the procedures are initiated, the Director of Member Services and Communication or designee will send a MyAgility notification to employees out of the office to avoid the area.

## Procedures to Account for Employees

floor captains or other trained evacuation personnel will take at least one radio with them when they leave the building and assist with a safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. Because some employees may exit the rear of the facility and some the front of the facility after exiting, two methods may be used: (1) Communications by the use of portable radios to achieve the total head count of employees and (2) the ability to move all employees to an alternate area such as Ute Water (if necessary). floor captains will be trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees and/or the public who may be trapped or otherwise unable to evacuate the area. A virtual muster may be conducted through: (1) phone call or (2) email or (3) MyAgility (text) or (4) Other.

GVP has designated employees to function as floor captains during an emergency. These employees are identified in the Emergency Cooperative Contact Excel Spreadsheet. A minimum of 1 employee from each department will be identified as floor captain or backup floor captain and trained to execute the duties as defined. This means that every trained evacuation person could be responsible for seeing to the complete evacuation of all employees in their area. The trained personnel also serve as a resource of information about emergency procedures and conduct head counts once evacuation is complete. Defined duties of a floor captain are.

- Direct and assist in safe and orderly emergency evacuation,
- Provide guidance and instruction for all types of emergency situations,
- Be aware of employees with special needs who may require extra assistance,
- Use the buddy system to make sure all personnel have been evacuated from the facility,
- Avoid hazardous areas during an emergency evacuation.

**[See assigned employee and backup in digital list – Appendix A](#)**

Frontline Supervisors must be aware of the locations of employees, as well as suppliers, customers, and other non-employees on the premises when an emergency occurs. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. Tracking methods for employees, including responsible personnel/non-employees, during an emergency are.

Each department reports to their respective representative as follows:

- All groups report to the emergency coordinator, floor captain, or floor captain backup.

Once each evacuated group of employees has reached their evacuation destinations, each trained evacuation employee:

- Takes roll call of his or her group,
- Makes sure all people are accounted for,
- Reports into a central checkpoint managed by the emergency coordinator, and
- Assumes role of department contact to answer questions.

## Evacuation

Some emergencies require evacuation, while some require employees to shelter in place or move to a safe or secure area. Our emergency evacuation procedures are designed to respond to many potential emergencies, depending on the degree of seriousness.

Refer to Appendix B for evacuation routes. Employees are to leave the building through the nearest safe exit and convene at a safe distance from the building. If a virtual muster is necessary, employees should communicate once they are safe by responding to the MyAgility text.

After an evacuation notification, employees should:

- Leave the building by the closest safe exit. Alert others in your immediate work area to be sure they are also leaving.
- For your safety, do NOT gather belongings. Evacuate!
- Follow the Evacuation Plans (Appendix B) posted throughout the facility to the safest and most direct route out of the building.
- Go to your designated exterior rally point or safe area, where a head count will be conducted and further instructions given.

The following are exterior rally points/safe areas.

- **Primary** - East of Office building in the front parking lot.
- **Secondary** – Southwest Warehouse in the outside material storage area.
- **Alternate** depending on emergency – Ute Water (next door)

Emergency telephone numbers should be posted near telephones, emergency bulletin boards, truck door pockets or glove boxes and other conspicuous locations for use when telephones and/or radios can serve as a means of reporting emergencies, to and from the office.

## Shelter-in-Place

Consider the emergency that would require this type of action: incidents such as a violent person outside the facility, law enforcement activity in the area of our facility or a hazardous material release are examples where it may be safer to shelter in place.

- For a violent person outside of the facility, evacuate to the point in the building furthest from the threat. Keep away from doors and windows. The vault is a designated safe space.
- For Law Enforcement Activity in the immediate area, all personnel will keep away from doors and windows.
- In case of a chemical or hazardous release near the facility, the emergency coordinator (or designee) will determine the necessary response from the reporting party or 911 communications and notify employees. The ventilation system may be shut down to stop the hazardous material or chemicals from entering the building.
- All employees who are not in the GVP facility will be notified so they do not return to the office until the all clear is given.

The following are interior safe areas.

- **Lock Down** – Vault (located indoors)
- **Storm-related events** – Dispatch room

## Medical Emergency

Call 911 to notify medical emergency services:

- Paramedics
- Ambulance
- Fire Department

### **Provide the following information:**

- Nature of medical emergency,
- Location of the emergency (address, building, room number),
- Your name and phone number from which you are calling.

### **\*\*\*DO NOT MOVE VICTIM(S) UNLESS ABSOLUTELY NECESSARY\*\*\***

Call upon personnel trained in CPR and First Aid to provide assistance prior to the arrival of professional medical help:

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop bleeding with firm pressure on wounds (note: avoid contact with blood or other bodily fluids).
2. Clear air passages using the Heimlich Maneuver in case of choking.
3. Retrieve AED if needed.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

## Fire

### **When fire is discovered:**

- Activate the nearest fire alarm; The manual pull for the alarm is in the mechanical room next to the fitness center.
- Call 911 to notify the local Fire Department.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
  - Voice Communication
  - Text
  - Radio
  - Other

### **Fight the fire ONLY if:**

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

### **Upon being notified about the fire emergency, occupants should:**

- Leave the building using the designated evacuation routes.
- Assemble in the designated muster areas unless it is not safe.
- Remain outside until the competent authority (emergency coordinator or incident commander) announces that it is safe to reenter.

### **Emergency Coordinator or Supervisors should:**

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

### **Area/Floor Monitors must:**

- Ensure that all employees have evacuated the area/floor. (Use Evacuation Check Off List, Appendix C)
- Report any problems to the emergency coordinator at the assembly area.

### **Assistants to Physically Challenged should:**

- Designated personnel will assist all physically challenged employees or guests in emergency evacuation.

## Severe Weather

### **Tornado**

- When a warning is issued by sirens or other means, seek inside shelter:
- Small interior rooms without windows
- Hallways away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### **Earthquake**

- Shelter under sturdy furniture such as a desk.
- Stay calm and wait for instructions from the emergency coordinator or designee.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the emergency coordinator or designee.

### **Flood**

*If indoors:*

- Be ready to evacuate as directed by the emergency coordinator or designee.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to higher ground.

### **Blizzard**

*If indoors:*

- Stay calm and await instructions from the emergency coordinator or designee.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.
- If stranded in a car or truck:
  - Stay in the vehicle!
  - Run the motor for about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
  - Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to stay warm.

Weather radios have been installed in the dispatch area and in the truck bay and materials storage area.

- All personnel either inside or outside the facility will be notified of severe Weather Threats; this notification will be by MyAgility, two-way radio and/or cell phone for personnel outside the facility.
- To warn personnel inside the facility the use of the limited PA System will be used first then all departments within the facility will be contacted directly by a person or people sent by the emergency coordinator to communicate the emergency.
- Assembly will be in the dispatch area, which is the designated area for storm-related emergencies.

## **Extended Power Loss**

In the event of extended power loss to a GVP facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and affecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

### **Upon Restoration of heat and power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freezing damage after the heat has been restored to the facility and water turned back on.

# Gas Leak

## **Learn to recognize a natural gas leak**

- If you suspect a leak, call 911 immediately. Use your senses to recognize a potentially dangerous natural gas leak:
  - Smell: Natural gas is odorless except for the harmless odorant we add to help you detect a leak. The added odorant, called methyl mercaptan, has a sulfur-like smell, like a rotten egg.
  - Hear: A leak may produce a noise that ranges from next to nothing to a slight hissing or blowing sound to a loud roar - depending on the leak's size and pressure.
  - See: A leak may cause dust, dirt, or debris to fly, or create blowing or continuous bubbling movement in water. It also can cause a spot of dead or discolored vegetation in an otherwise green area.

## **Know how to respond to a natural gas leak**

- When an odor is persistent or seems to be everywhere, or it seems to linger longer than normal for your appliance's operation.
- Upon detecting such an odor, immediately get everyone out of the GVP Facility, move a safe distance away and then call for help. Because an electric spark can ignite an explosion, remember to follow these tips:
  - Do not turn on or turn off electrical switches.
  - Avoid using telephones of any type and electric appliances such as garage door openers.
  - Do not start up or shut down motor vehicles or any other electrical equipment.
  - Do not strike a match. Avoid open flames or other ignition sources.
  - Move to a location a safe distance away from GVP Facility when the odor is outdoors. Move all affected personnel upwind from the facility.
  - Call Xcel Energy or 911 in an emergency and 800-895-2999 for non-emergency.
  - Stay away until the emergency responders and/or Xcel Energy have told you it is safe to return.

## Chemical Spill

### **When a Large Chemical Spill has occurred:**

- Evacuate building as necessary.
- Immediately notify the warehouse manager and emergency coordinator.
- Do not attempt to clean the spill unless trained to do so.
- Secure the area and alert other site personnel.
- Attend to injured personnel and call the medical emergency number, if required.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Call a local spill cleanup company or the Fire Department to perform a large chemical (e.g., mercury) spill cleanup.

Spill Cleanup Company: [HRL Compliance Solutions, Inc.](#)

Phone Number: (970) 243-3271

### **When a Small Chemical Spill has occurred:**

- Notify the emergency coordinator and/or supervisor.
- If toxic fumes or vapors are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner while wearing proper PPE.
- Review the spill cleanup procedures.

### **Off Site Spill adjacent to GVP property:**

This type of spill may require a shelter-in-place, depending on what has spilled. The initial notification for this type of spill will require GVP to understand what type of procedures are necessary. Responding agencies will advise the type of response to safeguard employees and consumers present at the facility during the spill.

- Should GVP employees need to evacuate and muster at a rally point, employees and visitors will gather at the evacuation point that is furthest away from the spill as identified by the evacuation map.

ALL incidents require a PCB Spill Cleanup form to be completed.

## Bomb Threat

The presence of an explosive device and/or the receipt of a bomb threat are situations that GVP must be prepared to confront. Although many bomb threats turn out to be not credible, they must be taken seriously to ensure the safety of all personnel.

- A bomb threat could be written, e-mailed, communicated verbally, received by phone, or received in the mail. Most bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

1. The caller has definite knowledge about the explosive device and wants to minimize personal injury.
2. The caller wants to disrupt normal activities by creating anxiety and panic.

- The evacuation of the facility in response to this threat depends on the location of the explosive.
- Evacuation notice will be initiated by the emergency coordinator or backup emergency coordinator.
  - If the bomb is located within the facility or front parking area all personnel will evacuate to the back assembly area. Transportation from the facility will be needed using a school bus or other means.
  - If the bomb is in the materials storage yard, all personnel will evacuate to the front assembly area.
  - If there are multiple bombs, employees will muster at the alternative gathering point (Ute Water)
  - Any vehicles not normally seen in the parking lot will be passed on to responding law enforcement personnel.
  - If the bomb is at a Grand Valley Power facility such as a substation, then only appropriate personnel from GVP will assist law enforcement in safely accessing the facility.

### **Phone Bomb Threat**

- Stay calm – do not alarm others. Do not give information to anyone except supervisor, emergency coordinator or law enforcement personnel.

**CALL 911.** If emergency coordinator or the supervisor is not present, you make the call.

- Fill out the *Telephone Bomb Threat Checklist* (**below**) to assist responding agency.
- Decision to evacuate the building will be made by law enforcement personnel or emergency coordinator.
- Take the *Telephone Bomb Threat Checklist* with you if the building is evacuated.

### **Written Bomb Threat**

- Remain calm and leave the message where it is found. Do not alarm others.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence. **CALL 911.** If supervisor is not present, you make the call.

# Bomb Threat Checklist

BE CALM AND COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

- **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
- **Time Call Began:** \_\_\_\_\_ **Time Call Ended:** \_\_\_\_\_
- **Caller Name:** \_\_\_\_\_ **Caller Phone Number:** \_\_\_\_\_

• **CALLER'S VOICE IS:**

|            |          |            |              |           |
|------------|----------|------------|--------------|-----------|
| Slow       | Fast     | Loud       | Foreign      | Calm      |
| High Pitch | Distinct | Raspy      | Stutter/Lisp | Foul      |
| Drunk      | Slurred  | Deliberate | Deep         | Distorted |
| Angry      | Nasal    | Irrational | Laughing     | Emotional |

• **BACKGROUND NOISE:**

|              |           |          |         |                |
|--------------|-----------|----------|---------|----------------|
| Office       | Factory   | Animals  | Traffic | Music          |
| Airplanes    | Party     | Quiet    | Train   | Other Voices   |
| House noises | PA System | Motor    | Kitchen | Booth          |
| Wind         | Outside   | Children | Phone   | Voice changing |

- **DON'T HANG UP THE PHONE!!!** PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING.
- When will it go off? Specific Time \_\_\_\_\_ Time Remaining \_\_\_\_\_
- Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_
- What does it look like? \_\_\_\_\_ What is it in? \_\_\_\_\_
- How do you know so much about the bomb? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death. Did the caller appear familiar with plant or building by his/her description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. **Notify your supervisor immediately.**

## Active Threat

An Active Threat is an individual actively engaged in threatening behavior or actions that may injure or kill people in a confined and populated area, typically using firearms.

### How to respond when an Active Threat is in your vicinity

| 1. Run                                                                                                                                                              | 2. Hide                                                                                                                                                                                    | 3. Fight                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Have an escape route and plan in mind.</li><li>• Leave your belongings behind.</li><li>• Keep your hands visible.</li></ul> | <ul style="list-style-type: none"><li>• Hide in an area out of the active shooters view.</li><li>• Block entry to your hiding place and lock doors.</li><li>• Hide in the vault.</li></ul> | <ul style="list-style-type: none"><li>• As a last resort and only when your life is in imminent danger.</li><li>• Attempt to incapacitate the active shooter.</li><li>• Act with physical aggression and throw items at the active shooter.</li></ul> |

**\*\*\*\*\*CALL 911 WHEN IT IS SAFE TO DO SO\*\*\*\*\***

### How to respond when Law Enforcement arrives on the scene

*How you should react when Law Enforcement Arrives*

|                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Remain calm and follow officers' instructions.</li><li>• Immediately raise hands and spread fingers.</li><li>• Avoid making quick movements towards officers such as attempting to hold on to them for safety.</li></ul> | <ul style="list-style-type: none"><li>• Avoid pointing, screaming, and/or yelling.</li><li>• Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Information you should provide to Law Enforcement*

|                                                                                                                                                                           |                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Location of active threat.</li><li>• Number of shooters, if more than one.</li><li>• Physical description of threat(s).</li></ul> | <ul style="list-style-type: none"><li>• Number and type of weapon(s).</li><li>• Number of potential victims at the location.</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

## **Business Continuity Plan (BCP)**

The Business Continuity Plan (BCP) ensures procedures are in place to maintain or rapidly resume essential operations during or after an incident that results in disruption of normal activities or services and requires the relocation of GVP personnel to an alternate or backup location.

### **Objectives**

- a. Ensure essential functions can be performed, if applicable, under all conditions.
- b. Reduce or mitigate disruptions to operations.
- c. Ensure that GVP has facilities (physical or remote) where it can continue to perform its essential functions, as appropriate, during a continuity event.
- d. Protect essential facilities, equipment, records, and other assets in the event of disruption.

### **Activation**

Based on the type and severity of the emergency, the BCP may be activated by the CEO or a designee.

### **Triggers for Activation**

- Natural disasters
- Cyberattack
- Facility damage
- Workforce reduction
- Long-term power supply interruption

### **Authority to Activate**

- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Designee in order of succession

### **Order of Succession**

- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Director of Member Services and Communication
- Director of Information Technology
- Manager of Engineering
- Senior Staff (by role)

## **Alert and Notification Procedures**

GVP will use the appropriate means, as described in the Crisis Communication Plan (Appendix E) of the EAP, to inform employees, the Board, members, and the public of its intentions to relocate.

## **Location Determination**

GVP maintains a contract with Agility to provide backup capability for GVP's headquarters functions should the need arise. Some employees could be assigned to work from a home office, depending on the availability of equipment.

- Grand Valley Power has a contract with Agility Recovery <https://www.agilityrecovery.com/> to provide a temporary facility from which to operate in the case of a disaster or the GVP headquarters building and equipment is inaccessible. The recovery facility will be in place in 72 hours or less from the time of contact.
- Agility Recovery's Alert and Declare number in case of emergency is 877-364-9393.

The BCP addresses several items beyond identification of the relocation site. Considerations include:

- Location(s) of equipment and workforce
- Availability of employees
- Acquisition of supplies and equipment
- Status of heavy equipment
- Records
- Communications services
- Administrative functions
- Human resource services

## **Continuity Operations**

### **Main Office**

- Conduct an operational briefing.
  - The CEO (or designee) leads a briefing that includes a situation update, an assessment of functionality capabilities and limitations, solicitation of pressing needs, work schedules, workflow, and communication messaging.
- Acquire necessary personnel, supplies, and equipment.
  - The CEO (or designee) maintains authority for emergency acquisition.
- Maintain standard security measures.

- All staff and visitors must comply with existing security measures such as wearing identification badges and check-in and check-out procedures for visitors.
- Staff resume essential operations.
  - All staff should immediately resume normal duties.

## Relocation Process

Once the BCP is activated and personnel are notified, the relocation process begins:

- Brief GVP personnel.
  - The CEO or designee briefs personnel on where, or if, to report to work and what the immediate plan is for relocating.
- Communicate with GVP employees, Board, members, and the public.
  - Use available and appropriate methods as described in the Crisis Communications Plan (Appendix E) of the EAP.
- Direct personnel to the existing headquarters.
  - Assist in the retrieval of pre-identified equipment, supplies, and records for transport to alternate/backup locations. If the existing office is untenable, then have personnel report directly to the alternate/backup location at a designated time (post setup time of the alternate/backup location).
- Transport pre-identified equipment, supplies, and records.
  - Transport is accomplished by using GVP vehicles and/or personally owned or rented vehicles as required to accomplish the task.
- Set up alternate/backup location.
- The Director of Information Technology leads the setup of alternate/backup locations with staff to ensure appropriate connectivity at an employee's remote location. Assess connectivity and access portals to essential computer and online-based services.
  - Confirm integrity of data, stability of internet access, and connection to backed-up drives/servers.

**In the interim before Agility resources are available, the following outlines how GVP critical operations could continue:**

- 1) Calls to the GVP main number – GVP main number can be rolled to a cloud-based auto attendant call tree that would route menu options to GVP employee cell phones.
- 2) Email – GVP email is hosted in Microsoft O365 cloud and can be accessed offsite on laptops and mobile devices.
- 3) Payments and billing questions – [iVUE connect](#) is a cloud-based application that can be accessed remotely from laptops (personal or business). Some billing operations (running the billing processes, creating service orders, and updating reads) would be suspended until the Agility infrastructure is in place.
- 4) Outages – notification of outages would be done via members calling in and then dispatched to crews via radio and/or cell communication. If access to internal systems is not available, SmartHub and AMI outage notifications will not be reported.
- 5) Communication with members can be done via GVP website and social media accounts, personal calls, local TV and newspaper. Communication between employees can be done via Teams, cell phone and radio. Mass employee communications can be achieved via MyAgility.

## **Reconstitution Operations**

As soon as possible after activating this BCP for an emergency relocation, the CEO or designee will appoint a Reconstitution Manager. The Reconstitution Manager initiates and coordinates operations to salvage, restore, and recover the primary operating facility after receiving approval from the appropriate State and local law enforcement and emergency services.

Depending on the situation, a combination of the following reconstitution options may be implemented:

- Continue to operate from the continuity location.
- Reconstitute Grand Valley Power's primary operating facility and begin an orderly return to the facility.

## Appendix A

### **Employee Phone List**

A digital version is available **on the Intranet when in the office:**

[Grand Valley Power Employee Directory](#)

Cooperative Emergency Contacts can be found through the GVP SharePoint under the **GVP Crisis Communications Teams site:**

[Grand Valley Power Emergency Contact List](#)

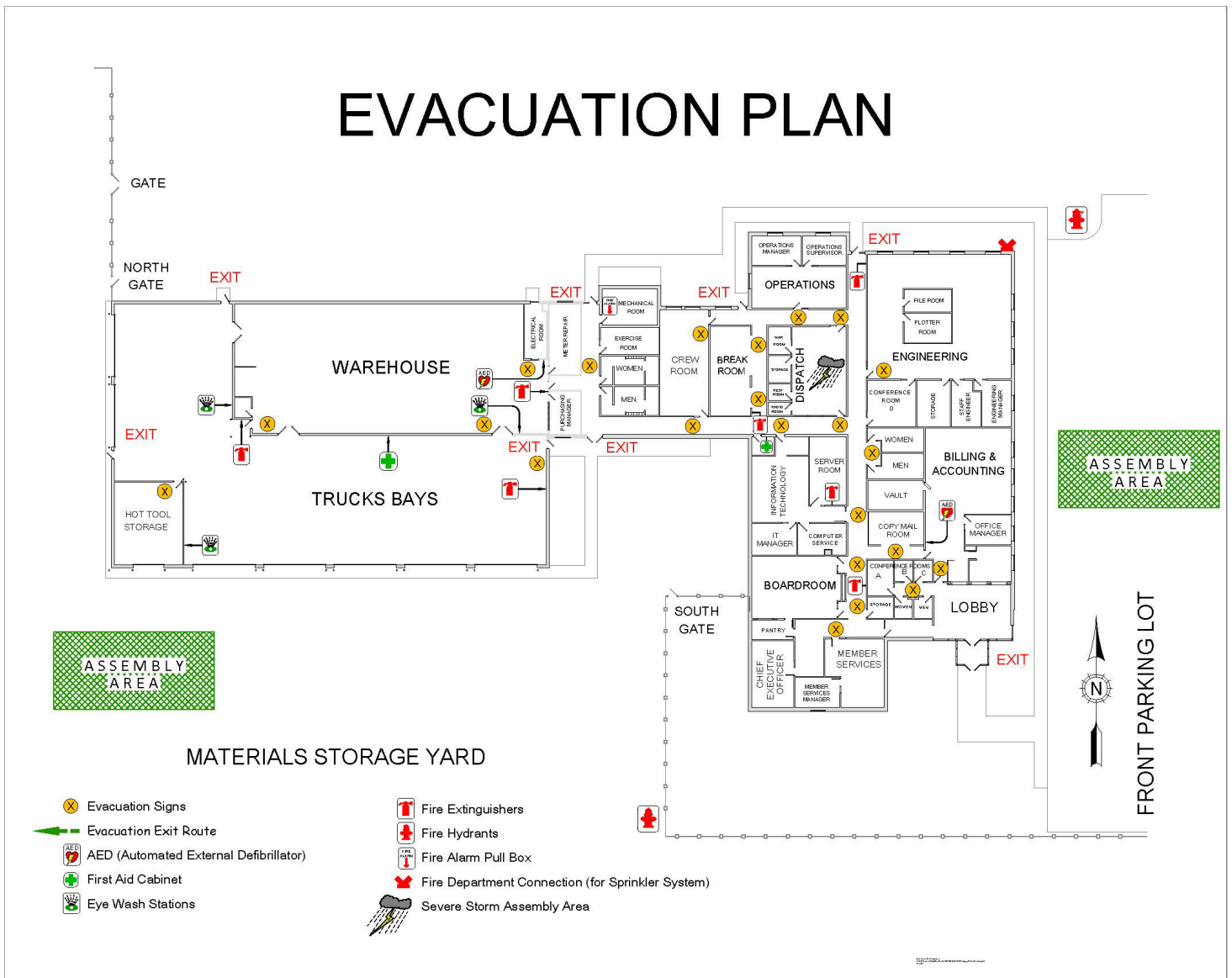
In addition, it is the responsibility of each manager to update this document yearly, or when employee roles change, to reflect the most current information. Printed documents are to be changed regularly.

In addition, Teams, Shared Calendars, and MyAgility will be used to the greatest extent during or after-hours.

## Appendix B

### Evacuation and Building Layout

Map Updated: December 2025



## Appendix C

| <b>EMERGENCY EVACUATION CHECK OFF LIST</b> |       |                    |  |
|--------------------------------------------|-------|--------------------|--|
| <b>CEO/ PR</b>                             |       | <b>Engineering</b> |  |
| Chrystal Dean                              |       | Derek Elder        |  |
| Rita Sanders                               |       | Walter Fees        |  |
| Tanya Marchun                              |       | Debbie DeRose      |  |
|                                            |       | Mike Gardner       |  |
|                                            |       | Robbie Barela      |  |
| <b>IT</b>                                  |       | Tony Ippolito      |  |
| Mike Kansgen                               |       | Cole Zunich        |  |
| Jimmy Weber                                |       | Mark Tucker        |  |
| Marcus Johnson                             |       | Ryan Roesch        |  |
|                                            |       | Chance Semones     |  |
|                                            |       | Wyatt Vidmar       |  |
| <b>Front Office</b>                        |       |                    |  |
| Donnie Schell                              |       | <b>Operations</b>  |  |
| Sarah Wheeler                              |       | Bill Barlow        |  |
| Lauren Phelps                              |       | Mark Shaffer       |  |
| Kirstin Maska                              |       | Zeb Birch          |  |
| Crystal Brattain                           |       | Clint Blaylock     |  |
| Tonya Archuleta                            |       | Cole Crider        |  |
| Jenifer Young                              |       | Preston Dillingham |  |
| Tori Hancock                               |       | Cody Winsor        |  |
|                                            |       | Leif Karo          |  |
| <b>Warehouse</b>                           |       | Trevor Lettman     |  |
| Dan Reid                                   |       | LeRoy Lowary       |  |
| Eric Lowary                                |       | Kit Mabley         |  |
| Tyler Piland                               |       | Matt Mason         |  |
|                                            |       | Destry Smith       |  |
|                                            |       | Branson Padgett    |  |
| <b>CHECK LIST:</b>                         |       | Linda Schroder     |  |
| ALL DOORS CLOSED                           |       | Josh Stevens       |  |
| VAULT CLOSED                               |       | Jesse Peeler       |  |
| HALL BATHROOM CHECK                        | LINDA | Jarret Sinks       |  |
| LOBBY BATHROOM CHECK                       |       | Lane Karo          |  |
| DRILL TIME START                           |       |                    |  |
| DRILL TIME STOP                            |       |                    |  |
| CALL SECURITY:                             |       |                    |  |
| Call DMEA 970-240-6800                     | LINDA |                    |  |
| TOTAL EVAC TIME                            |       | Visitor:           |  |
| GATE CODES: 0040                           |       | Visitor:           |  |
|                                            |       | Visitor:           |  |
| Rally Point Person (signature)             |       |                    |  |
| Revised June 18, 2026                      |       |                    |  |

## Appendix D

### Elements Provided by Agility for Business Continuity

- Grand Valley Power has a contract with Agility Recovery <https://www.agilityrecovery.com/> to provide a temporary facility from which to operate in the case of a disaster or the GVP headquarters building and equipment is inaccessible. The recovery facility will be in place in 72 hours or less from the time of contact.
- Agility Recovery's Alert and Declare number in case of emergency is 877-364-9393.
- The following are the elements provided in the Agility contract. Note the contract provides for one annual test of a DR scenario.

| Group               | Item Name                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Units | Seats |
|---------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| General             | Testing                         | Agility will provide 1 annual test in any of the following formats listed below. Each test is accompanied by an Agility Test Manager who will work in conjunction with the Client to help achieve testing goals and objectives. A Letter of Completion and Post-Test Report will be provided following the exercise. Test Types Include: <ul style="list-style-type: none"> <li>Onsite Test at an Agility Test Center for up to (2) two sequential days of testing</li> <li>Test at Client site – Agility can ship a sample of the contracted equipment for customer use</li> <li>Mobile Test – Agility can deploy a mobile unit with equipment at the Client Site for (2) sequential days of testing</li> <li>Tabletop Exercise – Virtual exercise (lasts ~3 hours) designed to help Clients discover gaps in BC/DR plan in a safe environment</li> </ul> | 1     | -     |
| General             | Communications                  | Satellite connectivity up to 350Mbps. Bandwidth on demand (BOD) fees will apply at time of use. Alternatively, Agility can provide cellular 4 or 5G connectivity services billed at \$15/gb. Bandwidth speeds are dependent on carrier. Coverage for the following 1 location(s)<br>845 22 Road, Grand Junction, CO 81505                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1     | -     |
| Locations           | Locations                       | Coverage for up to the following locations identified below: 845 22 Road Grand Junction, CO 81505                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1     | -     |
| Recovery Services 1 | ReadySuite 40 Bundle            | ReadySuite is a business continuity solution for recovering physical office space quickly after a business disruption. This solution includes fully-equipped workstations, e.g. phones, computers, chairs, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1     | 40    |
| Recovery Services 1 | Simultaneous Mobile Declares    | Number of simultaneous recoveries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1     | -     |
| Recovery Services 1 | Generators                      | Emergency power generator up to 100kW in size and cables. Scheduling of fuel services can be provided upon request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1     | -     |
| Recovery Services 1 | Mobile Recovery Time Capability | Mobile recovery time capability of 72 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1     | -     |
| Technology          | Server                          | Quick delivery with specifications equivalent to or better than: Dell PowerEdge R430/HPE DL360 Gen9 or better   Supports Windows Server 2019/2016/2012   Supports ESXi 7.0/6.7/6.5   16+ Processor Cores   10 TB   16 GB RAM   1 Gbps Ethernet. Daily usage fees begin on day 31.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1     | -     |
| Technology          | Laptops                         | Quick delivery of laptops with specifications equivalent or better: Intel i5 processor, 8GB RAM, 250 GB HDD in lieu of existing computers. Daily usage fees begin on day 31.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15    | -     |
| Technology          | Printers                        | Quick delivery of a multi-function device (print/copy/scan/fax capabilities) or network printer. Daily usage fees begin on day 31.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1     | -     |

## **Appendix E**

### **Crisis Communication Plan**

The Crisis Communication Plan can be found through the GVP SharePoint under the GVP Crisis Communications Teams site.