



Emergency Action Plan (EAP)

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Workplace Emergency Introduction

Purpose

Grand Valley Power is dedicated to the protection of its employees during workplace emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employees know how to respond to varying emergencies during regular hours and after hours. It is essential that the emergency action plan developed be site specific with respect to emergency conditions evaluated, evacuation policies and procedures, emergency reporting mechanisms, and alarm systems.

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 our company where employees may encounter an emergency situation.

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

Bill Barlow - Operations Manager, Grand Valley Power

Joe Foster- Regulatory Compliance and Emergency Coordinator

- (Alternate Emergency Coordinator: Operations Manager, Bill Barlow and Operations Supervisor, Mark Shaffer.)

This written plan is available on the GVP intranet site, to employees, their designated representatives, and any OSHA officials who ask to see it. 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 also made with additional emergency contacts:

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

The telephone numbers of all GVP personnel have been distributed to all employees to be retained in their homes or by phone app (EIO Board) for use in communicating an emergency occurring during non-work hours.

Roles and Responsibilities

Roles:

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 (Incident Commander) 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 Director.
- The EAP will be maintained in accordance with OSHA and shall include:
 - Emergency escape procedures and emergency escape route assignments.
 - 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.
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee.
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid.
- Deciding which emergency response to initiate (evacuate or not).
- Ensuring that equipment is placed and locked in storage rooms or desks for protection.
- Maintaining records and property as necessary; and
- Ensuring 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 our personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted for personnel.

B. Floor Captain (FC)

A minimum of one floor captain will be assigned to each assembly area.

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 any new personnel. Provide updated information on personnel in your zone to the EC 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 there safely with the person needing assistance. Continue to wait until flashing strobes/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 all information in the EAP and familiar with 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.

Emergency Protocols and Guidelines

Procedures to Account for Employees

Floor Captains or other trained evacuation personnel (Frontline Supervisors) 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 the facility, two methods may be used: (1) Communications by the use of portable radios, can achieve the head count of employees and (2) the ability to move all employees to an alternate area such as Ute Water (if necessary). The employees selected are 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) EIO Board or (4) Other.

A sufficient number of employees have been designated by the company and trained to:

- 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.

The list of trained personnel includes at least one person from every area for every shift. This means that every trained evacuation person is 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.

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

Frontline Supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. We have described each department's employee tracking method below including the responsible personnel/non-employees will be accounted for as well.

Each department reports to their respective representative as follows:

- All groups to report to the facility administrator or his or her alternate.

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

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

Workplace Emergency Situation and Worksheets

The emergency coordinator (or other designee such as a facility manager) has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP: Fires, Chemical spills, Natural Disasters, Gas Leak Threat, Bomb Threats, Terrorist Threats, Shelter in-Place, Active Shooter.

Alarms

Different emergencies call for different alarms to indicate what actions employees should take. We use a distinctive alarm capable of identification as a signal whether or not to evacuate for each emergency. We realize that where alarm signals have similar sounds and are used for purposes other than to signal evacuation, they can be confused with the fire alarm signal, and either be ignored or cause overreaction. Therefore, we use a distinctive signal for each purpose.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps.

- Employees are to leave the building by the closest safe exit. They are to alert others in their immediate work area of the alarm to be sure they heard it and are also leaving.
- Follow the Evacuation Plans posted throughout the facility to see which exit route is most accessible for the best evacuation of the building.
- Once evacuated, employees are to head toward their designated exterior or safe area, where a head count will be performed, and further instructions given. The following is a list of exterior refuges/safe zones.
 - **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) or Vault (located indoors)

When we use a PA communication system as an alarm system, all emergency messages have priority over all nonemergency messages. As an addition to the Limited PA System the need for personnel to be runners so the message can be given to all department and to all employee of Grand Valley Power. The number of runners and who shall send them is determined by the person who is activating the Emergency Response Plan.

Post the emergency telephone numbers near telephones, emergency notice boards, truck door pockets or glove boxes and other conspicuous locations for use when telephones or radios can serve as a mean of reporting emergencies, to and from the office.

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ Other

Provide the following information:

1. Nature of medical emergency,
 2. Location of the emergency (address, building, room number),
 3. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call upon personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

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

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

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

Date ____/____/____

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm; The manual pull for the alarm is located in the mechanical room next to the fitness center.
- Notify the local Fire Department by calling 9-1-1.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | |
|---|--|
| ☐ Voice Communication. | ☐ Radio |
| ☐ Phone Paging | ☐ Other (specify) |

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 must:

- Leave the building using the designated escape routes.
- Assemble in the designated muster areas unless it is not safe.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees or guests in emergency evacuation.

Date ____/____/____

EXTENDED POWER LOSS

In the event of extended power loss to a 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 in the event that power restoration would surge causing damage to electronics and effecting 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 freeze damage after the heat has been restored to the facility and water turned back on.

Date____/____/____

CHEMICAL SPILL

When a Large Chemical Spill has occurred:

- Immediately notify Warehouse Manager and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

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

Phone Number: (970) 243-3271 or (970)261-2015

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- 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 the proper PPE.
- Review the general spill cleanup procedures.

Off Site Spill adjacent to GVP property:

This type of spill may require a building lock down, 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 needed to safeguard the employees and consumers present at the facility during the spill.

- Should GVP employees need to evacuate and muster in a rally point, GVP would use the primary rally point in the front parking area or the secondary rally point in the yard behind the facility, whichever point is furthest away from the spill.

ALL incidents require a PCB Spill Cleanup form to be completed (available on the intranet).

Date____/____/____

Bomb Threat

The presence of an explosive device and/or the reception of a bomb threat are situations that Grand Valley Power must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of all personnel in the facility.

- 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 shall be determined when a possible location for the explosive is determined.
 - If determined that the bomb is located within the facility, all personnel shall be evacuated to the back outside fenced in area away from the building, transportation from the facility will be needed using a school bus or other means.
 - If determined that the bomb is located in the front parking lot area, then all personnel shall be evacuated to the furthest most point of the building. Evacuation from the facility may be determined to be needed after Law Enforcement intervention. Any vehicles which are not normally seen in the parking lot on a daily basis will be passed onto responding law enforcement personnel.
 - If determined to be at a Grand Valley facility such as a substation then only appropriate personnel from GVP will assist responding law enforcement in the specific area for safe access into the facility.

Phone Bomb Threat

- Stay calm – do not alarm others. Do not give information to anyone except supervisor and law enforcement personnel.

CALL 911. If 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.
- 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.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

Date: _____ Time: _____
Time Call Began: _____ Time Call Ended: _____
Caller Name: _____ Caller Phone Number: _____

CALLERS 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? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____ What kind of package? _____

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.**

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
- 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:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- 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 and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- 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 a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- 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 the body with 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 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 keep warm.

Weather radios have been installed in the dispatch area and in the truck bay and materials storage area and employees who during the course of the day listen to an AM/FM radio either at their workstation or area or on company vehicle radio will notify Dispatch so a detailed message can be given to warn all employees.

- All personnel either inside or outside the facility will be notified of a severe Weather Threats, this notification will be by two-way radio and 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 persons sent by Dispatch or Plan Administrator to communicate the emergency.
- Assembly will be in the dispatch area which is the designated area for storm related emergencies.

Gas Leak

Learn to recognize a natural gas leak

- If you suspect a leak, immediately call 911 in an emergency. 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, similar to 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, these could be signs of a gas leak inside your home or with an outside line.
- 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 electric appliances such as garage door openers or telephones of any type.
 - 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 at 911 in an emergency and 800-895-2999 for nonemergency.
 - Stay away until the emergency responders and Xcel Energy have told you it's safe to return.

Date____/____/____

ACTIVE SHOOTER AND WORKPLACE VIOLENCE

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

How to respond when an Active Shooter is in your vicinity

1. Evacuate

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Safely make your way to one of the video monitors to determine evacuation route. Monitors are in: *IT, Dispatch, Finance and the Warehouse.*

2. Hide Out

- Hide in an area out of the active shooters view.
- Block entry to your hiding place and lock doors.
- Hide in the vault.

3. Take Action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

*****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

- Remain calm and follow officers' instructions.
- Immediately raise hands and spread fingers.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.

- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

Information you should provide to Law Enforcement

• Location of active shooter. • Number of shooters, if more than one. • Physical description of shooter(s).	• Number and type of weapon(s). • Number of potential victims at the location.
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Shelter in Place/Building Lock Down is used for protection of employees and others.

- We must consider the emergency which would require this type of action on our part, incidents such as violent person outside of the facility, law enforcement looking for a suspect in the area of our facility or a hazardous material release are examples where it may be safer to shelter in place.
 - For the violent person found on the outside of the facility, all personnel will be evacuated to the point in the building furthest from the threat, and all personnel shall be kept away from doors and windows.
 - The vault at GVP can be used by employees to shelter in place and will be considered as safe space.
 - For a Law Enforcement Search in the immediate area, all personnel shall be instructed to keep away from doors and windows and report any suspicious activities to 911.
 - For a chemical or hazardous release outside of the facility, information will need to be obtained to determine necessary response, this information will be obtained either from the reporting party or from 911 communications. The ventilation system may be shut down to stop the hazardous material or chemical from entering the building.
- All employees who are not found to be in the GVP facility will be notified so they do not return to the office until the lock down has been terminated.

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape 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 by the closest safe exit and convene at a safe distance from the building. A virtual muster may be conducted. Employees should communicate if they are safe, once they determine they are in a safe location or space by calling, texting, emailing or leaving a message at (970) 242-0040.

Appendix A

Employee Phone List

A digital version is available here:

[Cooperative Emergency Contacts list](#)

- Cooperative Emergency Contacts can be found through the GVP SharePoint under the GVP Crisis Communications Team site. Located here:
<https://grandvalleypower.sharepoint.com/sites/GVPCrisisCommunications>

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 EIO Board will be used to the greatest extent during or after-hours.

Appendix B

Evacuation and Building Layout

Last Completed: October 2019

