Emergency Response Plan

OBJECTIVE:

To produce an Emergency Response Plan (ERP) that reflects the current operating conditions at and possible threats to your cooperative.

ERP Development Scope:

1

Vulnerability and Risk Assessment (VRA)
- Online Survey for Key Staff
- EnerVision collects data and provides summary
- Staff meeting held to finalize VRA

2

ERP Document Development
- Review of current documents
- Create outline of new ERP Table of Contents
- Work with key staff to develop first draft by combining relevant information from existing documents and creating any necessary additions based on outcome of VRA

3

Staff Meeting: ERP Document Walkthrough
- On-site meeting or web conference with key staff to finalize document
- Introduce Table Top Exercises and possible scenarios
- Review Annual ERP requirements

4

Tabletop Exercise
- On-site meeting with key staff to test newly developed ERP
- Hypothetical emergency response scenarios are used annually to review response process and test ERP document to review Annual ERP requirements
- Edits summarized and incorporated into Final ERP