Emergency Response Plan

Objective:

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

ERP Development Scope:

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

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

- Staff Meeting: ERP Document Walkthrough
  - On-site meeting or web conference with key staff to finalize document
  - Introduce Tabletop Exercises and possible scenarios
  - Review Annual ERP requirements
- Tabletop Exercise
  - On-site meeting with key staff to test newly developed ERP
  - Hypothetical emergency response scenarios are used annually to review the response process and test ERP document to review Annual ERP requirements
  - Edits summarized and incorporated into Final ERP