



Indiana Statewide Mutual Aid Plan

IEC INDIANA ELECTRIC
COOPERATIVES

Emergency Contact List

Primary Contact: Chris Gearld, Director of Safety, Training, and Workforce Development – (317) 443-3188

Name	Title	Email	Cell Phone
Mutual Aid Hotline	Secondary Contact		317-487-2299
Michael Craciunoiu	VP of Safety, Training, and Workforce Development	mcraciunoiu@indianaec.org	317-690-9456
Matt Fearon	Program Manager of Safety, Training, and Workforce Development	mfearon@indianaec.org	463-271-9731
Adam Lock	Apprentice Training Program Director	alock@indianaec.org	260-413-4474
Chris Hamilton	Safety and Risk Management Instructor	chamiltion@indianaec.org	260-316-3210
Robert White	Safety and Risk Management Instructor	rwhite@indianaec.org	812-653-7192
Eric Truitt	Safety and Risk Management Instructor	etruitt@indianaec.org	317-372-2902

Provided is a list of contact information for IEC safety, training, and workforce development department mutual aid coordinators. These staff are all notified once a mutual aid request form has been submitted. The director of safety, training, and workforce development serves as the lead for mutual aid coordination at IEC. Should Chris be unavailable, call the Mutual Aid Hotline and one our staff in the table above will be available to provide support.

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Introduction

Purpose

Indiana Electric Cooperatives (IEC) Safety, Training, and Workforce Development department coordinates a mutual aid program that provides cooperative assistance in restoration of service from storms or other events that result in significant power outages. Indiana cooperatives have a long history of working together and supporting one another during major incidents affecting distribution infrastructure to ensure all members have power restored in a timely manner.

The cooperative business model is built on the belief that we can accomplish more together than any one member can achieve alone. By sharing our resources, talents, knowledge, and skills, we build on one another's strengths, address shared needs, reduce individual limitations, and increase our capacity. Cooperation is not about every exchange being equal; it is about creating mutual value and greater strength over time.

This plan is a memorandum of understanding that empowers IEC to coordinate mutual aid assistance among cooperatives and establishes standardized, mutually-agreed upon expectations among IEC member cooperatives in the navigation of mutual aid efforts. There is recognition that while this memo attempts to set a standard of fairness, it is generally understood that not every mutual aid request will be at truly no cost to the supporting cooperative; however, there is a belief that in the long-term these costs balance out over the years of being both a supporting and requesting cooperative.

Scope

This mutual aid plan applies to all IEC members. This plan also includes information regarding how non-member cooperatives, including out-of-state cooperatives, will be engaged in the mutual aid process.

Assumptions

The following assumptions are established as part of this mutual aid plan:

1. A local, state, or federal disaster declaration is **not** required to request use of mutual aid support.
2. IEC members have been provided opportunities to participate in the planning process.
3. Should resources be requested, a good-faith effort to provide resources shall be made from member cooperatives and IEC.
4. Requesting cooperatives are unable to meet the demands of their service area due to a man-made, technological, or natural hazard impacting their service delivery. This program is not designed to be used to offset routine staffing issues.
5. Nothing in this plan requires a cooperative to provide resources when, in the cooperative's judgment, doing so would adversely affect the safety, reliability, or operational needs of its own system."

Roles and Responsibilities

Roles and responsibilities have been identified for three key groups as part of the mutual aid process. These are IEC, the requesting cooperative, and the supporting cooperatives.

IEC

IEC serves as the primary coordinating agency for cooperative mutual aid requests in Indiana. Therefore, IEC is responsible for the following:

1. Coordination and management of resource requests, including requests from out of state.
2. Managing resource request coordination and communication.
3. Ensure that there is a designated Mutual Aid Hotline that will be available to receive calls for assistance 24/7/365.
4. IEC will manage the National Outage and Mutual Aid platform for reporting outages throughout the state.

Requesting Cooperative

The following are responsibilities assigned to the cooperative requesting mutual aid assistance.

1. Plan for the organization of all help and integrate all assistance with its own personnel and facilities.
2. Provide each crew with a liaison and/or a map of the systems showing the area to which they have been assigned, source of supply, directions of feed, and location of sectionalizing equipment. If available, a liaison will be provided by the supporting cooperative to oversee their own crews during the assignment. It is preferred that both a map for each crew and a liaison to oversee all of that cooperatives crews be provided, where possible; however, it is understood that may not be possible in all circumstances.
3. Ensure communication and coordination between the supporting crews and the requesting operations center.
4. Provide procedures to properly account for materials used and retired, hours worked by employees, distribution of time charged to maintenance, operation, construction, etc., and transportation or other equipment.
5. Furnish, replace, or reimburse for materials. Assisting cooperative shall bill for used materials at cost. The method for providing these can be negotiated by both cooperatives, for example, have the requesting cooperative buy replacements and ship them to the supporting cooperative, or have the supporting cooperative replenish their equipment and submit an invoice.
6. Provide adequate liability insurance, if requested, to insure against personal injury to third parties or damage to property owned by third parties arising out of the services provided by personnel of the assisting cooperatives or the use of vehicles and equipment owned by the assisting cooperatives.
7. Establish a process for fuel to be available for the assisting cooperative. Set specific shift start and end times, where possible; however, storms may involve excess hours of services, which are recommended to not exceed 16 hours where possible. Under a prolonged duration, the crew lead of the assisting cooperative shall have the prerogative of cutting back hours of work if, in his judgment, it is necessary for the health, safety, and welfare of his crew.
8. Provide accommodations for assisting personnel and pay for all lodging. Personnel may be required to share a room with two double beds.
9. Ensure that personnel assisting another cooperative have adequate access to personal funds or payment methods to support their deployment. If emergency financial assistance is required, the assisting cooperative shall provide or guarantee the necessary funds.
10. Ensure that supporting crews have access to adequate laundry services, if necessary.
11. Provide a safety briefing to supporting cooperative personnel that includes any specific

safety rules and/or expectations that they should comply with during their work assignment.

12. Inform Indiana Electric Cooperatives representative when work is completed. IEC will share updates and further needs at this time.

Supporting Cooperative

The following are responsibilities assigned to the cooperative providing mutual aid assistance.

1. Dispatch properly qualified, trained, and equipped personnel and equipment that meet the needs of the request.
2. Inform its own personnel of all aspects of this agreement.
3. Personnel should meet or exceed both the requesting and supporting cooperatives' safety rules for the duration of the assignment.
4. Personnel should follow their own safety rules unless given a specific directive by the requesting cooperative. All personnel should receive a briefing from the requesting cooperative and the opportunity to discuss these differences in safety expectations prior to work being completed.
5. Provide workers' compensation insurance coverage endorsement contained in this plan for injuries sustained by assisting personnel, wherever such injuries might occur within the continental United States.
6. Ensure that each employee leaving home to assist another has sufficient funds to support their operation.
7. Personnel should bring enough clothing to support the duration of their assignment, where possible.

Resource Management and Deployment

Cooperatives are divided into regions, as seen in Figure 1 on page 7. These regions will typically be used in situations where more than one cooperative is impacted by a disaster or major incident; however, if the incident is widespread, IEC will look to the nearest cooperative that has identified they have available resources, which may be from a different region. During major incidents, IEC may provide situation reports to cooperative leadership throughout the state, depending on the incident's size and scale. These reports will provide an overview of service-provision disruptions and the status of resources deployed in support of mutual aid. These situation reports will be based on information stored in the data management system, which will be the primary source of accurate information for their compilation.

These reports will be provided by email address, and each cooperative should establish a generic email address that can be used by IEC in a distribution list. For example, mutualaid@cooperative.org.

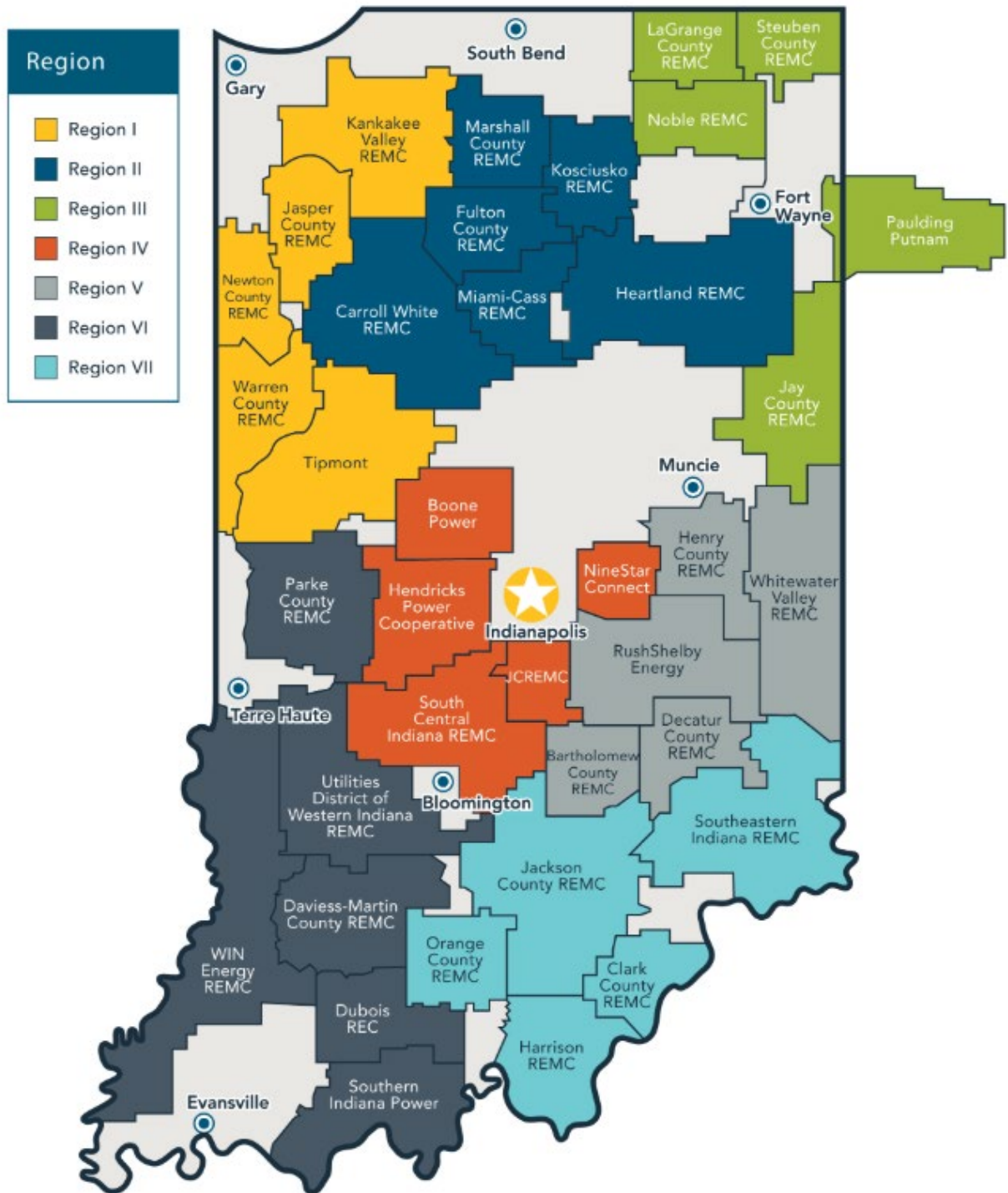


Figure 1 shows the regional map of Indiana Electric Cooperatives members

Mutual Aid Request Process

1. Contact [Chris Gearld](#). If you are unable to get hold of Chris, please follow up with the general hotline (317-487-2299), which will reach someone on call.
2. For out-of-state mutual aid requests, IEC will request information on the pay/reimbursement rate for that specific request to ensure that supporting cooperative leadership is informed prior to deployment. The goal of this is to ensure that assisting crews are being paid the same rate as the home crews, wherever possible.
3. Once the need for mutual aid has been confirmed, IEC will notify the other cooperatives of a request for assistance and determine available resources. Distance to the impacted area will be considered.
4. Once resources have been identified, IEC will notify the requesting cooperative and supply them with worker names and contact information. IEC will also ask the sending cooperative for its crew's departure times and the receiving cooperative for the crew's arrival times.
5. IEC will track resources deployed for mutual aid. Information to be included is:
 - a. Requesting cooperative
 - b. Assisting cooperative
 - c. Resource deployed
 - d. Date/time deployed and date/time returned
 - e. Food restrictions/needs for personnel
 - f. Additional information upon request (Example: Clothing sizes for personnel)
6. The cooperative receiving mutual aid will notify IEC when their resources are being released back to their organization.

Resource Management

IEC will typically look to assign the closest available resources first. During widespread incidents, this could mean that resources are coming from outside of your region. IEC will ensure that an estimated time of arrival is communicated to the requesting cooperative as soon as possible, to allow for advanced task/job planning before the arrival of incoming resources.

Prioritization Criteria

IEC will prioritize its member cooperatives over other entities during the mutual aid process. Once these requests have been met, assistance will be considered for remaining cooperatives within the state of Indiana and for out-of-state cooperatives.

The main exception to this is impacts to major public safety and/or medical infrastructure that may elevate priority due to critical life-safety risks for the community.

Natural hazards may occur, creating a widespread impact on numerous electric cooperatives simultaneously. During these incidents, IEC will work to assign resources to those cooperatives first. Coordination with state and local partner agencies may also influence the determination of assigned assistance.

Integration with State and Local Partners

Each cooperative should maintain coordination with its local public safety and government agencies, including its local law enforcement agencies, mayor's offices, department of public works, and county emergency management agencies. IEC will share information, upon request, with state public safety agencies, including the Indiana State Police and the Indiana Department of Homeland Security. This typically only occurs during local, state, or federal

disaster declaration conditions, and information will be restricted to the following:

- Number of consumers without power
- Estimated restoration times for power in the service area
- Priority businesses or residents without power (for example, medical infrastructure, public safety infrastructure, and people with medical equipment that must remain constantly powered)
- Major equipment/resource gaps that cannot be sourced by IEC through statewide electric cooperatives or out-of-state partnerships.

Finance and Administration

IEC will not cover any costs associated with mutual aid resources; IEC will only facilitate the deployment of resources to the requesting cooperative. The IEC mutual aid coordination system is not contingent on a local, state, or federal disaster declaration.

Reimbursement Standards

The following standards are agreed upon by all IEC members:

- Based on the job classification of each person sent, the assisting cooperative will charge for labor at a rate equal to 150 percent of their normal rate of pay or the rate of pay of the requesting cooperative, whichever is higher, for the respective job classification. This rate will be charged for each man-hour worked. Labor overhead will be charged at an amount equal to 20 percent of the amount charged for labor.
 - It is up to each individual assisting cooperative to determine at what rate and overtime rules that they will pay their employees when sending them to provide assistance for other cooperatives. All parties understand that this calculation may or may not cover all labor costs incurred by the assisting cooperative.
 - For in-state/IEC member mutual aid requests, the supporting cooperative and the requesting cooperative may agree to deviations of the 150% pay charged and paid for all hours in special circumstances, for example, during agreed upon paid Holidays and Sundays. However, under no circumstances shall the deviation be less than 150%, as stated previously in this agreement.
 - It should be noted, however, that FEMA will only reimburse personnel rates at 150% cost, so any rates negotiated between cooperatives that exceed that rate may not be fully reimbursable with state/federal funds during a major disaster. It may, therefore, fall on the supporting and requesting cooperatives to negotiate how to settle the difference.
- Reimbursement for the operating cost of vehicles shall be at the FEMA rate for larger trucks, such as diggers, bucket trucks, and at the IRS rate for pickups and smaller vehicles.
 - The FEMA rate that is billed for trucks includes fuel costs in the rate for billing. Please do not bill for the fuel costs from your bill to the co-op you were assisting, because that would be billing them twice for this expense.
 - This is a link to the FEMA reimbursement rate standards:
<https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>
 - Should a requesting cooperative directly provide fuel for a vehicle, this can be invoiced back to the supporting cooperative. Crews should keep records of any fuel expenses incurred during the deployment; this should not include the use of cooperative-owned pumps.

- Charges for meals, lodging, and other expenses related to the provision of aid pursuant to this Agreement shall be reimbursed at 100% of actual costs incurred by the aiding cooperative.
 - Pay through meal breaks is expected if meals are eaten in the field.
 - If personnel are provided with a stipend or meals are provided at no cost by the requesting cooperative, meals provided using either method are not eligible for reimbursement.
- The requesting cooperative will reimburse the assisting cooperative for travel time to commute to the location requesting assistance, and any additional travel time if lodging for the assisting cooperative's crew is located in another town than the site they are reporting.
- The requesting cooperative will reimburse the assisting cooperative for all materials furnished by the assisting cooperative at cost.
- It is the responsibility of the requesting and supporting cooperatives to establish agreed-upon rates for services that are not standardized under FEMA reimbursement rates, for example, differing lineman classification wages.

Reimbursement Process

Typically, within 45 days of the return of all labor and equipment of the Supporting Cooperative, the Supporting Cooperative shall submit to the Requesting Cooperative an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.

Cooperative Acknowledgment and Endorsement to Workers' Compensation Policy

By accepting assistance or rendering assistance pursuant to this Indiana Statewide Cooperative Mutual Aid Response Process, the participating cooperative agrees to the provisions and responsibilities set out in this document and acknowledges and agrees as follows:

1. Cooperative acknowledges that each employee from an assisting cooperative shall remain an employee of the assisting cooperative. At no time shall the employee become an employee of IEC or of any requesting cooperative or assisting cooperative during or as a result of the person's participation in a mutual aid response. The assisting cooperative shall be responsible for the payment of all wages, benefits, employment taxes, and other required withholdings for its own employees and for providing workers' compensation benefits and administering workers' compensation benefits for its employees. Each IEC member system shall retain the right and responsibility for the oversight and control of its own employees.
2. Cooperative acknowledges that each employee of IEC who assists in a mutual aid effort shall remain an employee of IEC. At no time shall an IEC employee become an employee of any requesting cooperative or assisting cooperative during or as a result of the person's participation in a mutual aid response. IEC shall be responsible for the payment of all wages, benefits, employment taxes, and other required withholdings for its own employees and for providing workers' compensation benefits and administering workers' compensation benefits for its employees. IEC shall retain the right and responsibility for the oversight and control of its own employees.
3. Endorsement to workers' compensation policy. By accepting or providing services or equipment pursuant to the plan, the cooperative agrees that, when it is the assisting cooperative, it will not raise the defense that any employee of the cooperative who

participates in the mutual aid response is not an employee of the cooperative. Cooperative further agrees that when it is the requesting cooperative, cooperative shall not assert that an employee of another assisting cooperative is an employee of cooperative. Cooperative agrees that, when it is the assisting cooperative, it shall provide such benefits as required by the Indiana workers' compensation laws, including coverage for work performed while employed by the cooperative in Indiana or another state within the continental United States.

4. As a participant in the plan, cooperative shall defend, hold harmless and indemnify IEC and its directors, agents, and employees with respect to all suits or claims of whatsoever nature or kind, brought by employees of cooperative or its subcontractors or by any third party directly or indirectly, arising out of or as a result of any act or failure to act, whether or not negligent, in connection with IEC's performance under this plan.
5. Cooperative agrees to maintain general commercial liability and property damage insurance (including automobile public liability and property damage insurance) to cover the obligations set forth above. The total minimum combined insurance limits of liability shall be \$5,000,000.00, which may be satisfied through a combination of primary coverage and excess liability coverage.

Recognition of Receipt and Approval

IEC has provided a copy of this mutual aid plan to all member cooperatives for review and acknowledgment of approval, and maintains a record of their participation in this plan.

These records are maintained internally by IEC.