

NEAR MISS, GOOD CATCH REPORT/DAMAGE TO NPPD PROPERTY AND MINOR VEHICLE ACCIDENTS

(Not to be used for injuries) Form Name:

This completed form must be sent to the safety representative by selecting the appropriate automatic routing button. For help filling out this form see S10 Instructions. (Reference District Standard SH-ST-002)

Notification Number _____

Date Report Completed:	Date of Event:	Time of Event:	Network/Project Number
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Employee Name (Optional): _____ Employee I.D. No. (Optional): _____

Job Title: _____ Cost Center: _____

Employee Home Base Location: _____

Problem statement/employee's description of near miss, good catch/damage to NPPD property/minor vehicle accident:

Was a District vehicle/trailer involved? Yes No

District Vehicle No. _____ Personal Vehicle on District Business Rental Vehicle on District Business

VEHICLE ACCIDENT ONLY	<input type="checkbox"/> Head On	<input type="checkbox"/> Front End (Your Vehicle)	<input type="checkbox"/> Struck Object	NPPD Vehicle Repair Estimate _____
	<input type="checkbox"/> Sideswipe	<input type="checkbox"/> Rear End (Your Vehicle)	<input type="checkbox"/> Jackknife	
	<input type="checkbox"/> Right Angle	<input type="checkbox"/> Collision With Animal	<input type="checkbox"/> Rollover	Other Repair Estimate _____
	<input type="checkbox"/> Backing	<input type="checkbox"/> Other (Describe) _____		

Based on sound business practice was this vehicle accident preventable? Yes No

Contributing Factors

Error Traps Identified: (Check all that apply)

Time Pressure Distraction/Interruption Multiple Tasks Overconfidence Vague Guidance

First Shift/Late Shift Peer Pressure Change From Normal Physical Environment Mental Stress

Other contributing factors: _____

Was human error an apparent contributor to this event? Yes No

If yes, was the error Active (Immediate) Latent (Lying Dormant) Both Not Sure

Act/Condition

<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Hurrying to Complete the Job
<input type="checkbox"/> Improper Equipment	<input type="checkbox"/> Body Positioning
<input type="checkbox"/> Improper Use of Equipment	<input type="checkbox"/> Eyes Not Focused on the Job
<input type="checkbox"/> Employee Condition	<input type="checkbox"/> Mind Not Focused on the Job
<input type="checkbox"/> Other _____	

1. What is the apparent cause?
2. What is the extent of this condition - where else could it occur?
3. What interim corrective actions have been taken to stabilize this condition?
4. What additional actions have been taken or are needed to prevent reoccurrence of this type of event?

Supervisor Comments: _____

Event Location (e.g., building, room, structure) _____

Have all contributing hazards been addressed*? (Sharp edges, broken glass, etc.) Yes No

* If accident investigation is required secure area and evidence.

Employee Name (Optional) _____ Date _____

Immediate Supervisor Name _____ Date _____

This report shall be submitted to NPPD Corporate Safety & Human Performance within (4) calendar days.

**INSTRUCTIONS FOR FILLING OUT NPPD FORM S10
NEAR MISS, GOOD CATCH REPORT/DAMAGE TO NPPD PROPERTY AND
MINOR VEHICLE ACCIDENTS**

(Not to be used for injuries)

NPPD Form S10 is used to report near misses, good catches, and damage to NPPD property, and minor vehicle accidents that appear to be less than \$1000 damage, and do not involve any bodily injury, and do not cause property damage to others. (Form S10E must be completed if the vehicle accident does not meet each of these criteria.) The employee and supervisor are to jointly complete the S10 form within 24 hours of the event. A copy shall be sent to the responsible manager and to Safety and Technical Training. (Reference District Standard SH-ST-002.)

Notification Number – Include the notification number of the work.

Date Report Completed – Include the actual date the report is completed.

Date of Event – Include the actual time that the event occurred.

Time of Event – Include the actual time that the event occurred.

Employee Name – This is optional but may include the name of the colleague(s) involved.

Employee I.D. No. – This is optional but may include the involved colleague's NPPD Number.

Job Title – Job title of colleague(s) involved.

Work Location – Work location of colleague(s) involved.

Cost Center – Cost Center(s) of colleagues(s) involved.

Employee's description of near miss, good catch, damage to NPPD property or minor vehicle accident – Provide a brief, but complete, description of the event.

Type – Identify the type of vehicle accident and the estimated cost of repairs. (Vehicle Accidents Only).

Contributing Factors – Identify all human performance error traps and other contributing factors that are known or suspected. Identify if human error was a contributor or an apparent contributor to the event. If so, was the error active (resulting from an error by a person triggering immediate, undesired consequences), latent (resulting from undetected organizational-related or equipment flaws that lie dormant) or both.

Event Location – Identify the location where the event occurred. Example: 101 Reactor Building near contamination tool storage area.

Have all contributing hazards been addressed – Check Yes or No. Example: water mopped up, broken glass cleaned up or sharp edges eliminated.

Act/Condition – Check those boxes that appear to have caused or contributed to the event.

Immediate Supervisor's Actions/Comments – Provide the Supervisor's actions and comments.

What has been documented or done to prevent this event from recurring – Supervisor and employee review the details of the near miss and provide information.

Employee and Immediate Supervisor Signatures – Emailed forms will be accepted as verification of signature. Handwritten signatures are optional.

NEBRASKA PUBLIC POWER DISTRICT VEHICLE ACCIDENT REPORT

LOCATION TYPE

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Complete Form S10E for every NPPD vehicle accident that appears to have damage greater than or equal to \$1000, or involves any bodily injury, or causes any property damage to others. (Form S10 must be completed if the NPPD vehicle accident does not meet any of these criteria. Reference District Standard SH-ST-002) Answer all questions fully and submit the report to your Manager and Safety and Human Performance within 4 calendar days of the event.

DATE OF ACCIDENT _____ TIME OF ACCIDENT _____ NETWORK/PROJECT NUMBER _____																																									
WORK LOCATION _____ DRIVERS NAME _____																																									
<input type="checkbox"/> PERSONAL VEHICLE ON DISTRICT BUSINESS <input type="checkbox"/> RENTAL VEHICLE ON DISTRICT BUSINESS <input type="checkbox"/> DISTRICT VEHICLE NO. _____ EMPLOYEE ID # _____																																									
HOURS ON DUTY BEFORE ACCIDENT _____ HOUR REST BEFORE DUTY _____																																									
WAS THERE A POLICE OFFICER CONTACTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	GIVE OFFICER'S NAME OR BADGE NUMBER: _____ DEPARTMENT: (Name of City, Department, County, State, etc.) _____																																								
INJURED	<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>AGE</th> <th>SEX</th> <th>DESCRIBE INJURIES</th> </tr> </thead> <tbody> <tr> <td>Driver vehicle 1</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Driver vehicle 2</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Passenger veh.</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Passenger veh.</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Pedestrian</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Pedestrian</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Others</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	ADDRESS	AGE	SEX	DESCRIBE INJURIES	Driver vehicle 1					Driver vehicle 2					Passenger veh.					Passenger veh.					Pedestrian					Pedestrian					Others				
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WITNESSES	<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	ADDRESS	REMARKS																																					
	NAME	ADDRESS	REMARKS																																						

Problem statement/driver's account of the accident.

ERROR TRAPS IDENTIFIED (Check all that apply)

Time Pressure Distraction/Interruption Multiple Tasks Overconfidence Vague Guidance First Shift/Late Shift
 Peer Pressure Change From Normal Physical Environment Mental Stress

Other contributing factors _____

DRIVERS	NPPD VEHICLE NO. 1 Driver's Name _____ S.S. No. _____ Address _____ City _____ Driver's License No. _____ Age _____ Sex _____ Driving experience _____ Yrs. Date employed _____ month _____ day _____ year Hours on duty before accident _____ Hours rest before duty _____	VEHICLE NO. 2 Driver's Name _____ Address _____ City and State _____ Driver's License No. _____ Age _____ Sex _____ (If vehicle driven by other than owner) Owner's Name _____ Address _____ City and State _____ Insurer _____	DRIVERS APPARENT CONDITION DRIVER <table border="1"> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Drinking</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Fatigue</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sick</td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Physical Defect</td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Normal</td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (Specify other)</td> </tr> </table>	1	<input type="checkbox"/>	<input type="checkbox"/>	Drinking	2	<input type="checkbox"/>	<input type="checkbox"/>	Fatigue	3	<input type="checkbox"/>	<input type="checkbox"/>	Sick	4	<input type="checkbox"/>	<input type="checkbox"/>	Physical Defect	5	<input type="checkbox"/>	<input type="checkbox"/>	Normal	6	<input type="checkbox"/>	<input type="checkbox"/>	_____ (Specify other)
	1	<input type="checkbox"/>	<input type="checkbox"/>	Drinking																							
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6	<input type="checkbox"/>	<input type="checkbox"/>	_____ (Specify other)																								


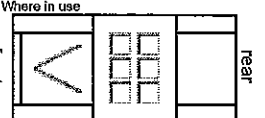
VEHICLES	NPPD VEHICLE NO. 1 Type of vehicle _____ Make _____ Year _____ License Plate No. _____ Vehicle Damage _____ Est. Cost Repairs _____ Other Damage (cargo loss, etc.) _____	VEHICLE NO. 2 Type of vehicle _____ Make _____ Year _____ License State _____ No. _____ Vehicle Damage _____ Est. Cost Repairs _____ Other Damage (cargo loss, etc.) _____
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TYPE

HEAD ON FRONT END (Your Vehicle) STRUCK OBJECT JACKKNIFE ROLLOVER
 SIDESWIPE REAR END (Your Vehicle) NON COLLISION (Describe) _____
 RIGHT ANGLE COLLISION WITH ANIMAL
 BACKING OTHER (Describe) _____

INVOLVED	OTHER PARTY (Vehicle No. 2) <input type="checkbox"/> COMMERCIAL VEHICLE <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> PASSENGER CAR <input type="checkbox"/> OTHER	FIXED OBJECT <input type="checkbox"/> NA <input type="checkbox"/> BUILDING OR FIXTURE <input type="checkbox"/> PARKED VEHICLE <input type="checkbox"/> OTHER
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L O C A T I O N	ROAD ON WHICH ACCIDENT OCCURRED _____ CITY _____ COUNTY _____ <small>Street or Highway number</small>	T R A F F I C C O N T R O L	TRAFFIC ISLANDS <input type="checkbox"/> Yes <input type="checkbox"/> No
	IF AT INTERSECTION _____ <small>Name of intersecting Street or Highway number</small>		
	IF NOT AT INTERSECTION _____ Feet <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> of _____ Show nearest intersecting street of Highway, house number, bridge, railroad crossing, underpass, or milepost. <small>North S E W</small>		
M O V E M E N T	MOVEMENT BEFORE ACCIDENT (Check one for vehicle)		
	VEHICLE NO. 1 WAS HEADED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ON _____ <small>North S E W (Street or Highway)</small>	VEH 1 2 1 <input type="checkbox"/> <input type="checkbox"/> Going ahead 2 <input type="checkbox"/> <input type="checkbox"/> Passing 3 <input type="checkbox"/> <input type="checkbox"/> Turning right 4 <input type="checkbox"/> <input type="checkbox"/> Turning left 5 <input type="checkbox"/> <input type="checkbox"/> Making U turn 6 <input type="checkbox"/> <input type="checkbox"/> Slowing down	VEH 1 2 1 <input type="checkbox"/> <input type="checkbox"/> Starting in traffic lane 2 <input type="checkbox"/> <input type="checkbox"/> Starting from parked position 3 <input type="checkbox"/> <input type="checkbox"/> Backing up 4 <input type="checkbox"/> <input type="checkbox"/> Stopped in traffic lane 5 <input type="checkbox"/> <input type="checkbox"/> Parked 6 <input type="checkbox"/> <input type="checkbox"/> Other
	VEHICLE NO. 2 WAS HEADED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ON _____ <small>North S E W (Street or Highway)</small>		
S P E E D	VEH 1 2 <input type="checkbox"/> <input type="checkbox"/> Exceeding legal limit	VEH 1 2 <input type="checkbox"/> <input type="checkbox"/> Too fast for conditions	Safe speed _____ MPH _____ MPH
			Estimated speed when danger noticed VEH 1 VEH 2 _____ MPH _____ MPH
			Estimated speed at impact VEH 1 VEH 2 _____ MPH _____ MPH

P E D E S T R I A N	<input type="checkbox"/> NA 1 <input type="checkbox"/> Walking with traffic 2 <input type="checkbox"/> Walking against traffic 3 <input type="checkbox"/> Working in a roadway 4 <input type="checkbox"/> Playing in a roadway 5 <input type="checkbox"/> Influenced by alcohol	6 <input type="checkbox"/> Coming from behind parked car 7 <input type="checkbox"/> Crossing at intersection 8 <input type="checkbox"/> Not crossing at intersection 9 <input type="checkbox"/> Alighting from a vehicle 10 <input type="checkbox"/> Physical defects	<input type="checkbox"/> NA R.R. ACCIDENTS ONLY TYPE OF TRAFFIC CONTROL <i>(Check one or more)</i> 1 <input type="checkbox"/> Advance warning signs 2 <input type="checkbox"/> R.R. Crossing sign (crossbucks)	3 <input type="checkbox"/> Automatic signal <i>(pendulum or flashing red signal)</i> 4 <input type="checkbox"/> Crossing gates 5 <input type="checkbox"/> Flagman or switchman 6 <input type="checkbox"/> _____ <i>(specify other)</i>		
LOCATION TYPE <i>(Check one)</i>	ROAD CHARACTER <i>(Check one)</i>	ROAD TYPE <i>(Total number of driving lanes)</i>	ROAD SURFACE <i>(Check one)</i>	ROAD SURFACE CONDITION <i>(Check one)</i>	WEATHER <i>(Check one)</i>	CONTRIBUTING CIRCUMSTANCES <i>(Check one or more)</i>
1 <input type="checkbox"/> City 2 <input type="checkbox"/> Residential 3 <input type="checkbox"/> Rural <input type="checkbox"/> NA	1 <input type="checkbox"/> Straight Road 2 <input type="checkbox"/> Curve 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> On grade 5 <input type="checkbox"/> Hill crest	<input type="checkbox"/> NA 1 <input type="checkbox"/> 1 Lane 2 <input type="checkbox"/> 2 Lane 3 <input type="checkbox"/> 3 Lane 4 <input type="checkbox"/> 4 or more lanes 5 <input type="checkbox"/> Divided roadway	<input type="checkbox"/> NA 1 <input type="checkbox"/> Concrete 2 <input type="checkbox"/> Blacktop 3 <input type="checkbox"/> Brick 4 <input type="checkbox"/> Gravel 5 <input type="checkbox"/> Dirt 6 <input type="checkbox"/> _____ <i>(specify other)</i>	<input type="checkbox"/> NA 1 <input type="checkbox"/> Dry 2 <input type="checkbox"/> Wet 3 <input type="checkbox"/> Snowy or icy 4 <input type="checkbox"/> Rough 5 <input type="checkbox"/> Under repair 6 <input type="checkbox"/> _____ <i>(specify other)</i>	<input type="checkbox"/> NA 1 <input type="checkbox"/> Clear 2 <input type="checkbox"/> Raining 3 <input type="checkbox"/> Snowing 4 <input type="checkbox"/> Fog 5 <input type="checkbox"/> _____ <i>(specify other)</i>	DRIVER 1 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Did not have right-of-way 2 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Following too closely 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Failure to signal intentions 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Speed too fast for conditions 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Disregarded traffic signs or signals 6 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper passing 7 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper turning 8 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper backing 9 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper traffic lane A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper parking B <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> No improper driving C <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> _____ <i>(specify other)</i> <input type="checkbox"/> NA
LIGHT CONDITIONS <i>(Check one)</i>	VEHICLE CONDITIONS		REASON FOR NOT SEEING DANGER			
1 <input type="checkbox"/> Daylight 2 <input type="checkbox"/> Dawn or Dusk 3 <input type="checkbox"/> Darkness	VEHICLE 1 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Defective Brakes 2 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Improper lights 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Defective steering	VEHICLE 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Defective tires 5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> _____ <i>(specify other)</i> 6 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> No defects 7 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Defects not known	DRIVER 1 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Rain, snow etc. on windshield 2 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Trees, crops etc.	DRIVER 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Embankment 4 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Sign board 6 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Park vehicle		
CORPORATE PLANNING & RISK MANAGEMENT DEPARTMENT ONLY			SEAT BELTS IN DISTRICT VEHICLE		OCCUPIED SEATS IN DISTRICT VEHICLE	
			Where installed: 		Where in use: 	

Was a citation issued to either driver? Driver 1 YES NO Driver 2 YES NO

Was human error on the part of the District driver an apparent contributor to this event? YES NO

If yes, was the error Active (Immediate Consequences) Latent (Lying Dormant) Not Sure

Based on sound business practice, was the accident preventable? YES NO

1. What is the apparent cause of this event?
2. What is the extent of this condition - where else could it occur?
3. What interim corrective actions have been taken to stabilize this condition?
4. What additional actions have been taken or are needed to prevent reoccurrence of this type of event?

DRUG & ALCOHOL / CDL

Was a CDL required to operate this vehicle at the time of the accident? YES NO

Did the driver have a CDL? YES NO

SIGNATURES _____ / _____ / _____ / _____ / _____
Driver Date Immediate Supervisor Date Date

I certify, to the best of my knowledge, that this report is true and accurate.

Was Fitness for Duty test considered? YES NO Was Fitness for Duty test performed? YES NO

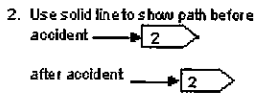
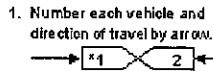
SUPERVISOR COMMENTS

Attach this form to the completed State Report and forward to the NPPD Corporate Safety & Technical Training within (4) four calendar days.

STOP HERE IF YOU ARE INCLUDING A "STATE REPORT" WITH THIS FORM. IF YOU ARE NOT INCLUDING A "STATE REPORT" COMPLETE THE REMAINDER OF THIS FORM.

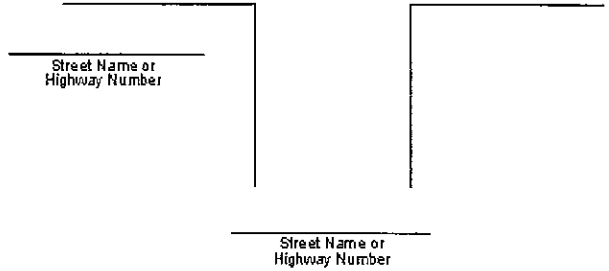
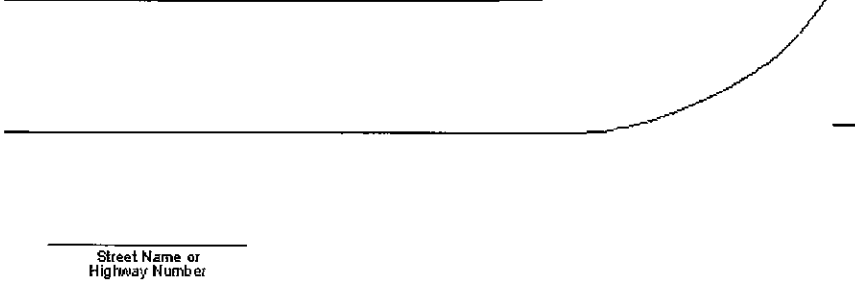
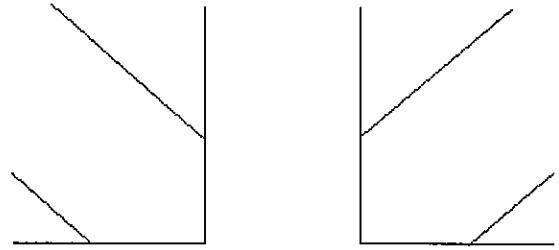
INDICATE ON THIS DIAGRAM WHAT HAPPENED

Use one of these to sketch scene of your accident.
Write in street or highway numbers.



*1 Designated District Vehicle.

- 3. Show pedestrians by
- 4. Show railroad by
- 5. Show distance and direction to landmarks; identify landmarks by name or number.
- 6. Indicate north by arrow, as:



Corporate Communications[| Description](#) | [Meet the Staff](#) | [Services](#) |[Content Advisor](#)**Corporate Communications Services**

Advertising & Branding

NPPD's advertising area is responsible for developing quality print, radio and television announcements. NPPD's tagline of Always There When You Need Us is used extensively to build name recognition and brand awareness. The advertising area is also responsible for assisting the Economic Development Department with ads published in nationwide trade publications.

In addition, NPPD works with wholesale customers through a cooperative advertising program to deliver public power, safety and other key messages on a regular basis. Retail advertising messages such as public power messages, safety, informational ads, etc. are also included as part of the overall advertising process.

The Corporate Communications Department is also responsible for ensuring that NPPD's logo and tagline is being used correctly. The [NPPD Corporate Identity Manual](#) is available in hard copy by contacting [Kathy Fadschild](#). A diskette containing the NPPD logo in various formats is available by contacting Graphic Services Coordinator [Bill Haack](#). For questions on advertising or the appropriate use of NPPD's logo and/or tagline, contact [Beth Boesch](#).

Audio-Visual Services**Photography**

The Audio-Visual staff has a large collection of photographs available for checkout. Many of the photographs are also on display in offices throughout NPPD. If you would like to see the selection, contact [Audio Visual](#) in Columbus.

Employee Information Videos

One way of informing employees and customers about NPPD is through the use of video messages. The Audio-Visual staff has a large selection of videos available for checkout and works with employees to expand the collection by taping key activities going on around the District. Contact [Audio Visual](#) in Columbus for a listing of available titles.

Public Information Videos

Have you been asked to provide a program for a service club? The Audio-Visual staff has several NPPD-related educational videos you can use. Contact [Audio Visual](#) in Columbus to find out what videos are available.

Videoconferencing

NPPD currently has nine videoconferencing sites in the state located at offices in or at Columbus, North Platte, Kearney, Transmission Control Center, York Operations Center, Cooper Nuclear Station, Lincoln, Norfolk Service Building and Scottsbluff. For information on what makes a good teleconference site or for contact information, view the following links:

[Videoconference - Standards and Recommendations](#)[Videoconference - Contacts](#)[NetMeeting - Instructions](#)

Communication Consulting

Communication Plans

The Corporate Communications Department (CCD) can assist you in developing communication plans for special projects. Those requesting this service should contact a communication staff member in the early stages of the project so that a plan can be drafted. We can also assist with follow-through and implementation of the plan. For more information or to request assistance, contact [Jeanne Schieffer](#).

Speaker's Corp

If you are interested in finding a speaker or speech topic for a particular event or meeting, contact Corporate Communication Manager [Jeanne Schieffer](#).

Writing/Editing Services

Need a communication piece created as part of a special project or would you just like someone to take a second look at something already drafted before it goes "out the door?" If so, NPPD's communication specialists offer a variety of services ranging from the development of speeches, presentations and letters to the creation of attractive flyers, brochures, invitations, etc. Contact Corporate Communications Manager [Jeanne Schieffer](#) to find out more.

Community Relations

Can Care-A-Van

NPPD supports the General Office Can Care-A-Van food drive by encouraging employees to bring canned foods or make cash donations. Corporate Communications personnel are in charge of sending out communication prior to the event and collecting the food and donations during the promotion.

Nebraska Open Golf Tournament

This annual event involves NPPD, the Nebraska Section of the PGA and a long list of sponsors. The tournament, held each fall, has raised over \$876,000 for community colleges in NPPD's service territory during the past 18 years. To find out more about this prestigious tournament, contact [Kathy Fadschild](#) in Columbus.

NPPD Open Houses

In recognition of facility anniversaries or special celebrations, we assist local personnel in planning and executing open houses. We also offer this service to wholesale customers. Contact [Jeanne Schieffer](#) for more information.

Public Power Week

Public Power Week is celebrated each year during the first full week in October. The Corporate Communications Department provides a toolkit, prepared speech, PowerPoint presentation and editorials to aid in the promotion and education effort of public power in Nebraska. For more details, contact [Kathy Fadschild](#) in Columbus.

United Way

Each year, Corporate Communications personnel assist the Human Resources Department and United Way Committee in promoting the event by providing creative advice and handling publicity for the campaign.

Energy Education

NPPD's energy educators provide educational materials to schools, service groups, seniors and others. Some of the items provided include teaching units, videos, classroom presentations, publications, speaker presentations, workshops and displays about electrical generation, transmission and distribution; energy and power; electrical safety; and environmental and water issues. These items are free to schools that serve NPPD's total requirements and retail customers. For more information on NPPD's educational materials, check out our online [Educational Resources Catalog](#).

Louie the Lightning Bug

NPPD's corporate mascot, Louie the Lightning Bug travels the state attending school assemblies and community parades. To schedule Louie for an event or to learn more, visit the [Louie the Lightning Bug Web site](#) or call (308) 236-2230 in

Kearney.

Media

Emergency Planning Activities

Corporate Communications supports Emergency Response activities at Cooper Nuclear Station. We coordinate and staff the Joint Information Center (JIC), a media briefing area located at NPPD Headquarters in Columbus. The principle functions of the JIC include:

- Coordinating the development and dissemination of information to the news media
- Conducting media monitoring
- Maintaining rumor control
- Providing NPPD employees and Board of Directors with information concerning the emergency

The staffing of the JIC is dependent upon the type of emergency situation at CNS, however Corporate Communications responds to any emergency situation involving NPPD facilities across the state. Contact the Public Affairs Duty Officer at (402) 977-1198, or call Jeanne Schieffer, 563-5990 or Mark Becker, 563-5667.

Guest Editorials

Guest editorials are written on an as-needed basis to inform the public of key issues occurring in the electric utility industry or at NPPD. Corporate Communications assists members of management with this task. If you would like to request this service, contact [Beth Boesch](#) or [Mark Becker](#).

Media Relations

Reporters and journalists call NPPD frequently to get NPPD's position on an issue. In addition to providing comments, we also supply written information explaining our position. If you get a call from the media, contact [Mark Becker](#) for assistance.

Press Releases

Press releases are generated to explain or promote an issue on NPPD's behalf. These occur on an as-needed basis and cover items that NPPD feels could impact the customer community.

Publications

Annual Report

The Annual Report's primary audience is the financial community, but other important audiences include employees, wholesale customers, retail community leaders and industrial customers.

Board Report

The Board report is a summary that is produced by the Corporate Communications Department immediately following NPPD's monthly Board of Director's meetings.

Brochures

A wide selection of corporate brochures are available upon request. To obtain copies or view a listing of titles, visit the Corporate Communications Department or call extension 5690 in Columbus.

The Clipper

The Clipper, a compilation of utility news from local and national newspapers, is delivered to employees, on request, via e-mail. The publication provides information on what NPPD is doing around that state and gives valuable information on potential competition and the latest in industry news.

Currents

Currents is a quarterly newsletter that is tailored to address the education and information needs of NPPD's retail

customers. It is delivered to this customer audience in the form of a bill stuffer.

Current Events

Current Events is a newsletter published for Cooper Nuclear Station employees and other stakeholders. Published at least 52 times a year, Current Events conveys general interest news and information on a range of relevant topics. Current Events is widely read across the industry.

EZ News

EZ News is a daily online publication that is sent to all employees via e-mail and posted on the front page of NPPD's Intranet the Energy Zone. The publication provides an immediate method of communicating with employees about events that are too timely for a weekly or monthly publication. Key topics that are covered in EZ News include: current company events, workshop reminders, training opportunities, job postings, industry news, news releases, employee announcements and more.

HR Inside

HR Inside is an employee publication that focuses on various Human Resources topics, such as employee benefits and wellness. The publication is printed on an as-needed basis.

Leadership Update

Leadership Update is an as-needed e-mail publication is Cooper Nuclear Station's message cascading mechanism. When management wants to convey a formal message down through the chain of command, Leadership Update gets the information to every manager and supervisor, along with instructions on how the information should be presented to the workforce.

Energy Insight

A bi-monthly publication for employees, retirees, and customers of NPPD, the Energy Insight communicates NPPD and industry issues and recognizes achievements of its audiences. Energy Insight reporters are located throughout the District to be the eyes and ears among our colleagues.

Outage Publications

When Cooper shuts down to refuel the nuclear reactor, Corporate Communications swings into action to convey useful, interesting outage information every day to all employees, including temporary supplemental employees at the station just to support the outage.

Public Power Information Guide

NPPD's Information Guide is a concise, compact reference guide containing quick facts and pictures of the District's facilities, information on public power, a map showing the District's annual revenue, a corporate profile, a pie chart of NPPD's generation mix and more. For a printed version of the Guide, contact Ev Chittenden at extension 5618 in Columbus.

Red Letter

Red Letter is an as-needed e-mail publication that conveys urgent or immediate action information to all employees at Cooper Nuclear Station.

Year-To-Date

Produced quarterly, Year-To-Date is a printed newsletter that is mailed to NPPD's bondholders and financial community to keep them apprised of current NPPD happenings.

Web Development Services

Energy Zone

NPPD's Web team is responsible for creating and updating Web sites on NPPD's Intranet. Phase II of the Energy Zone redesign is to integrate all future business unit and departmental web site designs into the look and feel of the Energy

Zone, including existing sites that are wanting to redesign. The Webteam has developed [Standards](#) for completing this transition. If you would like to create a department Web page or want to add something on an existing page, contact your content advisor or send an e-mail to the [Web team](#).

Community Web pages

NPPD's E-Business group has created more than 150 Web sites for Nebraska customer communities. To learn more about this service, contact the [Web team](#).

NPPD's external Web site (nppd.com)

NPPD's external Web page is updated on a regular basis and includes information such as available customer services and economic development. To add something to nppd.com or for questions, contact the [Web team](#).

| [Corporate Communications Home](#) |

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