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

(Not to be used for injuries) Form Name: 

<table>
<thead>
<tr>
<th>Notification Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Report Completed:</th>
<th>Date of Event:</th>
<th>Time of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name (Optional):</th>
<th>Employee I.D. No. (Optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Cost Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Home Base Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Was a District vehicle/trailer involved?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ District Vehicle No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Personal Vehicle on District Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Rental Vehicle on District Business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE ACCIDENT</th>
<th>NPPD Vehicle Repair Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head On</td>
<td>Struck Object</td>
</tr>
<tr>
<td>Sideswipe</td>
<td>Jackknife</td>
</tr>
<tr>
<td>Right Angle</td>
<td>Rollover</td>
</tr>
<tr>
<td>Backing</td>
<td>Other (Describe)</td>
</tr>
</tbody>
</table>

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

**Contributing Factors**

Error Traps Identified: (Check all that apply)

<table>
<thead>
<tr>
<th>□ Time Pressure</th>
<th>□ Distraction/Interruption</th>
<th>□ Multiple Tasks</th>
<th>□ Overconfidence</th>
<th>□ Vague Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ First Shift/Late Shift</td>
<td>□ Peer Pressure</td>
<td>□ Change From Normal</td>
<td>□ Physical Environment</td>
<td>□ Mental Stress</td>
</tr>
</tbody>
</table>

Other contributing factors:

<table>
<thead>
<tr>
<th>Was human error an apparent contributor to this event?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Act/Condition**

<table>
<thead>
<tr>
<th>Equipment Failure</th>
<th>Hurrying to Complete the Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Equipment</td>
<td>Body Positioning</td>
</tr>
<tr>
<td>Improper Use of Equipment</td>
<td>Eyes Not Focused on the Job</td>
</tr>
<tr>
<td>Employee Condition</td>
<td>Mind Not Focused on the Job</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Employee Name (Optional)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate Supervisor Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 colleague(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**

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**
- [ ] PERSONAL VEHICLE ON DISTRICT BUSINESS
- [ ] RENTAL VEHICLE ON DISTRICT BUSINESS
- [ ] DISTRICT VEHICLE NO.

**DRIVERS NAME**
- [ ] EMPLOYEE ID #
- [ ] HOURS ON DUTY BEFORE ACCIDENT
- [ ] HOUR REST BEFORE DUTY

**WAS THERE A POLICE OFFICER CONTACTED?**
- [ ] YES
- [ ] NO

**GIVE OFFICER'S NAME OR BADGE NUMBER:**

**DEPARTMENT:** (Name of City, Department, County, State, etc.)

### INJURED

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>AGE</th>
<th>SEX</th>
<th>DESCRIBE INJURIES</th>
</tr>
</thead>
</table>
- Driver vehicle 1
- Driver vehicle 2
- Passenger veh.
- Passenger veh.
- Pedestrian
- Pedestrian
- Others

### WITNESS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

**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 APPARENT CONDITION DRIVER

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
</table>
- [ ] Drinking
- [ ] Fatigue
- [ ] Sick
- [ ] Physical Defect
- [ ] Normal
- [ ] (Specify other)

### NPPD VEHICLE NO. 1

<table>
<thead>
<tr>
<th>Driver's Name</th>
<th>S.S. No.</th>
<th>Address</th>
<th>City</th>
<th>Driver's License No.</th>
<th>Age</th>
<th>Sex</th>
<th>Driving experience</th>
<th>Yrs.</th>
</tr>
</thead>
</table>

**DRIVERS**

- [ ] Hours on duty before accident
- [ ] Hours rest before duty

### VEHICLE NO. 2

<table>
<thead>
<tr>
<th>Driver's Name</th>
<th>Address</th>
<th>City and State</th>
<th>License Plate No.</th>
<th>Year</th>
<th>License State</th>
<th>Year</th>
</tr>
</thead>
</table>

**VEHICLES**

- [ ] Type of vehicle
- [ ] Make
- [ ] License Plate No.
- [ ] Vehicle Damage
- [ ] Est. Cost Repairs
- [ ] Other Damage

### CURRENT DAMAGE

- FRONT END (Your Vehicle)
- REAR END (Your Vehicle)
- STRUCK OBJECT
- COLLISION WITH ANIMAL
- BACKING
- OTHER

### OTHER PARTY

- [ ] COMMERCIAL VEHICLE
- [ ] PEDESTRIAN
- [ ] PASSENGER CAR
- [ ] OTHER

### FIXED OBJECT

- [ ] NA
- [ ] BUILDING OR FIXTURE
- [ ] PARKED VEHICLE
- [ ] OTHER
<table>
<thead>
<tr>
<th>Location</th>
<th>Road on which accident occurred</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>If at intersection</td>
<td>Name of intersecting street or highway number</td>
<td>Traffic islands</td>
<td>Yes/No</td>
</tr>
<tr>
<td>If not at intersection</td>
<td>Name of intersecting street or highway number</td>
<td>Show nearest intersecting street of highway, house number, bridge, railroad crossing, underpass, or milepost.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Movement Before Accident</th>
<th>(Check one for vehicle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle No. 1 was headed</td>
<td>North/S/E/W on (Street or highway)</td>
</tr>
<tr>
<td>Vehicle No. 2 was headed</td>
<td>North/S/E/W on (Street or highway)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Movement</th>
<th>Veh 1</th>
<th>Veh 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Going ahead</td>
<td>1/2</td>
<td>Starting in traffic lane 1/2</td>
</tr>
<tr>
<td>Passing</td>
<td>2</td>
<td>Starting from parked position 2</td>
</tr>
<tr>
<td>Turning right</td>
<td>3</td>
<td>Backing up 3</td>
</tr>
<tr>
<td>Turning left</td>
<td>4</td>
<td>Stopped in traffic lane 4</td>
</tr>
<tr>
<td>Making U turn</td>
<td>5</td>
<td>Parked 5</td>
</tr>
<tr>
<td>Slowing down</td>
<td>6</td>
<td>Other 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speed</th>
<th>Veh 1</th>
<th>Veh 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeding legal limit</td>
<td>1/2</td>
<td>Too fast for conditions 1/2</td>
</tr>
<tr>
<td>Safe speed</td>
<td>1/2</td>
<td>MPH 1/2</td>
</tr>
<tr>
<td>Estimated speed when danger noticed</td>
<td>1/2</td>
<td>MPH 1/2</td>
</tr>
<tr>
<td>Estimated speed at impact</td>
<td>1/2</td>
<td>MPH 1/2</td>
</tr>
</tbody>
</table>
INDICATE ON THIS DIAGRAM WHAT HAPPENED

Use one of these sketches: scene of your accident.
Write in street or highway number.

1. Number each vehicle and
direction of travel by arrow.

2. Use solid line to show path before
accident.
after accident.

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:

*1 Designated District Vehicle.
Corporate Communications

| Description | Meet the Staff | Services |

Content Advisor

**Corporate Communications Services**

Choose One...

---

**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.

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**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

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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
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 Schleffer, 563-5950 or Mark Becker, 563-5687.

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 5600 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...

http://cc/corpcom/services.asp
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.