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2024 Public Safety Power Shutoff Functional Exercise

Player Briefing

Administrative Details

Attendance

**Cell Phone/
Microphone Etiquette**

**Safety/Emergency
Information**

Meeting Agenda

☑ **Welcome & Safety Message**

☑ **Exercise Overview**

☑ **Exercise Player Role & Expectations**

☑ **Exercise Communication**

☑ **Exercise Logistics**

☑ **Final Reminders & Next Steps**

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Meeting Purpose

The purpose of this meeting is to ensure all players are aware of exercise details and comfortable with executing their assigned player role during conduct. The following will be addressed:

- ✓ Review exercise details with players

- ✓ Provide instructions and expectations of designated exercise player roles

- ✓ Provide an opportunity to ask questions and clarify details prior to conduct

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Exercise Overview

Scope & Structure »

Overview

- May 13-16, 2024 (4-days of exercise play)
- Activation of PSPS response structure that addresses the functions of each distinct stage of PSPS from activation determination through re-energization.
- Emphasis on PSPS functions, proficiency of systems/tools and continued enhancement of personnel capabilities.

Objectives

- **Operational Coordination:** Exhibit the ability to implement all stages of PSPS operations in accordance with all applicable SDG&E PSPS plans, policies, and procedure, and in compliance with the current CPUC PSPS guidelines.
- **Operational Communication:** Engage with Public Safety Partners, providers, and agencies to establish and maintain situational awareness and synchronized operations throughout all stages of a PSPS event.
- **Public Information & Warning:** Demonstrate the capability to deliver all required notifications to impacted Public Safety Partners and customers, in accordance with established regulatory PSPS protocol timelines.
- **Community Resilience:** Display the capability to initiate and maintain support programs for customers, to include Community Resource Centers (CRSs), access and functional needs services, and other appropriate support programs.

Exercise Schedule

- **Day One:**
  - PSPS Protocol Activation & Stage 1 (72-Hours Ahead)
- **Day Two:**
  - Stage 1 (48-Hours Ahead) & Stage 1 (24-Hours Ahead)
- **Day Three:**
  - Stage 2 & 3 (De-Energization)
- **Day Four:**
  - Stage 4 & 5 (Re-Energization)

### FIVE STAGES OF PSPS OPERATIONS

- **STAGE 1: ACTIVATING PSPS PROTOCOLS/POTENTIAL TO DE-ENERGIZE**
  - When SDG&E has determined, due to high fire risk conditions, that it may proactively de-energize part of its infrastructure – notifications begin.
- **STAGE 2: DECISION TO DE-ENERGIZE**
  - In pre-identified areas that are threatened by high fire risk conditions.
- **STAGE 3: DE-ENERGIZATION INITIATED**
  - SDG&E has begun the process of shutting off power to areas determined in prior notifications/stages of the PSPS event.
- **STAGE 4: INITIATING RE-ENERGIZATION PROTOCOLS**
  - It's determined the weather event has subsided and power lines can now be inspected for safety so that re-energization can take place.
- **STAGE 5: ALL PSPS LINES RE-ENERGIZED**
  - All lines de-energized by the PSPS event have been restored and re-energized.

Schedule »

Time	Activity
Day One	
7:15 AM – 7:45 AM	Exercise Staff Arrival
8:30 – 9:00 AM	Player Arrival and Check-In
9:00 – 9:30 AM	Exercise Briefing
9:30 – 10:30 AM	Exercise Play: PSPS Protocol Activation & Break
10:30 – 11:00 AM	Joint Situational Awareness Briefing & EOC Ops Calls
11:00 – 2:00 PM	Exercise Play & Working Lunch: PSPS Stage 1 (72-Hrs Ahead)
2:00 – 3:00 PM	Exercise Wrap-Up
Day Two	
7:15 AM – 7:45 AM	Exercise Staff Arrival
8:30 – 9:00 AM	Player Arrival and Check-In
9:00 – 9:30 AM	Exercise Briefing
9:30 – 10:00 AM	Joint Situational Awareness Briefing & EOC Ops Calls
10:00 – 11:30 PM	Exercise Play: PSPS Stage 1 (48-Hrs Ahead)
11:30 – 12:00 PM	Joint Situational Awareness Briefing & EOC Ops Calls
12:00 – 2:00 PM	Exercise Play & Working Lunch: PSPS Stage 1 (24-Hrs Ahead)
2:00 – 3:00 PM	Exercise Wrap-Up

| Time	Activity
Day Three	
7:15 AM – 7:45 AM	Exercise Staff Arrival
8:30 – 9:00 AM	Player Arrival and Check-In
9:00 – 9:30 AM	Exercise Briefing
9:30 – 10:00 AM	Joint Situational Awareness Briefing & EOC Ops Calls
10:00 – 2:00 PM	Exercise Play & Working Lunch: PSPS Stage 2 & 3 (De-Energization)
2:00 – 3:00 PM	Exercise Wrap-Up
Day Four	
7:15 AM – 7:45 AM	Exercise Staff Arrival
8:30 – 9:00 AM	Player Arrival and Check-In
9:00 – 9:30 AM	Exercise Briefing
9:30 – 10:00 AM	Joint Situational Awareness Briefing & EOC Ops Calls
10:00 – 2:00 PM	Exercise Play & Working Lunch: PSPS Stage 4 & 5 (Re-Energization)
2:00 – 3:00 PM	Exercise Wrap-Up

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Exercise Scenario »
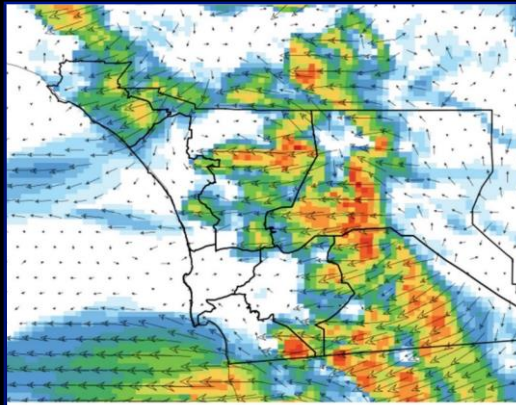
Day 1 (Monday):

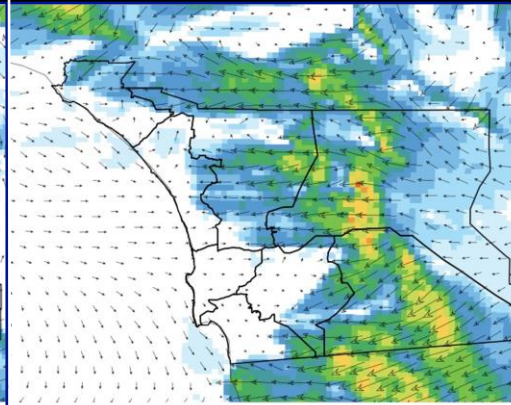**72 Hours Ahead of Forecasted PSPS Event**

FPI is currently Normal to Elevated throughout the service area and forecasted to be Extreme by Wednesday
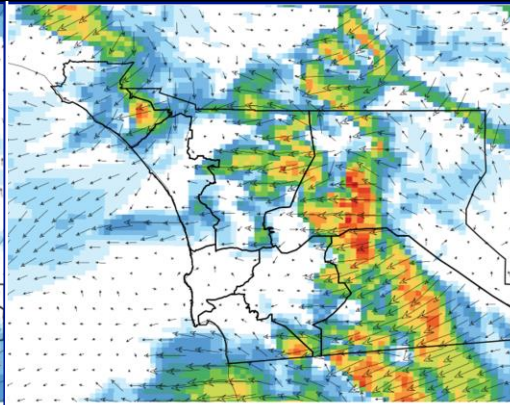
Day 2 (Tuesday):

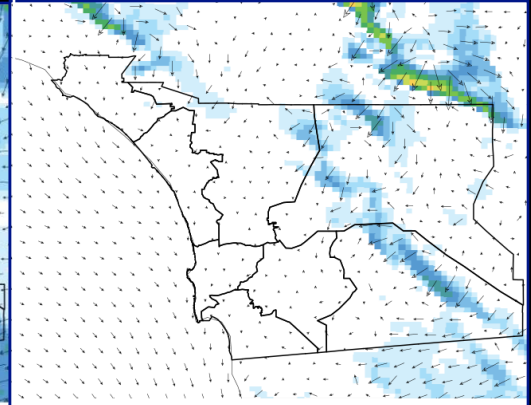**48-24 Hours Ahead of Forecasted PSPS Event**

FPI is currently Elevated throughout the service area and forecasted to be Extreme by Wednesday

Day 3 (Wednesday):

Day of Forecasted PSPS Event

FPI is currently Extreme and Elevated throughout different parts of the service area

Day 4 (Thursday):

Re-energization

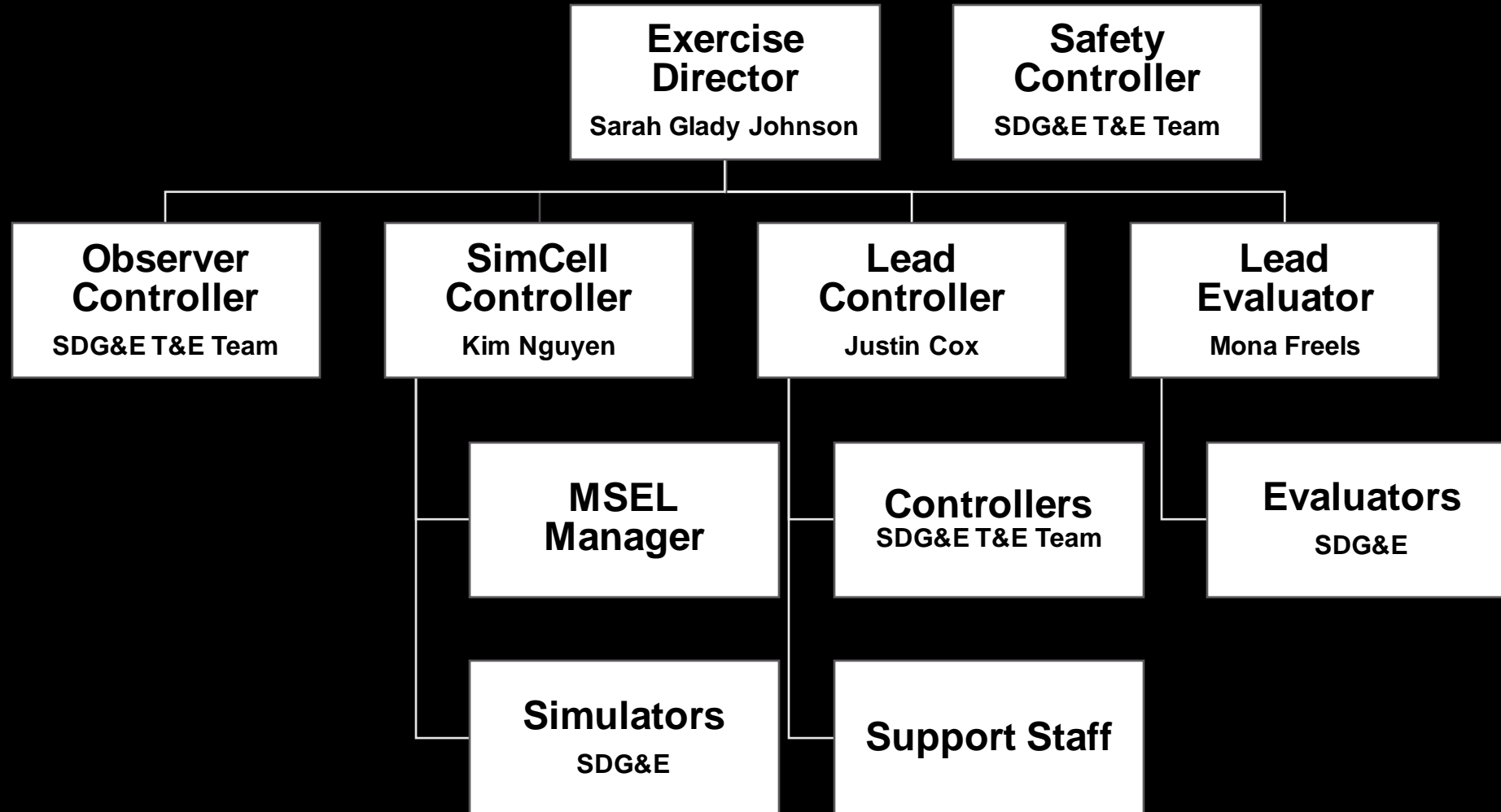Conditions have lessened across the service territory

Exercise Roles

- ☑ **Players:** Players are personnel who have an active role in performing their regular roles and responsibilities during the exercise. Players initiate actions in response to the simulated emergency.

- ☑ **Controllers:** Controllers plan and manage exercise play, set up and operate the virtual exercise site, and may support simulation.

- ☑ **Simulators:** Simulators are control staff personnel who deliver scenario messages representing actions, activities, and conversations of an individual, agency, or organization that is not participating in the exercise.

- ☑ **Observers:** Observers are individuals that do not directly participate in but may watch or listen in on selected segments of the exercise as it unfolds.

- ☑ **Evaluators:** Evaluators evaluate and provide feedback on exercise activities.

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Assumptions/Artificialities »

- ✓ This is a <u>no-fault learning environment</u> wherein capabilities, plans, systems, and processes will be evaluated.

- ✓ Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented. Simulated impacts and interactions will be introduced throughout exercise.

- ✓ <u>Response times may be accelerated</u>, assume the response timeline provided by exercise controllers even if it is faster than real world actions would occur.

- ✓ Background information on the PSPS event has been developed in advance of this exercise or will be simulated due to its connectivity to real-world systems or information.

- ✓ While players are asked to complete tasks as they would in a real-world activation, <u>some tasks will be notional (not actually completed)</u> such as certain field resource activities, technology utilization, or customer notifications.

- ✓ While every effort has been made to ensure accurate information is included in the scenario, some may be altered/revised on an ongoing basis to accommodate exercise play.

- ✓ <u>External partners are invited as exercise observers</u> to view internal SDG&E decision-making processes and operational coordination that occurs in SDG&E's EOC.

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Exercise Staff Organization »

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                    ┌─────────────────┐   ┌─────────────────┐
                    │    Exercise     │   │     Safety      │
                    │    Director     │   │   Controller    │
                    │                 │   │                 │
                    │Sarah Glady      │   │SDG&E T&E Team   │
                    │Johnson          │   │                 │
                    └─────────────────┘   └─────────────────┘
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Observer Controller	SimCell Controller	Lead Controller	Lead Evaluator
SDG&E T&E Team	Kim Nguyen	Justin Cox	Mona Freels

	MSEL Manager	Controllers	Evaluators
		SDG&E T&E Team	SDG&E

	Simulators	Support Staff	
	SDG&E		

Player Information & Guidance

SDG&E Player Positions

PSPS Responders/EOC Personnel:
- Officer in Charge (OIC)
- Deputy OIC
- EM Advisor
- Safety Officer
- Legal Officer
- Regulatory Officer
- Liaison
- PIO Branch
- AFN Liaison
- Customer Service Branch
- Planning Section
- Logistics Section
- Operations Section
- Electric Operations
- Operational Field & Emergency Readiness
- Information Technology
- Aviation Operations

Notification Group
- Deputy OIC
- AFN Liaison
- Customer Service Branch Director
- Electric Commodity Liaison
- ENS Unit
- GIS Unit Legal Officer
- Liaison Officer
- Meteorology Unit
- Planning Section Chief
- Public Information Officer
- Regulatory Officer

Player Instructions ≫

- **Before the Exercise**
  - Review appropriate SDG&E PSPS plans, policies, and procedures.
  - Review the Exercise Plan
  - Participate in Player Briefing and other exercise preparatory events
  - Report to your designated exercise location at assigned date/time
  - Ensure access to all necessary exercise platforms (e.g., Teams, etc.)
- **During the Exercise**
  - Serve in your assigned role as if this were a real-world operation
  - Obtain necessary information through existing/exercise specific information channels
  - If uncertain about an element of the exercise or your role, reach out to an exercise staff member
  - Understand that parts of the scenario may seem unrealistic. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects such as jumps in time. Every effort has been made by the exercise's trusted agents to balance realism to create an effective learning and evaluation environment.
  - Interact/Communicate only to those entities/individuals within the Exercise Communications Directory/Roster (EOC Players and the Simulation Cell for any non-participating entities)
  - When electronically sharing any files or resources, please use the EOC Teams Channel as normally would be done in a real-world event.
  - Utilize systems/tools and other technologies within the directed confines of the exercise to execute your role/responsibilities
- **After the Exercise**
  - Participate in the Hotwash
  - Complete the Participant Feedback Survey

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Responding in the New EOC

- **What to Bring**
  - Refillable water bottle
  - A container with a lid if you're brining hot beverages—No Open Mugs!
  - Laptop with headphones as backup
- **Food**
  - Box lunches with sandwiches will be available
  - You may also bring a lunch or other food; a refrigerator and microwave are both available
  - All days will hold a working lunch, just like an actual EOC activation.
- **Things to Remember**
  - This is a new location with frequent tours by executive staff—Make sure to clean up your station at the end of the day.
  - **Reasonable accommodations can be provided; please reach out if resources atypical to CP2 are needed or requested.**
  - Test your login on the computers this week (Open House May 8th 9am-11am & 1-3pm)

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Exercise Communications & Interactions

Communication Guidelines »

- All communications (e.g., written, Teams, telephone, and e-mail) during the exercise will begin and end with the statement "EXERCISE, EXERCISE, EXERCISE".
- If you need to step away regarding an urgent responsibility, please have someone available to take over as normal response expectations and rules would apply.
- The following communication methods will be utilized for exercise play:
  - Microsoft Teams – EOC Teams Channels and personal Teams Chat
  - Teams Phone & Email
  - Operational Meetings (Operations Briefings, Notification Group Calls, Webinars, Etc.
  - Public Safety Partner Portal Exercise notifications

- If you are unsure who is an exercise participant or how to conduct certain communications, reach out to an Exercise Controller
- Players **SHOULD NOT** send communications to any entities or individuals that **ARE NOT** participating in the exercise; players should instead contact the Simulation Cell utilizing the provided SimCell # or contact information provided to player by a simulator
- If you need to step away from your position for a break, working lunch, or other reasons, please ensure someone is available to field any interactions for your position as if it was a real-world event

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System or Process	Env.	May 13 72 hour	May 14 48 hour	May 14 24 hour	May 15 De-Energization	May 16 Re-Energization
Meteorology Briefings	NA	Simulated: SimCell	Simulated: SimCell	Simulated: SimCell	Simulated: SimCell	Simulated: SimCell
Enterprise Notification System (ENS) Report	Reporting w/no Notifications	Reporting w/no Notifications	Reporting w/no Notifications	Reporting w/no Notifications	Reporting w/no Notifications	Reporting w/no Notifications
Geographic Information System (GIS) PSPS Preview	NA	Develop & Post	Develop & Post	Develop & Post	Simulated	Simulated
PSPS Dashboard	Training Mode	Training Mode	Training Mode	Training Mode	Training Mode	Training Mode
De-energized EOC Dashboard	Training Mode	Do Not Use	Do Not Use	Do Not Use	Training Mode	Training Mode
Partner Portal & Mobile App	Live: Exercise Mode	Develop & Post (e-mail & push not.)	Develop & Post (push not. only)	Develop & Post (push not. only)	Do Not Use	Do Not Use
California Governor's Office of Emergency Services (Cal OES) Online Form*	Live: Select Exercise Drop-down	Develop & Send	Develop & Send	Develop & Send	Develop & Send	Develop & Send
California Public Utilities System (CPUC) Notification	NA	Develop & Send	Develop & Send	Develop & Send	Develop & Send	Develop & Send
State Exec PowerPoint	NA	Do Not Use	Do Not Use	Do Not Use	Do Not Use	Do Not Use
News Release	NA	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send
Accessible Hazard Alert System (AHAS)	QA	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send	Develop & Do NOT Send
Public Website	QA	Develop: QA only	Develop: QA only	Develop: QA only	Develop: QA only	Develop: QA Only

Simulation Overview »

What is the SimCell?

- Role-play or simulate non-participating organizations, departments, and agencies.

- The SimCell provides information or enacts roles (e.g., media reporters or customers) to drive exercise play or respond to questions from players through exercise injects and interaction with players.

- Ensure realistic, real-time, two-way communications between the participating exercise players and simulated response and support agencies.

Who is in the SimCell?

- Simulators are chosen based on the level of actual play for the exercise and their expertise in the area(s) that require simulation.

- Simulators are those exercise staff that deliver pre-designated inject messages to players and are available for players to contact for the duration of the exercise.

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Simulation Communications »

What Information Could Players Potentially Receive?

- Requests for assistance
- Requests for information
- Updates
- Situational awareness

SimCell/Simulator ⇒ **Exercise Player**

Communication Methods:

☎ OR ✉ OR 💬
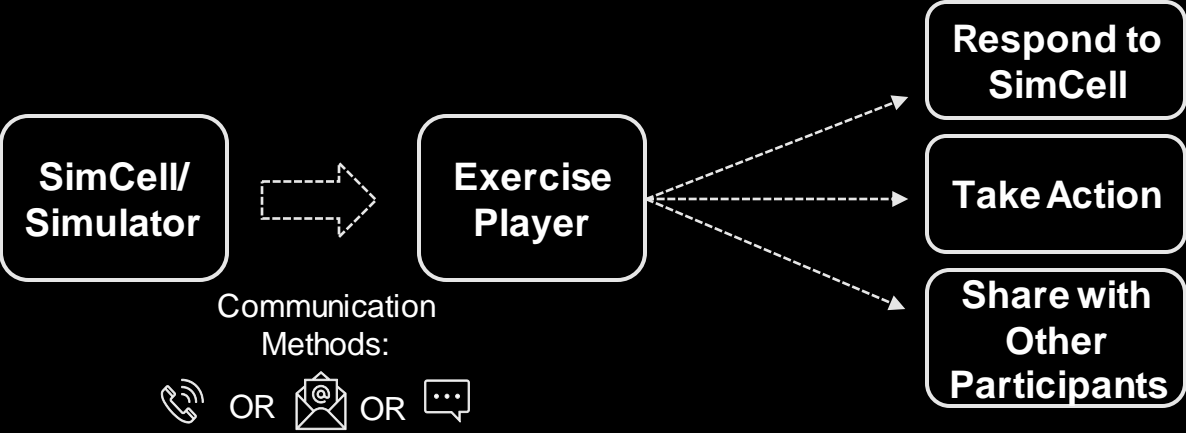
To reach the SimCell, Call back the person via Teams or call the SimCell Open line: (619) 207-7327

Respond to SimCell

Take Action

Share with Other Participants

What Players Do Next

- Determine whether the information received requires attention and/or coordination with other entities
- Decide if the information needs to be shared and with whom
- Incorporate the information into response and future decisions

SIMCELL
Local Government (County, Cities)
State/Regulatory
Customers/Other Non-Governmental PSPs
SDG&E Dashboard
SDG&E Public Safety Partner Portal
SDG&E Field Resources
SDG&E Non-Participating Departments
Media/Social Media

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Exercise Safety

Exercise Safety »

- Exercise participant safety takes priority over exercise events.

- For an emergency that requires assistance, use the phrase "real-world emergency."

- The following procedures should be used in case of a real-world emergency during the exercise:

  - Anyone who observes a safety issue will immediately notify emergency services and the closest controller, and, within reason and training, render aid.

  - The exercise staff member, aware of a real emergency, will initiate the communication and use the phrase "real-world emergency" when broadcasting to exercise participants.

  - Immediately provide the Exercise Director, Lead Controller or closest exercise staff member the location of the emergency and resources needed, if any.

  - The controller will notify the SimCell as soon as possible if a real-world emergency occurs.

- The Exercise Director will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed.

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Final Reminders

Upcoming Trainings

Training Name	Date and Time	Location	Topic	Audience
FEMA & CSTI Classes	Ongoing	External Sites	ICS	All/new responders
PSPS Functional Exercise Player Briefing 1	May 6th 1pm-3pm	CP2 EOC/Teams	Expectations for Players	Players for Days 1 & 2
PSPS Functional Exercise Player Briefing 2	May 7th 2pm-4pm	CP2 EOC/Teams	Expectations for Players	Players for Days 3 & 4
Exercise EOC Open House	May 8th 9-11 am & 1pm-3pm	CP 2 EOC	Players can visit the EOC, sign into their workspace, and test their badge access	Player and exercise admin
New EOC Member Orientation	May 9th: 1pm-3pm	CP2 EOC	SDG&E Basic Responder Training	New Responders since last offering

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Exercise Preparation

- Know your exercise role & day

- Review plans, procedures, & documentation

- Be prepared with what to bring (laptop, water bottle, headset)

- Confirm IT access in your EOC seat

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Questions?

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Key Contacts

Jessica Kunert – SDG&E Emergency Management
jkunert@sdge.com

Sarah Glady Johnson – SDG&E Emergency Management
sglady1@sdge.com

SDG&E EM Training & Exercise
EMTrainingExercise@sdge.com