# 2024 Public Safety Power Shutoff Functional Exercise

Exercise Evaluation Guide

Day 1: Activation & Stage 1 (72hr Ahead)

May 13, 2024

The Exercise Evaluation Guide (EEG) are designed to accomplish streamlined data collection, to enable thorough assessments of the participant organizations' capability targets and to support development of the After-Action Report (AAR). EEGs provide a consistent process for assessing preparedness through exercises and help organizations map exercise results to exercise objectives, core capabilities, capability targets, and critical tasks for further analysis and assessment.
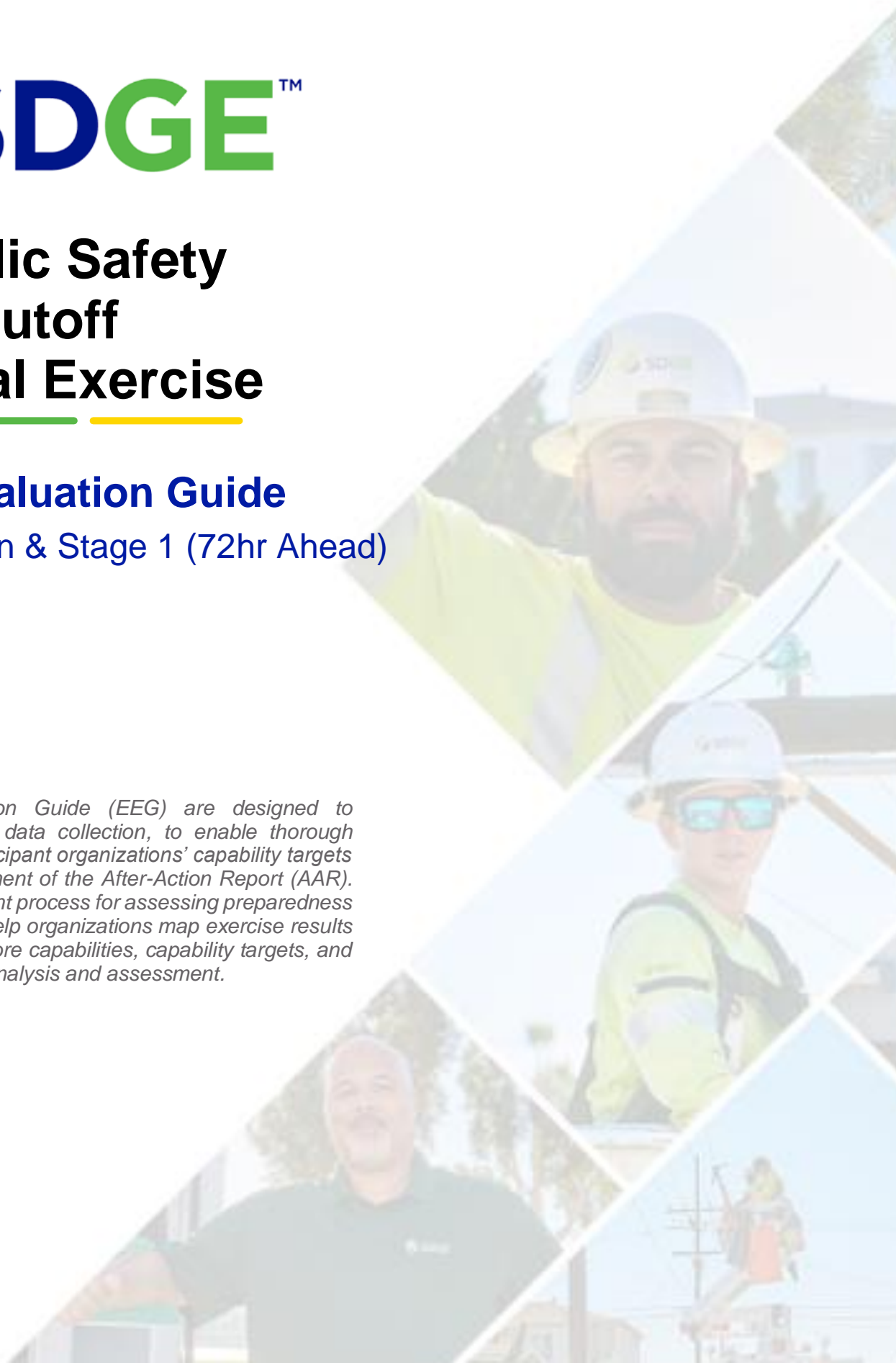
EXERCISE EVALUATION GUIDE

EVALUATOR INFORMATION

Evaluator Name:	
Evaluator Email:	
Exercise Date:	May 13, 2024

INSTRUCTIONS

Evaluators to take notes as players interact, keeping an accurate written record of activities that take place, including resolutions to issues, decisions made, outstanding problems, player actions in alignment with applicable plans, or other important information that relates to SDG&E operations and associated plans, policies, and procedures. Notes should identify the following:

- Who (by position) engaged in each activity
- What occurred (resulting decisions, activities, tasks completed, and/or agreements)
- Why the discussion took place or decision was made (the trigger)

Please see below an overview of evaluation components:

- **Observations.** Record observations of the participants' ability to accomplish the overarching objective. Describe issues/challenges or best practices observed and form your responses as Strengths and/or Lessons Learned (Areas of Improvement). Formulate these notes into a narrative that provides reasoning for the scoring/rating noted. These notes will serve as the basis for identifying strengths and opportunities for improvement in the After-Action Report.

- **Ratings.** Rate the participants ability to accomplish the objective by completing associated critical tasks using the ratings key. *The rating should be a summarization of how they performed in accomplishing the objective and not reflective of one particular task. Performance on specific critical tasks can be incorporated into the Observations.*

- **Root Causes.** Provide root causes as often as possible. *Example: "Incident briefing was delayed because staff require more training on how to effectively execute the established approval process in the planned timeframe." Not "Incident briefing was delayed."*

Ratings Key
P: Performed without challenges
S: Performed with some challenges
M: Performed with major challenges
U: Unable to be performed

- **Recommendations:** If a 'Lesson Learned/Area of Improvement' is observed and the root cause/impact result is identified, then the observation will require a recommendation on how to address the noted issue/challenge. Evaluators should provide any applicable, constructive recommendations that would enhance participants ability to mitigate the issue/challenge observed and/or improve participants ability to accomplish the objective/critical tasks in the future.

- Complete and submit your completed EEG (preferably electronically) no later than **May 24, 2024**, to: **Josselyn@prestigeanalytics.com.**

OBJECTIVE: Operational Coordination - Exhibit the ability to implement PSPS processes in accordance with all applicable SDG&E PSPS plans, policies, and procedures, and in compliance with current CPUC PSPS guidelines.

Strengths	Evaluator Notes

Areas for Improvement	Evaluator Notes	Rating

OBJECTIVE: Operational Communication - Engage with public safety partners, providers, and agencies to establish and maintain situational awareness throughout the duration of a PSPS event.

Strengths	Evaluator Notes	

Areas for Improvement	Evaluator Notes	Rating

OBJECTIVE: Public Information and Notification - Demonstrate the capability to deliver all required notifications to impacted Public Safety Partners, and customers, in accordance with established regulatory PSPS protocol timelines.

Strengths	Evaluator Notes	

Areas for Improvement	Evaluator Notes	Rating

OBJECTIVE: Community Resilience - Display the capability to initiate and maintain support programs for customers, to include Community Resource Centers (CRCs), access and functional needs services, and other appropriate support programs.

Strengths	Evaluator Notes

Areas for Improvement	Evaluator Notes	Rating