

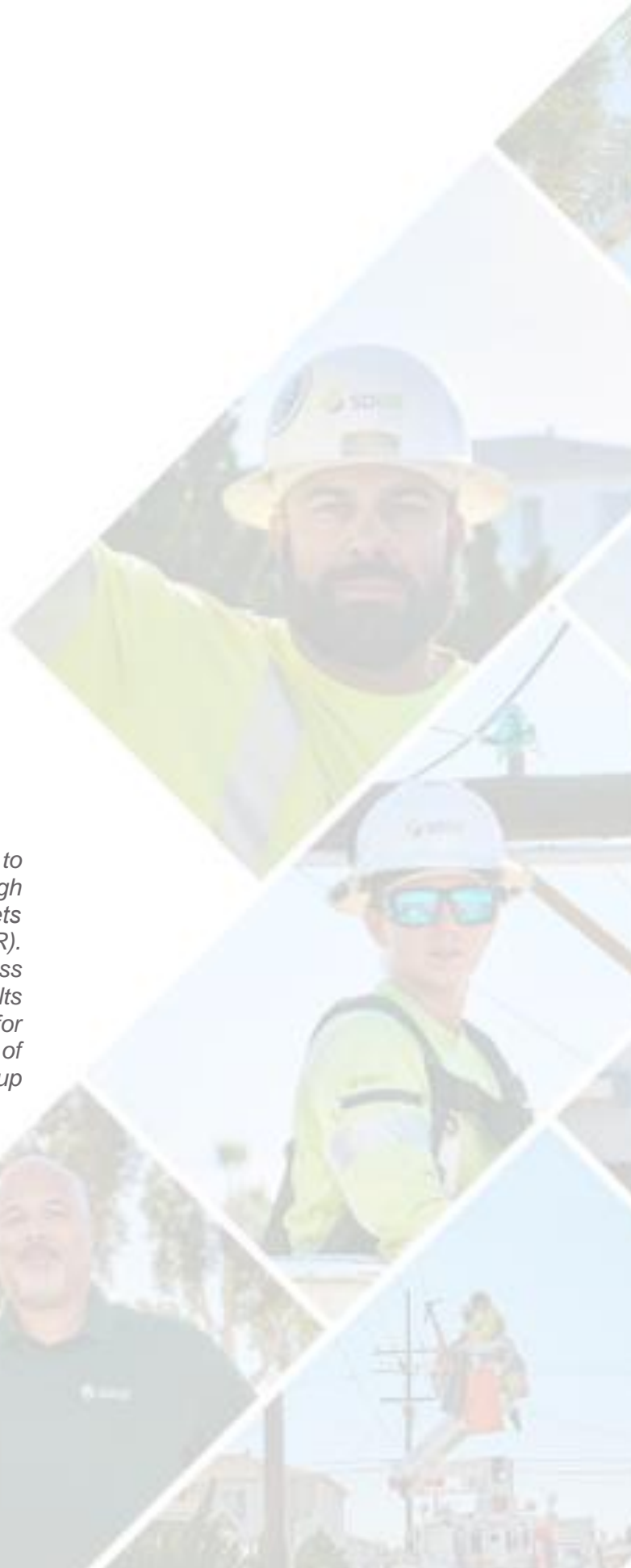


# 2023 Public Safety Power Shutoff Full-Scale Exercise

## Exercise Evaluation Guide

May 1-2, 2023

*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, and critical tasks for further analysis and assessment. This EEG is for evaluation of Day One activities with a focus on the Notification Group ConOps.*



# EXERCISE EVALUATION GUIDE

## GENERAL INFORMATION

<b>Evaluator Name:</b>	
<b>Evaluator Email:</b>	
<b>Exercise Date:</b>	

## 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 critical tasks associated with each 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 in its entirety and not reflective of one particular task. Performance on specific critical tasks can be incorporated into the Observations.*
- **Critical Tasks.** These are actions that lend to successfully accomplishing the objective. Not all critical tasks will be pertinent to evaluated areas/participants in accomplishing the objective per their specific responsibilities. Use the available space, as necessary, to incorporate additional critical tasks you observed that were completed by participants to accomplish the associated objective.
- **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."*
- **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 EEG no later than May 5th to: [sglady1@sdge.com](mailto:sglady1@sdge.com)

### Ratings Key

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

## OBJECTIVE 1

**Capability [Operational Coordination]:** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders in support of core capabilities.

**Objective:** 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.

Critical Task	Evaluator Notes	Rating
<p>Activate EOC:</p> <ul style="list-style-type: none"> <li>▪ Activate EOC to a level dependent on the expected duration and extent of PSPS throughout service territory.</li> <li>▪ Organize and assume required positions for level of activation.</li> <li>▪ Identify specialists and other support positions.</li> </ul>		
<p>Conduct Operational Briefing:</p> <ul style="list-style-type: none"> <li>▪ Identify planning and mitigation tasks in preparing for de-energization.</li> <li>▪ Discuss and address relevant safety concerns.</li> <li>▪ Officer In-Charge (OIC) states intent and objectives for the operational period.</li> </ul>		
<p>Conduct Notification Group Meeting:</p> <ul style="list-style-type: none"> <li>▪ Identify types of notifications needed.</li> <li>▪ Discuss list of devices and communities impacted.</li> <li>▪ Share finalized list with GIS and confirm customer counts.</li> <li>▪ Identify scope of notifications and platform(s).</li> <li>▪ Identify timing of external notification.</li> </ul>		

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Critical Task	Evaluator Notes	Rating
Produce and promulgate 3-day forecast and potential areas of impact (Meteorology).		
Confirm/Publish polygons in GIS portal (Meteorology)		
Publish to Public Safety Portal, mobile app and website (QA/notional)		
<p>Prepare pre-patrol plans and begin pre-patrols.</p> <ul style="list-style-type: none"> <li>Brief on coordination of field patrol resources.</li> </ul>		
<p>Identify and anticipate resource needs and coordination mechanism to allocate resource.</p> <ul style="list-style-type: none"> <li>Assess resources required to support PSPS activities</li> <li>Identify available resources, vendors, and capabilities and coordination allocation</li> </ul>		

## OBJECTIVE 2

**Capability [Operational Communication]:** Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

**Objective:** Engage with public safety partners, providers, and agencies to establish and maintain situational awareness throughout the duration of a PSPS event.

Critical Task	Evaluator Notes	Rating
Provide situational awareness to local, state, regulatory, public safety partners and agencies regarding operational actions and current situational awareness.		
Conduct active operational communications with field personal, to include aviation, to gather immediate situational awareness.		
Provide status and conditions to Priority Entities (impacted CCAs, Water and Telecom Public Safety Partners, local jurisdictions) and Community Partners as/if requested.		
Provide situation status to all stakeholders (vendors, generator suppliers, building owners, etc.) to adequately prepare for potential incident.		

## OBJECTIVE 3

**Capability [Public Information and Warning]:** Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

**Objective:** Demonstrate the ability to deliver all required notifications to impacted public safety partners, regulators, and customers, in accordance with established regulatory PSPS protocol timelines.

Critical Task	Evaluator Notes	Rating
Submit Cal OES online form at 72hr and 48hr mark (SitStat)		
Email CPUC notification at 72hr and 48hr mark (Regulatory)		
Request approval and disseminate email notification to local public safety partners and elected officials at 72hr and 48hr mark (Liaison and PSC). Please note the operational period and whether the task is notional or deployed.		
Request approval and disseminate email notification to AFN support partners at 72hr and 48hr mark (AFN)		

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Critical Task	Evaluator Notes	Rating
Request approval and disseminate customer notifications, to include MBL and AFN customer, at 72hr and 48hr mark (ENS and Customer Service) Note: Test group only		
Notify potentially affected and adjacent jurisdictions, to include Tribes, (Priority Notification Entities) at the 72hr and 48hr mark.		
Update news release to media/social media (notional) <ul style="list-style-type: none"> <li>▪ Start engaging social media with messaging that a possible RFW and PSPS may occur.</li> <li>▪ Monitor pertinent news and media coverage and update talking points as needed.</li> </ul>		

## OBJECTIVE 4

**Capability [Community Resilience]:** Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

**Objective:** Display the capability to initiate and maintain support programs for customers, to include Access and Functional Needs services, and other programs as appropriate.

Critical Task	Evaluator Notes	Rating
<p>Initiate CRC protocol/planning.</p> <ul style="list-style-type: none"> <li>Initiate CRC communication protocol for advanced notice of weather conditions and potential CRC activation</li> <li>Consider coordination efforts for Community Resource Centers (CRC).</li> <li>Plan for and activate CRC's.</li> </ul>		
<p>Institute PSPS support programs and services (e.g., generator program, AFN support services, etc.) as appropriate.</p>		
<p>Ensure the Ready Community Fire Safety Program is active to coordinate the field effort to contact Medical Baseline, Life Support, Temperature Sensitive customers who have not responded to efforts to contact them by phone.</p>		