



PG&E Emergency Operations Center (EOC) EOC Activation Checklist

Incident/Event Name: 7-14-21 Dixie Fire
 Activation Date/Time: 1600 7-14-21
 Incident/Event Level: 3
 Physical or Virtual: Virtual
 Readiness Posture (Yes or No): NO
 EOC Commander: [REDACTED]
 Name of Person Filling Out Form: [REDACTED] LAN ID: [REDACTED]

Enter your LAN ID and the time for each item you completed below. The EOC Coordinator completes all steps.
 Enter times in Pacific Time.

	PRIORITY ACTIONS	LAN	Time		
**** Do the first three steps within ONE hour of activation ****					
1	<p>Upon activation, ensure the Communications Tech Specialist is aware that the EOC has been activated and has sent the Everbridge message.</p> <p>*If you have received an Everbridge message about this activation, you can skip this step.</p> <p>1. Contact Communications Tech Specialist.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Look up in Staffing Plan who the Communications Tech Specialist is for this operational period.</td> <td style="width: 150px; height: 30px; background-color: black;"></td> </tr> </table> <p>If Communications Tech Specialist is not available, contact <u>[REDACTED]</u> <u>[REDACTED]</u></p> <p>2. Save the Everbridge email message you received onto your device drive as a .msg file.</p> <p>Suggest saving the file to filename Everbridge-[event name].msg. (File > Save As. Create a file name and click Save.) Note where you saved it. You will use this file later.</p>	Look up in Staffing Plan who the Communications Tech Specialist is for this operational period.		[REDACTED]	N/A
Look up in Staffing Plan who the Communications Tech Specialist is for this operational period.					
2	<p>Notify Cal OES, Warning Operations Center, of EOC Activation.</p> <p>1. Call the center below.</p>	[REDACTED]	1617		

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Cal OES, Warning Operations Center

2. Use the script below.

Hello,
This is [your name] _____ from PG&E.
PG&E has activated their Emergency Operations Center.
The event name is (see top of page): _____.
The date and time of activation is [Date/Time]: _____.
The event level is [3, 4, or 5]: _____

If you have any questions or need further information on the activation, please call the PG&E EOC On Call at 415-873-0000, press Option 1.

3. Check one box below.

- XX Talked with a live person. Ask for their name and a call-back number.
- Name _____
 - Call-back phone # _____
- Left a message

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3 Notify the CPUC Energy Division of Emergencies

Emergency Reporting, as defined in G.O. 166 of EOC Activation.



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1. Call the hotline below.

Electric Utilities

Note: The link at <http://www.cpuc.ca.gov/emergency> does not currently allow us to notify the CPUC online.

2. Use the script below.

“Hello, this is [your name] _____ from PG&E.
 PG&E has activated their Emergency Operations Center.
 The event name is (see top of page) _____.
 The date and time of activation is [Date/Time] _____.
 The level for this event is [3, 4, or 5] _____”

“If you have any questions or need further information on the activation, please call the PG&E EOC On-Call at press Option 1.”

3. Check one box below.

You talked with a live person. Ask for their name and a call-back number.

- Name _____
- Call-back phone # _____

XX Left a message

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	INTERNAL NOTIFICATIONS Actions	LAN	Time
4	<p>**Skip this step if this is an All Virtual activation.</p> <p>For Vacaville Emergency Response Center (VERC) activations:</p> <p>Contact the Vacaville Security Control Center (VSCC) to open the inside secured North and South doors for EOC.</p> <p>1. Call the number below.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>VSCC - Vacaville Security Control Center [REDACTED]</p> </div> <p>2. Use the script below.</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> <p>“Hello, this is [your name] _____ from PG&E. PG&E has activated their Emergency Operations Center. The event name is (see top of this page) _____. The date and time of activation is [Date/Time] _____. The level for this event is [3, 4, or 5]: _____”</p> <p>“Please set the following entry codes to “CUSTOMER MODE” VERCEOC127NORTHEENTRY VERCEOC127NORTHEEXIT VERCEOC127SOUTHEENTRY VERCEOC127SOUTHEEXIT”</p> <p>Answer the How Long question with: “UNKNOWN” or “CURRENTLY ACTIVATED”</p> <p>“If you have any questions or need further information on the activation, please call the PG&E EOC On-Call at [REDACTED], press Option 1.”</p> </div>	n/a	

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	INTERNAL NOTIFICATIONS Actions	LAN	Time
5	<p>**Skip this step if this is an All Virtual activation.</p> <p>For Vacaville Emergency Response Center (VERC) activations, Contact the Facilities Manager the EOC has been activated.</p> <p>1. Call the hotline below.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Facilities Manager - [REDACTED] [REDACTED] </div>	n/a	
6	<p>**Skip this step if this is an All Virtual activation.</p> <p>Request Local IT support for the EOC activation.</p> <p>1. Contact IT to communicate that the EOC has been activated.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> IT - [REDACTED] [REDACTED] </div>	n/a	
7	<p>Set Outage Management Tool (OMT) to activated.</p> <p>Ensure the EOC is activated in OMT.</p> <ol style="list-style-type: none"> 1. Go to http://www.omt/oisomt/OISReports/omt_menu.asp 2. Log in. (You need to have access.) 3. Go to OMT > EOC Tools > EM Activation Screen 4. Check the “EOC Activated?” box to activate. 	[REDACTED]	1616

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8	<p>Send an email message to EO EOC Out and EOC All.</p> <p>1. Send an email like the one below.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Template</p> <p>Team,</p> <p>As of today, [day] _____, [Mon, date, year] _____ at [time] _____, the EOC has [virtually, physically, or hybridly] activated for a Level [level #] _____ emergency, with [Limited or Not Limited] EOC personnel, in support of the event, [event name] _____.</p> <p>This is sent out on behalf of the [EOC Commander].</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Sample</p> <p>Team,</p> <p>As of today, Thursday, June 3, 2021 at 0900, the EOC has <u>virtually</u> activated for a Level 3 emergency, with limited EOC personnel, in support of the event, "11-3-20 Election Day."</p> <p>This is sent out on behalf of the [REDACTED]</p> </div>	[REDACTED]	1718						
9	<p>Notify the ETEC and WFM units that the EOC has activated.</p> <p>1. Call the numbers below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 60%;">Units</th> <th style="width: 40%;">Phone #</th> </tr> </thead> <tbody> <tr> <td>ETEC (Electric Transmission Emergency Center)</td> <td style="background-color: black; color: black;">[REDACTED]</td> </tr> <tr> <td>WFM (Workforce Management Routing Team)</td> <td style="background-color: black; color: black;">[REDACTED]</td> </tr> </tbody> </table> <p>2. Say "The EOC has activated" to each unit.</p>	Units	Phone #	ETEC (Electric Transmission Emergency Center)	[REDACTED]	WFM (Workforce Management Routing Team)	[REDACTED]	[REDACTED]	1622 1624
Units	Phone #								
ETEC (Electric Transmission Emergency Center)	[REDACTED]								
WFM (Workforce Management Routing Team)	[REDACTED]								

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	INTERNAL NOTIFICATIONS Actions	LAN	Time
10.	<p>Create an email:</p> <p>To: [REDACTED]</p> <p>Subject: EOC Activation Table and Message for [Event name]</p> <p>Include the following into the contents of the email.</p> <ol style="list-style-type: none"> 1. Attach the last EOC Activation Everbridge message you saved in Step #1 above. 2. Attach the message you sent out in Step #8. 3. Include this table, filled out: <ul style="list-style-type: none"> • Put your name in the middle column • Enter the time you performed the task. <p style="margin-left: 40px;">See the times you recorded for steps 1-9 on this checklist</p> 	[REDACTED]	1720
EOC Activation Checklist			
	Action	Responsible Person	Details
1	Everbridge message	N/A	N/A
2	Contact CalOES	[REDACTED]	7-14-21 1617
3	Contact CPUC	[REDACTED]	7-14-21 1620
4	VERC Security	N/A	N/A
5	VERC Facilities Mgr.	N/A	N/A
6	VERC IT	N/A	N/A
7	Activate OMT	[REDACTED]	7-14-21 1616
8	Email to EOC All EO EOC OUT	[REDACTED]	7-14-21 1718
9	ETEC	[REDACTED]	7-14-21 1622
10	WFM	[REDACTED]	7-14-21 1624

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	INTERNAL NOTIFICATIONS Actions	LAN	Time
	4. Send the email.		

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