

**From:** [REDACTED]  
**To:** [REDACTED]  
**CC:** [REDACTED]  
**Sent:** 7/14/2021 3:05:47 PM  
**Subject:** Staffing Schedules

Team: The EOC is being activated today to manage the response to the Dixie Fire.

Please remember to notify EP&R and [REDACTED] of which Legal Officer is on call for each shift. It would help enormously if Day and Night shifts coordinate and send a single email identifying who's on call for each shift for your week – see example below. **It would be MOST helpful to provide this list BEFORE the Friday BEFORE your shift, so EP&R can include these shifts on the weekly email.** Otherwise the EOC doesn't know whom to invite to meetings, etc. when it's activated.

**EXAMPLE**

Monday, July 19:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Tuesday, July 20:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Wednesday, July 21:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Thursday, July 22:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Friday, July 23:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Saturday, July 24:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME  
Sunday, July 25:  
D: LEGAL OFFICER NAME  
N: LEGAL OFFICER NAME

Thanks, [REDACTED]

[REDACTED]  
Managing Counsel, Gas and Electric Operations  
Pacific Gas and Electric Company  
[REDACTED]