

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]