



2022 Public Safety Power Shutoff PSPS Tabletop Exercise

May 17th, 2022

Situation Manual (SitMan)



HANDLING INSTRUCTIONS

1. The title of this document is the *2022 Public Safety Power Shutoff PSPS Tabletop Situation Manual (SitMan)*. The contents in this SitMan reflect the information as of the date of publication and may be modified prior to execution at the direction of the Exercise Director.
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3. For more information on this exercise, please contact [REDACTED] [REDACTED] at [REDACTED]

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EXERCISE OVERVIEW

Exercise Name	2022 Public Safety Power Shutoff (PSPS) Tabletop Exercise (TTX)	
Exercise Date	Tuesday, May 17, 2022, 0900 – 1600	
Location	Virtual (MS Teams)	
Scenario	<p>The scenario is aimed at discussing the various stages of the PSPS Procedural Flow (ProFlow) process with internal Lines of Business and External Agencies.</p> <p>This PSPS TTX simulates R5-Plus weather conditions to test PG&E’s ability to prepare for, respond to, and recover from a PSPS event.</p>	
Event Scope	The TTX aims to help PG&E response teams apply the PSPS specific knowledge provided by the training series in a realistic scenario.	
Relevant Plans	<ul style="list-style-type: none"> • Company Emergency Response Plan (CERP) • Public Safety Power Shut-Off (PSPS) Annex • Other Lines of Business Specific Plans 	
Exercise Objectives	<p>The overarching exercise objectives align to the following core capabilities:</p> <ol style="list-style-type: none"> 1. Planning 2. Operational Coordination and Communication 3. Public Information and Warning 4. Situational Awareness 5. Critical Resources 6. Natural and Cultural Resources 	
Threat/Hazard	A PSPS event will impact PG&E’s service territory. R5-Plus Weather Conditions.	
Agenda	0900-0930	Welcome, Safety, Introductions, Orientation to the Exercise
	0930-1030	Module 1: Readiness Posture
	1030-1200	Module 2: Event Scoping, Planning, Notification
	1200-1300	Lunch
	1300-1430	Module 3: Response (De-Energization and Notification)
	1430-1530	Module 4: All Clear, Monitor, Restore, Patrol, Notifications
	1530-1600	Wrap-Up, Hot Wash, Closing Remarks

Participating
Lines of
Business

- Electric Distribution
- Transmission Grid Operations
- Electric Transmission
- Electric Field Operations
- Information Technology
- Electric Incident Investigations
- Corporate Safety
- Corporate Security
- Corporate Real Estate Strategy and Services (CRESS)
- Aviation Services
- Corporate Affairs
- Supply Chain
- Customer Care
- Human Resources
- Marketing & Communications
- PSPS Technology/Operations
- Meteorology
- Public Affairs
- Temporary Generation
- Hazard Awareness & Warning Center (HAWC)
- Finance
- Supply Chain
- Vegetation Management
- Power Generation
- Gas Operations
- PSPS PMO
- Safety and Infrastructure Protection Teams

Points of Contact

██████████	██████████
EP&R	EP&R
Pacific Gas and Electric	Pacific Gas and Electric
██████████	██████████
████████████████████	████████████████████

PURPOSE OF THE SITUATIONAL MANUAL (SITMAN)

The Situational Awareness Manual (SitMan) is a participant handbook for a tabletop exercise (TTX). It provides background information on exercise scope, schedule, and objectives. It also presents the scenario narrative that will drive participant discussions during the exercise. The SitMan supports the scenario narrative and allows participants to read along while watching the multimedia events unfold. All participants receive the SitMan at the beginning of an exercise.

Exercise Objectives and Core Capabilities

The exercise objectives below describe capabilities on which PG&E will be evaluated during the TTX.

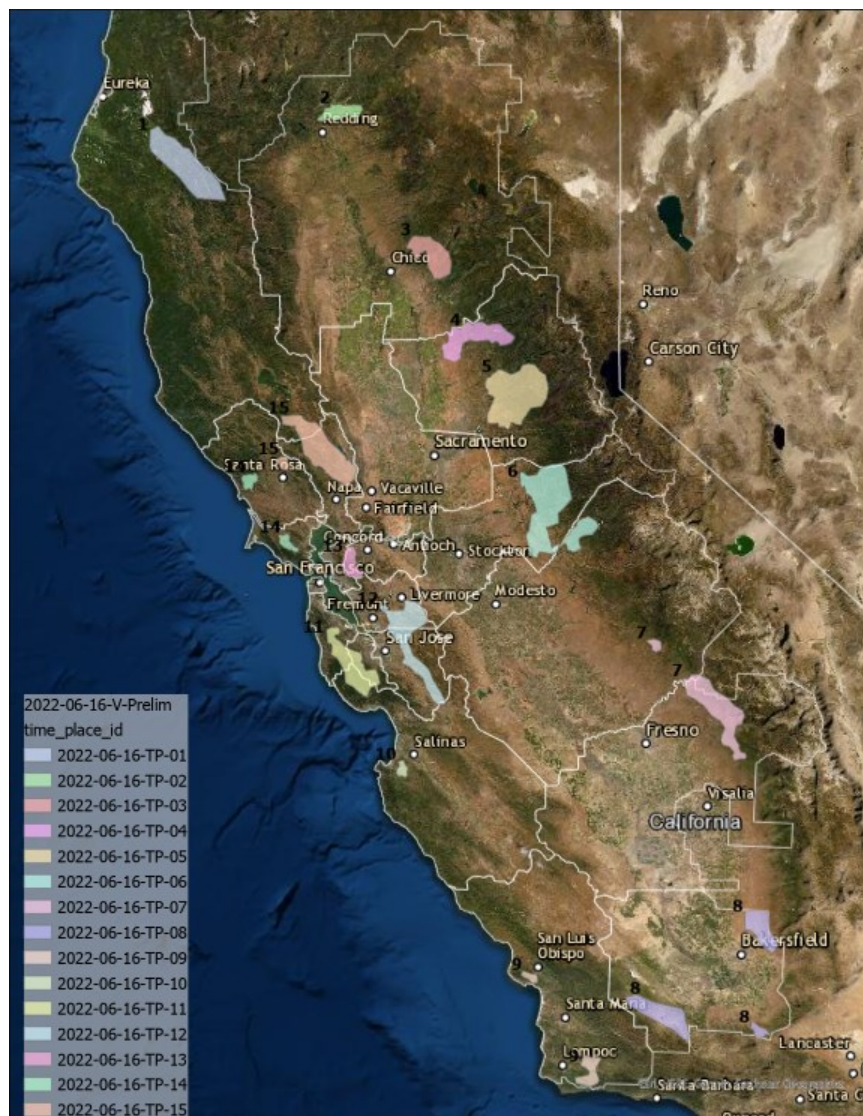
1. **Objective 1 — Planning:** Implement a planning cycle according to CERP procedures, PSPS Annex, and ICS principles that use circuit information provided to conduct a PSPS and develop a restoration plan prior to receiving the "All Clear" from the Officer-in-Charge (OIC).
2. **Objective 2 — Operational Coordination and Communication:** Implement a response structure that effectively integrates EOC sections, LOBs, field crews, and external partners into a cohesive team capable of successfully aligning operational activities with internal and external priorities to safely manage the PSPS event.
3. **Objective 3 — Public Information and Warning:** Communicate strategic and required messages to key audiences including PG&E personnel, the public, response partners, and customers including developing press releases, social media posts, and frequently asked questions (FAQs) for the public and delivering required notifications to California Governor's Office of Emergency Services (Cal OES), California Public Utilities Commission (CPUC), and other regulatory bodies.
4. **Objective 4 — Situational Awareness:** Support company-wide situational awareness by establishing and maintaining a common operating picture across the response organizational structure to meet the needs of relevant internal and external stakeholders impacted by PSPS (e.g., critical, medical baseline, and commercial customers).
5. **Objective 5 — Critical Resources:** Analyze the impacted area to prioritize available resources in a way that reduces physical security concerns and minimizes impacts of the shutoff to company facilities and other critical infrastructure.
6. **Objective 6 — Natural and Cultural Resources:** Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

SCENARIO AND SCOPE OVERVIEW

Dry, offshore wind event developing Thursday, June 16th with increasing winds during the afternoon hours

- **Location:** Systemwide
- **Sustained Winds:** 25-35 MPH
- **Max Wind Gusts:** 45-55+, primarily over elevated terrain
- **Customers Impacted:** approx. 70,000

Figure 1 Dry, Offshore Wind Event



PARTICIPANT ROLES AND RESPONSIBILITIES

Several types of participants are involved in this exercise. Note that the term “participant” refers to all the categories listed below, not just those playing in the exercise:

- **Players.** Players are personnel who perform their regular roles and responsibilities during the exercise. Players initiate actions in response to the simulated emergency. **Players will not speak to observers during the exercise. Refer all observer questions to the observer’s Point of Contact POC,** [REDACTED]
- **Evaluators.** Evaluators observe, document, and analyze performance against exercise objectives in accordance with the Exercise Evaluation Guides (EEGs).
- **Observers.** Observers view the exercise and do not play in the exercise, nor do they perform any control or evaluation functions. Communication between players and observers is **not** allowed during the exercise. Observers should reach out to the Exercise Design Team if they have any questions or comments.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, moderating, etc.).

EXERCISE ASSUMPTIONS AND ARTIFICIALITIES

In any exercise, assumptions and artificialities may be necessary to complete exercise play in the time allotted and/or account for logistical limitations. Such assumptions and artificialities are inherent in any exercise and are intended to augment, rather than distract from the scenario.

Assumptions

Assumptions constitute the implied factual foundation for the exercise, and as such are assumed to be present before the exercise starts. The following general assumptions apply to the exercise:

- The exercise will be conducted in a no-fault environment wherein systems and processes, not individuals, will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- There is no “hidden agenda” nor are there any trick questions.

Artificialities

The scenario assumes certain player actions throughout each of the modules so players should first discuss the actions stipulated by the scenario; however, players are welcome to engage in “what if” discussions of alternative scenario conditions.

EXERCISE RULES

Exercise play will proceed in accordance with established plans and procedures. The exercise will conclude once time has run out or upon the completion of the exercise objectives as determined by the Facilitator.

The following general rules govern exercise play:

- Players should join the Microsoft Teams meeting before the Welcome time (0900).
- The Facilitator will announce any exercise suspension or termination and will instruct participants to stop-in-place.
- Players will comply with real-world response procedures unless otherwise directed by the Facilitator.
 - If an actual emergency occurs, the exercise may be suspended or terminated at the discretion of EP&R leadership and the Exercise Director, depending on the nature of the incident.
 - The Facilitator will announce restart of the exercise once the emergency or situation has been resolved.

PLAYER INSTRUCTIONS

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

BEFORE THE EXERCISE

- Review appropriate organizational response plans, processes, and procedures, and exercise support documents.

DURING THE EXERCISE

- Respond to exercise events and information as if the events were real unless otherwise directed by the Exercise Facilitator.
- If you do not understand the scope of the exercise, or if you are uncertain about how to participate in the exercise properly, ask the Facilitator.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require the incorporation of unrealistic aspects. The exercise planning team has made every effort to balance realism with the scope of the exercise to create an effective learning and evaluation environment.

AFTER THE EXERCISE

- Participate in the hotwash immediately following the end of exercise play.

SAFETY

Safety is an integral part of the exercise process and the responsibility of all participating organizations to conduct an exercise as safely as possible.

GENERAL

Exercise participant safety takes priority over exercise events. Although the organizations involved in this exercise come from various lines of business, they share the fundamental responsibility for ensuring a safe environment for all personnel involved in the exercise.

Professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible. The following general requirements apply to the exercise:

- Participants will be responsible for their own and each other's safety during the exercise. It is the responsibility of everyone associated with the exercise to stop play if, in their opinion, a real safety problem exists. Once the problem is corrected, exercise play can resume.
- All organizations will comply with their respective environmental, health, and safety plans and procedures, as well as the appropriate federal, state, and local environmental health and safety regulations.

ACCIDENT REPORTING AND REAL EMERGENCIES

For an emergency that requires assistance, the phrase to use is ***“Real-World Emergency.”*** If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director.

VIRTUAL PLATFORM COORDINATION

LOCATION

This exercise will be hosted in a Microsoft Teams Meeting Environment. EP&R has provided meeting details and a Teams meeting link in advance.

RULES OF BEHAVIOR

- Active participation is encouraged, and questions are welcome throughout the exercise.
- This is a no-fault learning environment: there are no wrong answers or bad questions.
- Please keep your audio on mute when not speaking.

- **Only players** will need to keep their video on.
- Please do not interrupt when others are speaking.
- Use the hand raise tool to get the facilitator's attention.
- Each player will be given the opportunity to provide input.
- If you are unable or miss an opportunity to share, please write your message in the Teams chat for the entire group for ease of monitoring.
- The TTX will not be recorded, but chat messages may be archived for review as part of the evaluation process.

EXERCISE EVALUATION

The goal of exercise evaluation is to validate strengths and find areas of improvement in PG&E's capability to identify, respond to, and recover from a threats or hazards that puts company assets, reputation, or safety at risk. The evaluation will assess how well players achieve the exercise objectives.

This is accomplished by:

- Observing the exercise and collecting supporting data
- Analyzing the data to compare performance against expected outcomes
- Determining what changes need to be made to the procedures, plans, staffing, equipment, communications, organizations, and interagency coordination to ensure expected outcomes

Exercise evaluation will be based upon an assessment of player performance. The following documents provide the foundation for evaluating the TTX.

AFTER ACTION REPORT

The After-Action Report (AAR) will be organized by exercise objective. The AAR will identify specific observations and issues as well as recommendations for resolving them.

Module 1: Readiness Posture

Scenario Update

- Dry, offshore wind event is expected to develop Thursday, June 16 through Friday, June 17
- Winds increasing Thursday morning across Northern Region, then spreading south across the remainder of the territory during the day
- Winds are expected to reach peak intensity Thursday afternoon through Friday morning
- Northeasterly/Offshore Winds
 - 25 – 35 mph
 - Gusts 45 – 55+ mph, primarily over elevated terrain

M1 Discussion Questions (by Line of Business)	
HAWC Meteorology	Q. What are the meteorological criteria that triggered the activation of Readiness Posture for this PSPS Event? How are these weather patterns monitored in the HAWC? Q. How do initial conditions reports flow from Meteorology to the EOC Commander to make decisions regarding Readiness Posture?
Customer	Q. Please explain how the Customer Strategy Officer would respond to a request from a critical infrastructure customer who is asking whether this potential PSPS event will impact their organization.
Aviation Branch Director	Q. What role does the Aviation Branch have during Readiness Posture? Is the Air Operations Branch Director activated at this stage?
EOC Commander	Q. EOC Commander, please outline your priorities and the Essential Elements of Information required to inform your decision-making process. At what point do you engage the Officer-In-Charge? How has this process changed since 2021?

PSPS Team	Q. What inputs do you need to prepare an A-01 playbook and what do you do once the plan is created in Foundry?
Operations	<p>Q. How are the Emergency Centers (EDEC, ETEC, STOEC, GCC, DCC, REC, OEC) notified of a potential activation? When does their activation take place in comparison to the Main EOC? How has this process changed compared to past years?</p> <p>Q. What is the role of the three pre-identified Electric Incident Management Teams?</p>
Plans	Q. As EOC Plans Chief and Deputy PSPS Plans Chief, what are the main objectives you need to achieve during Readiness Posture? What is the delineation of roles between the Deputy Plans Chief and PSPS Deputy Plans Chief?
EOC Coordinator	Q: Tell us about the role of the EOC Coordinator during Readiness Posture. Also, please describe the EOC Activation notification process.

Module 2: Event Scoping, Planning, Notification

Scenario Update

- Dry, offshore wind event is expected to develop Thursday, June 16 through Friday, June 17
- Winds increasing Thursday morning across Northern Region, then spreading south across the remainder of the territory during the day
- Winds are expected to reach peak intensity midday Thursday through Friday morning
- Northeasterly/Offshore Winds
 - 25 – 35 mph
 - Gusts 45 – 55+ mph, primarily over elevated terrain

M2 Discussion Questions (by Line of Business)	
HAWC	Q. What new technology or process improvements has the HAWC implemented in this arena since 2021?
Temp Gen	Q: How does the Temp Gen Branch determine which pre-planned sites to energize? How does this vary by type of site (i.e.- substation microgrid, distribution microgrid, pre-planned backup power support [e.g.- a hospital])
Logistics	Q. What are the requirements to approve land acquisition for CRC and other Emergency Field Sites?
Customer	Q. As customer notifications are being prepared, it's discovered that Message Broadcast is experiencing a "tech-down" event. This will delay sending the notification until after curfew this evening. What approval is required to send a notification after 2000 hours? Does the type of notification affect the decision-making process?

Customer Liaison	Q. A DWR pumping station is indicating there will be a loss of service within 2 hours if power is shut off. Upon investigation it is determined that the pumping station is fed by SCE, who has not called a PSPS Event in their territory. How would you mitigate this scenario?
PSPS Team	Q: What are the 2022 submission requirements for the Cal OES Form? What changes or updates have been implemented?
Human Resources	Q. What are the Human Resources response capabilities and essential functions that are specific to a PSPS event?
Land/ Environmental	Q. Who would field crews work with to ensure compliance with requirements for protection of cultural, natural, and historical resources/sites?
PSPS Team Operations	Q. How would the ignition of a wildfire affect PPS scoping? Q: How would the presence of EPSS settings on certain assets affect PPS scoping?
Logistics	Q. How would the Facilities Unit Lead develop emergency response strategies & procedures to ensure continuity of operations in CRESS-operated facilities during a PPS Event?

PSPS Team Plans Operations	Q. Please describe the event scoping process conducted by the PSPS Technical Specialist team, including any communications they may have with other entities.
PSPS Team Transmission Branch Operations Customer	Q. What are the different processes of communicating with Transmission Customers in the event they are impacted by a PSPS Event affecting PG&E's assets?
Logistics	Q. What actions should the Physical Security Unit Lead prioritize during the scoping, planning, and notification phase of a PSPS activation?
Operations Power Generation Branch	Q: What is the process for providing power generation facilities with notification that a PSPS has potential to impact operations?

Module 3: De-Energization and Notification

Scenario Update

- Offshore flow has developed and continues to strengthen across the territory
- Easterly/Offshore Winds
- 25 – 35 mph
- Gusts 45 – 55+ mph, primarily over elevated terrain
- Relative Humidity
- 5 – 15% across lower elevations
- Poor overnight recovery
- Red Flag Warning in effect from midday today through tomorrow morning

M3 Discussion Questions (by Line of Business)	
HAWC SIPT Operations Plans	Q. How does the HAWC coordinate with the EOC Operations and Plans Sections to determine Field Weather Observation locations for SIPT crews?
PIO Customer Liaison	Q. Describe the steps the PIO team takes to prepare notifications for media and internal stakeholders. How does the PIO coordinate with Customer and Liaison sections to ensure alignment in external messaging?
Vegetation Management	Q: What are the parameters of permitting Vegetation Management crews to operate in the vicinity of PSPS-impacted circuits during de-energization?
Operations Safety	Q. What are common backfeed safety concerns during PSPS events? What are the potential consequences of a backfeed incident?

Customer	Q. After power is shut off, an AFN (access and functional needs) customer calls the contact center to advise the PG&E/CBO (community-based org) provided battery is malfunctioning and they don't know how much longer they have left. How can PG&E assist this customer?
IT Branch Operations	Q. How would the IT Branch mitigate a case where de-energization resulted in a loss of service to internal Telecom assets? How about an instance of field crews being unable to use internal mobile applications?
Liaison	Q. The OES Director for Napa County has called their local PSS and wants to know if there has been a change in scope and how will it impact Napa County? What is the source of information to provide a detailed response?
Customer	Q. What are the parameters of allowing customers to leave their property (including medical equipment) to charge batteries at a CRC? What are some potential pitfalls of doing so?
Physical Security Safety	Q. What is being done to ensure our employees are aware of potential safety threats resulting from irate customers and members of the public?
Operations	Q: What is the course of action taken if a field crew operates a device that was not planned?
SIPT	Q. How are SIPT Engine crews coordinated and dispatched to each Time-Place (TP)? What elements of information are provided by SIPT Teams in the field while power is de-energized? How is information managed when multiple Time-Places are de-energized simultaneously (including overlapping start-stop times)?
EOC Commander	Q. What are the criteria for activating the CIMC? How is this accomplished?

Module 4: All Clear, Monitor, Restore, Patrol, and Notifications

Scenario Update

- Winds are on the decline across the territory; however, breezy to locally gusty conditions are possible through the afternoon
- Current Observations
- Northeast/Offshore Winds
- 15 – 25 mph
- Isolated gusts up to 30 mph across elevated terrain
- Red Flag Warning set to expire at 1000 hours
- Fair and dry weather expected over the weekend with lighter winds
- Fire potential will remain high through the weekend but should decrease across the North as winds decrease

M4 Discussion Questions (by Line of Business)	
PSPS Team	Q. What Playbook is implemented during the All-Clear, Patrol & Restoration Phase of a PSPS Event? When is this Playbook expected?
Operations	Q: If a circuit is incorrectly given an “all-clear” and has already been restored, what is the process of mitigation?
Customer Liaison	Q. What are the most critical messages sent to agencies, customers, and the public during this time frame, and how is that message sent?
PIO	
IT Branch	Q. Once the all-clear is given, describe the IT Branch’s priorities and key activities.
Operations	
EOC Commander	Q. What is the process of activating the Legal Officer if one is needed?
Finance Branch	Q. What are some of the Finance Branch’s priorities during this phase?

Mutual Assistance	Q: If Mutual Assistance Crews are activated for a PSPS Event, what is the process of releasing them back to their home territories?
Logistics	
SIPT	Q. As SIPT Engines are released from Field Weather Observation assignments, what is the process for SIPT crews to be assigned to step restoration at the OEC level?
Operations	Q: Does TD-1464S mitigation still have to take place during step restoration?
Safety	
Operations	Q. How is the “All-Clear” message communicated to Notification and OMT Hawks to minimize cascading delay and expedite restoration?
Customer	
Liaison	
Aviation Branch	Q: What activities does the Aviation Branch support during the Patrol & Restoration phase? Is there a limit to what the Aviation Branch can support?
Operations	
I&I	Q. What is the Damage Documentation process? How is damage reported to ensure timely restoration and mitigation?
Operations	
PSPS Team	Q: How does the Communications Sequence adapt when Time-Places have staggered start and end times?
Operations	
Customer	
PIO	
Liaison	
Logistics	Q. What steps does the Logistics Section take to close out its response to a PSPS Event?
Tribal Liaison	Q. A member of a Tribal Board of Supervisors calls and wants to know how much damage has occurred to their portion of the electrical grid. They also request coordination to ensure that historical and culturally sensitive areas of their nation are not disturbed. How would PG&E support this effort?
Operations	

ACRONYMS

AAR	After-Action Report
C/E/S	Controller/Evaluator/Simulator
Cal OES	California Governor's Office of Emergency Services
CCECC	Customer Contact Emergency Coordination Center
CERP	Company Emergency Response Plan
CPUC	California Public Utilities Commission
CRESS	Corporate Real Estate Strategy and Services
CSO	Customer Strategy Officer
CWSP	Community Wildfire Safety Program
DCC	Distribution Control Center
DSO	Distribution System Operations
EDEC	Electric Distribution Emergency Center
EEG	Exercise Evaluation Guide
EndEx	End of Exercise
EOC	Emergency Operations Center
EP&R	Emergency Preparedness and Response
ETEC	Electric Transmission Emergency Center
ExPlan	Exercise Plan
FAQ	Frequently Asked Question
FCC	Facility Coordination Center
FEMA	Federal Emergency Management Agency
FIN	Finance & Administration Section
FSE	Full Scale Exercise
GCC	Grid Control Center
HAWC	Hazard Awareness and Warning Center
HRCC	Human Resources Coordination Center
HSEEP	Homeland Security Exercise and Evaluation Program
I&I	Intelligence & Investigation Section
ICS	Incident Command System
ITCC	Information Technology Coordination Center
LNO	Liaison Officer
LOB	Line of Business
LOG	Logistics Section
MSEL	Master Scenario Events List
MTCC	Materials and Transportation Coordination Center
OIC	Officer-in-Charge
OPS	Operations Section
PauseEx	Pause Exercise

PG&E	Pacific Gas & Electric
PIO	Public Information Officer
PLANS	Planning Section
PMO	Project Management Office
PSPS	Public Safety Power Shutoff
QLR	Quick Look Report
REC	Regional Emergency Center
ResumeEx	Resume Exercise
SimCell	Simulation Cell
SIPT	Safety and Infrastructure Protection Teams
SO	Safety Officer
SOPP	Storm Outage Prediction Project