



2023 Public Safety Power Shutoff (PSPS) Tabletop Exercise (TTX)

June 14, 2023

Situation Manual (SitMan)





HANDLING INSTRUCTIONS

1. The title of this document is the **2023 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.
2. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. This document is for TRUSTED AGENT USE ONLY and should be handled as sensitive information. Reproduction of this document, in whole or in part, is prohibited without prior approval from Pacific Gas & Electric Company (PG&E).
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4. For more information on this exercise, please consult the Exercise Director:



Emergency Preparedness and Response (EP&R)
Pacific Gas and Electric Company





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EXERCISE OVERVIEW

Exercise Name	2023 Public Safety Power Shutoff (PSPS) Tabletop Exercise (TTX)	
Exercise Dates	Wednesday, June 14, 2023	
Location	Virtual (MS Teams)	
Scenario	<p>The scenario is aimed at discussing the various stages of the PSPS Procedural Flow (ProFlow) process with internal Functional Areas 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)• 2023 Public Safety Power Shut-Off (PSPS) Annex• Other Functional Area Specific Plans	
Exercise Objectives	<p>The overarching exercise objectives align to the following core capabilities:</p> <ol style="list-style-type: none">1. Planning2. Operational Coordination and Communication3. Public Information and Warning4. Situational Awareness5. Critical Resources6. Natural and Cultural Resources	
Threat/Hazard	A PSPS event will impact PG&E's service territory. R5-Plus Weather Conditions.	
Agenda	1000-1015	Welcome, Safety, Introductions, Orientation to the Exercise
	1015-1045	Module 1: Overview of 2023 PSPS Annex and 10 Day Report
	1045-1200	Module 2: Event Scoping, Planning, Notification
	1200-1230	Lunch
	1230-1300	Module 3: De-energization and Notification
	1300-1430	Module 4: All Clear, Patrol & Restore, Notification & Damage Documentation
	1430-1500	Hot Wash, Closing Remarks



Participating Functional Areas	<ul style="list-style-type: none">▪ 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)▪ Hazard Awareness & Warning Center (HAWC)▪ Safety and Infrastructure Protection Team (SIPT)▪ Customer Care▪ Human Resources▪ Marketing & Communications▪ PSPS Technology/Operations▪ Meteorology▪ Public Affairs▪ Temporary Generation▪ Finance▪ Vegetation Management▪ Power Generation▪ Gas Operations▪ PSPS PMO▪ Aviation Services▪ Corporate Affairs▪ Supply Chain Logistics	
Points of Contact	<div>████████████████████</div> <div>EP&R</div> <div>Pacific Gas and Electric</div> <div>████████████████████</div>	<div>████████████████████</div> <div>EP&R</div> <div>Pacific Gas and Electric</div> <div>████████████████████</div>



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.

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).

Objective 2 — Operational Coordination and Communication: Implement a response structure that effectively integrates EOC sections, FAs, 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.

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.

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).

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.

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

PG&E Meteorology is tracking variable weather conditions. A dry, offshore wind event is expected to develop Thursday, May 11th, 2023, with increasing winds during the late morning timeframe, before reaching peak intensity Thursday evening. Wind speeds are expected to be highly variable, reaching 25 – 35 mph with gusts 45 – 55+ mph across elevated terrain. The Meteorology Services team will implement a Distribution System Operations (DSO) Storm Outage Prediction Project (SOPP) model to determine the severity of the incident.

The SOPP is used to predict the daily outage volume and resources needed to respond to weather events. DSO SOPP Model is projecting a Cat 2 system total wind event, with Cat 3 outage totals possible for some divisions, indicating that significant adverse weather is possible. The DSO SOPP model is showing the potential for up to 28,000 customers to be impacted on Thursday, May 11th and approximately 23,400 for Friday, May 12th.

Winds will decrease below outage producing thresholds between 0700 and 0900 hours on Friday, May 12th. DSO SOPP model and derivate products show typical resource requirement for a wind event; no resources have been added to account for increased patrolling needs. Given the extremely dry conditions, Extreme-Plus fire danger is expected between 1200 Thursday and 1200 Friday in Fire Index Areas (FIA) 100, 105, 120, 130, 150, 154, 170, 175, 177, 180, 244, 245, 246, 248, 280, 282, 285, 290, 420, 438, 445, 448, 530, 651.

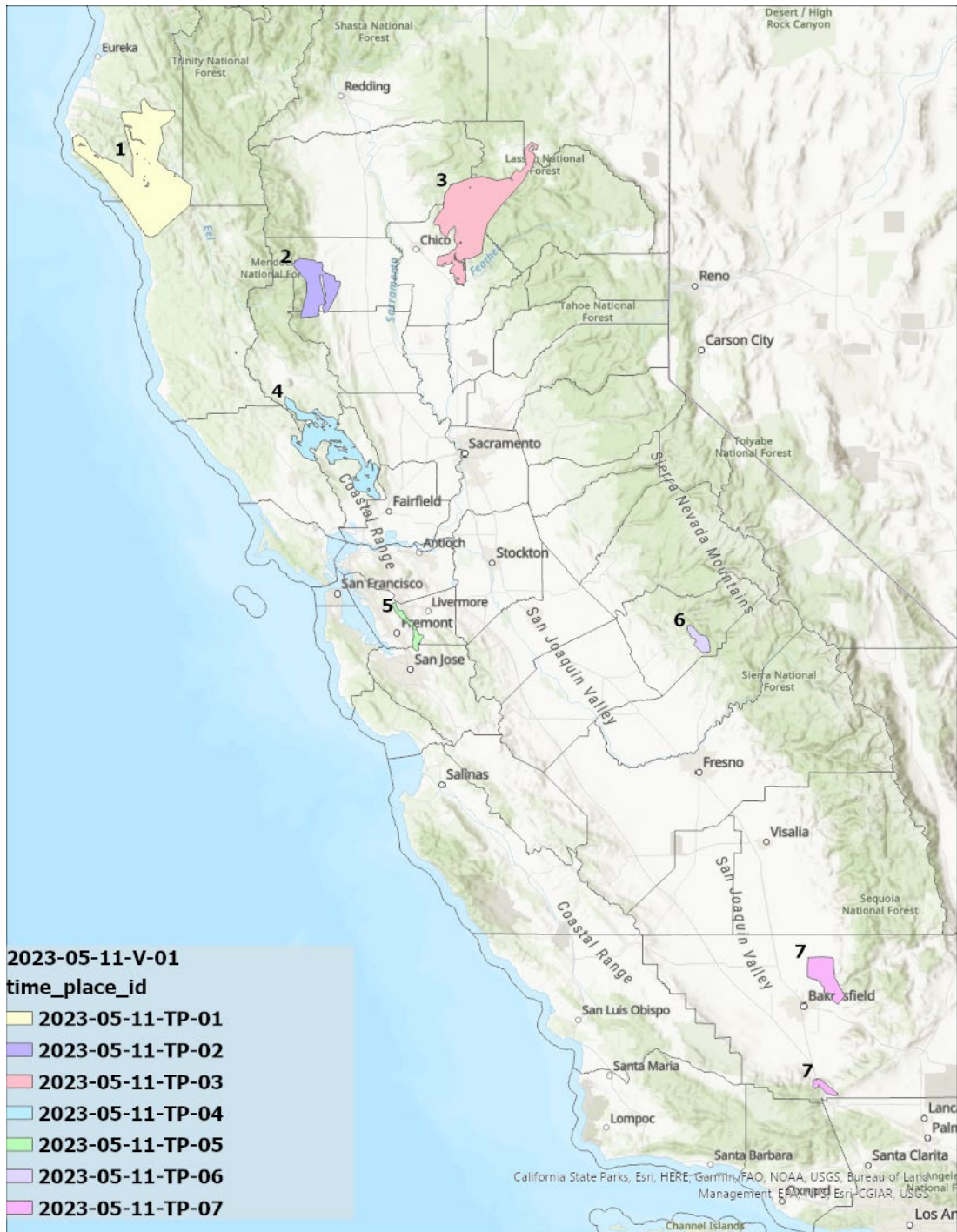


Figure 1. By Counties

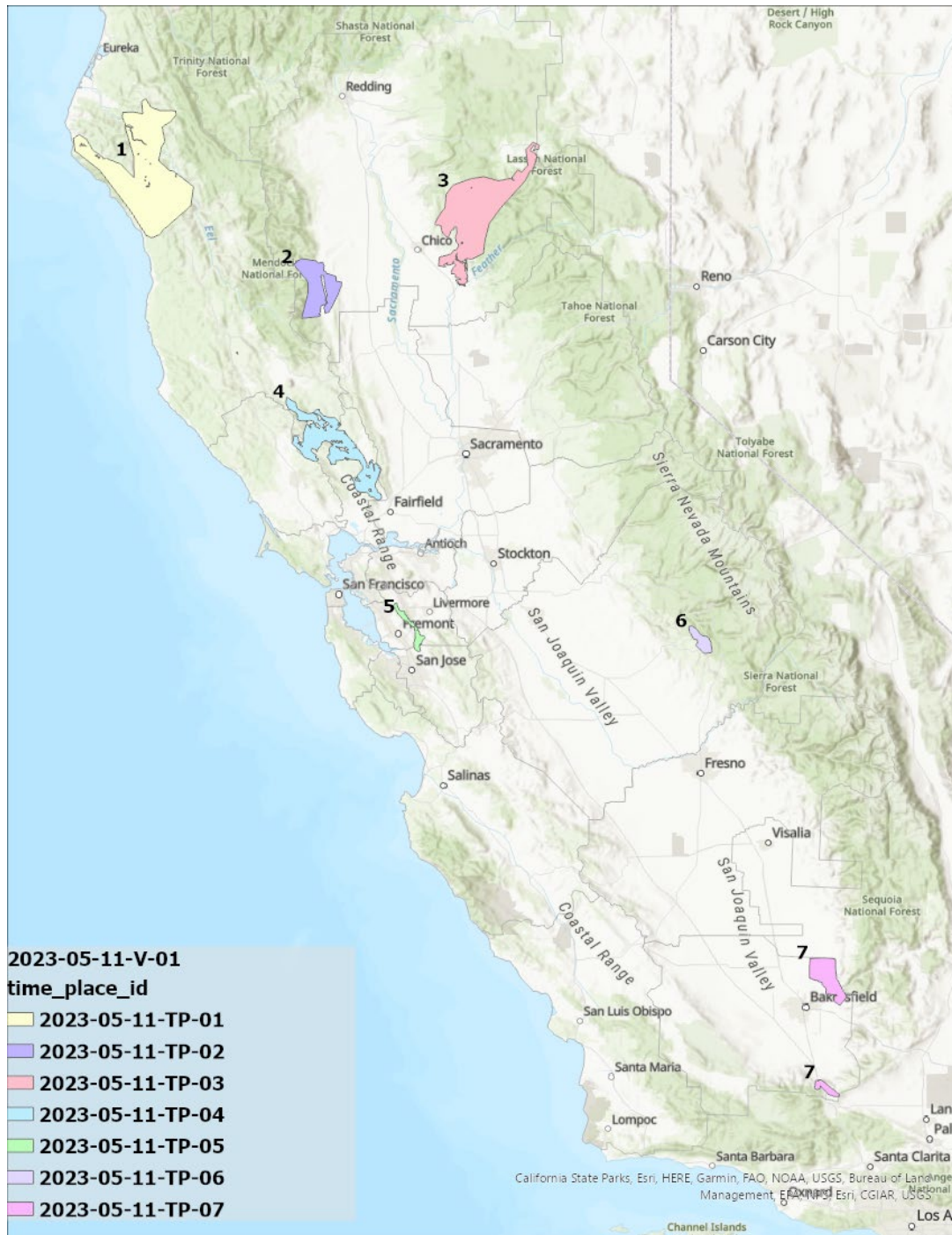


Figure 2. By Divisions

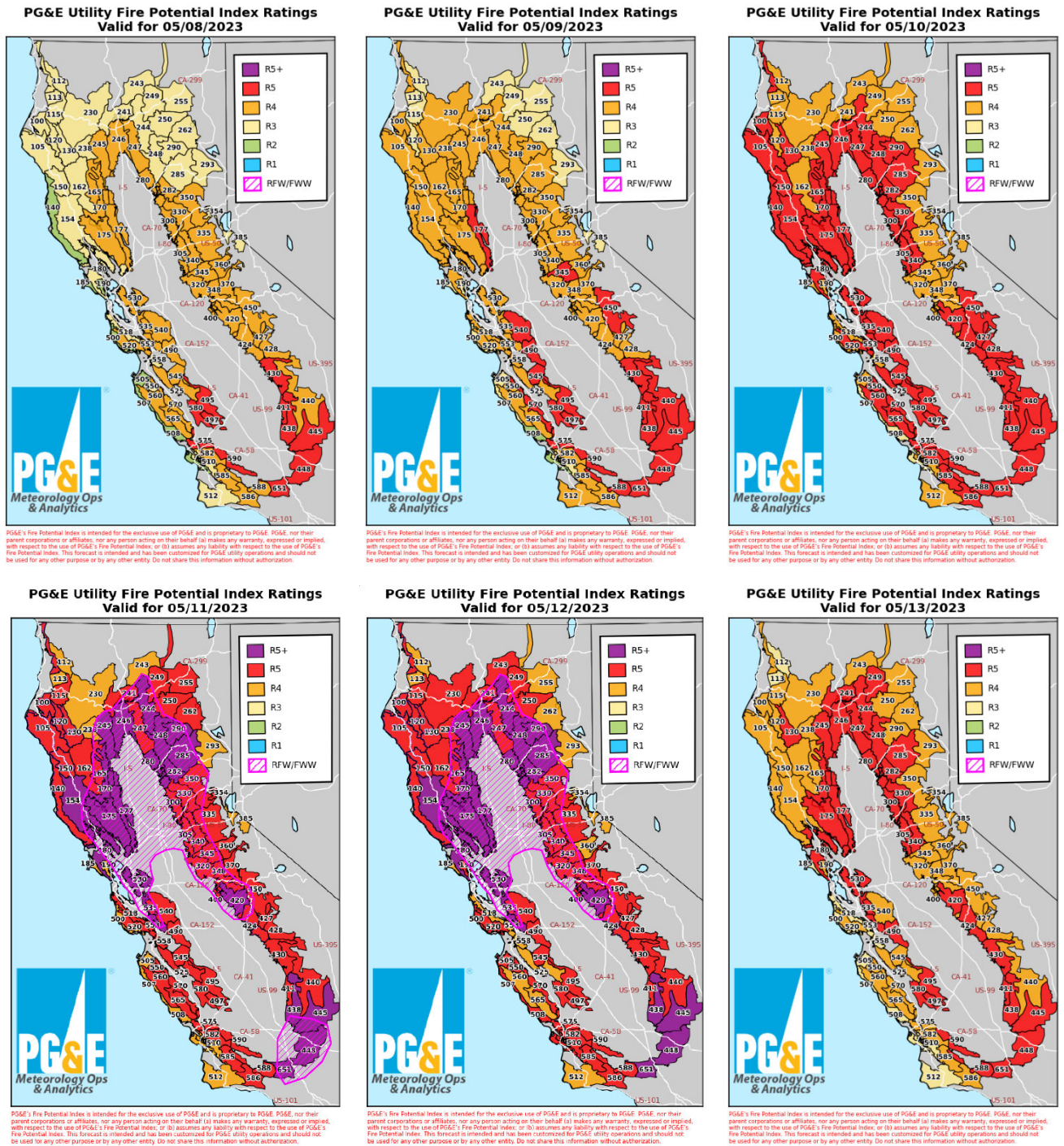


Figure 3. Fire Potential Index (FPI)
Maps



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).
- **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.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and MS Microsoft Teams IT support tasks during the exercise, e.g., registration, moderating, and others.

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 a responsibility of all participating organizations to conduct an exercise of this magnitude as safely as possible.

GENERAL

Exercise participant safety takes priority over exercise events. Although the organizations involved in this exercise come from various functional areas, they share the basic 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.

ACRONYMS

This acronym list is a combination of commonly used terms by this document, PG&E and FEMA.

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
CFILC	California Foundation for Independent Living Centers
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
FA	Functional Area
FAQ	Frequently Asked Question
FCC	Facility Coordination Center
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FIA	Fire Index Areas
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
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
QRG	Quick Reference Guide
REC	Regional Emergency Center
ResumeEx	Resume Exercise
SimCell	Simulation Cell
SIPT	Safety and Infrastructure Protection Teams
SLTT	State, Local, Tribal, and Territorial
SO	Safety Officer
SOPP	Storm Outage Prediction Project