

PG&E Emergency Preparedness & Response 2023 Public Safety Power Shutoff (PSPS) Functional Exercise (FE)

Controller/Evaluator/Simulator Training

May 8-11, 2023



Safety

Reminder:

Please do not call in if you are driving; please hang up and dial back in when safe to do so - Observe Phone Free Driving Policy.



Earthquake

Know the safest places to drop, cover, and hold, such as under sturdy desks and tables.



Fire

Know your exits, escape routes, and evacuation plan. If safe to do so, use your compliant fire extinguisher. Exit the house and call 911.



Active Shooter

Get out, hide out, take out, and call 911.



Medical Emergency

Know who can perform first aid and CPR. Call 911 if you're alone or share your location with the call leader to send help. If you have an AED, ensure you and others in your household know where it's located and how to use it.



Psychological Safety

- ✓ We care for each other.
- ✓ Look out for one another.
- ✓ Create a safe space for all.
- ✓ Welcome new ideas from everyone.
- ✓ Practice self-care.



Ergonomics

- ✓ Practice **30/30** (every 30 minutes, move & stretch for 30 seconds).
- ✓ Ensure proper ergonomics.
- ✓ Use and update RSI Guard.



Emergency Planning

- ✓ Update emergency contacts via *PG&E@Work for Me*.
- ✓ Create/update a personal emergency preparedness plan.



COVID-19

- ✓ Wash hands frequently
- ✓ Wear a mask when required
- ✓ Get vaccinated if you are able to
- ✓ Follow current CAL-OSHA regulations and local county health orders.
- ✓ Visit COVID-19 employee site for latest updates and tips.

Corporate Security

Nurse Care Line

HR Helpline

Employee Assistance Program

Welcome and Introductions

Director, Strategy and Execution (S&E), Emergency Preparedness & Response (EP&R)



Manager, S&E, EP&R Training & Exercises



Emergency Management Specialist, S&E, EP&R Training & Exercises



Purpose

- Review the exercise concept, structure, and schedule
- Confirm the exercise logistics and venue locations
- Review exercise materials:
 - Controller/Evaluator/Simulator (C/E/S) Handbook
 - Master Scenario Events List (MSEL) and ProFlow
 - Exercise Evaluation Guides (EEGs)
- Discuss roles and responsibilities of Controllers, Simulators, and Evaluators
- Review exercise evaluation methods and criteria

Agenda

- Exercise Overview
- Scenario Overview
- Exercise Guidelines
- Virtual Exercise Logistics
- Controller Training
- Evaluator Training
- Simulator Training
- Reminders
- Next Steps
- Open Discussion

Trusted Agents

Trusted agents must not share scenario information with exercise Players or third parties prior to or during exercise conduct.

- You have insider knowledge of the exercise
- Those who “need to know” should contact EP&R
- Maintain control of exercise documentation at all times and do not make unauthorized copies
- Do not share exercise design information outside of the exercise planning and exercise conduct teams
- During the exercise, share information with Players only as directed in the exercise documentation

Exercise Overview

PSPS Exercise Series Overview

Exercise Name	2023 PG&E PSPS Exercise Series	
Exercise Dates	Seminar: APRIL 13, 2023 (NEW DATE) FE: May 8-11, 2023 (NEW DATE) TTX: June 8, 2023 (NEW DATE)	
Divisions	<ul style="list-style-type: none"> ○ San Jose ○ Mission ○ North Bay ○ Sierra 	<ul style="list-style-type: none"> ○ Humboldt ○ North Valley ○ Yosemite ○ Kern
Exercise Scope/Scenario	A PSPS Event impacting specific divisions; no other threat or hazards	
Location	Virtual (MS Teams), EOC-Vacaville Emergency Response Center (VERC) and corresponding emergency coordination centers	
Plans	<ul style="list-style-type: none"> • Company Emergency Response Plan (CERP) • 2022 PSPS Annex • Others, e.g. FA-specific guidance, External Agency Plans/Procedures 	
Staffing	<ul style="list-style-type: none"> • EOC, REC, and OEC Incident Management Teams; External Agency Partners 	

Exercise Assumptions

Assumptions help ensure the exercise is realistic, and frame the “rules” for exercise play.

- The exercise will be conducted in a no-fault environment where systems, processes, and outcomes—not individuals—will be evaluated
- The exercise scenario is plausible, and events occur as they are presented
- Exercise simulation contains sufficient detail to allow Players to react to information and situations as if the simulated incident were real
- Participating teams may need to balance exercise play with real-world emergencies. If they occur, real-world emergencies take priority

Exercise Artificialities

Artificialities are designed to alleviate potential constraints that could detract from exercise realism

- Exercise communication and coordination is limited to participating exercise organizations and venues listed in the Player Phonebook. The SimCell will simulate all other entities or organizations
- Certain positions and agencies will be simulated. Exercise simulation will be realistic and plausible and will contain enough detail from which Players can respond
- Players should physically report to their exercise locations at StartEx, and should presume to be “activated” within the simulated exercise world
- Certain resources may purposefully be unavailable or available only in part to ensure exercise objectives can be accomplished
- Tech down procedures (e.g., satellite phones, radios) will be simulated; all exercise communications will be via telephone and email

Exercise Artificialities (2/2)

Artificialities are designed to alleviate potential constraints that could detract from exercise realism

- The four days of exercise conduct will be viewed as one Operational Period per day with night shift being simulated, providing shift transition collateral every morning
- All phases of a PSPS Event will be exercised **EXCEPT** Day 5 (Patrol and Restore)
- Day 1 will start with Readiness Posture
- Field operations will be simulated
- Under no circumstances will power be de-energized during this exercise

Objectives: Enterprise-Wide Response

- **Planning:** Implement a PSPS planning cycle according to CERP procedures and ICS principles that uses the circuit information provided to conduct a PSPS, and develop a restoration plan prior to receiving the "All Clear" from the Officer-in-Charge
- **Operational Coordination and Communication:** Implement a response structure that effectively integrates EOC sections, FAs, field crews (simulated), and external partners into a cohesive team capable of successfully aligning operational activities with internal and external priorities to safely manage the PSPS event
- **Public Information and Warning:** Communicate strategic messages to key audiences including PG&E personnel, the public, response partners, and customers including developing press releases, social media posts, and FAQs for the public and delivering required notifications to Cal OES, CPUC, and other regulatory bodies
- **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)
- **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
- **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 support to 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 Overview

Meteorology Scenario

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 XX customers to be impacted on Thursday, May 11th and approximately XX for Friday, May 12th.

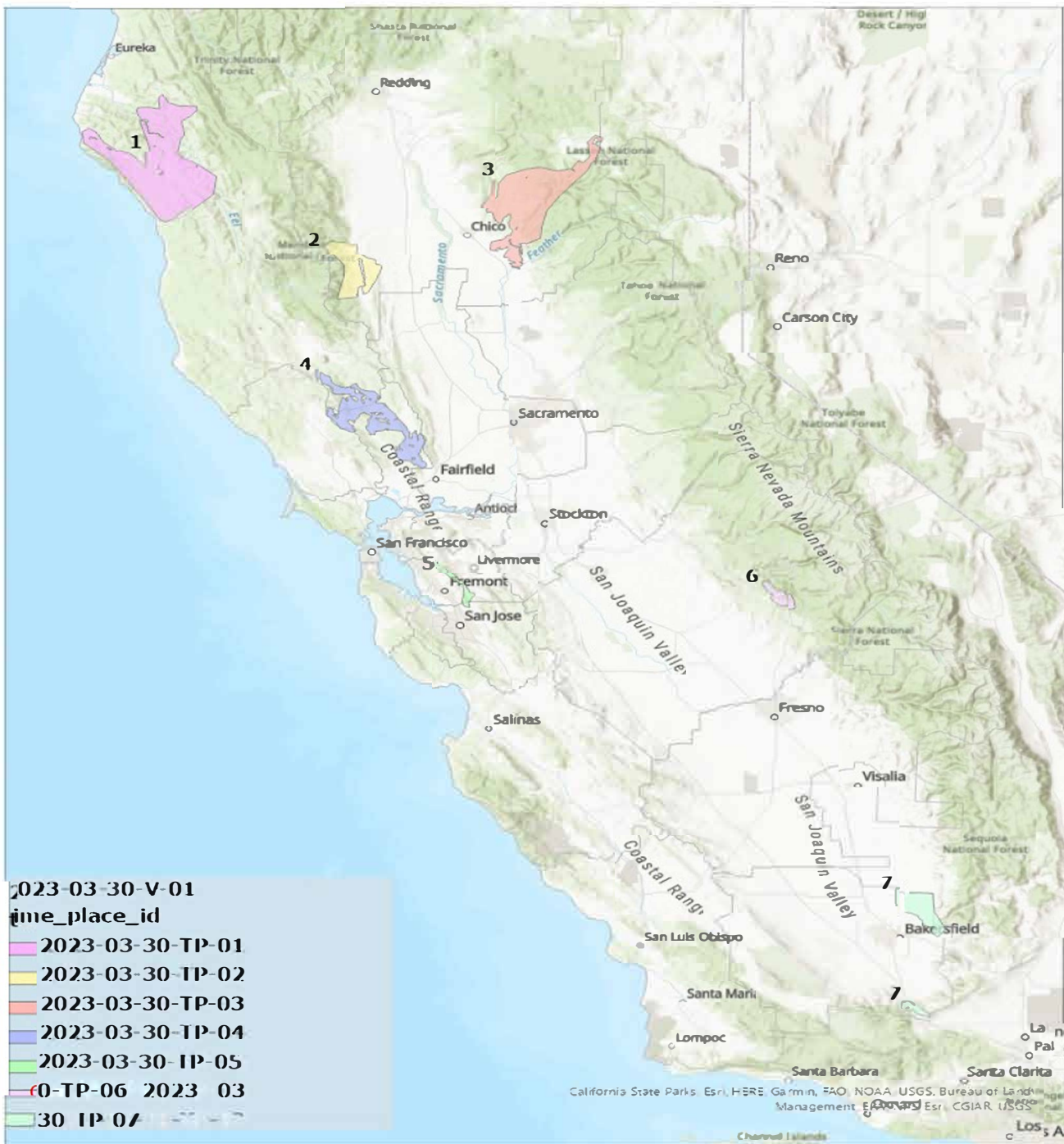
Winds will decrease below outage producing thresholds between 0700 and 0900 hours on Friday, May 12th. DSO SOPP model and derivate products show typical resource requirement for a wind event; no resources have been added to account for increased patrolling needs. Given the extremely dry conditions, Extreme-Plus fire danger is expected between 1200 Thursday and 1200 Friday in Fire Index Areas (FIA) 100, 105, 120, 130, 140, 150, 154, 165, 170, 175, 177, 180, 244, 245, 246, 248, 280, 282, 285, 290, 420, 424, 438, 445, 448, 530, 535, 651.

*FIA labeled in RED do not have any circuits impacted (according to the TEST circuit shapefile).

Time Places (7TPs)

Counties Impacted

- ALAMEDA
- BUTTE
- COLUSA
- GLENN
- HUMBOLDT
- KERN
- LAKE
- LASSEN
- MARIPOSA
- MENDOCINO
- NAPA
- PLUMAS
- SANTA CLARA
- SHASTA
- SOLANO
- SONOMA
- TEHAMA
- TRINITY





2023 FE ProFlow

Co-Op Call (1200) & State Call (1530)

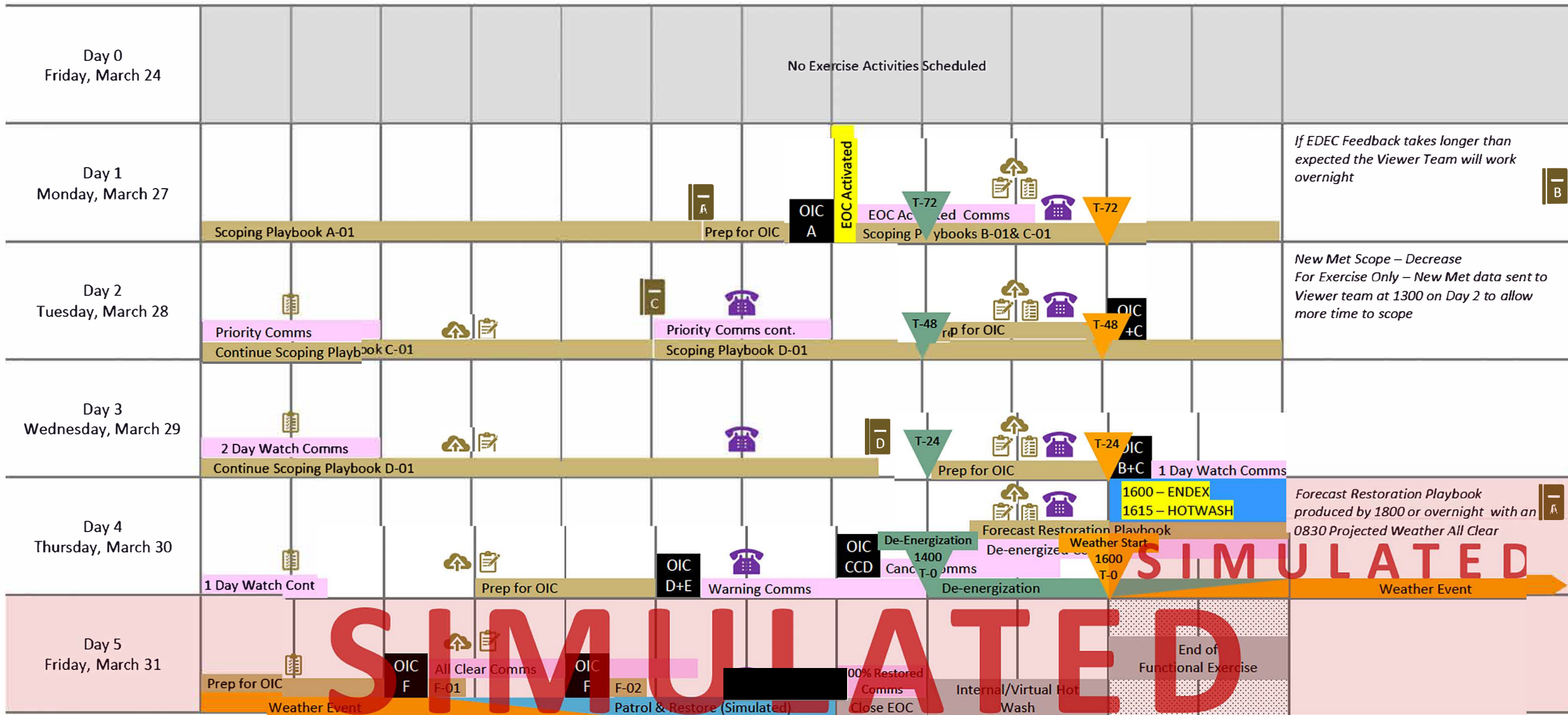
Ext Sit Report (0900 & 1500)

Playbook Available

Portal Update (0900 & 1500)

Cal OES Form (0700 & 1500)

0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 Overnight



Initial Conditions & Player Shift Transition

Players will receive a transition briefing to level-set initial StartEx conditions and ResumeEx conditions.

- A “simulated” night shift will approve the IAP and any other collateral and next morning will discuss at transition
- Weather will give an update

Exercise Terminology & Authority

- **STARTEX:** Start of the exercise
 - Can only be called by the Exercise Director or Lead Controller
- **PAUSEEX:** Global or local brief suspension in play
 - Global PAUSEEX is called by the Exercise Director or Lead Controller when all organizational units will pause exercise operations for a short period of time or between exercise conduct days
 - Local PAUSEEX is called by the on-site Controller and communicated to the Lead Controller and Exercise Director when a localized safety issue or brief training moment is required
- **RESUMEEX:** Resumption of the exercise
 - Called by the Exercise Director or Lead Controller to resume exercise play after a short pause or to start a subsequent exercise conduct day
- **ENDEX:** End of the exercise
 - Can only be called by the Exercise Director or Lead Controller once time has run out or the exercise objectives have been accomplished

PSPS FE Daily Exercise Schedule & Player Location

Activity	Day 1	Day 2-4	Location
Controller, Evaluator, and Simulator (CES) Daily Briefing	0545(RP) 1200 VERC 1230 Virtually	0545	CES Daily Brief & Bridge Line and VERC
Opening Remarks	0600 & 1300	--	EOC Main Meeting Invite and VERC Floor
STARTEX	0600	--	EOC Main Meeting Invite and VERC Floor
RESUMEEX	--	0600	EOC Main Meeting Invite and VERC Floor
Exercise Play (w/ working lunch)	0600-1800	0600-1800	EOC Sections Meeting Invites, VERC and Emergency Coordination Centers
PAUSEEX/ENDEX	1800	1800	EOC Main Meeting Invite and VERC Floor
C/E/S Daily Debrief	1745	1745	CES Daily Brief & Bridge Line and VERC
Section Transitions	1745	1745	EOC Sections Meeting Invites, VERC and Emergency Coordination Centers
Player Hotwash		1600 Day 4 only	EOC Main Meeting Invite and VERC Floor

Internal Participation

- | | |
|--|---|
| <ul style="list-style-type: none">▪ Electric Distribution▪ Transmission Grid Operations▪ Electric Transmission▪ Electric Field Operations (simulated)▪ Information Technology▪ Electric Incident Investigations (simulated)▪ Corporate Safety▪ Corporate Security▪ Corporate Real Estate Strategy and Services (CRESS)▪ Aviation Services▪ Corporate Affairs | <ul style="list-style-type: none">▪ Customer Care▪ Human Resources▪ Marketing & Communications▪ PSPS Technology/Operations▪ Meteorology▪ Public Affairs▪ Temporary Generation▪ Hazard Awareness & Warning Center (HAWC)▪ Finance▪ Vegetation Management▪ Power Generation▪ Gas Operations▪ PSPS PMO▪ Safety and Infrastructure Protection Team (simulated) |
|--|---|

External Participation

➤ Playing

- Cal OES
- CPUC
- Alameda County
- Mariposa County
- Southwest Strategies for the Community Resource Centers (CRCs)
- Community Based Organizations (CBOs)

➤ Observing

- California Foundation for Independent Living Centers (CFILC)
 - Community Based Organizations (CBOs)
- Telecom Agencies
- CPUC
- CAL FIRE
- Napa County
- Placer County
- Fresno County
- City of San Jose
- Butte County

Exercise Guidelines

Safety and Real-World Emergencies

- Safety and real-world emergencies take priority over exercise events
 - If there is an unsafe situation, stop activity
 - Report all minor accidents and injuries to the Lead Controller
 - For all major accidents or injuries, call 911
- “**REAL-WORLD EMERGENCY**” is the designated phrase that indicates there is a real emergency

Communication Rules of Engagement

- **Player Communications**
 - Primary methods of Player communication will be phone and email
 - All non-face to face communication will start and end with **“This is an exercise”** or **“EXERCISE EXERCISE EXERCISE”**
 - Players will not send communications to departments and agencies that are not participating in the exercise
- **Controller/Evaluator/Simulator Staff Communications**
 - Primary method of communication with Lead Controller/Lead Evaluator:
 - **MS Teams Chat** via **Controller/Evaluator/Simulator (C/E/S) Daily Brief & Bridge line**
 - Communication between Controllers and the SimCell is encouraged via **MS Teams Chat** within the **Simulation Cell Bridge Line**

Players should **ONLY** email Players that are listed in the Exercise Phone Book.

DO NOT use any real-world distribution lists (e.g., “EO EOC Out”) or email anyone outside of exercise play.

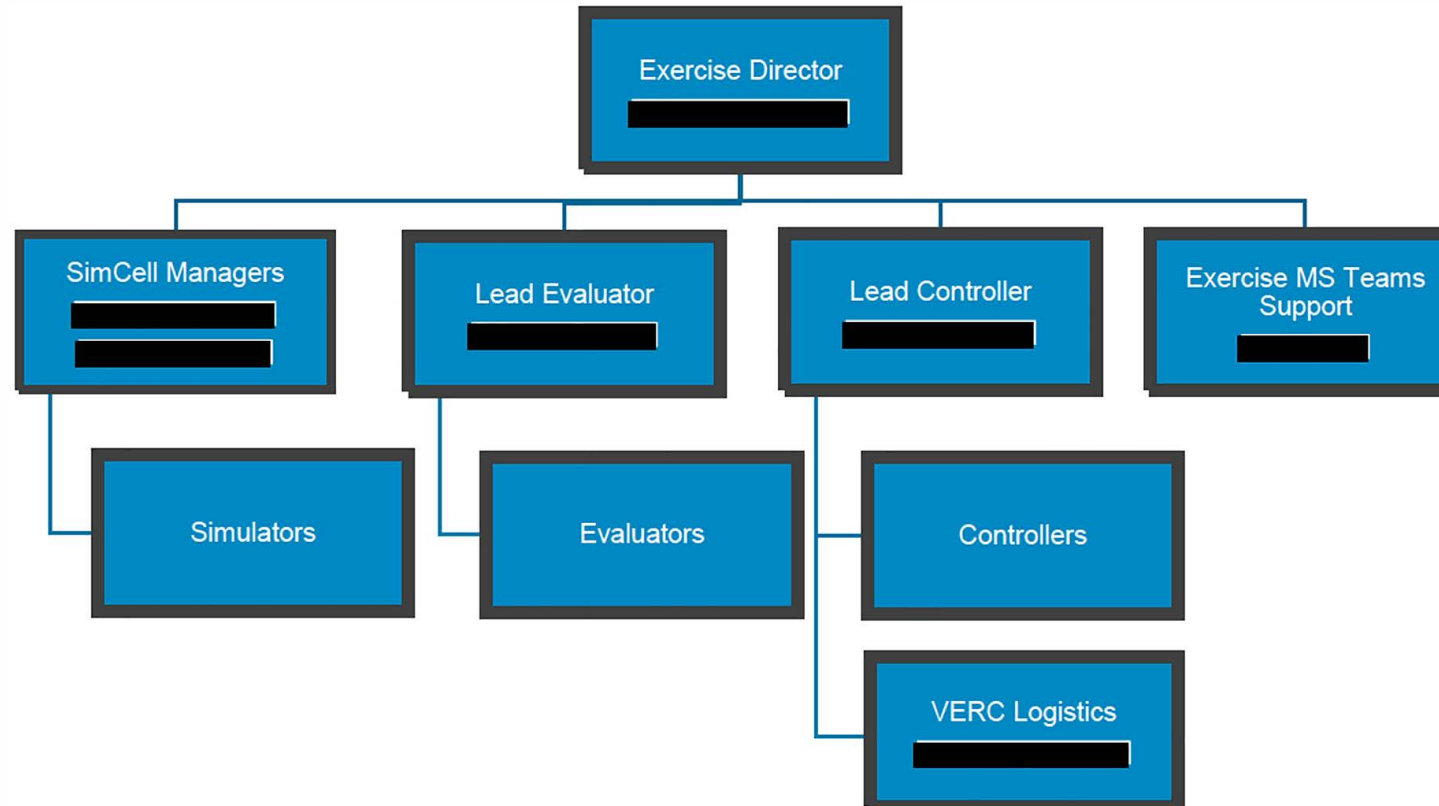
Exercise Materials

Document	Audience	Purpose	Developed by
Exercise Plan (ExPlan)	Players and Observers	Provides participants with a synopsis of the exercise	EP&R
Observer Guide	Observers	Provides observers with guidelines during the exercise.	EP&R
Controller/Evaluator/ Simulator (C/E/S) Handbook	Controllers, Simulators, and Evaluators	Describes the roles and responsibilities of exercise controllers and evaluators, as well as the procedures they should follow during the exercise	EP&R
Master Scenario Events List (MSEL)	Controllers, Simulators, and Evaluators	Contains a chronological listing of the events aka injects that drive exercise play	EP&R, Exercise Planners
Exercise Evaluation Guides (EEGs)	Evaluators	Provides evaluators with information on what they should expect to see and evaluate during exercise play	EP&R, Exercise Planners
Initial Conditions Slides	Controllers, Simulators, and Evaluators	Provides detailed scenario information prior to START-EX	EP&R, Exercise Planners
State-of-the-World Slides/Docs	Players, Controllers, Simulators, and Evaluators	Provides a high-level overview of exercise scenario information prior to RESUME-EX between exercise conduct days	EP&R, Exercise Planners
Exercise Phone Book	Players, Controllers, Simulators, and Evaluators	Provides a list of who is playing and their contact information to use during the exercise	EP&R

Exercise Roles

- **Players:** Players are personnel who perform their regular roles and responsibilities during the exercise. Players initiate actions in response to the simulated emergency.
- **Controllers:** Controller's plan and manage exercise play, set up and operate the exercise sites, and/or portray the roles of organizations or individuals that are not playing in the exercise
- **Simulators:** Simulators are control staff personnel who role play nonparticipating organizations or individuals
- **Evaluators:** Evaluators observe and document performance against established exercise objectives and critical tasks in accordance with Exercise Evaluation Guides (EEGs)
- **Observers:** Observers visit or view selected segments of the exercise. Observers 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 logistical support tasks during the exercise

Exercise Control Organization





Virtual Exercise Logistics



EP&R | Strategy & Execution MS Teams Sites



New channel

 Name: Exercise Environment	 Name: Virtual EOC
<div data-bbox="639 451 1090 1223"><div data-bbox="639 451 1090 486">Exercise Environment ...</div><div data-bbox="698 508 766 529">General</div><div data-bbox="698 551 907 572">Exercise Command Chat</div><div data-bbox="698 586 975 608">Exercise Customer Strategy Chat</div><div data-bbox="698 622 988 644">Exercise Demobilization Unit Chat</div><div data-bbox="698 658 952 679">Exercise EOC Main Floor Chat</div><div data-bbox="698 694 945 715">Exercise Finance Admin Chat</div><div data-bbox="698 729 1065 751">Exercise Intelligence and Investigation Chat</div><div data-bbox="698 765 876 786">Exercise Liaison Chat</div><div data-bbox="698 801 881 822">Exercise Logistic Chat</div><div data-bbox="698 836 912 858">Exercise Operations Chat</div><div data-bbox="698 872 851 893">Exercise PIO Chat</div><div data-bbox="698 908 958 929">Exercise Planning Section Chat</div><div data-bbox="698 943 927 965">Exercise REC and OEC Chat</div><div data-bbox="698 979 868 1001">Exercise Safety Chat</div><div data-bbox="698 1015 901 1036">Exercise Temp Gen Chat</div><div data-bbox="698 1051 1077 1072">Restricted Exercise Controller Evaluator ...</div><div data-bbox="698 1086 963 1108">Restricted Exercise Planners</div><div data-bbox="698 1122 958 1143">Restricted Exercise Sim Cell</div><div data-bbox="698 1158 1009 1179">Tech Exercise Support and File Share</div></div>	<div data-bbox="1302 451 1921 1150"><div data-bbox="1302 451 1921 486">Virtual EOC ...</div><div data-bbox="1378 508 1493 529">General</div><div data-bbox="1378 551 1518 572">Command</div><div data-bbox="1378 586 1612 608">Customer Strategy</div><div data-bbox="1378 622 1582 644">EOC Main Floor</div><div data-bbox="1378 658 1633 679">Finance and Admin</div><div data-bbox="1378 694 1658 715">ICS 214 - Activity Log</div><div data-bbox="1378 729 1480 751">Liaison</div><div data-bbox="1378 765 1498 786">Logistics</div><div data-bbox="1378 801 1531 822">Operations</div><div data-bbox="1378 836 1447 858">PIO</div><div data-bbox="1378 872 1505 893">Planning</div><div data-bbox="1378 908 1607 929">7 hidden channels</div></div>

Don't:

Do **not** go to Virtual EOC site for exercise templates or files.

Do **not** store Exercise documents in Virtual EOC site.

Do:

Sign-In and Out in Virtual EOC

Fill-Out ICS 214 in Virtual EOC

MS Teams Exercise Environment Dos and Don'ts

Don't

Do **not** go to Virtual EOC site for exercise templates or files.

Do **not** store Exercise documents in Virtual EOC site.

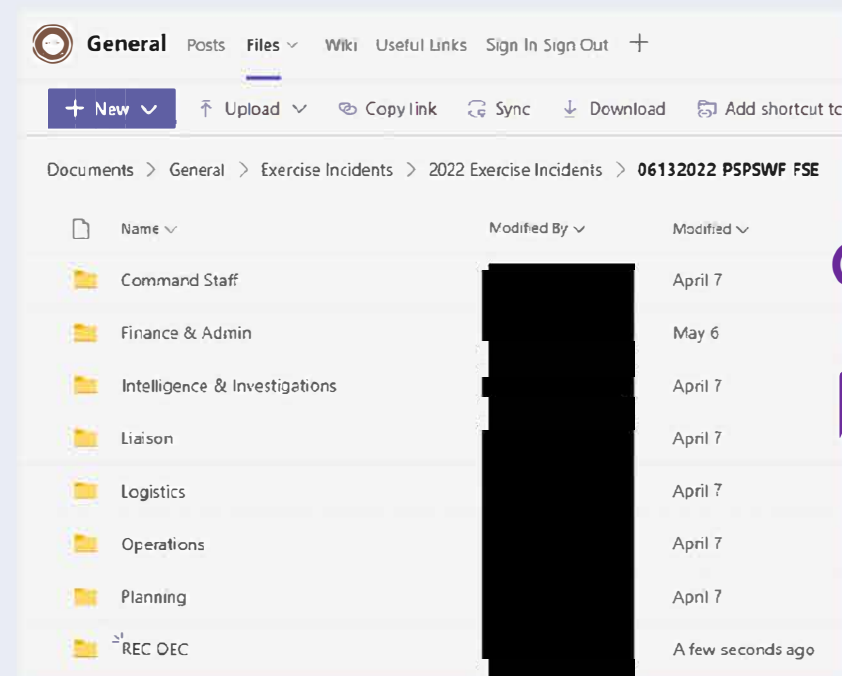
Do **not** store Exercise document in the Channels.



Do: Chat in the channel.

Do

Store Content in **General>Files**



Do: Create and upload exercise content in the folder related to your section in **General>Files**.

Controller Training

Controller Responsibilities 1/2

Controllers issue exercise information/direction to Players as required, monitor the exercise timeline and direct pace of play, and may prompt or initiate certain Player actions and injects to the Players to ensure exercise continuity.

- Controllers will be located at the CCECC, OEC, REC, GCC/ETEC, STOEC, DCC/EDEC, ITCC/ENOC, and in the virtual Exercise Environment EOC and MS Teams Meetings
- All Controllers report to the Lead Controller
 - If Players are overwhelmed, inform the Lead Controller so that they can work with the Sim Cell to slow exercise pace
 - If play is slow or lacking activity, inform the Lead Controller so that they can work with the Sim Cell to better challenge Players
- All Controllers need to make sure they are invited to their section's meetings
(e.g., If you are a controller for Operations Section, make sure the Section Chief has you invited to all meetings)

Controller Responsibilities 2/2

Controllers issue exercise information/direction to Players as required, monitor the exercise timeline and direct pace of play, and may prompt or initiate certain Player actions and injects to the Players to ensure exercise continuity.

- Report any simulation issues to the Sim Cell via MS Teams Sim Cell Meeting Invite **Chat** or call the Sim Cell Manager (in Exercise Phone Book)
- Supervise the safety of all exercise participants
- Maintain the MSEL, including times that injects are delivered and their current status

Controller Instructions (1/2)

Before the Exercise:

- Review the C/E/S Handbook and the MSEL
- Report to C/E/S Bridge Line by 0545 for Readiness Posture if applicable
- All other C/E/S staff NOT part of Readiness report to Bridge Line by 1230 Day 1

During the Exercise:

- Monitor the exercise timeline, MSEL, and pace of the exercise
- Help your Evaluator capture key issues for the After-Action Report (AAR)
- Provide key data or injects to Players as stated in the MSEL
- Do not give information to Players about scenario progress or other participants' methods of problem resolution
- Do not make up information

Controller Instructions (2/2)

PauseEx and EndEx:

- Encourage Players to complete the HotWash Feedback Forms via link
- Meet with your Evaluator(s) to ensure that your team captured all salient points from the exercise
- Attend the daily Debrief using the **Controller/Evaluator/Simulator (C/E/S) Daily Brief & Bridge line**
- Attend the 1-hour Hotwash Session at the End of Day 4 with all exercise participants
- At the end of Day 4, please turn in all your exercise materials to the Lead Controller

Evaluator Training

Evaluator Responsibilities (1/1)

Evaluators use EEGs to document observations, capture unresolved issues, and analyze exercise results. Evaluators do not interfere with exercise flow or Player action.

- Understand the exercise scenario, overall objectives, and core capabilities, as well as the plans, policies, and procedures of the FAs being evaluated (CERP, PSPS Annex, FA plans)
- Use EEGs to document performance relative to Section-specific critical tasks
 - Observe and analyze exercise play to identify strengths and opportunities for improvement
- **Exercise Evaluation Goal:** Assess an organization's capabilities to accomplish a mission, function, or objective
- **Evaluation is accomplished by:**
 - Closely observing exercise play and collecting performance data
 - Analyzing exercise performance data against expected outcomes and reporting outcomes in the After-Action Report (AAR)

Evaluator Responsibilities (2/2)

- Inform the Lead Evaluator of problems related to exercise design
- All Evaluators need to make sure they are invited to their section's meetings
(e.g., If you are an evaluator for Operations Section, make sure the Section Chief has you invited to all meetings)

Exercise Evaluation Guides (EEG)

- Provides Evaluators with consistent standards and guidelines for observation, data collection, analysis, and report writing
- Evaluators' document major decisions, discussions, and how critical tasks have been met
- Use the strengths and areas for improvement identified by Evaluators in EEGs to develop the AAR

EXERCISE DATA COLLECTION				
Objective 1 Planning: Implement a PSPS planning cycle according to CERP procedures and ICS principles that uses the circuit information provided to conduct a PSPS and develop a restoration plan prior to receiving the "All Clear" from the Officer-in-Charge.				
Overall Performance Rating				
Objective	Performed	Performed with Challenges	Not Performed	N/A
Critical Tasks	Rating			
<i>Record observations (for each critical task) Note areas of strength (best practice) and areas needing improvement (in the form of a problem statement)</i>	Performed	Performed With Challenge	Not Performed	N/A
1. Attend and participate in Command & General Staff (C&GS), Tactics, Strategy, and other meetings as necessary as part of the PG&E Planning P operational cadence within the EOC				
CT 1 Observations:				

Evaluation Notes: What to Record

- **Observe –**
 - Creative Player problem-solving and best practices
 - Application of identified plans and policies
 - Equipment and technology issues in relation to Player efforts
- **Record –**
 - Player action in relation to scenario events
 - Key decisions made by Players
 - Deviations from current plans, policies, and procedures
 - Challenges or problems identified
- **Identify Where –**
 - Plans, policies, or procedures need clarification or modification
 - Organizational structure is unclear or organizational issues need resolution
 - Additional equipment, systems, or trainings are needed
- **Answer –**
 - What happened vs. what was supposed to happen?
 - If there is a difference, why?
 - What is the impact of the difference?
 - What is the root cause?

Exercise After Action Report (AAR)

The AAR will reflect Player performance across the functional exercise.

- Company-wide strengths and areas for improvement, best practices, and root cause analysis with exercise-specific examples and nuances
- Informed by all exercise participants (Evaluators, Simulators, Controllers, and Players)
- Objective-related findings and performance ratings for each EOC section
- Corrective actions and improvement plan to enhance emergency response processes and other company plans, policies, and procedures, personnel training, and future performance in exercises/activations

Evaluator Instructions (1/2)

Before the exercise:

- Review the C/E/S Handbook, MSEL, and EEGs
- Report to C/E/S Bridge Line by 0545 for Readiness Posture if applicable
- All other C/E/S staff NOT part of Readiness report to Bridge Line by 1230 Day 1
- Report to C/E/S Bridge Line by 0545 for a morning brief Day 2-4

During the exercise:

- Stay in close proximity to Player decision-makers
 - Document when, how, and what time a decision was made or implemented
- Record all significant events you observe; Evaluate the actions of Players, not the Players themselves
- Assess if the Players achieve the critical tasks outlined in the EEGs; Focus on the process and the outcome
- **Do not** interact with Players unless necessary to clarify action

Evaluator Instructions (2/2)

PauseEx and Endex:

- Encourage Player HotWash everyday at PauseEx via HotWash Link
- Attend the daily Debrief using the **Controller/Evaluator/Simulator (C/E/S) Daily Brief & Bridge line**
- Scan/Type up your EEGs and all notes and give to the Lead Evaluator NLT **May 19, 2023**
- Ensure Player/Controller notes, whiteboard drawings, etc. are collected and properly recorded
- Connect as necessary with any relevant offsite Controllers who may have observed major Player discussions, decisions, or other activities
- Attend the 1-hour Hotwash Session at the End of Day 4 with all exercise participants

Simulator Training

Simulator Responsibilities

Simulators are control staff personnel who role play as nonparticipating organizations or individuals in accordance with instructions provided in the MSEL.

- All Simulators will operate from the **MS Teams Sim Cell meeting invite** and use the **locked Sim Cell Channel** on the Exercise Environment for documentation
- Simulators act as trusted agents during exercise conduct due to their insider knowledge of the exercise and must not share scenario information with exercise Players or third parties prior to conduct
- Simulators function semi-independently under the supervision of the SimCell Managers, enacting roles in accordance with instructions provided in the scenario updates

Simulator Instructions 1/2

Before the exercise:

- Review the C/E/S Handbook and the MSEL
- Report to C/E/S Bridge Line by 0545 for Readiness Posture if applicable
- All other C/E/S staff NOT part of Readiness report to Bridge Line by 1230 Day 1

During the exercise:

- **Simulators will work in the Simulation Cell Bridge Line**
- Send injects to the appropriate Player, at the appropriate time, and as detailed within the MSEL
- Respond to and document Player requests by simulating various roles
- Do not release an inject without approval from the SimCell Manager
 - Coordinate any modifications to the MSEL with the SimCell Manager
 - Record ad hoc injects and send them to SimCell Manager

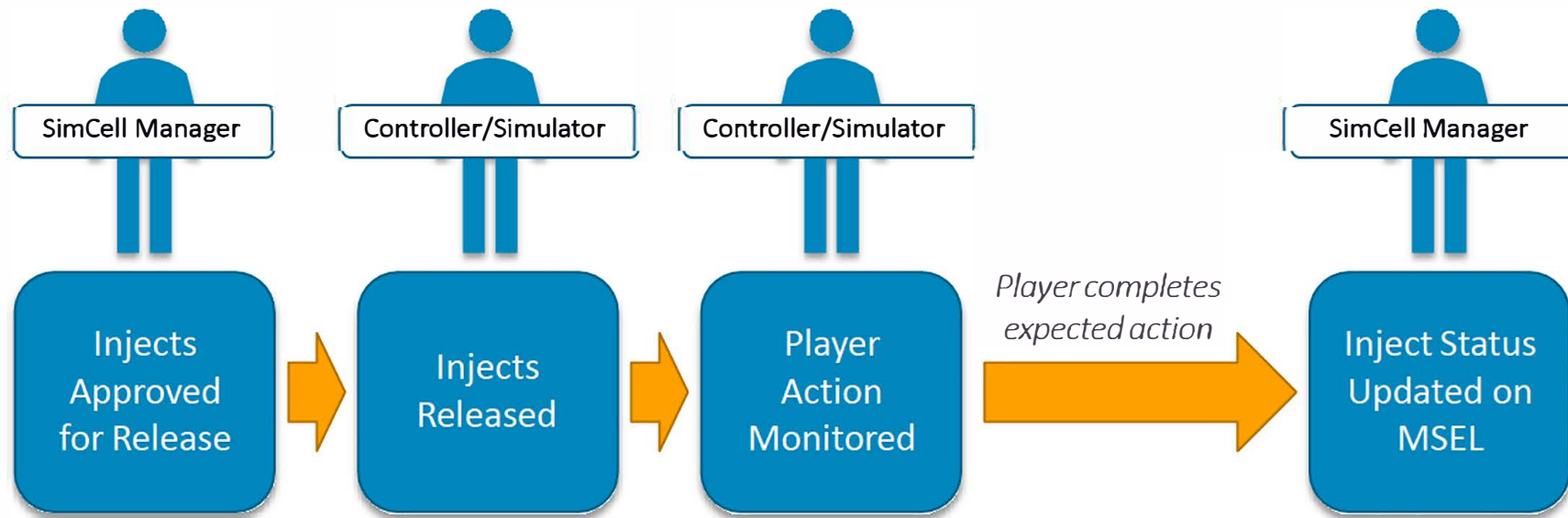
Simulator Instructions 2/2

PauseEx and Endex:

- Attend the daily Debrief/Hotwash using the **Controller/Evaluator/Simulator (C/E/S) Daily Brief & Bridge line**
- Attend the 1-hour Hotwash Session at the End of Day 4 with all exercise participants
- Please turn in all your exercise materials/notes to the Sim Cell Managers NLT **May 19, 2023**

Sim Cell Operations

MSEL Inject Life Cycle



- Controllers/Simulators will take appropriate action to deliver inject as noted in the MSEL (e.g., phone call, email)

How to Deliver an Inject

Simulators will receive an electronic copy of the MSEL in the
Teams Sim Cell Channel

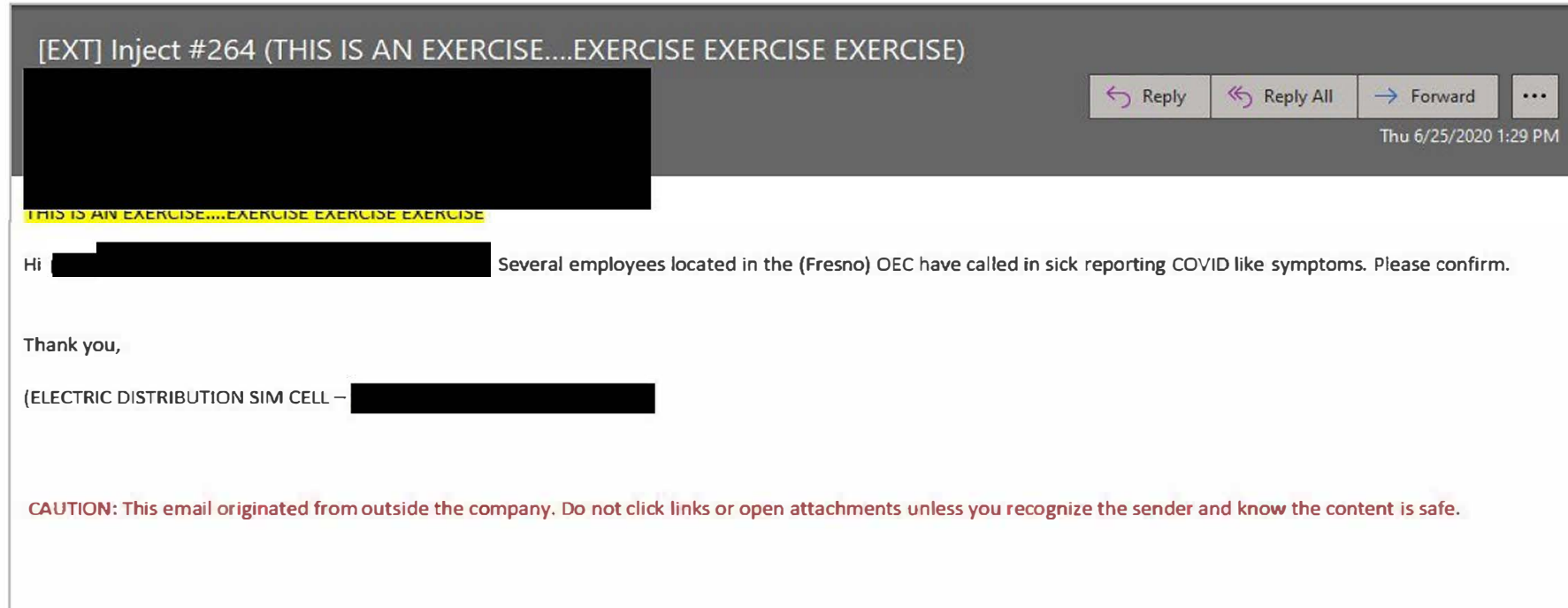
- Send injects to the appropriate Player, at the appropriate time, and as detailed within the MSEL and when released by Sim Cell Manager.
- Identify the inject method (phone, email, or text including Teams' chat), inject date, and inject time
- Identify the name of the simulated position by whom the inject is delivered

How to Deliver an Inject

Simulators will receive an electronic copy of the MSEL in the
Teams Sim Cell Channel

- Identify the inject recipient and their contact information
- Simulators should record inject responses and the time in the “Notes” section of the Master Scenario Events List (MSEL).
- Maintain a log of activities in the MSEL doc or use the ICS 214. Many times, this log may include documentation of activities that may be missed by a Controller/Evaluator
- The Final Version of the MSEL will be located in MS Teams Sim Cell Channel; **DO NOT EDIT**

Send Injects via Email, Text, Teams Chat, or Phone Call



- When delivering via a **phone call, text** or **Teams Chat** please use **“EXERCISE EXERCISE EXERCISE”** to start the inject script
- Please add EP&R Ex Team to your email Cc line

MSEL Tracking Process

A live version of the MSEL for tracking will be projected in the SimCell Teams Meeting

- Simulators deliver injects based on release times defined in the MSEL
- Simulators will communicate inject status via MS Teams Chat with the SimCell Manager
- The MSEL and the release of injects will be tracked using an Excel spreadsheet, and each inject will be shaded to indicate status

Color	Meaning
Open	Inject not yet released
Approved	Inject approved for release
Out	Inject Delivered
Closed	Inject Closed (Player(s) has met expected action)
Cancelled	Inject cancelled (by SimCell Manager)
Red	Inject issue (delayed entry, wrong recipient, etc.)

Contacting the SimCell (1/2)

- **What Players should expect when contacting the SimCell:**
 - Accurate and realistic answers to inquiries
 - Situational information and updates
- **What Players should not expect when contacting the SimCell:**
 - All the answers to inquiries
 - Misinformation
 - Immediate resolution (Simulators may tell Players that they may call back)

Contacting the SimCell (2/2)

Player communications should only be sent to participating organizations and the SimCell

- **Players should contact the Sim Cell to:**
 - Obtain or provide information regarding an inject
 - Contact a department or agency that is not playing
 - Contact the private sector and/or vendors that are not playing
- **Players should not contact the Sim Cell if:**
 - The information sought can be attained from a Player
- Players will refer to the Exercise Phone Book for information on how to contact specific Simulated

Reminders



Final Reminders

- **Do not share this information prior to the exercise**
- Work within your role
- Do not interfere with exercise play
- Always begin communications with, **“This is an exercise”** or **“EXERCISE EXERCISE EXERCISE”**
- Refer to the C/E/S Handbook and other documents or contact the Lead Controller if you have any questions or problems
- Refer all real-world media inquiries to the Exercise Director, [REDACTED]
[REDACTED]
- Participate in C/E/S Briefings
- Safety comes first

Next Steps

Next Steps

- Obtain C/E/S Handbook, EEGs (Evaluators only), Phone Book, and MSEL if you have not done so already
 - CES Handbook and EEGs on Teams Exercise Environment in C/E Channel
- **Conduct:** May 8-11 (Readiness Posture from 0600-1300)
 - Report to your exercise location at 0545 (Day 1 for Readiness Posture)
 - Report to your exercise location at 1230 Virtually or at the 1200 VERC (Day 1)
- Review all exercise materials prior to conduct including initial conditions and shift transition information

Questions?

PG&E Emergency Preparedness & Response 2023 Public Safety Power Shutoff (PSPS) Functional Exercise (FE)

Controller/Evaluator/Simulator Training

May 8-11, 2023

