



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 1 of 108

PURPOSE

During an event, the purpose of the Site Safety function is to ensure employee and public safety at identified safety coded locations. Site Safety Representatives are stationed at sites where wires are down or any other unsafe condition exists until the area is declared secured.

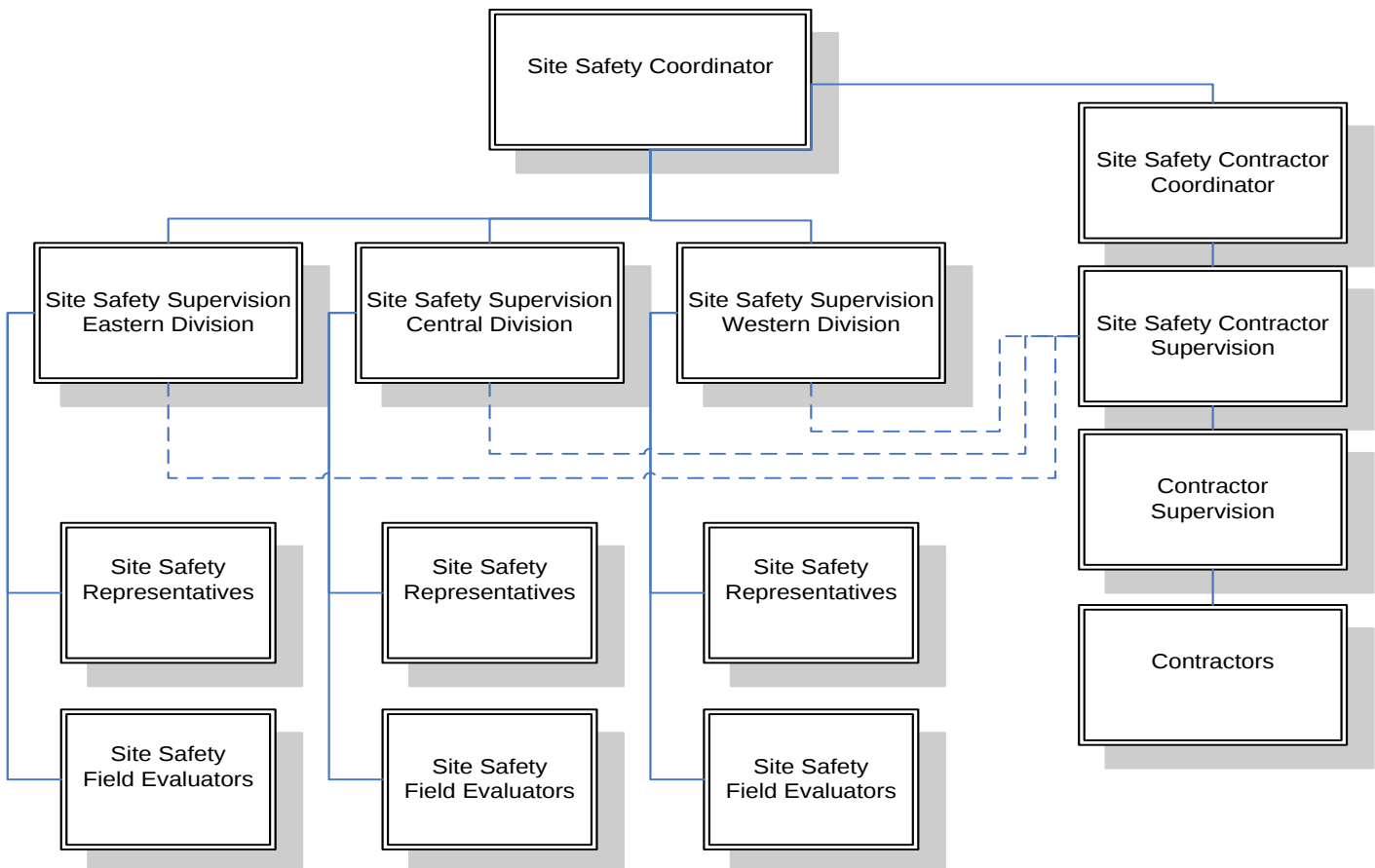
APPLICATION

This guide will be implemented whenever Site Safety Representatives are deployed to the field in either a pre-restoration or post-restoration mode.

PROCEDURE

1.0

Organization





Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 2 of 108

2.0 Site Safety Process Elements

2.1 Pre-Event Planning

Based on notification by the Incident Commander (Storm Director) and/or Operations Chief of an anticipated contingency event, the Site Safety Coordinator will begin pre-planning for Site Safety activation. This includes notifying the Site Safety Supervisors to schedule employees to report to work, as may be appropriate; holding employees currently working; in some cases, lodging employees in close proximity to designated work-out locations to enable a rapid response once an event is declared; and as may be necessary, notifying the Site Safety Contractor Coordinator to begin notification to contractor resources for possible mobilization. Pre-deployment activities such as ensuring that site safety field equipment is stocked and available may also be undertaken at this time.

2.2 Event Declaration

Upon notification by the Incident Commander (Storm Director) and/or Operations Chief that a contingency event is declared, the Site Safety Coordinator will execute the plan as developed in the pre-planning stage or, if the event unfolds without the ability to pre-plan, determine staffing levels and locations for mobilization based on the Storm Event Classification Matrix (Appendix 1) and other relevant data such as volume and frequency of OMS (Outage Management System) Site Safety requests and weather reports.

The Site Safety Coordinator will make the necessary notifications to the Site Safety Supervisors and/or Site Safety Contractor Coordinator for mobilization.

2.3 Pre-Deployment

2.3.1 Upon notification from the Site Safety Coordinator, the Site Safety Supervisor(s) will begin the pre-deployment process by:

- Calling in appropriate staffing for each required shift (See Appendix 2).
- Ensuring the logistical (space and equipment) readiness of the work area.
- Updating the ECRS (Event Classification Response System) or future SAMS (Storm Assignment Manager System) program.
- Ensuring that Site Safety field equipment is stocked and available (See Appendix 3).



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 3 of 108

- Completing the Site Safety Mobilization Checklist (See Appendix 4).

- 2.3.2 If required, the Site Safety Contractor Coordinator, upon notification from the Site Safety Coordinator, will begin the mobilization process for contractor resources by initiating the process to call in appropriate contractor staffing for each required shift (See Appendix 5).
- 2.3.3 Prior to dispatching employees to field assignments, the Site Safety Supervisor will ensure that all Company personnel receive a Job/Safety Briefing which includes reviewing the Site Safety Representative training video (See Appendix 6).
- 2.3.4 Prior to dispatching employees to field assignments, the Site Safety Supervisor will ensure that Company personnel have necessary field equipment.
- 2.3.5 If contractor resources are being utilized, the Site Safety Contractor Coordinator will ensure that the actions listed above (see paragraphs 2.3.1 - 2.3.4) steps are completed for contractor personnel.

2.4. Deployment

- 2.4.1 Subsequent to a contingency event, when it is safe to deploy site safety personnel, the Site Safety Supervisor(s) will assign Site Safety locations as follows:
- The Site Safety Supervisor will access OMS and deploy field resources utilizing the Site Safety Assignment Priority Guidelines (See Appendix 7) to prioritize assignments.
 - The Company Site Safety Contractor Supervisor working in conjunction with the Site Safety Supervisor will issue assignments to contractor personnel. Contractor personnel assignments primarily will serve to relieve Company Site Safety Representatives, who may then assist in assessing conditions at other locations. However, during a Category 3 event, Contractor Site Safety Resources most likely will be assigned to new locations.
- 2.4.2 Upon arrival at an assigned location, the following actions will be taken by Site Safety Personnel:
- The Site Safety Representative will conduct an evaluation of the site. Where an unsafe condition is found, he or she will establish a secure perimeter,



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 4 of 108

complete the Site Safety Field Report (See Appendix 8), leave a Storm Damage Notification Door Hanger(s) (See Appendix 9) and/or Storm Damage Vicinity Sign(s) (See Appendix 10) and Emergency Portable Generator Safety Tips Door Hanger(s) (See Appendix 11) as required and then report the information to the appropriate Site Safety Supervisor (See Appendix 12).

- For locations barricaded for safety or where there is no danger associated with Company facilities (e.g., telephone/cable TV wires), leaving a Storm Damage Notification Door Hanger for the customer, if customer contact cannot be made and post a No Company Interest notification sign (See Appendix 13).
- The Site Safety Supervisor based on the field information received will update the information in OMS and make a determination utilizing the Down Wire Response Guideline (See Appendix 14) to either have the Site Safety Representative standby to protect the location, or assign the Representative to another location.

2.4.3 During the deployment, other concurrent or subsequent activities will be undertaken such as, but not limited to:

- Assigning additional personnel to sites requiring more than one Site Safety Representative to provide adequate site safety coverage.
- Requesting trained flagging support.
- Elevating communications directly with Operational personnel on sites requiring immediate attention.
- Assigning Company Field Evaluators to evaluate new sites and perform quality reviews of sites being covered.
- Updating the Incident Commander and/or Operations Chief on the status of Site Safety operations.
- Coordinating restoration response with other storm functional coordinators.
- Reporting any Environmental Spills (See Appendix 15).
- Adjusting Company and Contractor staffing levels to meet operational needs to maintain around-the-clock coverage and provide for personal relief of Site Safety personnel.
- Providing for a smooth transition of supervisory personnel utilizing the Site Safety Transfer of Coordinators/Supervisor Checklist (See Appendix 16).
- Ensuring material and equipment needs are maintained and available.

2.5. Demobilization



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 5 of 108

- 2.5.1 The Storm Director and/or Operations Chief will notify the Site Safety Coordinator when and to what degree demobilization will occur.
- 2.5.2 The Site Safety Coordinator will commence the transition of staff to normal operations by informing the Site Safety Supervisors in each of the divisional operations and the Site Safety Contractor Coordinator.
- 2.5.3 The Site Safety Supervisor(s) and the Site Safety Contractor Coordinator will commence the transition of to normal operations by:
- Determining which sites, if any, require continued site safety coverage as they transition to normal operation commences, providing for such coverage and notifying Site Safety Coordinator immediately.
 - Demobilizing of on duty personnel, as appropriate and advising personnel scheduled for subsequent shifts, that that will not be required, that they should not report for Site Safety duty.
 - Completing the Site Safety De-Mobilization Checklist (See Appendix 17).
 - Ensuring the return of all site safety equipment used for event purposes.
- 2.5.4 The Site Safety Supervisor(s) will produce final report for the Site Safety Coordinator who will update the Storm Director and/or Operations Chief.
- 2.5.5 The Site Safety Contractor Coordinator will produce a final report for the Site Safety Coordinator who will update the Storm Director and/or Operations Chief.
- 2.5.6 The Site Safety Supervisor(s) will update the ECRS program (if activated) or, if required, will compile a roster by shift and forward the roster to the Human Resources (Manpower) Coordinator.
- 2.5.7 The Site Safety Coordinator will provide a final summary report of the recovery activities and status including all documentation and checklists to the appropriate Company personnel as warranted.

3.0 Primary Site Safety Functional Roles

- 3.1 The Company Site Safety Coordinator has the following responsibilities:
- Request event checklists to be reviewed and prepared.
 - Ensure open communication with the Incident Commander and/or Operations Chief.
 - Participate in storm meetings.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 6 of 108

- Determine staffing requirements utilizing the Storm Event Classification Matrix, other available information such as weather information and the volume and frequency of OMS (Outage Management System) Site Safety requests.
- Ensure deployment of staffing resources and equipment.
- Initiate Contractor support as necessary.

3.2 The Company Site Safety Supervision is responsible to direct the Site Safety operation within their assigned area (Eastern, Central, or Western Divisions). These duties include:

- Holding Company personnel or initiating call-outs to obtain necessary staffing levels.
- Ensuring adequate supply of Site Safety equipment.
- Conducting job/safety briefings as warranted.
- Prioritizing work assignments based on the Site Safety Assignment Priority Guideline utilizing all available NRG and OMS data which will include Electric Operation Work Assignments, OMS Incident Data, VRU Calls, Police/Fire Reports, Damage Assessment Reports, Supplemental Crew Reports and Customer Assistance Reports.
- Maintaining pertinent data within the Outage Management System for all Site Safety activities.
- Developing schedules to ensure adequate around - the - clock staffing throughout the storm recovery.
- If necessary, communicating lodging requirements to the Logistic Support Group.
- Developing and implementing a plan to provide personal relief for Site Safety Representative in the field.
- Ensuring smooth transition for relief at site locations.
- Providing the Site Safety Coordinator with a periodic updates of locations being manned and requesting further assistance if required.
- Completing and retaining ICS Checklists (Pre-event, Transfer, Demobilization) as required.
- Communicate significant issues directly to Operation's personnel.
- If Site Safety Contractors have been activated, working with the Company Site Safety Contractor Supervisor on site coverage coordination. Directing available Company Site Safety Field Evaluators to review pending or staffed site safety locations and determine the need for initial or continued site safety staffing necessity; or to conduct quality review.

3.3 The Company Site Safety Representative has the responsibility for on-site personal and public safety. These duties include:

- Ensuring that he or she has all necessary Site Safety material and safety equipment prior to deploying into the field.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 7 of 108

- Calling and reporting information obtained at assigned Site Safety locations.
- If an unsafe condition is encountered in route to his or her assigned Site Safety location, calling and advising the Site Safety Supervisor for direction before continuing to the assigned location.
- Where an unsafe condition is found, establishing a secure perimeter around the location of a downed wire using equipment and materials such as “Danger High Voltage” barrier tape, traffic cones/barriers, warning flares, etc. In addition, he or she will post Storm Damage Vicinity Signs on all accessible sides of the location to provide a general warning to the public.
- If an emergency generator is found to be in use, leave an Emergency Portable Generator Safety Tips Door Hanger with the customer or if it being used improperly (such as being used indoors, under an open window, etc.), notify the customer and your supervisor immediately.
- Reporting any Environmental Spills (e.g., leaking transformer).
- Completing the Site Safety Field Report and provide the Site Safety Supervisor with pertinent information for the update of site information in OMS and/or contact of Operations personnel if warranted.
- Standing by locations requiring a physical site safety presence as directed by Site Safety supervision until restoration crew(s) or relief personnel arrive.
- Maintaining professional and courteous interaction with the public and/ emergency response personnel (Police/Fire).
- Directing media inquiries to Media Relations.
- If the directing of traffic and flagging is required at the location, the Site Safety Representative will notify the Site Safety Supervisor. The Supervisor will contact the Supplemental Workforce Coordinator to acquire the appropriate trained flagging personnel.
- If circumstances at an assigned location may compromise personal safety (i.e. it is unsafe to stay on site), notify the Site Safety Supervisor immediately for guidance.
- If a member or members of the general public refuse(s) to stay out of the barricade perimeter, immediately notify the Site Safety Supervisor for assistance. If necessary, calling for police assistance in securing the site.
- If an immediate life threatening condition exists, notifying 911 first and then contacting the Site Safety Supervisor.
- Advising the Supervisor when relieved by a restoration crew or site safety relief personnel.
- For locations barricaded for safety or where there is no danger associated with Company facilities (e.g., telephone/cable TV wires), leaving a Storm Damage Notification Door Hanger for the customer, if customer contact cannot be made and post a No Company Interest notification sign.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 8 of 108

- 3.4 The Company Site Safety Field Evaluator has the responsibility for personal and public safety. These duties include:
- Conducting an initial evaluation of new Site Safety locations as directed by the Site Safety Supervisor to determine need for Site Safety Representatives to secure site.
 - When required, personally providing site safety until a Site Safety Representative is able to provide relief.
 - Conducting an evaluation of sites already being covered by Site Safety Representatives and/or Site Safety Contractors to determine if continued coverage by site safety personnel is required and/or adequate.
 - Reporting findings to Site Safety Supervisor for OMS update.
- 3.5 The Company Site Safety Contractor Coordinator has the responsibility to obtain the necessary contractor resources based on the direction provided by the Site Safety Coordinator to supplement the Company's Site Safety activities. These duties include:
- Initiating contacts with site safety support Contractor Company(s) to plan for, and if necessary, mobilize contractor resources.
 - Providing Site Safety Coordinator with initial staffing plan.
 - Obtaining and scheduling Company Site Safety Contractor Supervision coverage as required.
 - Reviewing and approving contractor personnel time sheets and contractor invoices for payment.
- 3.6 The Company Site Safety Contractor Supervisor has the following responsibilities:
- Maintaining pertinent data within the OMS for all Site Safety Contractor activities.
 - Conducting job briefings and/or scheduling Safety Department briefings as required prior to contractors being deployed to the field.
 - Ensuring that contractor personnel have necessary Site Safety material and safety equipment.
 - Working with Site Safety Supervision on site coverage coordination.
 - If warranted, communicating significant issues directly to Operations personnel.
 - Tracking and recording the time worked by contractor personnel.
- 3.7 The Contractor Supervisor has the following responsibilities:
- Maintaining personnel resource data and providing any updates on resources to the Company Site Safety Contractor Supervisor.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 9 of 108

- Ensuring sufficient staffing levels to cover all sites assigned.
- As directed, developing schedules to ensure adequate around - the - clock staffing throughout the storm recovery/contingency.
- Developing and implementing a plan to provide personal relief for Site Safety Contractor Representatives in the field.
- Ensuring smooth transition for relief at site locations.
- Providing periodic updates to the Company Site Safety Contractor Supervisor on locations being staffed and requesting further assistance if required.
- Working with the Company Site Safety Contractor Supervisor on site coverage coordination.

3.8 The Site Safety Contractor Representative has the responsibility for personal and public safety. These duties include:

- Calling and reporting information obtained at assigned Site Safety locations.
- If an unsafe condition is encountered in route to his or her assigned Site Safety location, calling and advising the Contractor Supervisor for direction before continuing to the assigned location.
- Where an unsafe condition is found, establishing a secure perimeter around the location of a downed wire using equipment and materials such as “Danger High Voltage” barrier tape, traffic cones/barriers, warning flares, etc. In addition, he or she will post Storm Damage Vicinity Signs on all accessible sides of the location to provide a general warning to the public.
- If an emergency generator is found to be in use, leave an Emergency Portable Generator Safety Tips Door Hanger with the customer or if it being used improperly (such as being used indoors, under an open window, etc.), notify the customer and your supervisor immediately.
- Reporting any Environmental Spills (e.g., leaking transformer).
- Completing the Site Safety Field Report and providing the Contractor Supervisor with pertinent information for the update of site information in OMS and/or contact of Company personnel if warranted.
- Standing by locations requiring a physical site safety presence as directed by Site Safety Contractor supervision until restoration crew(s) or relief personnel arrive.
- Maintaining professional and courteous interaction with the public and/ emergency response personnel (Police/Fire).
- Directing media inquiries to Media Relations.
- If the directing of traffic and flagging is required at the location, the Contractor Site Safety Representative will notify the Contractor Supervisor. The Supervisor will work



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 10 of 108

with the Company Contractor Supervisor to contact the Supplemental Workforce Coordinator to acquire the appropriate trained flagging personnel.

- If circumstances at allocation may compromise personal safety (i.e. it is unsafe to stay on site), notifying the Contractor Supervisor immediately for guidance.
- If a member or members of the general public refuse(s) to stay out of the barricade perimeter, immediately notifying the Contractor Supervisor or assistance. If necessary, calling for police assistance in securing the site.
- If an immediate life threatening condition exists, notifying 911 first and then contacting the Contractor Supervisor.
- Advising the Supervisor when relieved by a restoration crew or site safety relief personnel.
- For locations barricaded for safety or where there is no danger associated with Company facilities (e.g., telephone/cable TV wires), leaving a Storm Damage Notification Door Hanger for the customer, if customer contact cannot be made and post a No Company Interest notification sign.
- If advised by an O&R representative that coverage of a location is no longer necessary, obtaining and recording the name of O&R representative and providing that information to his or her supervisor.

4.0 Training

- 4.1 All O&R Site Safety Representatives will receive annual Site Safety Storm Training (See Appendix 17). The training will be completed by the Operations Training and Compliance Department and organized by the Customer Meter Operations Department. All training records will be maintained within the e-Train System and will be available upon request.
- 4.2 All personnel required to update OMS will receive training and refresher training as warranted.
- 4.3 All personnel, both Company and Contractors will receive a Job Briefing/Safety Talk prior to deploying for an event.
- 4.4 Company personnel will participate in corporate and/or individual function drills as required.
- 4.5 All Site Safety Contractor Representatives will be required to receive Site Safety Storm Training. The training will be completed by the Operations Training and Compliance Department and the Contactor Companies will be responsible for training their personnel and documenting the training.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 11 of 108

5.0 Responsibility

- 5.1 The Site Safety Coordinator is responsible for the implementation of this guide and its corresponding section of the Company's Emergency Plan.
- 5.2 Annually, the Site Safety Coordinator will review this section of the guide and update with any changes to accurately reflect the actual response to a storm and to remain in conformance with the Plan.

6.0 Appendices

Appendix 1 -	Storm Classification Matrix
Appendix 2 -	Site Safety Roster & Phone Numbers
Appendix 3 -	Site Safety Equipment
Appendix 4 -	Site Safety Mobilization Checklist
Appendix 5 -	Contractor Contact Information
Appendix 6 -	Site Safety Training Video
Appendix 7 -	Site Safety Assignment Priority Guideline
Appendix 8 -	Site Safety Field Report/Site Safety Rep Field Reference Guide
Appendix 9 -	Storm Damage Notification Door Hanger
Appendix 10 -	Storm Damage Vicinity Sign
Appendix 11 -	Emergency Portable Generator Safety Tips Door Hanger
Appendix 12 -	Work Locations & Phone Numbers
Appendix 13 -	No Company Interest Notification Sign
Appendix 14 -	Downed Wire Response Guideline
Appendix 15 -	Environmental Spill Reporting Requirements
Appendix 16 -	Site Safety Transfer of Coordinators/Supervisor Checklist
Appendix 17 -	Site Safety De-Mobilization Checklist
Appendix 18 -	Site Safety Training Documentation

Appendix 1

Storm Classification Matrix



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 12 of 108



Storm Classification
Matrix.xlsx

Appendix 2

Site Safety Roster & Phone Numbers



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 13 of 108

The most current roster of all personnel resides with the Function Coordinator also, the Human Resources Coordinator. A master listing of all employee's storm assignments and contact numbers is maintained in the ECRS program



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 14 of 108

Appendix 3

Site Safety Field Equipment



Site Safety Field
Equipment.doc...



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 15 of 108

Appendix 4

**Site Safety
Mobilization Checklist**

Date: _____

- Type of Event: Heat _____ Weather _____ Other _____
- Time Declared: _____
- Weather Conditions: _____
- Event Classification: _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6.
- Minimum Staffing Level Required: _____

Pre-Event Actions:

- ☐ Establish required staffing levels.
- ☐ Update the ECRS program, if activated or if required compile a roster by shift and forward the list to the Human Resources (Manpower) Coordinator.
- ☐ Ensure all phones are operational.
- ☐ Check with IT to ascertain status of all electronic communications equipment such as computers, T1 lines, Microwave, etc.
- ☐ Inventory general supplies.
- ☐ Ensure training for all Site Safety Representatives has been received and reviewed.
- ☐ Assure employee phone listing is up-to-date.
- ☐ Ensure vehicles are prepared to mobilize and check safety items, and basic material are available.
- ☐ Determine any lodging requirements.
- ☐ Ensure safety items: flashlight, batteries, V-Watch, cones, vest, hard hat, safety glasses, leather gloves, flares, FR rated jacket, raingear and maps are available.



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 16 of 108

() Site Safety Supervisors are responsible for utilizing the designated checklists. The retention of these documents is the Site Safety Supervisors responsibility as well. In addition, the documents are to be retained for a period of one (1) month following an event or longer if so instructed.**

Appendix 5

Contractor Contact Information

Precision Pipeline Solutions, Inc.

John Freeman	(mobile) 845-234-0810	(office) 845-787-1088
Mike Rhodes	(mobile) 845-591-7259	(office) 845-787-1088

Premier Utility Services, LLC

Vincent Marchase -	(mobile) 631-678-2277	(office) 1-800-262-8600
Michael Wilensky	(mobile) 516-302-7721	(office) 1-800-262-8600

Osmose Utility Services

Brett Gelband	(mobile) 484-366-4040	(office) 610-386-1678
Toby Spelling	(mobile) 908-625-9498	(office) 908-850-3794

All Bright Electric

Howard Hellman	(mobile) 845-721-9193	(office) 845-358-1200
----------------	-----------------------	-----------------------



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 17 of 108

Appendix 6

Site Safety Training Video

http://ceintranet/AboutConEdison/Pages/corp-about_publications_video.aspx



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 18 of 108

Appendix 7

Site Safety Assignment Priority Guideline



Site Safety
Assignment Priorit...



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 19 of 108

Appendix 8

Site Safety Field Report/Site Safety Field Reference Guide

(Front)



Form Site Safety
field Report ...

(Back)



Site Safety
Representative Fie...

() The retention of these documents is the Site Safety Supervisors responsibility. In addition, the documents are to be retained for a period of one (1) month following an event or longer if so instructed.**



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 20 of 108

Appendix 9

Storm Damage Notification Door Hanger



Door Hanger
Downed Power Lines..



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 21 of 108

Appendix 10

Storm Damage Vicinity Notification



Sign Downed Wire
2-13.pdf



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 22 of 108

Appendix 11

Emergency Portable Generator Safety Tips



Door Hanger
Emergency Generator



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 23 of 108

Appendix 12

Work Locations & Phone Listing

MEDICAL EMERGENCY: 911

WESTERN: 71 Dolson Avenue, Middletown

Site Safety Supervisor	845-344-8894
------------------------	--------------

CENTRAL: 500 Route 208, Monroe

Site Safety Meter Reading Supervisor	845-783-5581
Site Safety Electric Meter Supervisor	845-783-5541
Meter Reading Chief	845-783-5517



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 24 of 108

Only if instructed call below:

Electric Meter Chief	845-783-5540
Meter Reading Coordinator	845-783-5476
Electric Shop Coordinator	845-783-5569

EASTERN: 766 West Nyack Road, West Nyack

Site Safety Meter Reading Supervisor	845-577-2350
Site Safety Electric Meter Supervisor	845-577-2376
Site Safety Electric Meter Supervisor	845-577-2357
Meter Reading Chief	845- 577-2382
Meter Reading Chief	845- 577-2379

Only if instructed call below:

Electric Meter Chief	845-577-2387
Electric Meter Chief	845- 577-2378
Meter Reading Coordinator	845- 577-2354
Electric Shop Coordinator	845- 577-2353
Electric Shop Coordinator	845- 577-2352

*Depending on storm personnel levels, the above numbers may be experiencing high call volumes, please be patient. Call only the division for which you are currently performing site safety duties using the order provided.

Appendix 13

No Company Interest Notification Sign



Sign Downed Wire
Not O&R for review.p



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 25 of 108

Appendix 14

Downed Wire Response Guideline



Site Safety Downed
Wire Respon...



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 26 of 108

Appendix 15

Environmental Spill Reporting Requirements



Environmental
Bulletin - Spill Reporting



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 27 of 108

Appendix 16

Site Safety

Transfer of Coordinator/Supervisor Checklist

Date & Time of Shift Transfer: _____



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 28 of 108

Coordinator/Supervisor being relieved _____ by _____

Shift Transfer Information

- ☐ Bring incoming Coordinator/Supervisor up-to-date on outstanding issues and status of each.
- ☐ Turn over all documents to incoming Coordinator/Supervisor.
- ☐ Agree on next shift change and team members' attendance.
- ☐ Update incoming Coordinator/Supervisor on current event status.
- ☐ Update incoming Coordinator/Supervisor on any phone number changes, employee status or other information necessary to function.
- ☐ If demobilization will occur during oncoming Coordinator's/Supervisor's shift, discuss demobilization steps to assure they are carried out properly.
- ☐ Update the ECRS program, if activated or if required compile a roster by shift and forward the list to the Human Resources (Manpower) Coordinator.
- ☐ Update Storm Director and/or Operations Chief.

() Site Safety Supervisors are responsible for utilizing the designated checklists. The retention of these documents is the Site Safety Supervisors responsibility as well. In addition, the documents are to be retained for a period of one (1) month following an event or longer if so instructed.**

Appendix 17

**Site Safety
Demobilization Checklist**



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 29 of 108

Date & Time Demobilization activated: _____

Demobilization requested by: _____

Coordinator overseeing Demobilization: _____

Demobilization

- ☐ Notify Information Technology Coordinator that the function will be demobilizing and computer/telecommunications needs will no longer be required.
- ☐ Provide to the Storm Director and/or Operations Chief all documentation pertaining to the functions storm recovery effort if requested.
- ☐ Release staff as required (If contractors were used they must be released first).
- ☐ Update the ECRS program, if activated or if required compile a roster by shift and forward the list to the Human Resources (Manpower) Coordinator.
- ☐ Report to the Storm Director and/or Operations Chief that the Site Safety Function has been demobilized.
- ☐ Ensure all manned sites have been restored to normal condition.
- ☐ Ensure all information is available for Site Safety Coordinator.

() Site Safety Supervisors are responsible for utilizing the designated checklists. The retention of these documents is the Site Safety Supervisors responsibility as well. In addition, the documents are to be retained for a period of one (1) month following an event or longer if so instructed.**



Orange & Rockland
Electric System Emergency Plan
Response & Recovery Guide

Site Safety

Original Date of issue: December 15, 2000

Revised / Reviewed: March 6, 2013

Page 30 of 108

Site Safety Training Documentation



CMO Site Safety
Training Sylla...



V Watch Instruction
Guide.doc

CMO Site Safety Training Equipment Manual

<\\R900svocr2\\datadirs\\METR\\Site Safety\\CMO Site Safety Training Equipment Manual.pdf>