

**Storm Restoration Kits**

Storm Restoration Kits that are under the control of Inventory Management are confirmed to be in order and positioned for rapid loading per the Inventory Management Storm Anticipation Checklist, ERIP 1.1.1.5. During storm restoration, the kits are issued to utility, contractor, and municipal crews per ERIP 1.1.12. Kits are restocked and sealed after restoration. In the event the restoration kits have been severely depleted, replacements will be created as soon as possible.

**Storm Kit Materials**

Inventory Management will provide Storm kits for general use by foreign crews. These kits are generally used to position materials near the event as a first means of supply before other logistics resources can be brought to bear. It is the responsibility of the Manager of Inventory Management to ensure that between the current emergency quantities held in inventory on hand in warehouses and the current vendors who supply the storm kits, there are enough storm kits to meet the required storm kit target levels.

**Delivery**

It is the responsibility of the Inventory Management group to deliver, replenish and pickup unused materials at the end of the event. This includes coordination of material drop points and defining ownership of the materials with operations. Following the completion of restoration activities and the return to Condition “White”, Inventory Management will work to replenish material stockpiles that were depleted during the restoration.

**Investment Recovery**

Investment Recovery will insure current vendor and additional vendors anticipated will be available for services utilized in removing transformers from any of the staging sites, the warehouse locations, and any remote locations where transformers may be staged for pick up. The necessary trailers for temporary storage of transformers and planned transportation of these transformers will be delivered to the staging sites within 24 hours.

Investment Recovery will coordinate with warehousing for the delivery and removal of scrap bins and other materials bound for the investment recovery center or other recovery location.

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## ATTACHMENT E PURCHASING

Upon being notified by the Chief LSO Coordinator of an emergency that requires the activation of the Logistics Support Organization, the Director Procurement or designee, will assume the role of Purchasing Coordinator and will initiate appropriate notifications by contacting the personnel assigned to the Logistics Support Organization as indicated on “Logistics Support Notification Scheme,” Exhibit 3. Once personnel are notified the Purchasing Coordinator will notify the Chief LSO Coordinator to confirm contacts are made and personnel are being released to report for emergency duty. The Purchasing Coordinator will then notify Purchasing staff and inform them of the emergency event and status. Once these notifications are completed the Purchasing Coordinator will report to the Logistics Support Center if directed to do so by the Chief Logistics Section Coordinator. The Purchasing Coordinator will direct the efforts of the Purchasing and Accounts Payable Departments in support of the event in accordance with these procedures and normal departmental emergency procedures.

The role of the Purchasing Coordinator in the Logistics Support Organization will be to continuously assess the event for materials and services related needs, vendor management, supply sources, accounts payable issues and inbound logistics. The Purchasing Coordinator will obtain and allocate resources as required to meet the demands of the event. The Purchasing Coordinator will report all issues of significance to the Chief LSO Coordinator and use the information gained from the Logistics Support Organization to direct efforts of the Purchasing and Accounts Payable Departments. Additionally, the Purchasing Coordinator will fill in for the Chief LSO Coordinator as required.

Upon being notified by the Chief LSO Coordinator of an emergency that requires the activation of the Logistics Support Organization, the Purchasing Coordinator will report to the Logistics Support Center and will assist in setting up the facility.

Typical activities may include but are not limited to the following:

- Contact critical vendors to put them on notice of an impending action
- Check on status of open orders of storm critical supplies

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In addition it is the responsibility of the Purchasing Coordinator to maintain the Hotel listing in the Foreign Crew Tracking & Hotel System (Googledocs./Resources on Demand - RoD) system and keep the purchase orders current. As part of this responsibility the Purchasing Coordinator and the Purchasing Support Staff will inquire about services available at the hotel and record the same in the RoD system. This also includes information relative to the ability of a hotel to offer meal service for crews, both on hotel sites and/or box lunches.

Overall responsibilities for the Purchasing Coordinator and the Purchasing Management staff include the following:

Purchasing	
Role/Departments	Areas of Support
<ul style="list-style-type: none"><li>• Procurement</li><li>• Accounts Payable</li></ul>	<b>Procurement</b> Procures and expedites material/equipment/services Pre-arranged logistics contract services  <b>Accounts Payable</b> Storm cards/invoice processing

### **Material Equipment & Services**

Upon facility activation, the Purchasing Coordinator will review and identify the key areas/divisions where restoration efforts are centered. According to needs, the Purchasing Coordinator will mobilize Purchasing Support Staff assigned to the Logistics Support Organization and contact areas where material stocks are expected to be quickly depleted. The Purchasing Coordinator will also expedite the procurement process for materials, equipment, and services to support field operations not covered by Inventory Management. These may include the Inventory Management Hicksville Warehouse, satellite storerooms, or mobile storerooms set up in heavily damaged areas. The Purchasing Coordinator will ensure the proper and rapid acquisition of non-stock materials, equipment, and services by coordinating with both Assistant Purchasing Coordinators and the Materials Management Coordinator.

The Assistant Purchasing Coordinators will maintain regular communications with the Purchasing Support Staff assigned to the Logistics Support Organization to ensure that requests for the purchase of materials, equipment, and services are expedited. The Assistant Purchasing Coordinators will ensure that existing Blanket Purchase Agreements have sufficient funds available to cover the costs of emergency related materials, assist the Purchasing Support Staff, as necessary, to expedite purchase and

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delivery of materials and manage supplier contacts. The Assistant Purchasing Coordinators will update the Purchasing Coordinator on a regular basis on the status of purchasing operations.

It is possible that during a corporate emergency a Purchasing Coordinator would need to report to an incident site. The Purchasing Coordinator assigned to field locations during emergencies will facilitate the material, equipment, and services acquisition and delivery process by issuing purchase orders, preparing requisitions, and ensuring the proper authorizations are obtained for purchase requisitions prepared during the emergency in accordance with Purchasing procedures. The Purchasing Coordinator will coordinate with the Assistant Purchasing Coordinators for revisions required to existing contracts before dollars are expended, notifying suppliers before limits are reached, and where possible obtaining required authorizations. The Purchasing Coordinator will notify the Assistant Purchasing Coordinators of all purchase requests and proceed with the procurement in accordance with purchasing procedures.

Depending upon the procurement related requirements during the emergency, arrangements will be made to ensure a representative of Purchasing is available as Purchasing Coordinator at the Logistics Support Center on a 24 hour basis by rotating personnel on 12 hour shifts.

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**Lodging/Hotel Accommodations - Logistics Support Center**

Upon being notified by the Purchasing Coordinator of an emergency that requires the activation of the Logistics Support Organization, Buyer will assume the roles of Lodging Coordinators. The Purchasing Coordinator will appoint at least one assistant Lodging Coordinator to assist. An assessment of the situation will be made and the required response actions initiated. If the Lodging Coordinators are directed to report to the Logistics Support Center they will assist in setting up the facility. The worksheets containing the Commercial Hotel Files will be obtained from the Purchasing office for use at the Logistics Support Center. The Commercial Hotel Files will be utilized should automated resources be unavailable. Upon facility setup, the Lodging Coordinator will notify the Foreign Crew Coordinator.

The Lodging Coordinator is responsible for ensuring adequate lodging for foreign crews, PSEG LI's field crews and operations staff during emergency restoration and the Lodging/Bus Coordinator is responsible for arranging buses to shuttle crews from their places of lodging to the restoration work areas. They will work with the Foreign Crew Coordinator to determine the lodging requirements for foreign crews and, using the Hotel Accommodations List, direct the Lodging Staff to:

- Contact establishments in each geographic area and make reservations by geographical area until all lodging requirements are met.
- Record the following lodging information:
  - Date
  - Number of rooms reserved
  - Room type
  - Total Beds
  - Daily Rate

Input confirmed reservations into the Foreign Crew Tracking System (Googledocs. spreadsheet document), if the system is being utilized for the event.

If there are fewer beds available on Long Island than personnel (PSEG LI, utility, contractor), contact and reserve hotels/motels beds in adjacent Queens County.

Consideration should be given to reduce travel time between lodging and restoration work locations. Until and unless the Foreign Crew Coordinator provides requests to provide lodging at specific geographic locations based on where restoration is happening, lodging establishments located along the route 110 corridor, adjacent to the Long Island Expressway (Interstate 495) and with prior contractual agreements should be utilized initially for lodging accommodations.

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Upon meeting the lodging requirements, the Lodging Coordinator should contact the Foreign Crew Coordinator and inform them that lodging reservations for personnel are complete and available through the Foreign Crew Tracking and Hotel System.

Upon being notified by the Foreign Crew Coordinator of the arrival of utility and contractor personnel during electric restoration, the Lodging Coordinator will discuss and obtain crew information. This information includes the number of arriving utility/contractor personnel, expected time and date of arrival at the Company property and the anticipated division/substation assignments. Emphasis is given on the details of crew size and crew assignment areas in order to avoid excess room accommodations. Based upon this information, the Lodging Coordinator will then direct the lodging staff to start obtaining lodging accommodations by booking hotels/motels near the event. (Note: In the LI/NYC city area this should begin along the Route 110 corridor.) Following damage assessment and assignment of foreign crews to specific areas, the Lodging Coordinator will reserve additional rooms close to the location of the crew's restoration assignment.

The Lodging Coordinator will be responsible to seek out and obtain additional room accommodations as requested and will also be responsible for reviewing complaints on undesirable conditions of lodging accommodations and updating the Foreign Crew Tracking and Hotel System (Googledocs. spreadsheet document). All lodging information shall include the names of hotels/motels, their location, telephone numbers, contact persons, services provided, and the number of beds.

The Lodging Coordinator will maintain regular communications with the Foreign Crew Coordinator and give regular updates on the availability of lodging.

For other types of emergencies that may require lodging accommodations for response personnel, the Lodging Coordinator will work with a Field Lodging Coordinator to ensure that proper arrangements are made on a timely basis. The Field Lodging Coordinator is a member of the Divisional Operations Staff or is a staff member working under the direction of Division Operations. The Lodging Coordinator will be responsible to coordinate with these Divisional Electric Operation Coordinators to obtain hotel and meal support during other types of emergencies where electric operations may or may not be affected. In order to facilitate housing requests and assure the number of beds being booked is reasonable, the Field Lodging Coordinator will deal directly with the logistics person involved in the emergency.

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Overall responsibilities for the Lodging & Lodging/Bus Coordinators include the following:

Lodging/Bus Logistics Support	
Role/Departments	Areas of Support
<ul style="list-style-type: none"><li>• Procurement</li><li>• Operations Planning</li><li>• Fleet Services, Security</li></ul>	<p><b>Procurement</b> Pre-Arranged Hotel Room Agreements Pre-Arranged Hotel Buffet meals Agreements Pre Arrange busing services and coordinate real time availability, and any additional requirements Update Foreign Crew Tracking &amp; Hotel System (Googledocs. spreadsheet document) with preloaded hotel information</p> <p><b>Fleet Services, Security</b> Provide staging site lodging and bus transportation as required Provide 24x7 Security at all staging sites &amp; base camps Provide overnight Security patrols at all hotels, alternate housing sites (i.e. universities, firehouses, government facilities, etc.)</p>

### **Foreign Crew Lodging**

In all restoration efforts involving foreign crews, foreign crews will be given priority for hotel rooms over other personnel. In the event that lodging at hotels/motels is not feasible, the Lodging Coordinator will arrange for alternate housing. Alternate housing may include staging site temporary housing, universities, firehouses, government facilities, etc. that may also be used for lodging foreign crews, contractor personnel, and PSEG LI personnel.

The Security Coordinator will set up 24x7 coverage at all material and truck staging sites and base camps and overnight coverage at all other crew sleep sites (hotels, alternative housing sites, etc.).

### **PSEG LI Employees**

The Lodging Coordinator will notify the lodging staff of requests for accommodations by PSEG LI employees and obtain proper authorization before reserving the requested rooms. Upon receiving

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authorization, the Lodging Coordinator will notify the lodging staff to assign rooms as close to the location of the employee's restoration assignment as possible.

The Lodging Coordinator may also, with proper authorization, or as directed by the Chief LSO Coordinator, accommodate request to house PSEG LI personnel and/or other personnel directly involved in the restoration effort. For personnel with substation restoration or Operation Center assignments, the Lodging Coordinator will coordinate with each Field Lodging Coordinator and obtain specifics on the number of personnel requiring lodging.

During storm conditions, the Lodging Coordinator will be utilizing the following Emergency Restoration Implementing Procedures ERIPs:

ERIP 1.1.3 – Obtaining Foreign Crew Support,  
ERIP 1.1.10 – Crew Guide Instructions  
ERIP 1.1.13 – Housing for Utility and PSEG LI Crews.

### **Bus Coordination**

Upon being notified by the Purchasing Coordinator of an emergency requiring the activation of the Logistics Support Organization, a Buyer will assume the role of Lodging/Bus Coordinator.

The Lodging/Bus Coordinator will obtain the list of Blanket Purchase Orders for bus companies and proceed to the Logistics Support Center to assist in setting up the facility. Depending upon the extent of the emergency, arrangements will be made by the Lodging/Bus Coordinator to provide 24 hour service by rotating personnel on two 12 hour shifts.

The assistant Lodging/Bus Coordinator will primarily be responsible for making arrangements with bus companies to provide shuttle service for response or evacuated personnel. For electric restoration or in the event of a major oil spill requiring the mobilization of a vast number of response personnel, shuttle services will be required to and from staging areas, operating centers and places of lodging for utility crews/contractor crews/PSEG LI personnel.

In order to effectively coordinate the transporting of response personnel from one location to another during emergencies, it is imperative that the Lodging/ Bus Coordinator receive accurate and timely information. This information includes the number of response personnel (foreign crews, contractor personnel, PSEG LI personnel) that require to be transported, crew work location, time and location where their trucks/vans will be parked at the end of the workday, lodging information, and crew/personnel pickup time at the start of the workday. For electric restoration, the Lodging/ Bus Coordinator will communicate with the Field Lodging Coordinator, Foreign Crew Coordinator, Staging

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Area Busing Lead ( if necessary) and the LSO Division Liaisons at Division Headquarters to obtain information on the required shuttle services to and from the crews' work location, staging area, or place of lodging.

During a major oil spill, the Lodging/Bus Coordinator will obtain and communicate all information on shuttling of personnel to the Spill Response Organization at the Incident Command Post.

In the event of a disaster affecting PSEG LI operations centers, shuttle services may be required to transport PSEG LI staff to the various relocation sites. Arrangements for shuttle services for personnel between work locations and the designated relocation sites for business resumption will be arranged directly by the Lodging/Bus Coordinator and the respective affected operating groups.

In the event of adverse weather conditions (i.e., State of Emergency declared on roads), the Lodging/Bus Coordinator may be requested by the Chief LSO Coordinator to provide bus service for employees from the Operations Centers to their place of work.

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## ATTACHMENT F REAL ESTATE SERVICES

Upon notification by the Chief Logistics Support Organization (LSO) Coordinator of an emergency that requires the activation of the Logistics Support Organization, the Senior Real Estate Representative will assume the role or assign a designee to fill the role of Real Estate Coordinator.

The Real Estate Coordinator will notify the Real Estate personnel and inform them of the emergency event and status. The Real Estate Coordinator will proceed to the Logistics Support Center if directed to do so by the Chief LSO Coordinator.

The role of the Real Estate Coordinator in the Logistics Support Organization will be to continuously assess the event for Real Estate needs including staging site areas, special land use permits, and contact of emergency staging site land owners. The Real Estate Coordinator will obtain and allocate resources as required to meet the demands of the event. The Real Estate Coordinator will report all issues of significance to the Chief LSO Coordinator and use the information gained at the Logistics Support Organization to direct the efforts of the Real Estate Department.

While logistical support is generally a reactive process (fulfilling the needs as identified by the Planning or Operations Sections) best performance comes from proactively anticipating the needs based on experience, so as to be better positioned to respond.

For example the Real Estate Coordinator might:

- Determine if local staging sites are available and with no surprises
- Determine if there are any local events competing for food and lodging resources

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Overall responsibilities for the Real Estate Coordinator and the Real Estate Management staff include the following:

Real Estate Services	
Role/Departments	Areas of Support
<ul style="list-style-type: none"><li>• Facilities Management</li><li>• Real Estate</li></ul>	<b>Facilities Management</b> Supplemental staging area coordination  <b>Real Estate</b> Special Permits Pre-arranged site agreements Emergency Staging Site owner contact special permits

During electric restoration, the Real Estate Coordinator will communicate with the property owners who have established emergency staging areas on non-PSEG LI property. Additionally, the Real Estate Coordinator will work to obtain permits for mobile offices and parking areas for field personnel and, for moving oversize/overweight equipment through areas having restrictions. The Real Estate Coordinator will work through the Environmental Department to contact the appropriate state agencies for permits required to work in wetlands or other environmentally sensitive areas under their jurisdiction and when assistance of the Army Corps of Engineers is required. State, city, county, town and village police departments' assistance will be requested if an oversized/overweight load must be transported on local roadways or a road must be cordoned off to permit electric repairs.

The Real Estate Coordinator will contact landlords of vacant land and/or usable facilities for short term lease; maintain a log of calls incoming and outgoing, and ensure lease agreements are prepared, signed and notarized.

Upon deactivation of the Logistics Support Center, the Real Estate Coordinator will forward check(s) to landlord(s) for utilization of property during emergency restoration, ensure that post utilization lease agreements are signed and notarized, and update phone lists for contacting local, state, and federal officials.

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## ATTACHMENT G INFORMATION TECHNOLOGY

Upon being notified by the Chief Logistics Support Organization (LSO) Coordinator of an emergency that requires the activation of the Logistics Support Organization, the Director of Information Technology or designee, will assume the role of Voice/Data Coordinator and will initiate notifications to personnel by contacting the personnel assigned to the Logistic Support Organization as indicated on “Logistics Support Notification Scheme,” Exhibit 3. Once the Logistic Support Organization personnel are notified, the Voice/Data Coordinator will notify the Chief LSO Coordinator as appropriate to confirm contacts are made and personnel are being released to report for emergency duty. The Voice/Data Coordinator will then notify Information Technology Department staff and inform them of the emergency event and status. Once these notifications are completed, the Voice/Data Coordinator will report to the Logistics Support Center if directed to do so by the Chief LSO Coordinator. The Voice/Data Coordinator will direct the efforts of the Information Technology Department in support of the event in accordance with these procedures and normal departmental emergency procedures.

The role of the Voice/Data Coordinator of the Logistic Support Organization will be to continuously assess the event for communication and data systems related logistical needs and obtain and allocate resources as required to meet the demands of the event. The Voice/Data Coordinator will report all issues of significance to the Chief LSO Coordinator and use the information gained at the Logistics Support Organization to direct the efforts of the Information Technology Department.

Overall responsibilities for the Voice/Data Coordinator include the following:

Information Systems	
Role/Departments	Areas of Support
<ul style="list-style-type: none"><li>• Information Services</li><li>• Voice Services</li></ul>	<b>Information Services</b> Data communications  <b>Voice Services</b> Voice communications Two way radio communications

While logistical support is generally a reactive process (fulfilling the needs as identified by the Planning or Operations Sections) best performance comes from proactively anticipating the needs based on experience, so as to be better positioned to respond. For example, the Voice/Data Coordinator might:

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- Determine if Incident Command centers systems are in good working order
- Contact critical communications vendors to put them on notice of an impending action
- Check on company provided equipment

All telecommunications records and equipment are available in Hicksville.

### VOICE COMMUNICATIONS

Upon activation of any Operations Center's Business Continuation Plan, emergency relocation sites will be provided with voice communications equipment as specified in the plan, or as requested. In the event a business continuation plan has not been developed for a facility experiencing business interruption, the Voice/Data Coordinator will respond to all requests for communication and computer equipment as necessary. All Information Technology (IT) equipment will be collected after the emergency has ended.

### DATA COMMUNICATIONS

Upon activation of any Operations Center's Business Continuation Plan, emergency relocation sites will be provided with data support equipment as specified in the plan or as requested. All IT equipment will be collected after the emergency has ended.

The functions of the Voice/Data Coordinator are to:

- Ensure that all equipment within the Logistics Support Center is operational. If repairs or maintenance is required, contact the Information Technology Operations group to assist in repairs.
- Ensure all cell phones for distribution are available. Coordinate this with the Information Technology Communications group.
- Ensure all staging site voice and data communications and supporting infrastructure is operational.
- Ensure all IT services required by the restoration team are operational and performing correctly.
- Ensure faxes and printers are available for use.

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**ATTACHMENT H  
FLEET SERVICES**

Upon being notified by the Chief Logistics Support Organization (LSO) Coordinator of an emergency that requires the activation of the Logistics Support Organization, the Manager of Fleet Assets or designee, will assume the role of Fleet Services Coordinator and will initiate notifications to personnel by contacting the personnel assigned to the Logistics Support Organization as indicated on “Logistics Support Notification Scheme,” Exhibit 3. Once Logistics Support Organization personnel are notified, the Fleet Services Coordinator will notify the Chief LSO Coordinator as appropriate to confirm contacts are made and personnel are being released to report for emergency duty. The Fleet Services Coordinator will then notify Fleet Services staff and inform them of the emergency event and status. Once these notifications are completed, the Fleet Services Coordinator will report to the Logistics Support Center if directed by the Chief Logistics Section Coordinator. The Fleet Services Coordinator will direct the efforts of the Fleet Services Department in support of the event in accordance with these procedures and normal departmental emergency procedures.

The role of the Fleet Services Coordinator in the Logistics Support Organization will be to continuously assess the event for Fleet Services related logistical needs and obtain and allocate resources as required to meet the demands of the event. The Fleet Services Coordinator will report all issues of significance to the Chief LSO Coordinator and use the information gained from the Logistics Support Organization to direct the efforts of the Fleet Services Department.

Overall responsibilities for the Fleet Services Coordinator and staff include the following:

Fleet Services	
Role/Departments	Areas of Support
• Fleet Services	Replacement of vehicles/mobile equipment Vehicle maintenance Refueling Staging area setup Special transportation needs

Fleet Services will have one coordinator at each staging area/site if requested to do so by the Chief LSO Coordinator. The Staging Area Fleet Services Representative(s) will coordinate all site emergency fleet services requirements. If these staging sites are employed, the Staging Area Fleet Services

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Representative(s) will coordinate with the Fleet Services Coordinator to ensure smooth coordinated service. The Fleet Services Coordinator will coordinate all operations and maintenance requests during the emergency. Following notification of the emergency, the Staging Area Fleet Services Representative(s) and Traffic Coordinator will proceed to the designated site and assist in setting up the facility and a safe and efficient traffic flow pattern. In order to effectively support transportation requirements, the Fleet Services Coordinator will arrange for the required documentation manuals and forms to be available at the Logistics Support Center.

In the event of an emergency or in anticipation of severe storm conditions, Fleet Services will mobilize the Operations personnel and the Fleet Services Support/Administration personnel to respond accordingly to any transportation related logistical requirements. The Manager of Fleet Assets, with the assistance of the Fleet Services Supervisors, will assess the personnel requirements and the availability of shift personnel. Depending upon the projected impact of a storm, vacations for personnel may be canceled except under extraordinary circumstances. Work schedules will be developed to provide for a 24 hour system-wide service if necessary.

As part of the Logistics Support Organization's functions, the Fleet Services Coordinator will be responsible for arranging transportation related logistical requirements and coordinating these needs with the appropriate Fleet Services personnel. During the emergency, the Fleet Services Coordinator will maintain regular communications with the Operations Division Managers to continually monitor and evaluate the support requirements for transportation.

In emergency situations, the Fleet Services Operations personnel, specifically Fleet Services mechanics, are mobilized to provide 24 hour service. The Fleet Maintenance regions assist in the repair and maintenance of the Company's fleet of vehicles, mobile tools, and work equipment. Short term repairs and maintenance work are performed in the various work sites of the Company's field operations while long term repairs are made in the garages.

The Fleet Support/Administration personnel are mobilized to assist in replacing or securing additional vehicles and construction equipment, refueling needs, replenishment of spare parts and equipment, and liaison with the State and Department of Transportation.

Depending upon the nature and severity of the emergency, the Fleet Services Coordinator will act as the focal point in arranging the implementation of all response actions in accordance with existing corporate restoration procedures and/or internal departmental procedures. These include, but are not limited, to the following:

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**Replacement and Availability of Vehicles and Construction Equipment**

Fleet Services Coordinator is responsible for replacement of or securing additional vehicles and construction equipment during emergencies.

In anticipation of an impending storm or upon the declaration of Condition Red, the Fleet Services Coordinator will ensure that car/truck rental agencies are contacted to determine the availability of vehicles. In order to ensure a sufficient supply of vehicles, all new vehicles and any transportation related equipment waiting for acceptance testing are reviewed and placed in service.

In the event of a facility disaster requiring the immediate replacement of vehicles, including line trucks, step-vans, and pool cars, the Fleet Services Coordinator will arrange the transportation requirements with the Fleet Support/Administration Supervisor.

**Refueling and Materials Replenishment**

Fleet Services Coordinator is responsible for ensuring the adequate supply of fuel, oils, and spare parts for all vehicles in an emergency. In addition, the Fleet Services Coordinator handles all legal issues pertaining to the state Departments of Transportation.

In anticipation of an impending storm or upon the declaration of Condition Red, the Fleet Services Coordinator will ensure a complete fuel inventory is made to determine the supply for refueling requirements. All gasoline and diesel vendors will be requested to “top off” fuel tanks system-wide. They will also ensure that adequate quantities of engine oil, hydraulic oil, and other lubricants are available.

In all types of emergencies, the Fleet Services Coordinator will arrange with department personnel for the refueling of Company vehicles. During storm conditions, vehicles may be refueled from tanker trucks as required. Fleet Services will coordinate onsite fueling requirements for foreign crews.

Fleet Services utilizes their four in house 2,000 gallon tankers and multiple mobile fuel tankers and labor resources from their fuel contractors to insure continuous fuel deliveries and to maintain sufficient fuel quantities throughout the restoration. Fleet Services performs nightly refueling of all PSEG LI, off-Island crew trucks and vehicles staged at all hotel sites, base sleep camps, alternative housing sites, firehouses, and staging sites, as well as fueling the PSEG LI units stationed in the yards, employee vehicles (during fuel shortages at gas stations), and the portable generators set up at various locations.

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**Staging Area Activation**

In an emergency, the Chief LSO Coordinator in collaboration with Operations will identify areas with significant damage which will require the set-up and activation of staging area(s). For other types of emergencies, the Chief Logistics Section Coordinator will interface with the affected office to ensure appropriate staging area location(s) are established. Once a location is established and a decision made to activate a staging area(s), the Fleet Services Coordinator will deploy the Traffic Coordinator to arrange and set-up parking, and the Staging Area Fleet Services Representative to coordinate repairs and fueling. The Fleet Services Coordinator will maintain regular communications with the Staging Area Coordinator to arrange for any transportation related logistics requirements.

**Repair and Maintenance of Vehicles**

In the event of an emergency requiring a corporate response, all Fleet Services mechanics are mobilized to provide repair and maintenance work for fleet vehicles in operating centers/staging areas which sustained heavy damage. Emergency road service and refueling of vehicles is also provided on a 24 hour basis by the department. All requests associated with the repair and maintenance of vehicles will be forwarded by the Operations Managers directly to the Fleet Services Coordinator.

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## ATTACHMENT I ENVIRONMENTAL / HEALTH / SAFETY

### **HEALTH & SAFETY**

The safety and health of employees, contractors, and the public is of paramount concern. During major events the Safety Manager or alternate and Health Services Manager or alternate are assigned to serve as the Safety Coordinator and Health Coordinator, respectively and report directly to the Chief LSO Coordinator. The company's safety response includes seven full time safety professionals and three full time safety advocates. In addition to the company's internal safety resource, the Safety response includes the safety resources of responding contractor and mutual assistance crews and is further supported by other internal and external resources. The company's health services response includes three full time health professionals and contract nurse practitioners.

The safety and health response includes support and guidance, safety communications, incident reporting and tracking and continuous monitoring and enforcement to ensure safe work practices at work locations as well as at operations centers, staging areas, crew housing facilities, fueling locations, and foreign crew receiving sites. An Assistant Incident Safety Officer and an appropriate number of safety resources are assigned to each division as well as to the Logistics Support Center and foreign crew receiving sites. A nurse is assigned to every crew housing facility.

Safety communications begin pre-event and continue throughout the response effort with safety related communications being catered to address safety concerns appropriate for that stage and the event, incident trends as well as public safety concerns. Arriving crews receive safety briefings by one of our safety professionals and are provided with a foreign crew guide and other information as appropriate to the response.

All incidents, including near-misses, accidents and personnel injuries to company employees, contractor, and foreign restoration crews are reported, investigated, and tracked. Incidents are addressed in accordance with the appropriate PSEG LI safety procedures. Incident summaries are reported to the leadership team during briefings and communicated out through daily safety messages. The safety response organization including contractor and mutual assistance safety personnel participate in safety calls at least once during each operational period.

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During emergencies, the safety and health of the public, PSEG LI employees and foreign restoration crews is PSEG LI's primary concern. Safety and Health Coordinators are responsible to:

- Develop and recommend measures for personnel safety and health
- Visit all staging sites to ensure site safety including safe traffic patterns, adequate lighting, etc.
- Provide briefings for PSEG LI and foreign restoration resources
- Assess or anticipate hazardous, unsafe, or unhealthy situations or conditions
- Investigate accidents that have occurred within an incident area
- Investigate and address any reported health issues or concerns within any incident area (i.e. PSEG LI facilities, hotels, staging areas, alternate housing sites, tent cities, base sleep camps, etc.
- Ensure that a nurse or medical professional is on site at all alternate lodging sites, universities, base sleep camps, tent cities, etc. every evening (6:00 pm – 8:00 am) or for the duration of time that the crews are at the site, in case there is a medical emergency
- Ensure that all alternate lodging sites, universities, base sleep camps, tent cities, and staging areas are provided and equipped with first aid kits, fire extinguishers, etc.

## **ENVIRONMENTAL**

PSEG LI uses an Incident Command System structure to manage environmental exposure and Environmental Health Safety risks in the event of natural or man-made disasters, i.e. storms and associated oil spills, discharges and related clean-up. Below are the roles and responsibilities of the key environmental coordinator positions.

The Environmental Coordinator reports to the Chief Logistics Support Organization (LSO) Coordinator and coordinates with the Chief LSO Coordinator, appropriate Logistics Coordinators, and the Logistics Support Center. The Environmental Coordinator's responsibilities include:

- Determines if additional Environmental Leads are required for the specific incident, using the Resource Matrix as a guide and communicates those assignments.
- Establishes a staffing schedule for the duration of the incident for the Environmental Organization.
- Oversees work practices and personnel (on scene, if necessary) for environmental services and compliance.
- Recommends measures to improve environmental conditions.

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- Reports environmental violations or hazards immediately to the Chief LSO Coordinator.
- Ensures environmental briefings for outside resources.
- Monitors and tracks compliance with environmental regulations.
- Provides environmental communications briefing material or talking points to necessary Team Leaders.
- Ensures environmental regulatory reporting compliance.
- Monitor and ensure adequate environmental and waste management services are being provided
- Participates in incident command briefings.
- Maintains environmental data management and financial reporting.
- Ensure safety tailboards are done in accordance with work being performed.
- Maintains environmental activity logs.

The Environmental Spill Coordinators report to the Environmental Coordinator. The Environmental Spill Coordinator's responsibilities include:

- Determines if additional Environmental Leads are required for the specific incident, using the Resource Matrix as a guide and communicates those assignments.
- Establishes a staffing schedule for the duration of the incident for the Environmental Staging Area Organization.
- Oversees work practices and personnel (on scene, if necessary) for environmental Staging Area services and compliance.
- Recommends measures to improve environmental logistical conditions.
- Reports environmental issues / concerns immediately to the Environmental Coordinator.
- Ensures environmental briefings for outside resources.
- Directly interfaces with dispatching for container management / needs at staging areas.
- Provides environmental communications briefing material or talking points to necessary Team Leaders.

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- Coordinates transformer scheduling and disposition with vendors and the Environmental Spill Investigators.
- Monitor and ensure adequate environmental services are being provided.
- Ensure safety tailboards are done in accordance with the work being performed.
- Maintains appropriate environmental activity logs.

The Environmental Spill Investigators report to the Environmental Coordinator. The Environmental Spill Coordinator's responsibilities include:

- Establishes a staffing schedule for the duration of the incident for the Environmental Spill Response Staff.
- Oversees work practices and personnel (on scene, if necessary) for environmental services, material handling, waste disposal and compliance.
- Recommends measures to improve environmental conditions.
- Reports environmental violations or hazards immediately to the Environmental Coordinator.
- Ensures environmental briefings for outside resources.
- Monitors and tracks compliance with environmental regulations.
- Provides environmental communications briefing material or talking points to necessary Team Leaders.
- Ensures environmental regulatory reporting compliance for spill notifications and agency contacts.
- Monitor and ensure adequate environmental spill response and clean up services are being provided.
- Ensure safety tailboards are done in accordance with work being performed.

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## ATTACHMENT J STAGING SITES

Upon being notified by the Chief LSO Coordinator of an emergency that requires the activation of one or more Staging Sites, the Chief LSO Coordinator will confer with the Real Estate Coordinator to confirm the locations and acreage of the Staging Sites. Notifications will be initiated to the assigned personnel. Once Staging Site personnel are notified, the Staging Site Manager will notify the Chief LSO Coordinator to confirm contacts are made and personnel are being released to report for emergency duty. Once these notifications are completed the Staging Site Manager will report to the staging site. The Staging Site Manager will direct the efforts at the staging site in support of the event in accordance with these procedures and the associated Logistics Support Emergency Procedures (LSEPs). Field LSO Liaisons are deployed at each staging site to serve as single points of contact communicating all requests/needs of the site to the Logistics Support Center. The Security Coordinator deploys in house security staff and/or contract guards at every activated staging site on a 24x7 coverage basis until the restoration is complete and the site has been completely demobilized.

The roles of the Staging Area Manager and the supporting Staging Area staff are found in the Staging Site Procedures. The Staging Area Manager will report all issues of significance to the Chief Logistics Support Organization Coordinator and use the information gained at the Logistics Support Center to direct the efforts at the Staging Site.

### Supporting Staging Site Procedures

<u>Procedure</u>	<u>Title</u>
LSEP 1.1	Logistics Organization Notification
LSEP 1.2	Lodging for Outside Utility and PSEG LI Crews
LSEP 1.3	Bus Coordinator Procedure
LSEP 1.4	Staging Area Coordination
LSEP 1.4.1	Staging Area Operations Manager Checklist
LSEP 1.4.2	Staging Area Foreign Crew Operations Manager Checklist
LSEP 1.4.3	Staging Area Financial Oversight Manager Checklist
LSEP 1.4.4	Staging Area Manager Checklist
LSEP 2.1	Logistics Support Center Activation

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## **LOGISTICS ORGANIZATION NOTIFICATION**

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## 1. PURPOSE

- 1.1 The procedure provides the instructions to notify Logistics Support Organization (LSO) personnel during emergencies.

## 2. RESPONSIBILITY

- 2.1 The Incident Commander or alternate is responsible for designating a Chief Logistics Support Organization Coordinator.
- 2.2 The Chief Logistics Support Organization (LSO) Coordinator, in accordance with Appendix 10.1, Logistics Support Organization Notification Sheet, is responsible for:
- 2.3 Assessing the logistical response requirements.
- 2.4 Classifying the event for the Logistics Support Organization as Stage I, Stage II or Stage III.
- 2.5 Making the decision on the extent of activation of the Logistics Support Organization.
- 2.6 Notifying the Facilities Management Manager and Procurement Director in accordance with Appendices 10.2 and 10.3, Logistics Support Organization Notification Sheet.
- 2.7 Advising the Fleet Services Coordinator and Materials Management on the assignments for the Field Logistics Support Organization Liaisons.

### NOTE

**IN THE EVENT THE CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR IS UNABLE TO CONTACT THE FACILITIES MANAGEMENT MANAGER OR THE PURCHASING DIRECTOR, THE LOGISTICS SUPPORT ADVISOR SHALL BE CONTACTED TO IMPLEMENT THE REQUIRED NOTIFICATIONS.**

- 2.8 The Facilities Management Manager is responsible for making notifications to the Logistics Support Organization's Facilities Management Operations and Food Service Coordinators and their support staffs.
- 2.9 The Procurement Director is responsible for making notifications to the Logistics Support Organization's Procurement Coordinators, Lodging Coordinators, and their support staffs.
- 2.10 The Fleet Services Coordinator is responsible for notifying the Field Logistics Support Organization's Liaisons and advising them of their reporting assignments.

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### 3. PREREQUISITES

- 3.1 Notifications have been made to the Incident Commander or alternate of a potential disaster or an emergency affecting operations.

### 4. INSTRUCTIONS

#### NOTE

**CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR-  
SECTION 4.1  
FACILITIES MANAGEMENT MANAGER - SECTION 4.2  
PROCUREMENT DIRECTOR - SECTION 4.3**

#### 4.1 Chief Logistics Support Organization Coordinator

- 4.1.1 When notified of the nature and extent of the emergency, notify the appropriate Company Officers and determine Logistics Support requirements:
- Electric - Vice President T&D Electric
  - Business Services - Vice President Business Services
  - Emergency evacuation of common facility - affected operating group(s)
- 4.1.2 Determine the level of the Logistics Support Organization notification and activation based on the required response (i.e., do all positions require activation?).
- 4.1.3 If required, notify the Logistics Support Organization Advisor and direct him/her to begin implementation of LSEP 2.1, Logistics Support Center Activation.
- 4.1.4 Obtain and complete the Chief Logistics Support Organization Coordinator Notification Sheet (Appendix 10.1 - page 9).
- 4.1.5 List each person contacted and indicate the time contacted.
- 4.1.6 Upon contact, as a minimum discuss the following:
- Type of incident affecting the company.
  - Required notification and mobilization of personnel.
  - Logistics Support Organization activation classification (Stage I, II, or III).
  - Reporting time for Logistics Support Center staff.
  - Direct each individual to implement their notification sheet.

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- Ensure individuals contacted implement their internal notifications for additional logistics support staff.

## 4.2 Facilities Management Manager

- 4.2.1 Upon direction from the Chief Logistics Support Organization Coordinator, obtain and complete the Facilities Management Manager Notification Sheet (Appendix 10.2 – page 11).
- 4.2.2 List each person contacted and indicate the time contacted.

### NOTE

**CONTACT PRIMARY INDIVIDUAL. ALTERNATE TO BE CONTACTED IN THE EVENT THE PRIMARY IS UNAVAILABLE.**

- 4.2.3 Upon contact, as a minimum, discuss the following:
- Type of incident affecting the company.
  - Logistics Support Organization (LSO) Stage I, II, or III activation classification.
  - Reporting time for the Logistics Support Center.
  - Special information that may be necessary at that time.
  - Ensure individuals contacted implement their internal notifications for additional logistics support staff.

## 4.3 Procurement Director

### NOTE

**CONTACT PRIMARY INDIVIDUAL. ALTERNATE TO BE CONTACTED IN THE EVENT THE PRIMARY IS UNAVAILABLE.**

- 4.3.1 Upon direction from the Chief Logistics Support Organization Coordinator, obtain and complete the Purchasing Director Notification Sheet (Appendix 10.3 – page 13).

Upon contact, as a minimum, discuss the following:

- Type of incident affecting the company.
- Logistics Support Organization Stage I, II, or III activation classification.

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- Reporting time for the Logistics Support Center personnel.
- Special information that may be necessary at that time.
- Ensure individuals contacted implement their internal notifications for additional support staff.

4.3.2 List each person contacted and indicate the time contacted.

## 5. RECORDS

5.1 All notification lists are to be retained until after the post-event report is developed.

## 6. REFERENCES

6.1 Office of Electric T&D Operations Emergency Restoration Plan

6.2 Business Continuation Plans

## 7. DEFINITIONS

7.1 **Stage I: Logistics Support Organization Notification and Alert**, is the lowest emergency classification level and involves an increased awareness of the situation by key Logistics Support Organization personnel. Activation of the Logistics Support Center is not required.

7.2 **Stage II: Partial Logistics Support Organization Activation** is the second highest emergency classification and requires the notification and alert of key Logistics Support Organization personnel. Based on the emergency, the Chief Logistics Support Organization Coordinator will determine if a partial mobilization and activation of the Logistics Support Center is required.

7.3 **Stage III: Full Logistics Support Organization Activation**, highest classification level and requires a full mobilization of all Logistics Support Organization personnel and the activation of the Logistics Support Center.

7.4 **Corporate Emergency** is a potential disaster or an emergency affecting facilities or operations.

## 8. POLICY

8.1 This procedure has been designated as a program procedure.

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- 8.1.1 This procedure was written to facilitate the notification process in accordance with the Logistics Section Emergency Plan.
- 8.1.2 This plan is part of our commitment to provide a corporate wide emergency response capability.
- 8.1.3 This procedure supports our requirements under New York State law, 16 NYCRR, chapter II, Section 105, "Electric Utility Emergency Plans."
- 8.1.4 Training in the implementation of this procedure may be provided by Emergency Planning.
- 8.1.5 This procedure shall be reviewed and revised as required at least every year.

## 9. CHECKLIST

- 9.1 None

## 10. APPENDICES

- 10.1 Chief Logistics Support Organization Coordinator Notification Sheet
- 10.2 Facilities Management Manager Notification List
- 10.3 Purchasing Director Notification List

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**APPENDIX 10.1**

CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR NOTIFICATION SHEET

Upon notification of an event that has or will occur affecting the operations of the PSEG LI system, consult with the affected Company officers on logistics support requirements.

1. **CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR**

NAME: \_\_\_\_\_

2. **INCIDENT:\_\_\_\_\_TIME:\_\_\_\_\_**

3. **TYPE OF INCIDENT:**

- ☐ ELECTRIC
- ☐ OIL CONTINGENCY PLAN
- ☐ BUSINESS CONTINUATION
- ☐ OTHER (SPECIFY):\_\_\_\_\_

4. Provide event details:\_\_\_\_\_

5. **LOGISTICS SUPPORT ORGANIZATION CLASSIFICATION:**

\_\_ Stage I      \_\_ Stage II      \_\_ Stage III

Logistics Support Center reporting time:\_\_\_\_\_

6. Discuss the manpower requirements with each contacted person and direct them to implement their applicable notification list.

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## **APPENDIX 10.1**

### **CHIEF LOGISTICS SUPPORT ORGANIZATION (LSO) COORDINATOR NOTIFICATION SHEET**

Chief LSO Coordinator - [REDACTED]

Alternate Chief LSO Coordinator – [REDACTED]

Alternate Chief LSO Coordinator – [REDACTED]

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**APPENDIX 10.2**

**FACILITIES MANAGEMENT MANAGER NOTIFICATION SHEET**

Upon notification of an event that has or will occur affecting the operations of the PSEG LI system, consult with the affected Company officers on the logistics support requirements.

**1. FACILITIES MANAGEMENT MANAGER**

NAME: \_\_\_\_\_

**2. INCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_**

**3. TYPE OF INCIDENT:**

- ☐ ELECTRIC
- ☐ OIL CONTINGENCY PLAN
- ☐ BUSINESS CONTINUATION
- ☐ OTHER (SPECIFY): \_\_\_\_\_

**4. Provide event details: \_\_\_\_\_**

**5. LOGISTICS SUPPORT ORGANIZATION CLASSIFICATION:**

\_\_ Stage I      \_\_ Stage II      \_\_ Stage III

Logistics Support Center reporting time: \_\_\_\_\_

**6. Discuss the manpower requirements with each contacted person and direct them to implement their applicable notification list.**

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## **APPENDIX 10.2**

### **FACILITIES MANAGEMENT MANAGER NOTIFICATION SHEET**

Facilities Management Manager - [REDACTED]

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**APPENDIX 10.3**

**PROCUREMENT DIRECTOR NOTIFICATION SHEET**

Upon notification of an event that has or will occur affecting the operations of the PSEG LI system, consult with the affected Company officers on the logistics support requirements.

1. **PROCUREMENT DIRECTOR**

NAME: \_\_\_\_\_

2. **INCIDENT:\_\_\_\_\_TIME:\_\_\_\_\_**

3. **TYPE OF INCIDENT:**

- ☐ ELECTRIC
- ☐ OIL CONTINGENCY PLAN
- ☐ BUSINESS CONTINUATION
- ☐ OTHER (SPECIFY):\_\_\_\_\_

4. Provide event details:\_\_\_\_\_

5. **LOGISTICS SUPPORT ORGANIZATION CLASSIFICATION:**

\_\_ Stage I      \_\_ Stage II      \_\_ Stage III

Logistics Support Center reporting time:\_\_\_\_\_

6. Discuss the manpower requirements with each contacted person and direct them to implement their applicable notification list.

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### **APPENDIX 10.3**

## **PROCUREMENT DIRECTOR NOTIFICATION SHEET**

Procurement Director –



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## **LODGING FOR OUTSIDE UTILITY AND PSEG LI CREWS**

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## 1. PURPOSE

- 1.1 This procedure details the actions to be taken by the Lodging Coordinator during an electric and business continuation emergency restoration.

## 2. RESPONSIBILITIES

- 2.1 The Lodging Coordinator is responsible for implementing this procedure. The Lodging Coordinator is responsible for ensuring adequate lodging for foreign crews, PSEG LI's field crews, and operations staff during emergency restoration.
- 2.2 The Purchasing Coordinator is responsible for providing bedding and other related requirements in the event crews are housed in non-PSEG LI facilities arranged by the Real Estate Coordinator.
- 2.3 The Lodging/Bus Coordinator is responsible for arranging buses to shuttle crews from their places of lodging to the restoration work areas.

## 3. PREREQUISITES

- 3.1 LSEP 1.1 Logistics Organization Notification has been performed.
- 3.2 The Logistics Support Center has been activated.
- 3.3 Foreign Crew Processing Organization has been activated per the Office of Electric T&D Operations directive.
- 3.4 Events have occurred which have been or should be classified as Condition "Red".

## 4. INSTRUCTIONS

### 4.1 Notification

- 4.1.1 Upon notification of activation of the Lodging Coordinator position, the Lodging Coordinator shall obtain the Lodging Staff notification list and perform notifications.
- 4.1.2 Direct the Lodging Staff to report to the Purchasing office area, Hicksville and/or other designated locations.
- 4.1.3 Proceed to the Logistics Support Center or the Foreign Crew Administrative Process Area (located in Hicksville), as directed by the Chief Logistics Support Organization Coordinator.

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## 4.2 Facility Activation and Set-up

- 4.2.1 Set up the Lodging Staff work area.
- 4.2.2 Set up and test the telephones and computers to be used by the Lodging Coordinator.
- 4.2.3 Log onto the Foreign Crew Tracking System (Googledocs. spreadsheet document).
- 4.2.4 Complete Pre-Activation Checklist.
- 4.2.5 Notify the Chief Logistics Support Organization Coordinator or the Logistics Support Advisor that the Lodging Coordinator position is activated.

## 4.3 Determination of Lodging Requirements

- 4.3.1 Contact the following individual(s) based on the type of emergency:
  - 4.3.1.1 Electric Restoration – Foreign Crew Coordinator, T&D Overhead/Underground Lines Department, Chief Logistics Support Organization Coordinator, and the four Division Operations Managers.
  - 4.3.1.2 Foreign Crew Coordinator activated for all events involving outside support.
  - 4.3.1.3 Business Continuation – Response Team Coordinator.
- 4.3.2 Notify other appropriate Coordinators of your activation, provide a contact number, and obtain the following information:
  - 4.3.2.1 List of foreign crews, expected arrival time at company property, make up of crews, and anticipated geographic assignments.
  - 4.3.2.2 List of PSEG LI's field and staff personnel, by division, who will require lodging.
  - 4.3.2.3 List of Operations Center personnel requiring lodging.
  - 4.3.2.4 Bus arrangements, if any, that have been made.
- 4.3.3 When required information is furnished (i.e., crew make-up, etc.), calculate the required number of beds.

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#### 4.4 Lodging Arrangements

##### NOTE

CONSIDERATION SHOULD BE GIVEN TO REDUCE TRAVEL TIME BETWEEN LODGING AND RESTORATION WORK LOCATION(S).

LODGING ESTABLISHMENTS LOCATED ALONG THE ROUTE 110 CORRIDOR, ADJACENT TO THE LONG ISLAND EXPRESSWAY (ROUTE 495) AND WITH PRIOR CONTRACTUAL AGREEMENTS SHALL BE UTILIZED INITIALLY FOR LODGING ACCOMMODATIONS.

4.4.1 Using the Hotel/Motels Accommodations List (maintained by Procurement) direct the Lodging Staff to:

4.4.1.1 Contact establishments in each geographic area. Make reservations by geographical area until all lodging requirements are met.

4.4.1.2 Record the following lodging information using Emergency Restoration Hotel Accommodations (Appendix 10.1) and/or input information into the Foreign Crew Tracking System (Googledocs. spreadsheet document).

- Date
- Number of rooms reserved
- Room type
- Total Beds
- Daily Rate

4.4.1.3 Input confirmed reservations into the Foreign Crew Tracking System (Googledocs. spreadsheet document), if system is being utilized for the event.

4.4.2 If there are fewer Long Island hotel beds available than personnel (PSEG LI, foreign utility, contractor), contact hotels/motels in adjacent Queens County.

4.4.3 Advise each establishment that only the following charges will be covered:

4.4.3.1 Room nightly rate, one telephone call home per person, per night, and laundry service.

4.4.4 Upon meeting the lodging requirements, contact the Foreign Crew Coordinator. Inform the Foreign Crew Coordinator that lodging reservations for personnel are complete and available through the Foreign Crew Tracking System (Googledocs. spreadsheet document).

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4.4.5 If personnel are to be shuttled from hotels/motels to restoration assignments and assigned Staging Areas, or other areas, ensure arrangements are made for bus services.

4.4.6 Direct the Lodging Staff to maintain a record of rates for each establishment and the person with whom the arrangements were made.

#### 4.5 Additional Lodging Requirements

In cases where lodging requirements are insufficient due to the unavailability of Long Island and Queens County hotels/motels, arrange for additional lodging through:

##### 4.5.1 Universities/Schools/Non-PSEG LI Properties/Firehouses

4.5.1.1 Real Estate Coordinator will contact various universities, schools, non-PSEG LI properties, and firehouses within PSEG LI's service territory and request that accommodation arrangements be made.

4.5.1.2 Real Estate Coordinator will notify the Foreign Crew Coordinator which universities/schools/properties/firehouses may be utilized and the lodging capacity of each facility.

4.5.1.3 If required, contact the Purchasing Coordinator for the purchase/rental and delivery of sufficient bedding, towels, and toiletry articles in advance of the arrival of crews at the universities/schools/properties/firehouses.

## 5. RECORDS

5.1 Purchasing shall be the primary location for all permanent corporate records associated with this procedure.

5.2 All records shall be maintained in files located within the Procurement Department for a minimum of one year.

## 6. REFERENCES

6.1 ERIP 1.1.3, Obtaining Utility Crews

6.2 LSEP 1.3, Bus Coordinator Procedure

6.3 LSEP 1.0, Logistics Section Emergency Plan

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7. DEFINITIONS

7.1 None

8. POLICY

8.1 This is a program procedure.

8.2 This procedure is required in response to state regulation 16 NYCRR Part, 105, Electric Utility Emergency Plans.

8.3 Training for implementation of this procedure may be provided during restoration drills/exercises.

8.4 This procedure shall be reviewed every year.

9. CHECKLIST

9.1 None

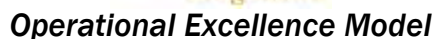
10. APPENDICES

10.1 Emergency Restoration Hotel Accommodations

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## **BUS COORDINATOR PROCEDURE**

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## BUS COORDINATOR PROCEDURE

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## 1. PURPOSE

- 1.1 This procedure establishes the guidelines for the coordination of buses between various locations during emergency conditions.

## 2. RESPONSIBILITY

- 2.1 The Lodging/Bus Coordinator is responsible for implementation of this procedure.

## 3. PREREQUISITES

- 3.1 The Lodging/Bus Coordinator has been notified in accordance with LSEP 1.1, Logistics Organization Notification.

## 4. INSTRUCTIONS

### 4.1 Notification

- 4.1.1 Upon notification to activate the Bus Coordinator position, per LSEP 1.1, Logistics Organization Notification, the Lodging/Bus Coordinator shall report to the designated Logistics Support Center.
- 4.1.2 Obtain the Lodging/Bus Coordination binder. The contents of this book shall include but not be limited to:
- 4.1.2.1 Logistics Support phone listing;
  - 4.1.2.2 Telephone directory;
  - 4.1.2.3 Blank pad of paper and writing materials (pen and pencil);
  - 4.1.2.4 Purchasing personnel names, locations, shifts, and telephone numbers;
  - 4.1.2.5 Nassau/Suffolk County Angstroms
- 4.1.3 Proceed to the Logistics Support Center and assist in setting up the facility as follows:
- 4.1.3.1 Set-up the Lodging/Bus coordination desk.
  - 4.1.3.2 Connect and test the telephone system;
  - 4.1.3.3 Complete pre-activation checklist;

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- 4.1.3.4 Notify the Chief Logistics Support Organization Coordinator or the Logistics Support Advisor that you are activated.

## 4.2 Operations

- 4.2.1 Contact the following individuals based on the type of emergency:

### NOTE

**Prior to making the following notifications, discuss any busing requests that may already have been received by the Chief Logistics Support Coordinator.**

- 4.2.1.1 Electric Restoration – Foreign Crew Coordinator;
- 4.2.1.2 Oil Spill – Facility Response Organization Logistics Coordinator;
- 4.2.1.3 Business Continuation – Response Team Coordinator.
- 4.2.2 Notify the appropriate individual of your activation and obtain the following information:
- 4.2.2.1 Locations and number of staging areas for foreign and PSEG LI crews, per LSEP 1.4, Staging Area Coordination.
- 4.2.2.2 Current and expected numbers of foreign crew personnel and the staging area that they are expected to work out of.
- 4.2.2.3 Transportation arrangements that are needed and/or arrangements that have been implemented.

## 4.3 Contact with Bus Companies

- 4.3.1 Using established blanket agreements and other telephone listings, contact each of the bus companies (primary first) and notify them of your activation:
- 4.3.1.1 Obtain the names, e-mail addresses and telephone numbers (voice, fax) for the office and emergency contacts.
- 4.3.1.2 Inform them of the potential requirements for transportation.

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#### 4.4 Determining Needs for Bus Transportation

4.4.1 Needs for bus transportation may come from various sources above and beyond those identified in step 4.2.1. These sources include, but are not limited to:

- 4.4.1.1 Chief Logistics Support Organization Coordinator
- 4.4.1.2 Fleet Services Coordinator
- 4.4.1.3 Staging Area Coordinator
- 4.4.1.4 Crew Coordinator (Electric) / Foreign Crew Processing Team
- 4.4.1.5 Logistics Support Advisor

4.4.2 When a request for transportation is received, document the following information:

- 4.4.2.1 Name of person making request
- 4.4.2.2 Number of personnel
- 4.4.2.3 Pick up point(s) for the personnel and if more than one point, the number of people at each one
- 4.4.2.4 Destination(s) for the personnel being picked up
- 4.4.2.5 Time for pick up(s) at each location
- 4.4.2.6 Time for pick up the following morning and the destination of the personnel

#### **CAUTION**

**PERSONNEL MAY HAVE NUMEROUS DESTINATIONS, SINCE MORE THAN ONE CREW MAY BE STAYING AT ONE SELECTED HOTEL; ENSURE THAT A MECHANISM IS PUT IN PLACE (NORMALLY CREW GUIDES) TO ENSURE THAT THE PEOPLE GET ON THE PROPER BUSES.**

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#### 4.5 Placing Orders with the Bus Companies

4.5.1 Using SAP, access the bus service agreements for emergency transportation. Contact the bus company and specify the requirements. Once the bus company confirms their ability to furnish the services required, issue a Release against a blanket purchase agreement or a Standard Purchase Order against a contract purchase agreement.

4.5.2 Give the bus company the following information:

4.5.2.1 Your name

4.5.2.2 Release or Standard Purchase Order number (release or order should be generated in SAP prior to calling the vendor)

4.5.2.3 Number of personnel and the associated number and types of buses to be used;

4.5.2.4 Pick up point(s) for the personnel and if more than one point the number of people at each one

4.5.2.5 Destination(s) for the personnel being picked up

4.5.2.6 Time for pickup(s) at each location

4.5.2.7 Time for pick up the following morning and the destination of the personnel

#### 5. RECORDS

5.1 Purchasing shall be the primary location for all permanent corporate records associated with this procedure.

5.2 All records shall be maintained in files located within the Procurement Department for a minimum of one year.

#### 6. REFERENCES

6.1 LSEP 1.1, Logistics Organization Notification

6.2 LSEP 1.2, Lodging for Outside Utility and PSEG LI Crews

6.3 LSEP 1.4, Staging Area Coordination

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7. DEFINITIONS

7.1 None.

8. POLICY

8.1 This is a program procedure.

8.2 Actions detailed in this procedure are not required in response to local, state, or federal regulations.

8.3 Training for implementation of this procedure may be provided by Emergency Planning.

9. CHECKLIST

9.1 None

10. APPENDICES

10.1 None

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## **STAGING AREA COORDINATION**

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DOCUMENT CONTROL PAGE

REVISION HISTORY				
Controlled electronic copies of all revisions will be retained with the PSEG Long Island Operations Manual				
Is LIPA Approver sign-off required for this document? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
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0	PSEG LI Baseline			2/3/14
Approved by _____ Date _____		Approved by _____ Date _____		

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## 1. PURPOSE

- 1.1. This procedure provides for the coordinated activation of staging areas for PSEG LI and/or foreign utility and tree trim workers and their equipment. Some of the key reasons for staging area activation are as follows: widespread damage to the system and infrastructure resulting in hotels, restaurants and access to vehicle fuel being unavailable; the restoration response requires significant restoration manpower and assistance crews are unable to be housed in close proximity to their work locations. Attachment 9.1, Off-Long Island Utility Restoration Assistance Personnel and Equipment Staging Areas is provided as a reference document to be reviewed by all staff in support of staging area activities.

## 2. RESPONSIBILITY

- 2.1. The **Chief Logistics Support Organization Coordinator** or designee is responsible for:

- 2.1.1. Coordinating with the VP T&D Electric on the conditions, requirements and need to activate a restoration support staging area(s).
- 2.1.2. Prior to the impact of a storm system, ensure that property owners of the staging areas are informed of the potential activation of the site. Following a decision to activate specific staging areas, ensure notifications are made to the site owners, county Office of Emergency Managements (OEM's), and local police authorities.
- 2.1.3. Approve a Base Logistics Notification/Authorization to Proceed (Record 5.1) and/or Notification to Proceed for other third party Logistics Support Contractor and direct that notifications be made to mobilize the staging area logistics support contractor.
- 2.1.4. Direct the staging area(s) activation by contacting the restoration staging area management team(s) and support staff. Provide directions to staging area coordinators as to which areas are to be activated.
- 2.1.5. Manage the overall staging area implementation process and the Logistics Support Center's support of field operations during prolonged activations.
- 2.1.6. Manage the logistic strategies provided by the contractor and coordinate efforts with their Incident Command Center.

- 2.2. The **Staging Area Manager(s)** has the overall responsibility for:

- 2.2.1. Ensuring that the staging area has been activated.

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- 2.2.2. Managing and maintaining area operation activities for crew support and the following logistics contractor administrative groups:
- Area Operations Unit (traffic control and fleet services)
  - Foreign Crew Operations Unit
  - Financial Oversight Unit
- 2.2.3. Collaborating with the on-scene logistics contractor lead, the Site Manager will ensure logistics strategies are implemented effectively.
- 2.3. The **Fleet Services Coordinator** is responsible for the overall management of vehicle support efforts at all staging areas, substations, hotels or other locations where foreign crew and tree trim vehicles are parked. This includes, but is not limited to:
- 2.3.1. The diesel and gasoline fuels distribution and dispensing program.
- 2.3.2. Vehicle maintenance/repairs and towing operations at both parking areas and field locations.
- 2.3.3. Personnel and equipment to assist in traffic control operations as necessary.
- 2.4. The **Materials Management Coordinator** is responsible for ensuring restoration materials and supplies are available at the desired location(s). Additionally, as required, maintaining mobile storeroom(s) and adequate staff for distribution of restoration materials. These support efforts are in accordance with Inventory Management procedures.
- 2.5. The **Information Technology (IT) Voice/Data Coordinator** is responsible for ensuring that the staging area voice and data systems are functioning as well as possible following post storm conditions.
- 2.6. The **Security Coordinator** is responsible for implementing and managing the Staging Area Security Plan and for coordinating security efforts with local and state police authorities and contracted security firm(s).
- 2.7. The **Real Estate Coordinator** is responsible for notifications to owners and operators of the designated staging area sites. He/she will facilitate arrangements for additional areas if necessary to accommodate the restoration effort.
- 2.8. During an electric system emergency, the **Staging Area Coordinator** is responsible for providing to the Chief Logistics Support Organization Coordinator (or designee), as a minimum:

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- 2.8.1. Adjustments to the amount of outside utility crews located at staging areas.
- 2.8.2. Activating additional or demobilizing staging areas.
- 2.8.3. Substations that have been placed under local control and crews affected.
- 2.8.4. Restoration materials and equipment requirements at staging areas or specific substations.

### 3. PREREQUISITES

- 3.1. Pre-storm communication has or will be established with the logistics support contractor (i.e. Base Logistics).
- 3.2. An electric system Condition Red is impending or has been declared.
- 3.3. External utility restoration and tree trim personnel have arrived and/or are en route to the service area.
- 3.4. It is not possible to lodge utility crews near their assigned substations or job sites.

### 4. INSTRUCTIONS

#### 4.1. **CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR OR DESIGNEE – ELECTRIC SYSTEM EMERGENCY**

- 4.1.1. If a storm poses a threat to the service area, the logistics support contractor (i.e. Base Logistics) and PSEG LI will communicate and begin the process for a potential mobilization and response.
- 4.1.2. Receive information from the VP T&D Electric on the conditions, requirements and needs to support the outside restoration and tree trim crews.
- 4.1.3. Determine if the preferred staging options are substations or staging areas. The decision is based on the following factors: amount of crews and equipment to be staged, the availability of hotels and the damage to the T&D system.
- 4.1.4. If the selected option is staging equipment at substation(s):
  - 4.1.4.1. Identify the extent of the outside restoration and tree trim assistance that will be needing logistics support.
  - 4.1.4.2. Notify the Fleet Services Coordinator which substation(s) have been chosen and direct vehicle support activities be established at those locations.

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4.1.4.3. Inform the Security Coordinator of the decision to stage utility equipment at substations and to implement appropriate security measures.

4.1.4.4. Notify the Lodging Coordinator and the Lodging/Bus Coordinator which substation(s) have been chosen and direct arrangements be made for lodging and transportation to and from the hotels and substations.

4.1.5. If the direction is given to activate restoration staging areas, assemble the Logistics Support Organization and discuss the following:

4.1.5.1. Identify the staging areas to be activated; see Appendix 11.1, Staging Area Locations.

4.1.5.2. The number of restoration and tree trim personnel and vehicles estimated to be located at each site.

4.1.5.3. Logistic resources to be supplied at the staging area(s), as a minimum:

- On-site catering
- Housing (sleeping tents/trailers)
- Laundry facilities
- Fueling and vehicle maintenance

4.1.5.4. Timeline for the activation of the staging areas and support services supplied by the logistics support contractor.

**NOTE:**

**As part of logistics storm anticipation activities, it is recommended that the Logistics Support Organization will meet with the Staging Area Manager(s) and review staging area operations.**

4.1.6. Prepare the Base Logistics Notification/Authorization to Proceed form (Record 5.1) to process an authorization of activation of Base Logistics resources. To that end:

4.1.6.1. Communicate the response requirements to the logistics contractor's Incident Command Center.

4.1.6.2. Transmit the form to the Incident Command Center as a formal notification and authorization process.

4.1.7. Notify the Real Estate Coordinator to confirm that current agreements are in place to use the specified areas. Ensure notifications are made to owners and operators of the designated staging area sites.

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4.1.8. Direct that the notifications be made to the staging area management team for each staging area activated in accordance with the Staging Area Management Team Notification Chart (Appendix 11.2). Upon notification, discuss the following:

- What time the staging area is being activated
- The reporting time
- The name of the Staging Area Manager
- If known, the number of crew to be located at the area

4.1.9. Inform the Security Coordinator of the decision and to implement the appropriate security measures.

4.1.10. If Room 210 (Hicksville) has been activated, inform the liaison of the area(s) that are to be activated.

4.1.11. Coordinate the transportation needs at the various staging areas with the Lodging/Bus Coordinator(s).

4.1.12. Once informed by the Staging Area Manager(s) that the area is ready for operations, contact the VP T&D Electric and report the staging areas are operational.

4.1.13. In the event that the predetermined staging areas are not suitable, coordinate with the Real Estate Coordinator to identify areas that meet restoration needs.

4.1.14. Ensure communication links are established with the Staging Area Manager(s). If necessary, coordinate communication equipment needs with the Information Technology Voice/Data Coordinator.

4.1.15. Periodically provide a briefing to the VP T&D Electric on the activities at the staging areas.

4.2. **Lodging/Bus Coordinator** upon direction from the Chief Logistics Support Organization Coordinator, implements LSEP 1.3, Bus Coordination Procedure to provide transportation of the crews between the staging area (i.e. substations or staging areas where sleeping arrangements are not in place) and lodging area. In addition:

4.2.1. Furnish the bus arrival and departure times to the Fleet Services Coordinator and to the responding organization with crew control responsibilities. This information is to be created for all staging areas that will require transportation support.

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- 4.2.2. Upon direction from the Chief Logistics Support Organization Coordinator, implement LSEP 1.2 “Lodging for Outside Utility and PSEG LI Crews” to provide accommodations for PSEG LI and foreign crews.
- 4.3. **Security Coordinator** upon direction from the Chief Logistics Support Organization Coordinator on the decision to activate a staging area:
  - 4.3.1. Coordinates all security requirements at the staging areas by implementing the Staging Area Site Security Plan.
  - 4.3.2. If staging area is a substation facility, evaluate if security presence is adequate.
  - 4.3.3. Determine if New York State police, Nassau County or Suffolk County police notification and/or assistance are necessary.
  - 4.3.4. Ensure Site Security Lead at each staging area has activated the Staging Area Site Security Plan.
  - 4.3.5. Distribute ID badges to the staging areas to be used to control and document access.
  - 4.3.6. Arrange with the staging area Site Security Leads to inform the Logistics Support Center if problems arise with on-site security arrangements.
- 4.4. The **Fleet Services Coordinator** upon direction from the Chief Logistics Support Organization Coordinator on the decision to activate a staging area:
  - 4.4.1. Mobilizes the staff to implement the Fleet Services Staging Area Procedure to fuel and maintain vehicles at the staging areas.
  - 4.4.2. Notifies staff to report to the staging areas and assume the Vehicle Support Coordinators responsibilities.
  - 4.4.3. Assesses the overall effort to manage the vehicle support process at all staging areas, substations, hotels or other locations where foreign crew and tree trim vehicles are parked.
  - 4.4.4. Establish vehicle maintenance/repairs and ready towing operations.
- 4.5. The **Materials Management Coordinator** upon direction from the Chief Logistics Support Organization Coordinator on the decision to activate a staging area:
  - 4.5.1. Mobilizes staff and implements the Inventory Management Storm Support Plan.

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- 4.5.2. Calls out staff for distribution of restoration materials to staging areas and other locations where foreign crews are mobilized.
- 4.5.3. Establishes the delivery process and transportation assets available to ensure restoration materials and supplies are available at the desired location(s).
- 4.5.4. Determines, based on conversations with restoration management, the need to locate mobile storeroom(s).
- 4.6. **Information Technology Voice/Data Coordinator** upon direction from the Chief Logistics Support Organization Coordinator on the decision to activate a staging area:
- 4.6.1. Coordinates with the IT command center to ensure that the staging area information technology systems are functioning as well as practicable following post storm conditions.
- 4.6.2. Communicates with the IT Coordinator at the staging area to obtain the contact information for the staging area personnel.
- 4.6.3. Determines if assistance or additional IT resources are needed.
- 4.7. **Real Estate Coordinator** upon direction from the Chief Logistics Support Organization Coordinator on the decision to activate a staging area:
- 4.7.1. Confirms that a current agreement is in place to use the specified area.
- 4.7.2. Notifies owners and operators of the designated staging area sites and discusses:
- The staging area's activation
  - The time personnel are expected to arrive
  - The name of the Staging Area Manager
  - Contact information between the owners the Logistics Support Center
- 4.7.3. In the event that additional area is needed for staging utility trucks, determine the requirements and assess locations. Contact owners and prepare letters of agreement for use.
- 4.8. **Staging Area Manager** upon direction from the Chief Logistics Support Organization Coordinator or designee on the decision to activate a staging area:
- 4.8.1. Activates designated staging areas per the Staging Area Manager's Checklist (Checklist 10.1).

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4.8.2. Ensures adequate staff is available to support the functions of the staging area.

4.8.3. Contacts the Chief Logistics Support Organization Coordinator or designee when the staging area is operational.

4.9. **Area Operations Manager** upon direction from the Chief Logistics Support Organization Coordinator or designee on the decision to activate a staging area:

4.9.1. Activates designated staging areas per the Area Operations Manager Checklist (Checklist 10.2).

4.9.2. Ensures adequate staff is available to support the Area Operations Unit functions of the staging area.

4.10. **Financial Oversight Manager** upon direction from the Chief Logistics Support Organization Coordinator or designee on the decision to activate a staging area:

4.10.1. Activates designated staging areas per the Financial Oversight Manager Checklist (Checklist 10.3).

4.10.2. Ensures adequate staff is available to support the functions of the Financial Oversight Unit at the staging area.

4.11. **Foreign Crew Operation Manager** upon direction from the Chief Logistics Support Organization Coordinator or designee on the decision to activate a staging area:

4.11.1. Activates designated staging areas per the Foreign Crew Operations Manager Checklist (Checklist 10.4).

4.11.2. Ensures adequate staff is available to support the functions of the Foreign Crew Operation Unit at the staging area.

## 5. RECORDS

5.1. Base Logistics Notification/Authorization to Proceed

## 6. REFERENCES

6.1. Fleet Services Staging Area Procedure

6.2. Materials Management Storm Support Plan

6.3. Staging Area Site Security Plan

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6.4. Base Logistics Emergency Response Logistics Plan

6.5. LSEP 1.3, Bus Coordinator Procedure

6.6. LSEP 1.2, Lodging for Outside Utility and PSEG LI Crews

## 7. DEFINITIONS

7.1. **Utility Crew** is a PSEG LI or foreign electric restoration team.

## 8. POLICY

8.1. This procedure has been designated as a program procedure.

8.1.1. This procedure was written to coordinate the staging area activation process in accordance with the Logistics Section Emergency Plan.

8.1.2. This plan is part of PSEG LI's commitment to provide a corporate wide emergency response capability.

8.1.3. This procedure is in conformance with provisions contained in the New York State law, 16 NYCRR, Chapter II, Section 105, "Electric Utility Emergency Plans."

8.1.4. Actions detailed in this procedure are not required in response to local, state or federal regulations.

8.1.5. Training in the implementation of this procedure may be provided by Emergency Planning.

8.1.6. This procedure shall be reviewed and revised as required at least every year.

## 9. ATTACHMENTS

9.1. Off-Long Island Utility Restoration Assistance Personnel and Equipment Staging Areas

## 10. CHECKLISTS

10.1. Staging Area Manager (SAM) Checklist

10.2. Area Operation Manager (AOM) Checklist

10.3. Financial Oversight Manager (FOM) Checklist

10.4. Foreign Crew Operation Manager (FCOM) Checklist

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## 11. APPENDICES

11.1. Staging Area Locations

11.2. Staging Area Management Team Notification Chart

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## RECORD 5.1



## NOTIFICATION/AUTHORIZATION TO PROCEED

FROM: \_\_\_\_\_ COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

This document Notifies and Authorizes Base Logistics, LLC to secure and/or provide the product(s) and services indicated below.

Location: \_\_\_\_\_ Personnel assigned: \_\_\_\_\_

On-site contact: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

Resource	Quantity	Date Requested	Time Requested	Comments
Site Setup				
Office Unit(s)				
RV(s)				
Security				
Trash Bins (20-30yd roll-off)				
Trash Bins (8yd bins)				
Trash Bins (Haz Mat)				
Portable Restrooms				
Hand Wash Stations				
Generator(s)				Size: _____
Light Tower(s)				
Fuel Truck(s)				
Tents (Mgmt. team)				
Catering				
On-site Catering				
Soft Drinks				
Bottled Water (.5 liter)				
Bottled Water (5gal.)				
Ice				
Ice Storage				
Snacks				
Storage Container				
Mess Tent				
Tables/Chairs				
Heaters/HVAC				
Fans				
Transportation				
Shuttle Buses				
ATV/Golf Cart(s)				
Fork Lift(s)				
Other vehicle (specify)				
Laundry Service				
Laundry Service				
Mobile Laundry Unit(s)				

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## RECORD 5.1

[illegible]

Additional Comments: \_\_\_\_\_

Ordered by: \_\_\_\_\_  
Electronic signature w/date stamp acceptable

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**ATTACHMENT 9.1**  
**Off Long Island Utility Restoration**  
**Assistance Personnel and Equipment**  
**Staging Areas**

Following the passing of a tropical storm system, significant damage to both the electric transmission and distribution networks can be expected. As a result of this potential event, PSEG LI has enhanced the existing model of staging areas to accommodate a larger off Long Island work force (foreign crews) presence. This work force will assist in the restoration of electric services.

Staging areas will play an important role by allowing the foreign crews to be concentrated in locations closer to their assignments. A staging area calls for a site of 10-acres or greater with most of the area being paved or types of hard surface (i.e., crushed stone); access to water supply and electric distribution (this is not a requirement because a planning assumption is that these utilities may be unavailable); proximity to major roads; and a number of entrance/exits into the area is preferred. If the site is has no fence, a contractor will place temporary fencing to establish a perimeter for site security.

The staging area will be the “home” for the foreign crews while they are performing restoration activities during 16 hour shifts (daylight hours). Also, a team of support staff will be at the site to manage the 24 hour operation of the staging area. The support activities are supplied by either the logistics contractor or the LSO. The activities and services that will be established at a typical 10 acre staging area are listed below:

- Personnel: 1,000<sup>+</sup> foreign crews team members
- Utility vehicles: 450 – 550
- Vehicles for management staff: 5 – 10
- Maintenance trailer (for repairs to utility vehicles)
- On-site fueling tanker (gasoline and diesel)
- A number of tents with hard flooring and climate control for sleeping arrangements
- Sanitary provisions (porta-potties, shower trailers, hand washing stations)
- Laundry tractor-trailer: 1 or 2
- A large tent for serving breakfast and dinner
- Food preparation tractor-trailer: 1 or 2
- Refrigerated tractor-trailers for food and ice storage: (2)
- Water tankers for all the water needs (fresh water and black)
- On-site electric generators
- Recreation vehicles or office trailers for site management staff: (4 – 7)
- Lighting towers
- Restoration material lay down area - utility poles, transformers, etc. will be temporarily stocked

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- 1 If the staging area is designed to house less than 1000 persons, only the scale of operations would differ.

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### Staging Area Operational Profile

1. Notification – once a storm has formed and there is a strong potential for impact, notifications will be made to the staging area owners. Owners will be informed of the potential activation of the site.
2. Mobilization - once a storm system has passed, PSEG LI will determine the staging areas to be triggered. Contact will then be made (if possible) to the owners. Notification will also be made to the county emergency offices. Each site will have a mobilization and deployment plan agreed upon with the owner. Staging areas are to be mobilized for a 2 week minimum and possibly as much as 8 weeks, depending upon the amount of restoration work.

Full-scale operation – a 10 acre staging area will take 3-4 days following the storm to gear up for complete operations. This is due to the deployment and travel time of some of the support services along with the staggered arrival of foreign crews. Some staging area activities will begin more rapidly, such as: securing the site (fence and guard service), deploying the management trailers, light towers and communications. A team will be sent to each staging area to begin the setup and eventually manage the overall operation.

### Site Activities

Day time - The 1,000 personnel who are at the staging area will be fed breakfast in the food tents and be provided with portable lunch and drinks. The utility supervisors will meet with PSEG LI staff to coordinate the dispatch of crews. Crews will get into the bucket trucks and other vehicles and be sent to the job sites. Approximately 450-550 vehicles will exit the staging area at a time, which will require coordination with local police departments.

While the crews are away from the staging area, re-supply, re-stocking, and site maintenance activities will occur. These activities (as a minimum) will require tractor trailer and other truck traffic into and out of the area: food stocks, water, servicing the showers/sinks/ toilets, garbage removal, restoration material delivery, and refueling the on-site fuel tank.

Food preparation, laundry, and site cleaning will also be conducted while the crews are away from the site.

As evening approaches, the crews will return to the staging area. This activity will be coordinated; but, as in the morning, 450-550 vehicles will return. Crews will be directed to park in designated areas. Crews will use the showers/sinks/toilets. Meals will be provided in the food tents. Crews will then

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go to the sleeping tents.

Night Time -

Light towers will be used to illuminate the site during the evening operating hours.

While the crews sleep, Fleet Services staff will: perform minor repairs to trucks and vehicles; and refuel all bucket trucks by moving a fueling vehicle down the rows of trucks. Materials Management personnel will restock restoration kits used by the crews. Food preparation team will begin preparing breakfast.

There will be around-the-clock site security. A contract security staff, managed by PSEG LI security, will be in place and will maintain overall site security. All personnel (including delivery personnel), will be cleared and credentialed prior to entering the staging area. Security will maintain a visible presence at all times and will periodically patrol the perimeter. PSEG LI security will also coordinate with local law enforcement.

Staging areas will continue to operate in this manner until a decision is made to demobilize. Once the decision is made to demobilize, the demobilization process can take up to 36 to 48 hours.

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APPENDIX 11.1  
**STAGING AREA LOCATIONS**

Nassau County

- Eisenhower Park – East Meadow
- Hempstead Lake State Park – West Hempstead
- Bethpage State Park – Farmingdale
- Christopher Morley Park – Roslyn
- Green Acres Mall – Valley Stream
- Herrick's Community Center – New Hyde Park
- Nassau Coliseum – Uniondale
- Point Lookout Park – Point Lookout
- Valley Stream State Park – Valley Stream

Suffolk County

- Brookhaven Airport - Shirley
- East Hampton Airport – East Hampton
- Sunken Meadow State Park – Kings Park
- Suffolk County Community College – Brentwood
- Belmont Lake State – Babylon
- H. Lee Dennison Building – Hauppauge
- Red Creek Park – Hampton Bays
- Riverhead Courts Parking Lots – Riverhead
- Suffolk County Police Department Parking Lots – Yaphank
- Jean W. Cochran Park – Peconic
- Calverton Executive AirPark - Calverton

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APPENDIX 11.2  
Staging Area  
Management Team  
Notification Chart

Title	Name	Home #	Office #	Other #
Staging Area Manager (SAM)				
Area Operations Manager				
Vehicle Support Coordinator				
Traffic Control Staff				
Foreign Crew Operations Manager				
Intake Processing Staff				
Financial Oversight Manager				
Administrative Support Staff				
Restoration Material and Equipment Coordinator				
Support Resources Coordinator				
Site Security Lead				
Medical Services Lead				
Site Safety Lead				
IT Coordinator				

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## **STAGING AREA OPERATIONS MANAGER CHECKLIST**

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**STAGING AREA  
OPERATIONS MANAGER (AOM)  
CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING STAGING AREA OPERATIONS AND FOR ALL LOGISTIC REQUESTS).**

**STAGING AREA LAYOUT MAP SHOULD BE FOLLOWED AS CLOSELY AS  
POSSIBLE**

**ENSURE THAT ALL PERSONNEL WHO REPORT TO THE STAGING AREA HAVE  
EITHER A PSEG LI PHOTO ID BADGE OR ARE ISSUED CREDENTIALS BY  
STAGING AREA SECURITY CONTROL/INTAKE PROCESSING STAFF.**

**NOTIFICATIONS**

DATE / TIME

\_\_\_\_ / \_\_\_\_

1. Upon notification from the Chief Logistics Support Organization Coordinator (or designee) of an emergency affecting any Corporate operations that require the activation of a Staging Area, assume the duties of the Area Operations Manager.
  - 1.1 Obtain the name of the Staging Area Manager and the location of the site.
  - 1.2 Contact the Staging Area Manager and discuss a reporting time at the Staging Area.
  - 1.3 If you have a company laptop computer and cell phone bring them with you to the Staging Area.
  - 1.4 Bring with you administrative supplies (i.e., paper, pens, post-its) and any additional items you may need during staging area operations.
    - 1.4.1 Employee photo badge, hardhat and safety vest
    - 1.4.2 Clothing and personal sanitary items for potential extended stay at the staging area

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- 1.5 Report to the Command Trailer at the selected Staging Area.
- \_\_\_\_ / \_\_\_\_ 2. Upon arrival at the Staging Area meet with the Staging Area Manager in the command trailer to discuss activation process.
- 2.1 Review the site specific layout plan and discuss any storm damage to the Staging Area and potential changes to the site layout.
- 2.2 Discuss, if any, the status of PSEG LI staging area resources that have arrived up to this point:
- 2.2.1 Vehicle Support functions
- 2.2.2 Restoration material and equipment personnel
- 2.2.3 Support Resources
- 2.3 Review the projected number of restoration crew members and tree trimmers and their associated vehicles to be located at the site
- 2.4 Determine the arrival time line, at the staging area, for Base Logistics/Storm Services support services:
- 2.4.1 Initial support services
- 2.4.2 Follow on services
- 2.5 Set up your desk/work area in the PSEG LI Command trailer.
- 2.6 Discuss the need for additional onsite generator support.
- 2.7 Meet with the Support Resources Coordinator, the Vehicle Support Coordinator, and the Restoration Material & Equipment Coordinator to discuss the implementation of their support services.
- \_\_\_\_ / \_\_\_\_ 3. Meet with the arriving Support Resources Coordinator and Information Technology (IT) Voice/Data Team Lead to coordinate the setup of the Staging Area communications network:
- 3.1 IT Voice Team will provide communications capability in the PSEG LI Command trailer and additional Staging Area locations as necessary.

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- 3.2 Communications and data processing network is assembled in accordance with the pre-established site specific IT arrangement.
- 3.3 Communications network will include the following (note: available communications equipment and systems is dependent upon the available network interfaces):
  - 3.3.1 Laptop computer(s) with wireless access (via Air Card)
  - 3.3.2 Network and local printing as well as fax capability
  - 3.3.3 Handheld radios for use by the PSEG LI staging area management team
  - 3.3.4 Command Trailer cell phone or radio with access to the Hicksville Logistics Support Center
  - 3.3.5 Ensure all cell phone #s and radio frequencies are provided to the staff

- \_\_\_\_\_ / \_\_\_\_\_ 4. Meet with the Support Resources Coordinator and the Lead PSEG LI Security detail assigned to the staging area.

**NOTE:**

**IF LOCAL POLICE AND OR NEW YORK STATE POLICE ARE AT THE SITE, ENSURE THEY ARE AWARE OF THE SITE SECURITY ARRANGEMENTS.**

- 4.1 Ensure the Lead PSEG LI Security coordinated with the Security Coordinator in the Logistics Support Center and has or will make contact with local police agencies and establish incident notification protocols.
- 4.2 Security detail priority is to implement the security plan for the site. Discuss the post and patrol locations of security personnel to ensure an appropriate level of perimeter control. Additionally, if the security plan directs, review the procedures of security personnel when crews are on-site. Additional responsibilities include:
  - 4.2.1 If known, discuss the number of crews/vehicles and their arrival times
  - 4.2.2 Patrolling the parking areas, food tents, and crew housing areas

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(tent and bunk trailers)

4.2.3 Ensuring the security staff is provided communications gear from the Communications Team. Have Security establish contact with the PSEG LI Staging Area Command Trailer.

4.3 Review the security badge process and staging area credentialing arrangements:

4.3.1 Security team is to establish site access control by distributing badges to Intake Processing Staff for arriving restoration and support personnel needing access to the site.

4.3.2 All personnel working in the staging area are to have appropriate identification. PSEG LI employees are to display badges at all times (Contractors/All personnel shall display credentials at all times). Contractors and their supporters are to be issued badges for working within the staging area.

**NOTE:**

**ALL PERSONNEL PROCESSED THROUGH THE FOREIGN CREW RESOURCE COORDINATION FACILITY IN HICKSVILLE OR ROSLYN ARE TO BE PROVIDED PROPER CREDENTIALS**

4.4 Review the site Traffic Plan with designated parking areas with security personnel:

4.4.1 As traffic cones are delivered to the site, coordinate the set-up of the vehicle parking area with the Traffic Control Staff with assistance from security personnel.

4.4.2 Parking lanes for utility and tree trim vehicles are to be designated by traffic cones and additional traffic control measures as per the site parking plan.

\_\_\_\_\_/\_\_\_\_\_  
5. Upon check-in by the Site Safety personnel, meet with the Support Services Coordinator :

5.1 Review the site plan and discuss the status the staging area activation

5.2 Have the Safety personnel review the traffic control plan and parking

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area setup and make changes as needed

5.3 Have Safety Personnel meet with:

5.3.1 The Vehicle Support Coordinator to discuss safety issues related to traffic control and vehicle fueling

5.3.2 Medical Services Contractor to review their readiness

\_\_\_\_ / \_\_\_\_ 6. Upon the arrival at the site, the Medical Services Contractor will meet with the Support Resources Coordinator:

6.1 Discuss the activation of the Safety Plan and the implementation of the medical response plan

6.2 The Medical Services Contractor is to setup the first aid station per the pre-plan. If necessary, radio/cell communication with the PSEG LI Command Trailer is to be established

6.3 In the event an ambulance is made available, identify an area that would be best suited for the location (preferably near the first aid station)

\_\_\_\_ / \_\_\_\_ 7. Upon arrival of the Restoration Material and Equipment team from Inventory Management:

7.1 Review the Staging Area plan with the Restoration Material and Equipment Lead for the area(s) identified as the material lay down areas for poles, transformers, wire, cross-arms etc.

7.2 If needed, identify area(s) to locate the supplies for nighttime Restoration Kit restocking

7.3 Coordinate any initial Security assistance to safeguard supplies

7.4 Provide a radio to the Materials Management Lead if one is needed

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\_\_\_\_ / \_\_\_\_ 8. Upon arrival of the Vehicle Support Coordinator:

### **TRAFFIC CONTROL ARRANGEMENT**

#### **NOTE:**

**IF ARRIVING VEHICLES ARE IN A HOLDING PATTERN OUTSIDE THE STAGING AREA ENSURE SITE SECURITY COORDINATES WITH LOCAL POLICE AND OR NEW YORK STATE POLICE**

- 8.1 Review the site layout and identify the area that is being set up as the parking area for the foreign utility and tree trim crew vehicles.
- 8.2 Review the “traffic control plan” for arriving foreign utility and tree trim vehicles. Determine if modifications to the traffic flow pattern within the Staging Area is needed due to storm damage.
- 8.3 Assess if the traffic pattern outside the Staging Area (nearby local roads) will need to be revised. If so:
  - 8.3.1 Discuss the traffic pattern with the Security Lead to work with local law enforcement at the site.
  - 8.3.2 Discuss with the Staging Area Manager the significance of this change and notify the Logistics Support Center Security Coordinator for assistance.
- 8.4 Assemble the Traffic Control Staff and identify the Lead person, have a coordination meeting and discuss the areas to be marked out for parking and traffic lanes:
  - 8.4.1 Place signage outside the staging area (if necessary) alerting arriving crews as to the staging area entrance
  - 8.4.2 Have the Staff identify the parking areas with cones per the site plan and
  - 8.4.3 Arrange (if available) traffic barricades, cones, and signs to delineate the traffic pattern the vehicles are to use in the staging areas

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- 8.5 If Security is assisting in activating the parking plan have the Vehicle Support Coordinator meets with Security to assess the progress of the parking lot set up
- 8.6 Ensure that adequate supplies of safety vests and flashlights have been delivered and are available for personnel directing traffic
- 8.7 If needed, the Vehicle Support Coordinator shall coordinate with the Fleet Services Coordinator in the Logistics Support Center to obtain additional supplies and equipment
- 8.8 As crews arrive at the site entrance, with their Foreign Crew Guide:
  - 8.8.1 They are to stop at a traffic control point near the PSEG LI Command Trailer.
  - 8.8.2 Crews and the Foreign Crew Guide will be escorted to the parking area by Traffic Control Staff. The Crew Guides will park in an area near the trailer and walk back to the trailer.
  - 8.8.3 The foreign crew members will then be taken via bus or mini-van to the Intake Processing Staff in the PSEG LI Command Trailer and be reunited with the Foreign Crew Guide.
  - 8.8.4 The Foreign Crew Operations Unit staff will conduct a check-in process and provide a Staging Area briefing to the arriving personnel.

### **FLEET SERVICES ACTIVATION**

- 8.9 Discuss activating the control area for managing both the fueling and maintenance of vehicles
- 8.10 Upon completing the parking area set-up direct the set-up of the following:
  - 8.10.1 Area(s) for the fuel tanker and other equipment for fueling activities per the Staging Area Fueling Plan
  - 8.10.2 Area for the maintenance and repairs for vehicles
  - 8.10.3 Parking area for the site transportation vehicles

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8.11 Provide a radio for the Vehicle Support Lead to maintain communications with the Staging Area Command Trailer (and any additional assistance that may be necessary);

8.12 If needed, obtain and/or distribute additional radios for use by the Traffic Control Staff.

### **STAGING AREA OPERATIONS**

\_\_\_\_ / \_\_\_\_ 9. Document all requests for logistics assistance using the Logistics Support Organization Tracking Form, see attachment I; relay the request to the Logistics Support Center for action. Provide status information to the requestor.

\_\_\_\_ / \_\_\_\_ 10. Maintain a list of all action items, who requested assistance, the current status and the organization that is tasked with responding.

\_\_\_\_ / \_\_\_\_ 11. Ensure that users of communication equipment report any failures for corrective action.

\_\_\_\_ / \_\_\_\_ 12. Periodically meet with the Staging Area Manager:

12.1 Present a status report on the operations of the staging area. Discuss any manpower, supply, or support issues that need to be communicated to the Logistics Support Center in Hicksville.

\_\_\_\_ / \_\_\_\_ 13. Prior to the initial arrival, and each morning departure and evening arrival of the restoration and tree trim crews:

#### **IMPORTANT:**

**UTILITY TRUCKS MUST BE PARKED IN THE PROPER ARRANGEMENT; THIS WILL PERMIT AN ORDERLY NIGHTTIME FUELING PROCESS.**

13.1 Inform the Vehicle Support Coordinator to mobilize the Traffic Control Staff for vehicle movement and control and ensure:

13.1.1 Traffic control measures are in place. Have traffic control personnel direct traffic for the appropriate route (arriving/exiting);

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13.1.2 Crews requiring materials to be directed to the Materials Management lay down area for supplies. If larger materials are required (i.e., poles, transformers, switches, etc.) follow the exit traffic pattern, per the plan, for this material area.

13.2 Based on site specific needs, have the Vehicle Support Coordinator manage the on-site transportation needs.

13.2.1 Golf carts or mini-buses (staffed by the Traffic Control Staff) are used to shuttle restoration personnel from parking areas to the food/lodging section.

\_\_\_\_\_/\_\_\_\_\_  
14. Communication with the Police Department is essential for traffic control measures outside the staging area:

14.1 With the large numbers of vehicles that are located in the staging area, the Police will provide controls at nearby intersections and may use traffic cones or flares to direct vehicles.

14.2 If local Police Department personnel are available, discuss with the Site Security Lead to coordinate the time the crews will arrive at or depart the staging area.

14.3 If police are not at the staging area and traffic control is necessary, make a request to the Staging Area Manager to contact the Logistics Support Center and acquire police assistance through PSEG LI Security.

\_\_\_\_\_/\_\_\_\_\_  
15. The Vehicle Support Coordinator is to ensure that the services of the Fleet Services staff are available to deliver fueling and, as needed, basic repairs to foreign crews vehicles. Fuel distribution is to be accomplished in accordance with the Staging Area Fueling plan.

15.1 Fueling Distribution for vehicles:

15.1.1 Crew vehicle fuel service is in most cases is to be accomplished during the evening hours.

15.1.2 Fuel trucks are to travel down the rows of vehicles and supply the vehicles.

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15.2 Fueling site generators, if needed, will be done on an as needed basis.

15.3 Once fueling efforts are completed provide a status report to the Staging Area Manager

15.4 Vehicle repairs:

15.4.1 During the day time if vehicles break down in the field, the Foreign Crew Operations Group will notify Staging Area Operations as to the vehicles location.

15.4.2 The Vehicle Support Coordinator is to arrange with the Logistics Support Center a service team to assess the break down and where the vehicle should be taken to.

15.4.3 If vehicles are at the Staging Area and require service, the Foreign Crew Guide will notify the Foreign Crew Operations Manager and the Area Operations Manager.

\_\_\_\_\_ / \_\_\_\_\_ 16. Verify the staging area's Service Resources are operating properly. Coordinate with the Support Resources Coordinator and the Staging Area Manager in areas that need assistance.

16.1 Periodically communicate with the Medical Services team to determine any supplies, or assistance they may require.

16.2 Obtain information related to any treatments (minor cuts, abrasions, bug bites etc.) or medications they may have dispensed.

16.2.1 In the unlikely event a crew member experiences injuries that requires a transport to a hospital, obtain all relevant information (name, utility affiliation, type of injury, hospital, etc.). Provide the information to the Staging Area Manager.

16.3 Meet with the Support Resources Coordinator and the Security Lead to discuss the status of the security efforts at the staging area. Assess if additional resources are needed.

16.3.1 Coordinate any additional security needs with the Logistics Support Center's Security Coordinator;

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16.3.2 Inform the Staging Area Manager of any additional needs identified in the security area.

- \_\_\_\_\_ / \_\_\_\_\_
17. Periodically meet with the Restoration Material and Equipment Lead and coordinate the arrival of material delivery vehicles and discuss needs related to the operations of the staging area.
- 17.1 Restoration Material and Equipment team are to maintain level of materials and supplies per a pre-established staging area inventory.
- 17.2 This team is to coordinate restocking of this inventory with the Materials Management Coordinator in the Logistics Support Center. Arrival of delivery shipments of materials for restocking is to be made known to the Area Operations Manager.
- 17.3 If needed, Restoration Kits can to be restocked by Inventory Management staff during the evening hours while the vehicle fueling is taking place or during the morning roundup and exit.
- 17.4 To satisfy the daily material needs of the crews, prior to leaving the area the Crew Guides will roundup their teams and have the vehicles stop by the material lay down area. The crew supervisor will identify the necessary materials for his crews.
- 17.5 If larger materials are required (i.e., poles, transformers, switches, etc.) follow the exit traffic pattern, per the plan, for this material area location.

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### LSEP 1.4.1

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# ACTION INFORMATION

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## **STAGING AREA FOREIGN CREW OPERATIONS MANAGER CHECKLIST**

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## STAGING AREA CHECKLIST

### FOREIGN CREW OPERATIONS MANAGER (FCOM) CHECKLIST

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT  
EVENTS DURING STAGING AREA OPERATIONS AND FOR ALL LOGISTIC  
REQUESTS**

**STAGING AREA LAYOUT MAP TO BE FOLLOWED AS CLOSELY AS POSSIBLE**

**ENSURE THAT ALL PERSONNEL WHO REPORT TO THE STAGING AREA HAVE  
EITHER A PSEG LI PHOTO ID BADGE OR ARE ISSUED CREDENTIALS BY  
STAGING AREA SECURITY CONTROL/INTAKE PROCESSING STAFF.**

#### **A. NOTIFICATIONS**

DATE / TIME

- \_\_\_\_ / \_\_\_\_
- 1.0 Upon notification from the Chief Logistics Support Organization Coordinator (or designee) of an emergency affecting any Corporate operations that require the activation of a Staging Area, assume the duties of the PSEG LI Foreign Crew Operations Manager.
    - 1.1 Discuss the location being activated with the Chief Logistics Support Organization Coordinator (or designee) and discuss a reporting time to the Staging Area.
    - 1.2 If known, review the projected number of restoration crew members and tree trimmers to be located at the site.
    - 1.3 If you have a company laptop computer and cell phone bring them with you to the Staging Area.
    - 1.4 Bring with you:
      - a) Administrative supplies (i.e., paper, pens, and post-its) and any additional items you may need during staging area operations.

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- b) Employee photo badge, hardhat, and safety vest
- c) Clothing and personal sanitary items for potential extended stay at the staging area

## B. STAGING AREA ACTIVATION

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### NOTE:

**ATTACHMENT 1 “OFF-LONG ISLAND UTILITY RESTORATION ASSISTANCE PERSONNEL AND EQUIPMENT STAGING AREAS” IS TO BE USED AS A REFERENCE FOR THE OPERATIONS AND ACTIVITIES THAT OCCUR AT A STAGING AREA**

---

- \_\_\_\_\_ / \_\_\_\_\_ 2.0 Upon arrival at the Staging Area Command Trailer:
- 2.1 Place your name on the Restoration Staging Area Organization Chart (see, attachment 2).
  - 2.2 Meet with the Staging Area Manager and indicate that you are about to organize the activation of the Foreign Crew Operations Unit.
  - 2.3 Set up your desk/work area in the PSEG LI Command trailer.
  - 2.4 Activate computer system and sign-on and access the e-mail system and Foreign Crew Tracking System assistance, if needed, which is available from the IT support team.
  - 2.5 As Foreign Crew Intake Processing Staff arrive:
    - a) Have them place their name in the appropriate box on the Restoration Staging Area Organization Chart (see, attachment 2).
    - b) Have them set up their working area.
    - c) Activate/access the Foreign Crew Tracking System and obtain “Crew Sheets” printout from the system.

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\_\_\_\_\_ / \_\_\_\_\_ 3.0 Contact the System Headquarters Foreign Crew Resource Coordinator:

- a) Inform him that you have arrived and are beginning to activate your operation. Provide the System Headquarters Foreign Crew Resource Coordinator your contact information.
- b) Request “Crew Sheets” from the Foreign Crew Tracking System be faxed to the Staging Area. This will indicate the crews that are expected to be at your Staging Area.
- c) Compare the Foreign Crew Tracking System reports received from the Intake Staff and the copy from the Foreign Crew Resources Coordinator.
- d) Discuss any discrepancies with the two reports concerning the number of utility / tree trimmers and the number of vehicles expected to arrive at this staging area.

\_\_\_\_\_ / \_\_\_\_\_ 4.0 Participate in a Staging Area activation status meeting with the Staging Area Manager, Area Operations Manager, Financial Oversight Manager, and the Logistics Support Contractor (Base Logistics/Storm Services) Site Manager in the PSEG LI Command Trailer. Topics will include:

- 4.1 Site specific layout plan and discuss any storm damage to the Staging Area and potential changes to the site layout.
- 4.2 You will provide the projected number of restoration crew members and tree trimmers and their associated vehicles to be located at the site.
- 4.3 The projected arrival time line, at the staging area, for Base Logistics/Storm Services support services;
  - a) Initial support services (First Out Resources and Catering).
  - b) Follow on services (laundry and hygiene).

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- 5.1 Review the projected number of restoration crew members and tree trimmers and their associated vehicles to be located at the site.
  - a) Based on the number of vehicles - identify the parking area to be set up.
  - b) Discuss tracking the vehicle parking locations. As crews arrive at the site entrance, with their Foreign Crew Guide, they will be escorted to the parking area by Traffic Control Staff. The foreign crew members will then be taken to the Intake Processing Staff in the PSEG LI Command Trailer.
  - c) The Traffic Control Staff will identify on the site map the parking location to the Intake Processing Staff. This information is to be included in the staging area operations overview to be given to the crews.

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### C. STAGING AREA OPERATIONS

- \_\_\_\_\_ / \_\_\_\_\_ 6.0 Document all requests for logistics assistance using the Logistics Support Organization Tracking Form (see attachment 3) and relay the request to the Logistics Support Center for action. Provide status information to the requestor.
- \_\_\_\_\_ / \_\_\_\_\_ 7.0 Maintain a list (tracking form) of all action items, who requested assistance, the current status and the organization that is tasked with responding.

### D. PROCESSING ARRIVING CREWS

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**NOTE:**

**Attachments 4, “Staging Area - Foreign Crew and Tree Crew (Intake Processing)” is to be used as a reference guide for the Foreign Crew and Tree Crew intake processing.**

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- \_\_\_\_\_ / \_\_\_\_\_ 8.0 Prior to the arrival of the crews the Foreign Crew Unit is to prepare the Staging Area Operations Overview – Briefing Agenda (see attachment 5). Use the Staging Area Map as the basis for overview and discussion of area operations with the foreign utility and tree trim crews and guides.
- 8.1 Have the Intake Processing team coordinate their efforts with the Traffic Control Staff. Following “intake processing” the crews are to be escorted to/from the parking area. Traffic Control Staff is to identify the location of the vehicles in the parking area.
- 8.2 Obtain from Site Area Manager or Base Logistics/Storm Services Site Manager:
- a) Time of the first meal and the schedule for the succeeding daily breakfast and dinner service.
  - b) What bunks have been designated for the crews and the Crew guide and suggested method to assign crews.
  - c) Distribution of boxed lunches, snacks, and ice/water and refreshments.
  - d) Laundry bags and name cards and the schedule for laundry

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services.

- e) The areas for laundry drop off and pick up.

8.3 Obtain from Vehicle Support Coordinator:

- a) The designated entrance(s), exit(s), and vehicle traffic flow within the staging site
- b) The schedule for fueling and the process to request vehicle maintenance.

8.4 As Crews arrive in the PSEG LI Command Trailer, meet with the Crew Guide and Utility / Company supervisor or General Foreman:

- a) Complete and retain the “Staging Area Foreign Crew Assignment Report” (see attachment 6). This will be used as part of the process to identify the number of people at the Staging Area.
- b) Ensure the Foreign Crew Guides are made aware that on the completion of each day they can check-in at the PSEG LI Command Trailer and fax the Storm Crew Tracking Report (see attachment 7).

8.5 Have the crew supervisors’ assemble the utility and tree trim crews and provide them a Staging Area Operations Overview, see attachment for the agenda.

- a) During this briefing, if Base Logistics/Storm Services has made available, you need to distribute laundry bags to the crews, crew leaders and the crew guides.

**E. FOREIGN CREW DAILY TRACKING (TIME) REPORT**

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**NOTE:**

**The Foreign Crew Guides are responsible for reporting the hours worked by the Restoration and Tree Trim crews to the Foreign Crew Process Team. Foreign Crew Guides use the “Storm Crew Tracking Report” for maintaining this daily accounting record (see attachment 7) of the crews under their control.**

---

- \_\_\_\_ / \_\_\_\_ 9.0 Upon initial check-in, ensure the Foreign Crew Guides are made aware that on the completion of each day they will check-in at the PSEG LI

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Command Trailer.

- 9.1 Crew guides compile their Crews' tracking report and provide it to the Intake Processing Staff.
- 9.2 Intake Processing Staff will make a copy and return the original to the Foreign Crew Guide.
- 9.3 The copy made by the processing staff will be faxed or hand delivered to the Foreign Crew Process Team.

#### **F. STAGING AREA ACCESS CONTROL AND ACCOUNTIBILITY**

---

##### **NOTE:**

**Staging Area Access Control Log (Attachment 7) is to be used to document personnel needing access to the Staging Area – other than Foreign/Tree trim and Crew Guides**

---

- \_\_\_\_\_ / \_\_\_\_\_
- 10.0 Identification of restoration personnel, tree trimmers, Crew guides, other PSEG LI personnel, Police/Security individuals, contractors and unanticipated people permitted access into the Staging Area:
    - 10.1 Foreign Crew Operations Unit's Intake Processing Staff is to obtain from the Support Resources Coordinator or the Site Security Lead area Identification (I.D.) badges.
    - 10.2 Site access control is administered by security personnel while the Foreign Crew Operations Unit's Intake Processing Staff is responsible for access authorization, accountability and generating a comprehensive list on a daily basis.
    - 10.3 Authorized PSEG LI and contract personnel are required to check-in at the PSEG LI Command Trailer. At this point employee names and I.D. numbers are tracked using Staging Area Access Control log (Attachment 7).
    - 10.4 Any additional personnel requiring access to the staging area need to provide photo I.D. Intake Processing Staff will then issue an I.D badge and use the access control log to document this process.
    - 10.5 At the end of each day, the total number of personnel that gained

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access to the Staging Area is determined. This data is used as part of the accounting efforts to validate the logistics support services delivered.

- a) To assemble this information the number of personnel from both the “Staging Area Foreign Crew Assignment Report” and the “Staging Area Access Control Log” is to be tallied.

10.6 This information is to be shared with the Staging Area Manager to ensure logistics services that are provided are accounted for.

#### ATTACHMENTS:

1. Off-long island utility restoration assistance - Personnel and equipment staging areas
2. Restoration staging area – organization chart
3. Logistics support organization request/information tracking form
4. Staging area - foreign crew and tree crew (intake processing)
5. Staging area operations overview - briefing agenda
6. Staging area foreign crew assignment report
7. Staging area access control log
8. Storm crew tracking report

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## **ATTACHMENT 1**

### **Off-Long Island Utility Restoration Assistance Personnel and Equipment Staging Areas**

Following the passing of a tropical storm system significant damage to electric transmission and distribution networks can be expected. As a result of this potential event PSEG LI has enhanced the existing model of Staging Areas to accommodate a larger Off-Long Island workforce (Foreign Crews) presence. This workforce will assist in the restoration of electric services.

Staging Areas will play an important role by allowing the Foreign Crews to be concentrated in locations closer to their assignments. A Staging Area calls for a site of 10 acres or greater with most of the area being paved or types of hard surface (i.e., crushed stone). Access to water supply and electric distribution is not a requirement because a planning assumption is that these utilities may be unavailable. Proximity to major roads and a number of entrance/exits into the area is preferred. If the site is open (no fence), a contractor will place temporary fencing to establish a perimeter for site security.

The Staging Area will be the “home” for the Foreign Crews while they are performing restoration activities during 16 hour shifts (day light hours). Also, a team of support staff will be at the site to manage the 24 hour operation of the staging area. The activities and services are listed below that will be established at a typical 10 acre Staging Area. All of the support activities are supplied.

- Personnel: 1000 Foreign Crews team members  
(If the event Staging Area is designed to house less than 1000 persons, the scale of operations would differ.)
- Utility vehicles: 450 – 550
- Vehicles for management staff: 5 – 50
- Maintenance trailer (for repairs to utility vehicles)
- On-Site fueling tanker (gasoline and diesel)
- A number of tents with hard flooring and climate control for sleeping arrangements
- Sanitary provisions (porta-potties, shower trailers, hand washing stations)
- Laundry tractor-trailer: 1 or 2
- A large tent serving for serving breakfast and dinner
- Food preparation tractor-trailer: 1 or 2
- Refrigerated tractor-trailers for food and ice storage (2)
- Water tankers for all the water needs (fresh water and black)
- Onsite electric generators
- Recreation Vehicles or office trailers for site management staff (4-7)

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- Lighting towers
- Restoration material lay down area - Utility poles, transformers, cables, etc. will be temporarily stocked

#### Staging Area Operational Profile

Notification – Once a storm has formed and there is a strong potential for impact, notifications will be made to the Staging Area Owners. Owners will be informed of the potential activation of the site.

Mobilization - Once storm system has passed, PSEG LI will determine the Staging Area's to be triggered. Contact will then be made (if possible) to the owners. Notification will also be made to the County Emergency Offices. Each site will have a mobilization and deployment plan agreed upon with the owner. Staging Areas are to be mobilized for a 2 week minimum and possibly as much as 8 weeks which depends upon the amount of restoration work to be accomplished.

Full-scale Operation – A 10 acre Staging Area will take 3-4 days following the storm for complete operations. This is due to the deployment and travel time of some of the support services along with the staggered arrival of Foreign Crews. Some Staging Area activities will begin more rapidly; securing the site (fence and guard service), deploying the management trailers, light towers and communications. A team will be sent to each Staging Area to begin the setup and eventually manage the overall operation.

#### Site Activities

Day time – The 1000 personnel who are at the Staging Area will be fed breakfast in food tents and be provided with lunch and drinks. The utility supervisors will meet with PSEG LI staff to coordinate the dispatch of Crews. Crews will get into the bucket trucks and other vehicles and be sent to the job sites. Approximately 450-550 vehicles will exit the Staging Area which will require coordination with local Police departments.

While the Crews are away from the Staging Area, re-supply, re-stocking, and site maintenance activities will occur. These activities (as a minimum) will require tractor trailer and other truck traffic into and out of the area: food stocks, water, servicing the showers/sinks/ toilets, garbage removal, restoration material delivery, and re-fueling of on-site equipment.

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Food preparation, laundry, site cleaning will also be conducted while the crews are away from the site.

As evening approaches the Crews will return to the staging area – this activity will be coordinated, but as in the morning 450-550 vehicles will return. Crews will be directed to park in designated areas. Crews will use the showers/sinks/toilets. Meals will be provided in the food tents. Crews will then go to the sleeping tents/bunk trailers.

Night Time - Light Towers will be used to illuminate the site during the evening operating hours. While the Crews sleep, Fleet Services staff will perform minor repairs to trucks and vehicles and will refuel all bucket trucks by moving a fueling vehicle down the rows of trucks. Inventory Management personnel may restock restoration kits used by the Crews. Food preparation team will begin preparing breakfast.

#### Around the clock Site Security

A contract security staff, managed by PSEG LI Security, will be in place and will maintain overall site security. All personnel including delivery personnel will be cleared and credentialed prior to entering the Staging Area. Security will maintain a visible presence at all times and will periodically patrol the perimeter. PSEG LI Security will also coordinate with local law enforcement.

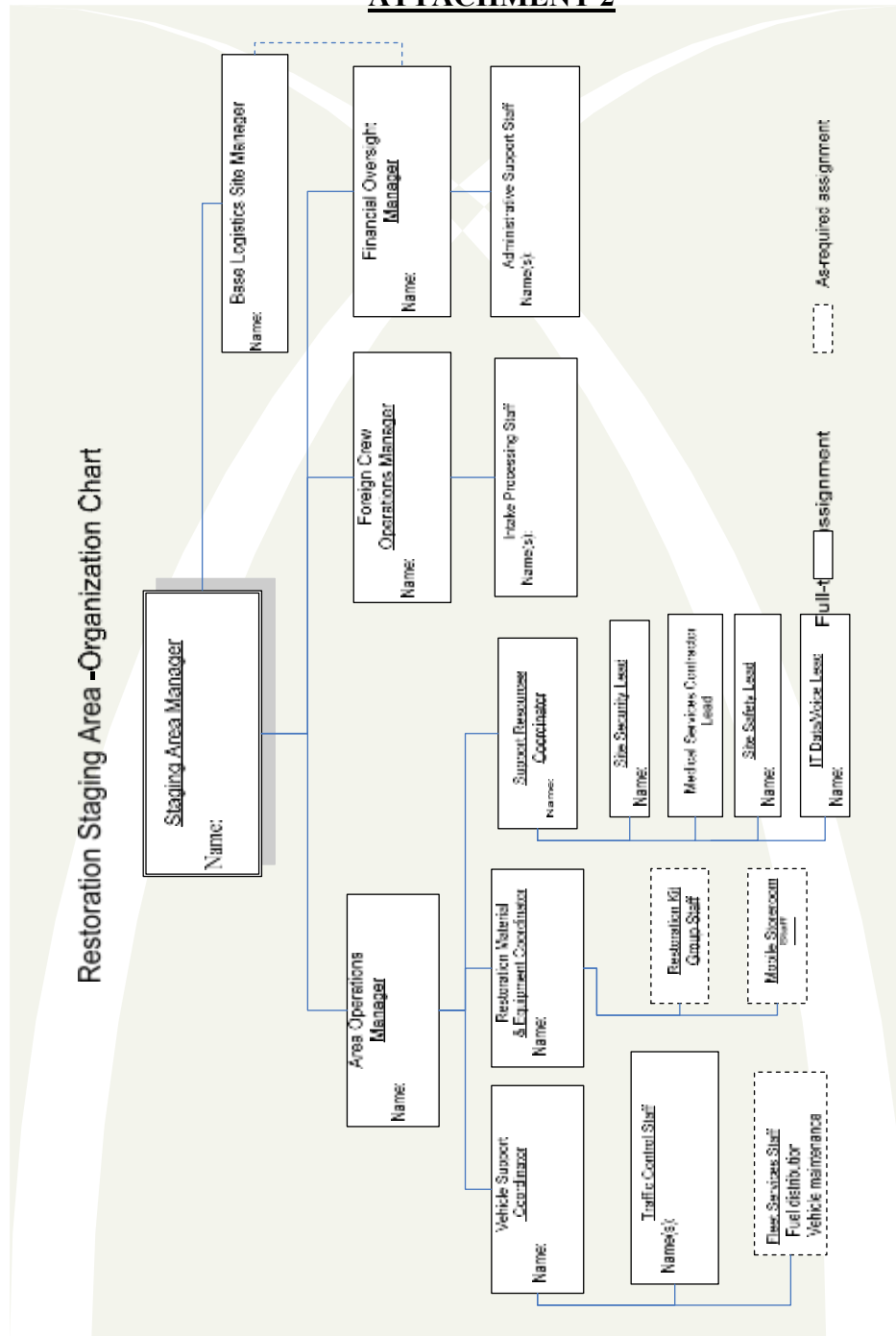
Staging Areas will continue to operate in this manner until a decision is made to “demobilize”. The Time line to demobilize can take up to 36 to 48 hours upon decision.

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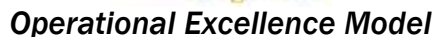


## ATTACHMENT 2



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## Tracking No. 000001

## LOGISTICS SUPPORT ORGANIZATION REQUEST/INFORMATION TRACKING FORM

ACTION

INFORMATION

Call Receive By: \_\_\_\_\_ Date:     /     /     Time:     :

Requestors Name: \_\_\_\_\_ Phone No (     )     - \_\_\_\_\_

Action Required By: \_\_\_\_\_

Message/Details:

Action Receive By: \_\_\_\_\_ Date:     /     /     Time:     :

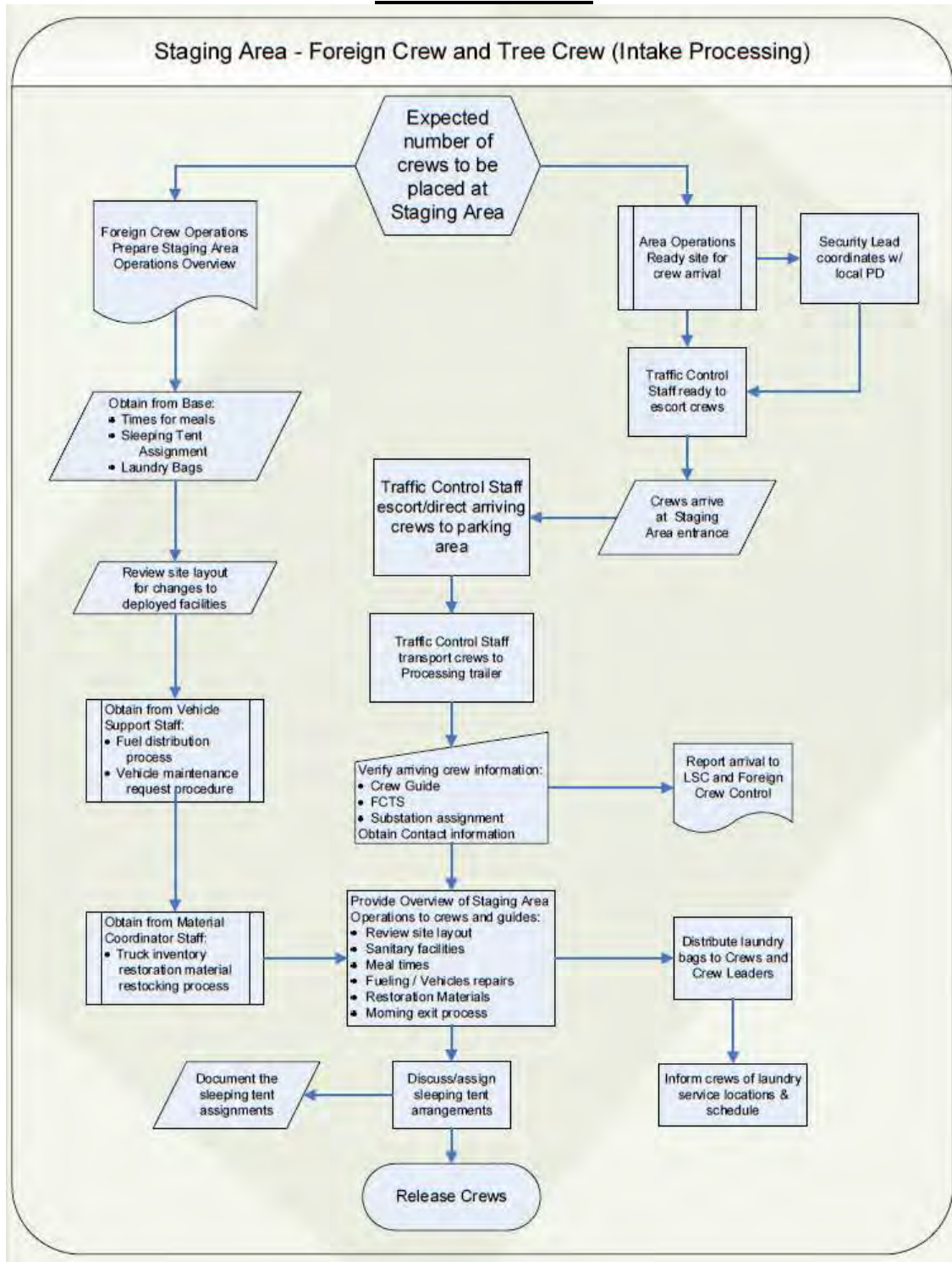
Comment Notes:

White Copy - Person responsible for action  
Pink Copy - Chief Logistics Coordinator Secretary  
Canary Copy - Retained by person taking call

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### ATTACHMENT 4



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**ATTACHMENT 5**

**Staging Area Operations Overview -Briefing Agenda**

- 1) Staging Area Site Layout
  - a) Location of the various facilities
  - b) Sleeping Tents
  - c) Food Tents
  - d) Sanitary facilities (Toilets, Showers, Washing Stations)
  - e) Material Areas (small and large materials)
- 2) Meal times
  - a) (Dinner and Breakfast)
- 3) Laundry and Towels
  - a) Distribute Laundry Tags
  - b) Linens and towels
- 4) Vehicle issues
  - a) Fuel Distribution
  - b) Vehicle maintenance
- 5) Restoration Materials – distribution process
- 6) Evening arrival and Morning exit process
  - a) Vehicle traffic flow
  - b) Traffic control Staff – (escorts)
  - c) Desired truck parking direction
  - d) Lunch and beverage distribution point
- 7) Personnel Security
  - a) Personnel Items
  - b) Reporting a problem

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**ATTACHMENT 6**

Staging Area Foreign Crew Assignment Report		
Staging Area Name:		
Utility / Company Name:		
Arrival information	Date:	Time:
Crew Guide Name:	Contact information:	
Assigned Work Location (check one):	<input type="checkbox"/> Substation:	<input type="checkbox"/> Division: Name
Supervising Personnel --- Name(s):	Contact information:	
Number of Crews:		
Number of personnel:		
Number of Vehicles:	Parking Location:	
Sleeping Location:		
Re-assignment Information (check one): <input type="checkbox"/> Staging Area <input type="checkbox"/> Division    Name:	Date:	Time:

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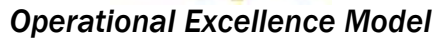


**ATTACHMENT 7**

Staging Area Access Control Log					
NAME	Affiliation (ID #)	Date / Time In	Area Badge Issued Y/N	Date / Time Exit	Area Badge returned Y/N

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**ACCESS RESTRICTIONS: CONFIDENTIAL**

### STORM CREW TRACKING REPORT

SUPV SIGNATURE: \_\_\_\_\_ PBEG LI SIGNATURE: \_\_\_\_\_

MUST BE SIGNED AT THE COMPLETION OF THE WORK DAY AND RETURNED TO:  
CONTACT SUPV, OF S SUPPORT DEPARTMENT, HICKSVILLE

ACCOMMODATIONS REQUIRED						
HOTEL/MOTEL NAME/PHONE	LOCATION	CREW	SUPV	GUIDE	TOTAL BEDS	TOTAL ROOMS

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## **STAGING AREA FINANCIAL OVERSIGHT MANAGER CHECKLIST**

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DOCUMENT CONTROL PAGE

REVISION HISTORY				
Controlled electronic copies of all revisions will be retained with the PSEG Long Island Operations Manual				
Is LIPA Approver sign-off required for this document? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Version	Description of Change	PSEG LI Approver and Title	LIPA Approver and Title	Revision Date
0	PSEG LI Baseline			2/3/14
Approved by _____ Date _____		Approved by _____ Date _____		

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## STAGING AREA CHECKLIST

### STAGING AREA FINANCIAL OVERSIGHT MANAGER CHECKLIST

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT  
EVENTS DURING STAGING AREA OPERATIONS AND FOR ALL LOGISTIC  
REQUESTS**

**ENSURE THAT ALL PERSONNEL WHO REPORT TO THE STAGING AREA HAVE  
EITHER A PSEG LI PHOTO ID BADGE OR ARE ISSUED CREDENTIALS BY  
STAGING AREA SECURITY CONTROL.**

#### NOTIFICATIONS

DATE / TIME

- \_\_\_\_ / \_\_\_\_
- 1.0 Upon notification from the Chief Logistics Support Organization Coordinator (or designee) of an emergency affecting any Corporate operations that require the activation of a Staging Area, assume the duties of the Financial Oversight Manager.
    - 1.1 Obtain the name of the Staging Area Manager and the location of the site.
    - 1.2 Contact the Staging Area Manager and discuss a reporting time at the Staging Area.
    - 1.3 If you have a company laptop computer and cell phone bring them with you to the Staging Area.
    - 1.4 Bring with you:
      - a) Base Logistics/Storm Services Emergency Response Logistics Plan.
      - b) Administrative supplies (i.e., paper, pens, and post-its) and any additional items you may need during staging area operations.

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c) Employee photo badge, hardhat, and safety vest

d) Clothing and personal sanitary items for potential extended stay at the staging area

### **STAGING AREA ACTIVATION**

\_\_\_\_\_ / \_\_\_\_\_ 2.0 Upon arrival at the Staging Area meet with the Staging Area Manager to discuss activation process.

2.1 Review the projected number of restoration crew members and tree trimmers to be located at the site.

2.2 Identify Base Logistics/Storm Services assets that have arrived at the site.

2.3 Determine the arrival time line, at the staging area, for initial Base Logistics/Storm Services support services.

2.4 Obtain radios to communicate with the vendor services tracking staff that will be dispatched to locations within the staging area.

2.5 Set up your desk/work area in the PSEG LI Command trailer.

2.6 Activate computer system and sign-on to access the Foreign Crew Tracking System.

\_\_\_\_\_ / \_\_\_\_\_ 3.0 Obtain from the Logistics Support Center or the PSEG LI Site Area Manager a copy of the “Notification/Authorization To Proceed”:

3.1 This document will identify the activated Staging Area and will document the PSEG LI and Base Logistics/Storm Services agreed upon quantity of resources to be offered at the staging area.

3.2 The “Notification/Authorization to Proceed” will be used to substantiate starting supply and support levels and to initiate the process of tracking the vendor supplied items.

\_\_\_\_\_ / \_\_\_\_\_ 4.0 Meet with the arriving Base Logistics/Storm Services Staging Area Manager to coordinate the arrival sequence of initial support functions:

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- 4.1 Establish a process by which the Base Logistics/Storm Services Staging Area Manager informs the PSEG LI Staging Area Manager and or the
- 4.2 Financial Oversight Manager prior to arrivals of supplies and materials.
- 4.3 Discuss the process to substantiate and account for all Base Logistics/Storm Services' services prior to distribution.

\_\_\_\_ / \_\_\_\_

- 5.0 Meet with the financial oversight team members:

- a) Discuss the number of utility and tree trimmers expected arrive at this staging area.
- b) Coordinate the arrival times of Base Logistics/Storm Services' services and supplies with team.
- c) Ensure the team is ready to verify and check for accuracy the vendor supplied items as they arrive.
- d) Have the team set up their work area in the PSEG LI Command Trailer. Ensure the team has administrative supplies and if necessary distribute radios.

### **STAGING AREA OPERATIONS**

\_\_\_\_ / \_\_\_\_

- 6.0 Ensure all Staging Area costs are captured and substantiated with documentation (invoices, receipts, etc.).

\_\_\_\_ / \_\_\_\_

- 7.0 Document all requests for logistics assistance using the Logistics Support Organization Tracking Form (see Attachment 1) and relay the request to the Logistics Support Center for action. Provide status information to the requestor.

\_\_\_\_ / \_\_\_\_

- 8.0 Maintain a list of all action items, who requested assistance, the current status, and the organization that is tasked with responding.

\_\_\_\_ / \_\_\_\_

- 9.0 Identification of restoration foreign crew personnel and tree trimmers reporting to the Staging Area:

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- 9.1 It is important that a roster of all outside personnel is compiled. This list is the basis for identifying and accounting for the amount of support services to be delivered.
- 9.2 Meet or conference call with the Staging Area Manager and the system level Foreign Crew Resource Coordinator/Tree Trim Coordinator to discuss the arrival of the crews:
- a) If available, establish a computer session with the Foreign Crew Tracking System and print out the “Crew Sheets” for those crews that are expected to arrive at your Staging Area.
  - b) In the event the Foreign Crew Tracking System is unavailable contact the Foreign Crew Resource Coordinator or the Logistics Support Center and have the crew sheets sent via a messenger.

\_\_\_\_\_ / \_\_\_\_\_ 10.0 Periodically meet with the PSEG LI Staging Area Manager:

- 10.1 Present a status report on the activation/operations/activities of the financial oversight group. Discuss any manpower or support issues that need to be communicated to the Logistics Support Center in Hicksville.
- 10.2 Discuss the Base Logistics/Storm Services daily invoices and provide a PSEG LI analysis of this data. Address any discrepancies in the contractor invoices that were resolved or need further clarification.
- 10.3 In the event the usage rate of supplies and services are beyond what was anticipated from the original projections, discuss the need to contact the Chief Logistics Support Organization Coordinator. Following discussions with Base Logistics/Storm Services Command Center, the Chief Logistics Support Organization Coordinator may authorize a change to the support levels.
- 10.4 Staging Area Manager will discuss on a periodic basis with the Logistics Support Center potential adjustments to the numbers of personnel that are directed to the staging area by the Restoration

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Organization(s).

**Note:**

**Attachments 3 and 4 are to be used as reference guides for determining the staging areas equipment supplies and service costs. These attachments are also used during periodic monitoring and inventory auditing of Base Logistics/Storm Services efforts.**

\_\_\_\_ / \_\_\_\_

11.0 Meet with On-site Base Logistics/Storm Services Site Manager and staff and discuss the following:

11.1 Submitting daily accounting information to the PSEG LI Financial Oversight group for food service operations (see Attachment 2 for Catering details);

- a) Ensure accurate financial records are supplied by Base Logistics/Storm Services
- b) A count of the meals provided; breakfast, box lunches distributed, and evening meal
- c) A count of cases of drinking water and sodas consumed at the staging area or provided to crew members for job site refreshment
- d) Establish communications prior to the arrival of vehicles for re-stocking food service efforts

11.2 Discuss the resource services provided; sleeping tents, laundry trailers, ice, tables, chairs and other items;

- a) Ensure appropriate accounting is established for tracking inventory used;
- b) Ensure accurate financial records are supplied by Base Logistics/Storm Services

\_\_\_\_ / \_\_\_\_

12.0 Meet with your staff to develop and put into action the following:

12.1 Obtain roster of arriving utility and tree trim personnel

12.2 Verifying services and quantities supplied match the desired

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manpower levels

12.3 Establish a process of monitoring and maintaining accurate records related to the food service operations (distribute manual counters, “clickers”):

- a) During morning and evening hours observe and monitor the number of personnel served. Periodically document the number of meals provided. This information will be used to compare the invoices submitted by the contractor.
- b) Observe if the restoration workers are provided adequate supplies of drinking water, sodas and other refreshments. Water is most important for refreshment at the job site.
- c) Boxed lunches are provided to the crews in the morning as they exit the staging area. Periodic measuring and documenting distribution of boxed lunches is to be conducted.

12.4 Document re-stocking supplies and services as they arrive at the staging area;

- a) Indicate the date, time, and type of the arriving re-supply or service (ice, water, portable toilet servicing). Also, if available, obtain quantities of the materials delivered.

- \_\_\_\_\_ / \_\_\_\_\_ 13.0 PSEG LI personnel may be assigned by the Logistics Support Center to assist at the staging area. Additionally, contractors may also be directed to the staging area (i.e., additional security guards).
- a) If Logistics Support Center requests, personnel time records for these individuals will be collected and processed.
  - b) PSEG LI and contract personnel are required to check-in at the PSEG LI Command Trailer. At this point employee names and I.D. numbers are tracked.

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**STAGING AREA DE-ACTIVATION**

- 13.1 Upon a decision to de-activate the staging area:
- 13.2 Meet with the Base Logistics/Storm Services Site Manager and obtain any final invoicing, cost data, and information for any resources that have not been accounted for (documentation) up to that point.
- 13.3 Verify with staff and check for accuracy all final paperwork submitted by Base Logistics/Storm Services. If discrepancies remain, attempt to reconcile. If items remain outstanding, contact the Logistics Support Center for guidance.
- 13.4 If needed, gather all time sheets for those individuals or contractors where time accounting was applied.
- 13.5 Direct staff to de-mobilize the equipment in the PSEG LI Command Trailer.

---

**Note:**

**All invoicing and financial information is to be submitted to the PSEG LI group that has the responsibility to monitor overall storm response cost expenditures. This is to be coordinated through the Chief Logistics Support Organization Coordinator.**

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**ATTACHMENT 1**

Tracking No. 000001

**LOGISTICS SUPPORT ORGANIZATION  
REQUEST/INFORMATION TRACKING FORM**

\_\_\_\_\_ ACTION

\_\_\_\_\_ INFORMATION

Call Receive By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ :

Requestors Name: \_\_\_\_\_ Phone No ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Action Required By: \_\_\_\_\_

Message/Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Receive By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ :

Comment Notes: \_\_\_\_\_

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White Copy - Person responsible for action

Pink Copy - Chief Logistics Coordinator Secretary

Canary Copy - Retained by person taking call

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**ATTACHMENT 2**  
**STAGING SITE – CATERING COST ESTIMATE**  
**14 day duration (# Personnel 1,000)**

Catering Service* (3 meals per day, including box lunch)	Dining Tent 60'x90'	Catering Prep Tent 20'x30' (2)	Tables/ Chairs	6 - 4,000 Watt Light Towers	5 - 30yd roll off trash containers	50 - Portable Restrooms	12 - Quad Handwash Stations	Fuel / Propane	Command Center / R/V	Refrigerated Storage	
\$ 556,040	\$ 38,176	\$ 4,900	\$ 8,750	\$ 18,750	\$ 6,876	\$ 37,500	\$ 9,000	\$ 3,808	\$ 3,360	\$ 11,760	
							Total Resource Cost:		\$698,920		
							Resource Procurement Fee:		\$160,751		
*Catering Breakdown:											
Item:	Day Rate:	Total:	Travel Pay:	Days:	Total:	14 day Total:	Base Logistics Catering Manager (8 days @ \$1350ea):			\$ 10,800	
Caterer:	\$ 9,600	\$ 134,400	\$3,465.00	2	\$6,930.00	\$141,330	Site Logistics Support Person (14 days @ \$650ea)			\$ 9,100	
Food Supply:	\$ 11,515	\$ 161,210				\$161,210	Base Logistics Site Manager (14 days @ \$1350ea):			\$ 18,900	
Box Lunches:	\$ 11,500	\$ 161,000.00				\$161,000	Base Logistics Supply Chain Driver (14 days @ \$650ea)			\$ 9,100	
Sodas/ Bottle Water:	\$ 3,500	\$ 49,000				\$ 49,000	Base Logistics Incident Command Personnel (2-admin, 14 days @ \$570ea)			\$ 15,960	
(4) *T/L Ice:		\$ 43,500				\$ 43,500					
Total Catering:						\$556,040.00	Total Estimated Cost:				\$923,531
							Total per person cost:				\$ 923.53
Catering Per Person / Per Day:						\$ 93.12	Per person/per day cost:				\$ 131.93
*Based on 42,000lbs of ice per trailer											

\*Based on 42,000lbs of ice per trailer

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**ATTACHMENT 2 - Continued**

<b>Staging Site – Resource Services Cost Estimate</b>							
<b>Sleep Tent / Shower / Laundry Facilities / Water Service Tankers 14 day duration (1,000 # Personnel)</b>							
	<b>Size:</b>	<b>Mult.</b>	<b>Rate:</b>	<b>Rental Period:</b>	<b>Minimum Rental:</b>	<b>Extension:</b>	<b>Comments:</b>
<b>Sleep Tents:</b>	20,000sqft	3.50	\$282,387	7 days	14 days	\$988,356	Sleeping tents include HVAC, flooring and sleeping cots
<b>Shower Trailers:</b>	26 head	3.50	\$ 27,720	7 days	14 days	\$ 97,020	Rate includes shower trailer attendants.
<b>Laundry Trailer:</b>	24 washer/ dryer	1.75	\$ 27,720	7 days	14 days	\$ 48,510	Rate includes laundry trailer attendants
<b>Mob / Demob Charges:</b>						\$227,500	Estimated mobilization / demobilization charges.
<b>Light Towers:</b>	4,000 watt	14	\$1,500	4 weeks	4 weeks	\$ 21,000	Four week minimum charge applies to rentals over 10 days
<b>Portable Restrooms</b>		25	\$ 90.00	Day	14 days	\$ 55,125	Rate includes daily on-site service
<b>Linen Sets:</b>		1000	\$ 3.00	Day	14 days	\$ 36,750	Pillow, pillow case, 2-flat sheets, blanket, bath towel & wash cloth.
<b>Pump Truck / showers / laundry</b>	6,500 gal	1.75	\$2,400	Day	14 days	\$ 58,800	
<b>Potable Water Tanker</b>	6,500 gal	1.75	\$ 2,400	Day	14 days	\$ 58,800	
<b>Water Service (Potable / Gray Water)</b>		31.5	\$360.00	Trip	14 days	\$ 11,340	Estimated Potable water and gray water filling & disposal trips.
<b>Total Estimated Cost:</b>					<b>\$1,603,201</b>		
<b>Total Cost Including Base Management Fee:</b>					<b>\$ 1,891,777.18</b>		

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### ATTACHMENT 3

Listed below are items supplied by the vendor.  
These are to be initially validated for quantity along with  
periodic inventory auditing.  
(Ensure accurate financial records are supplied by Base  
Logistics/Storm Services)

- ☐ Dining Tent 60'x90'
- ☐ 2 - Catering Prep Tent 20'x30'
- ☐ Tables/ Chairs
- ☐ 6 - 4,000 Watt Light Towers
- ☐ 5 - 30yd roll off trash containers
- ☐ 50 - Portable Restrooms
- ☐ 12 - Quad Hand wash Stations
- ☐ Fuel / Propane
- ☐ Command Center / R/V
- ☐ Refrigerated Storage
- ☐ Sleeping Quarters:
  - Bunk Trailers
  - Sleep Tents
- ☐ Dormitory Ancillary:
  - Complete Linen Sets (includes pillow, 2-flat sheets, blanket, pillow case, bath towel & wash cloth)
  - Sleeping Bags
  - Cots
- ☐ Shower Trailers:
  - 8 – Head
    - ☐ 12 - 16 Head
    - ☐ 20 - 26 Head
- ☐ Potable Water:
  - ☐ 2,000 - 6,500gal tankers
  - 500 - 8,000gal poly tanks
- ☐ Black Water/Gray Water:
  - 2,000 - 6,000gal pump trucks
  - 500 - 5,000gal poly tanks
- ☐ Mobile Laundry Units:
  - 8 - washer/dryer combo
  - 16 - washer/dryer combo
  - 24 - washer/dryer combo

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- ☐ Health / Safety:
  - Eye Wash Stations
  - Fire Extinguishers

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## **STAGING AREA MANAGER CHECKLIST**

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DOCUMENT CONTROL PAGE

REVISION HISTORY				
Controlled electronic copies of all revisions will be retained with the PSEG Long Island Operations Manual				
Is LIPA Approver sign-off required for this document? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Version	Description of Change	PSEG LI Approver and Title	LIPA Approver and Title	Revision Date
0	PSEG LI Baseline			2/3/14
Approved by _____ Date _____		Approved by _____ Date _____		

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## STAGING AREA MANAGER

### CHECKLIST

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS DURING STAGING AREA OPERATIONS AND FOR ALL LOGISTIC REQUESTS**

**STAGING AREA LAYOUT MAP TO BE FOLLOWED AS CLOSELY AS POSSIBLE.**

**ENSURE THAT ALL PERSONNEL WHO REPORT TO THE STAGING AREA HAVE EITHER A PSEG LI PHOTO ID BADGE OR ARE ISSUED CREDENTIALS BY STAGING AREA SECURITY CONTROL/INTAKE PROCESSING STAFF.**

### NOTIFICATIONS

DATE / TIME

\_\_\_\_ / \_\_\_\_

- 1.0 Upon notification from the Chief Logistics Support Organization Coordinator (or designee) of an emergency affecting any Corporate operations that require the activation of a Staging Area, assume the duties of the PSEG LI Staging Area Site Manager.
  - 1.1 Discuss the location for activating with the Chief Logistics Support Organization Coordinator (or designee) and discuss a reporting time at the Staging Area.
  - 1.2 If known, review the projected number of restoration crew members and tree trimmers to be located at the site.
  - 1.3 If you have a company laptop computer and cell phone bring them with you to the Staging Area.
  - 1.4 Bring with you:
    - a) Base Logistics/Storm Services Emergency Response Logistics Plan.
    - b) Administrative supplies (i.e., paper, pens, and post-its) and any additional items you may need during staging area operations.
    - c) Employee photo badge, hardhat, and safety vest.
    - d) Clothing and personal sanitary items for potential extended stay at

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the staging area.

### **STAGING AREA ACTIVATION**

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**NOTE:**

**ATTACHMENT 3 “OFF-LONG ISLAND UTILITY RESTORATION ASSISTANCE PERSONNEL AND EQUIPMENT STAGING AREAS” IS TO BE USED AS A REFERENCE FOR THE OPERATIONS AND ACTIVITIES THAT OCCUR AT A STAGING AREA.**

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- \_\_\_\_\_ / \_\_\_\_\_
- 2.0 Upon arrival at the Staging Area Command Trailer if communications systems are available, contact the Chief Logistics Support Organization Coordinator (or designee) in the Logistics Support Center:
    - 2.1 Indicate that you have arrived and are about to organize the activation of the Staging Area.
    - 2.2 Review the projected number of restoration crew members / tree trimmers and vehicles to be located at the site.
    - 2.3 Identify Base Logistics/Storm Services assets that have arrived at the site (details of this will be available following a meeting with Logistics support contractor Site Manager).
    - 2.4 Determine the arrival time line, at the staging area, for initial Base Logistics/Storm Services support services (details of this will be available following a meeting with Logistics support contractor Site Manager).
    - 2.5 Set up your desk/work area in the PSEG LI command trailer.
    - 2.6 Activate computer system and sign-on and access the e-mail system (assistance, if needed, is available from the IT support team).
    - 2.7 As Staging Area Staff arrive, have them place their name in the appropriate box on the Restoration Staging Area Organization Chart (see Attachment 2).

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- \_\_\_\_\_ / \_\_\_\_\_
- 3.0 Obtain from the Financial Oversight Manager or the Logistics Support Center a copy of the “Notification/Authorization To Proceed”:
- 3.1 This document will identify the activated Staging Area and will document the PSEG LI and Base Logistics/Storm Services agreed upon quantity of resources to be offered at the staging area.
- 3.2 The “Notification/Authorization to Proceed” will be used to substantiate starting supply and support levels and to initiate the process of tracking the vendor supplied items.
- \_\_\_\_\_ / \_\_\_\_\_
- 4.0 Obtain from the Foreign Crew Operations Manager (staff) or the System Level Foreign Crew Resource Coordinator:
- a) A “Crew Sheets” printout from the Foreign Crew Tracking System. This will indicate the crews that are expected to be at your Staging Area.
- b) Discuss the number of utility / tree trimmers and the number of vehicles expected to arrive at this staging area.
- \_\_\_\_\_ / \_\_\_\_\_
- 5.0 Meet with the Base Logistics/Storm Services Site Manager, the Area Operations Manager, and the Financial Oversight Manager in the PSEG LI Command Trailer to discuss activating the staging area:
- 5.1 Review the site specific layout plan and discuss any storm damage to the Staging Area and potential changes to the site layout.
- 5.2 Review the projected number of restoration crew members and tree trimmers and their associated vehicles to be located at the site.
- 5.3 Discuss the arrival time line at the staging area, for Base Logistics/Storm Services support services referencing the information taken from the “Notification/Authorization to Proceed”:
- a) Initial support services (First Out Resources and Catering) and
- b) Follow on services (laundry and hygiene).
- 5.4 Review the activation status of Base Logistics/Storm Services initial resources deployed (as a minimum) at the site:

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- a) On-site catering units and catering/dining tents
- b) Refrigerated food supply trailers
- c) Cold storage units containing ice, soft drinks, bottled water, etc.

5.5 Review the status of Base Logistics/Storm Services resources en-route (as a minimum) to the site:

- a) Additional staging area office unit(s);
- b) Tower lighting and on-site power supplies (generators);
- c) Trash bins and personnel hygiene services (portable rest rooms and hand washing stations);
- d) Sleeping tents/bunk trailers;
- e) Laundry services.

5.6 Ensure schedule of arrivals of contractor equipment and vendor services are made known to all of the PSEG LI staging area lead managers.

\_\_\_\_\_ / \_\_\_\_\_

6.0 Establish periodic status meetings until all Base Logistics/Storm Services resources are made available at the staging area and provide status reports to the Chief Logistics Support Organization Coordinator.

\_\_\_\_\_ / \_\_\_\_\_

7.0 Maintain a log (status sheet) of Base Logistics/Storm Services activities and communicate status to the Chief Logistics Support Organization Coordinator.

\_\_\_\_\_ / \_\_\_\_\_

8.0 Additionally meet with the Area Operations Manager in the PSEG LI Command Trailer and discuss the status of staging area activation:

- 8.1 Review the site specific layout plan and discuss any storm damage to the Staging Area and potential changes to the site layout.
- 8.2 Discuss, if any, the status of PSEG LI staging area resources having arrived up to this point:
  - a) Vehicle support functions (staff to establish the Traffic Plan)
  - b) Restoration material and equipment personnel
  - c) Support resources

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- 8.3 Discuss the readiness of the staging areas' IT Voice/Data network and the overall progress of the communications plan. Ensure radios/cell phones are distributed to the Managers and their staff for staging area operational communications. All contact numbers are to be posted in the PSEG LI Command Trailer for all to see.
- 8.4 Discuss the implementation of the staging areas' Site Safety Plan along with the mobilization of the Medical Services provider.
- 8.5 Progress on establishing the materials management area and implementing the Fleet Service fueling and maintenance functions.
- 8.6 Identify concerns with the level of PSEG LI response or Base Logistics/Storm Services response that needs to be communicated to the Chief Logistics Section Coordinator in the Logistics Support Center for action.
- 8.7 Review the staging areas' Traffic Plan with the Area Operations Manager and the team organized to activate the plan. Review the projected number of restoration crew members and tree trimmers and their associated vehicles to be located at the site:
- a) Based on the number of vehicles, identify the dimensions of the parking area to be set up. Note: not all fleet parking capacity may be needed.
- 8.8 Ensure adequate supplies (traffic cones, signs, barriers) are available to set-up the vehicle parking areas and create the traffic patterns in the staging area per the plan. Material needs to be requested through the Logistics Support Center.
- 8.9 Ensure personnel safety vests and flash lights are available for use by the Traffic Control Staff.
- 8.10 Have the Area Operations Manager report back when the site Traffic Plan is complete and ready to receive vehicles.
- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 9.0 When available, have the Site Safety Lead review the traffic control plan from a personnel safety point of view. Have a meeting with the Area Operations Manager if changes are warranted.

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\_\_\_\_ / \_\_\_\_ 10.0 Discuss site security arrangements with the Area Operation Manager and the Security Lead:

**NOTE:**

**IF LOCAL POLICE AND OR NEW YORK STATE POLICE ARE IN THE AREA, HAVE THEM PARTICIPATE IN SITE SECURITY PLANNING MEETINGS.**

10.1 Identify the status of the security plan activation.

10.2 Discuss the security of the perimeter, patrols and guard postings.

10.3 Discuss the arrival times of the restoration crews and the tree trimmers. Ensure that local police are made aware of the times crews will be arriving and exiting the staging area.

10.4 Ensure that PSEG LI Security Lead coordinates site security efforts with local police personnel and/or New York.

\_\_\_\_ / \_\_\_\_ 11.0 Meet with the Financial Oversight Manager and, if available, the Base Logistics/Storm Services Staging Area Manager to coordinate the arrival sequence of initial support functions:

11.1 Discuss the “Notification/Authorization to Proceed” and confirm starting supply and support levels and to initiate the process of tracking the vendor supplied items.

11.2 Establish the process by which the Base Logistics/Storm Services Staging Area Manager informs the Financial Oversight Manager and the PSEG LI Staging Area Manager prior to arrivals of services, supplies, and materials.

11.3 Discuss the process to substantiate and account for all contractor services prior to distribution.

\_\_\_\_ / \_\_\_\_ 12.0 Meet with the Foreign Crew Operations Manager and staff:

a) Obtain a “Crew Sheets” printout from the Foreign Crew Tracking System. This will indicate the crews that are expected to be at your Staging Area.

b) Discuss the number of utility and tree trimmers expected arrive at this staging area.

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- c) If staging area is utilized for “intake processing,” ensure the team is ready to process the incoming personnel and activate the staging area badge process.
- d) Have the team coordinate their efforts with the Traffic Control Staff. Following “intake processing”, the crews are to be escorted to the parking area.
- e) Ensure the team has administrative supplies and if necessary distribute radios.

### **STAGING AREA OPERATIONS**

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**Note:**

**Attachments 4 and 5 are to be used as reference guides for assessing the Staging Areas equipment supplies and service costs for a 1000 person site. Amounts and levels of services are dependent on the number of personnel housed.**

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- \_\_\_\_\_ / \_\_\_\_\_ 13.0 Document all request for logistics assistance using the Logistics Support Organization Tracking Form (see Attachment 1). Relay the request to the Logistics Support Center for action. Provide status information to the requestor.
- \_\_\_\_\_ / \_\_\_\_\_ 14.0 Maintain a list (tracking form) of all action items, who requested assistance, the current status, and the organization that is tasked with responding.
- \_\_\_\_\_ / \_\_\_\_\_ 15.0 Identification of restoration personnel, tree trimmers, Crew guides, other PSEG LI personnel, Police/Security individuals, contractors and unanticipated people permitted access into the Staging Area:
  - 15.1 PSEG LI and contract personnel are required to check-in at the PSEG LI Command Trailer. At this point employee names and I.D. numbers are tracked.
  - 15.2 It is important that a roster of all personnel is compiled. This list is the basis for identifying and accounting for the amount of support services to be delivered.
  - 15.3 Site access control is administered by security personnel while the Foreign Crew Operations Unit’s Intake Processing Staff is responsible for access authorization, accountability and generating a comprehensive list on a daily basis.

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15.4 This list is to be shared with the Staging Area Managers to ensure services are provided and accounted for.

\_\_\_\_ / \_\_\_\_

16.0 Meet with the Foreign Crew Operations Manager to discuss the arrival / departure of the crews:

16.1 Obtain a “Crew Sheets” printout from the Foreign Crew Tracking System. This will indicate the crews that are expected to be at your Staging Area.

16.2 In the event the Foreign Crew Tracking System is unavailable, contact the Foreign Crew Resource Coordinator or the Logistics Support Center and have the crew sheets sent via a messenger.

a) Determine the expected arrival rate for crews to be at full complement.

16.3 As crews report to the staging area they will arrive with a Crew Guide. A staging area intake process will be initiated by the Foreign Crew Operations Units. Ensure that they are provided the following information and that they coordinate, as needed, with the Base Logistics/Storm Services Site Coordinator:

a) Time of the first meal and the schedule for the succeeding daily breakfast and dinner service

b) What bunks have been designated for the crews and the Crew guide

c) Distribution of boxed lunches, snacks and ice/water and refreshments

d) Laundry bags and name cards and the schedule for laundry services

e) The areas for laundry drop off and pick up

f) Schedule for fueling and, as needed, how to request vehicle maintenance

g) The designated entrance(s), exit(s), and vehicle traffic flow within the staging site.

\_\_\_\_ / \_\_\_\_

17.0 Periodically meet with the Financial Oversight Manager:

17.1 Receive a status report on the activation/operations/activities of the financial oversight group. Discuss the amount of services provided and

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any manpower or support issues that need to be communicated to the Logistics Support Center in Hicksville.

- 17.2 Discuss the Base Logistics/Storm Services daily invoicing and provide a PSEG LI analysis of this data. Address any discrepancies in the contractor invoices that were resolved or need further clarification.
- 17.3 In the event the usage rate (“burn rate”) of Base Logistics/Storm Services supplies and services are beyond what was anticipated from the original projections, discuss the need to contact the Chief Logistics Support Organization Coordinator and request a support level change.
- 17.4 Following discussions that the Logistics Support Center will have with the Base Logistics/Storm Services Command Center, the Chief Logistics Support Organization Coordinator may authorize a change to the support levels.

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**Note:**

**Attachments 4 and 5 are to be used as reference guides for periodic monitoring and inventory auditing of Base Logistics/Storm Services efforts by the Financial Oversight team.**

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- \_\_\_\_\_ / \_\_\_\_\_
- 18.0 Convene status meetings on an on-going basis with the Base Logistics/Storm Services Site Manager and staff members from the Foreign Crew Operations Unit and the Financial Oversight Unit discuss the following:
- 18.1 The number of personnel requiring service at this staging area
- a) Establish the arrival rate and time to full crew complement at the staging area (discuss changes to crew numbers as the response moves forward)
  - b) Verify the food menu for breakfast and dinner and the possible timing of the first meal. Identify the succeeding schedule for daily breakfast and dinner service. Modifications to the menu will be authorized by the Chief Logistics Support Organization Coordinator
  - c) Distribution of boxed lunches, snacks, and ice/water and refreshments
- 18.2 Obtain laundry bags and name cards from Base Logistics/Storm Services to be distributed to arriving crews by the Foreign Crew Operations Unit

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a) Determine the schedule for on-going laundry services and any change to the schedule

b) Designate the areas for laundry drop off and pick up

18.3 Submitting daily accounting information to the PSEG LI Financial Oversight group for food service operations (see Attachment 4 for Catering details)

a) Ensure accurate financial records are supplied by Base Logistics/Storm Services

b) Proper statistics are maintained for the numbers of meals provided: breakfast, box lunches distributed, and evening meals

c) Cases of drinking water and sodas consumed at the staging area or provided to crew members for job site refreshment

d) Establish notifications protocol prior to the arrival of vehicles for re-stocking food service efforts and other vendor supplied functions;

18.4 Discuss the resource services provided; sleeping tents, laundry trailers, ice, tables, chairs, and other items

a) Ensure appropriate accounting is established for tracking of this inventory used

b) Ensure accurate financial records are supplied by Base Logistics/Storm Services

\_\_\_\_\_/\_\_\_\_\_  
19.0 Ensure the Financial Oversight Unit verifies services and quantities supplied match the identified manpower levels

a) During morning and evening hours they are to observe and monitor the number of personnel served. Periodically document the number of meals provided. This information will be used to compare against the invoices submitted by the contractor.

b) They are also to observe if the restoration workers are provided adequate supplies of drinking water, sodas and other refreshments. Water is most important for refreshment at the job site.

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- c) Boxed lunches are provided to the crews in the morning as they exit the staging area. Periodic measuring and documenting distribution of boxed lunches is to be conducted.

\_\_\_\_\_/\_\_\_\_

20.0 Meet daily or as needed with the Area Operations Manager

20.1 Discuss the need for additional manpower assistance to conduct Staging Area Operations.

- a) Identify the skill set need to perform the activity
- b) Communicate with the Logistics Support Center as to the resources needed.

20.2 Discuss the Traffic Control plan and any adjustments that are needed or recommended.

20.3 Minor repairs to vehicles and any towing needs

20.4 Progress or unusual fuel distribution issues

- a) Spills are to be responded to immediately and contact is to be made to the Logistics Support Center
- b) Fuel inventory concerns are to be made known to the Fleet Services Coordinator in the Logistics Support Center

20.5 Obtain information related to any treatments (minor cuts, abrasions, bug bites etc.) or medications they may have dispensed.

- a) In the unlikely event a crew member experiences injuries that requires a transport to a hospital, obtain all relevant information (name, utility affiliation, type of injury, hospital, etc.).
- b) Information needs to be provided to the Chief Logistics Support Organization Coordinator

20.6 Discuss challenges to the efforts for staging area restoration materials, problems with delivery schedule, type of material delivered or low inventory levels.

- a) Corrective action is to be coordinated with the Materials Management

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Coordinator in the Logistics Support Center.

- \_\_\_\_\_ / \_\_\_\_\_
- 21.0 Staging Area Management staff on a daily basis will review operations and discuss with the Logistics Support Center potential adjustments to the services and numbers of support personnel.
- 21.1 PSEG LI personnel may be assigned by the Logistics Support Center to assist at the staging area. Additionally, contractors may also be directed to the staging area (i.e., additional security guards, medical, fueling contractors, flaggers, etc.).
- 21.2 If the Logistics Support Center requests personnel time records for these individuals, they will be processed and collected by the Financial Oversight Manager for processing
- 21.3 PSEG LI and contract personnel are required to check-in at the PSEG LI Command Trailer. At this point employee names and I.D. numbers are tracked

#### **STAGING AREA DE-ACTIVATION**

- \_\_\_\_\_ / \_\_\_\_\_
- 22.0 Upon a decision from the Chief Logistics Support Organization Coordinator to de-activate the staging area:
- 22.1 Meet with the Financial Oversight Manager and the Base Logistics/Storm Services Site Coordinator:
- Discuss final invoicing, cost data, and information for any resources that have not been accounted for (documentation) up to that point.
  - Identify the time line for de-activating vendor and services. Obtain documentation detailing vendor release dates.
  - If needed, verify and check for accuracy all final paperwork submitted by Base Logistics/Storm Services. If discrepancies remain attempt to reconcile. If items remain outstanding contact the Logistics Support Center for guidance.
- 22.2 Direct staff in the PSEG LI Command Trailer to de-mobilize the equipment and operations.

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22.3 Meet with the Area Operations Manager:

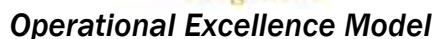
- a) Coordinate the de-mobilization of the restoration material and equipment area. Determine the amount of, if any, additional resources (i.e., PSEG LI Fleet Services, Facilities Management) necessary to assist in the de-mobilization and equipment removal.
- b) Develop a schedule for completing the demobilization of the staging area.
- c) Discuss maintaining a security presence until all of the PSEG LI facilities and equipment are removed. Ensure local police authorities are given the schedule for closing of the site.

22.4 Conduct a site survey of the Staging Area and determine the effect that operations have had on the area (i.e. ball field turf replacement, damaged curbs, oil spillage, etc.)

- a) If areas need remediation measures, prepare a list and contact the Chief Logistics Support Organization Coordinator.

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#### LSEP 1.4.4

**ACCESS RESTRICTIONS: CONFIDENTIAL**

## Tracking No. 000001

ACTION

INFORMATION

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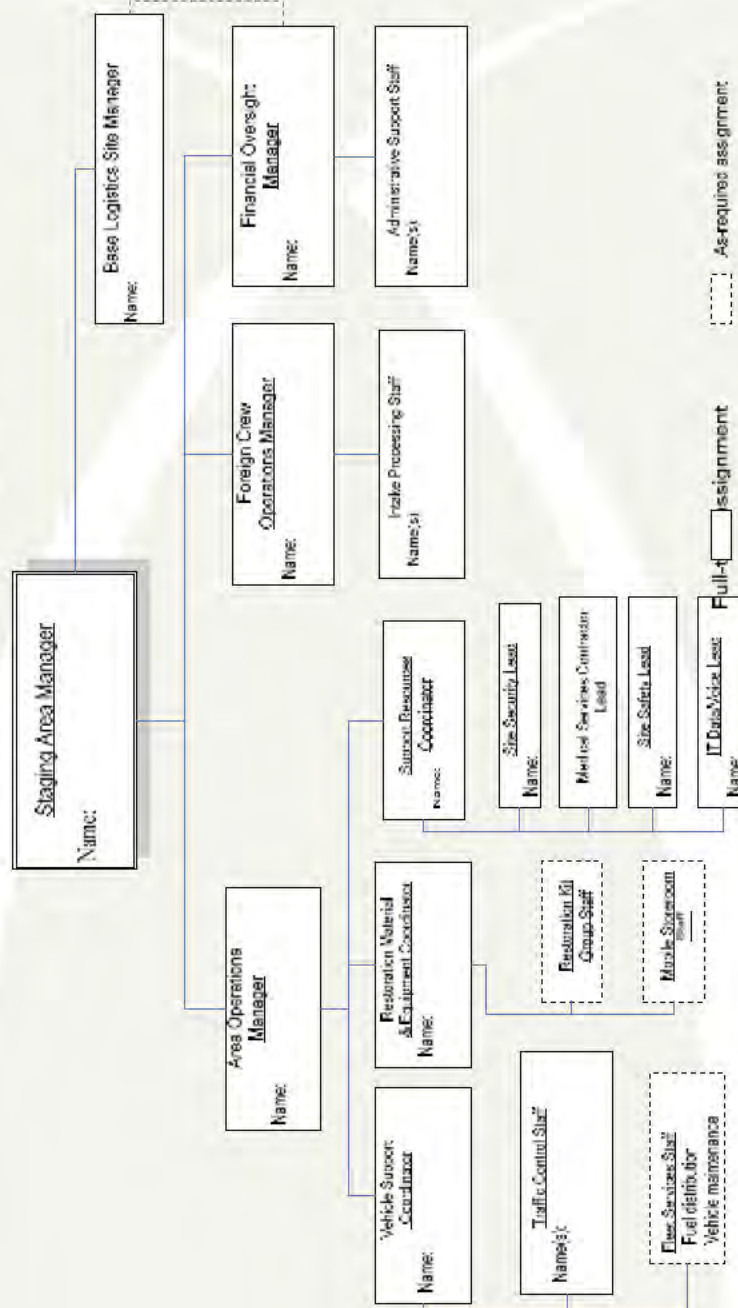
White Copy - Person responsible for action  
Pink Copy - Chief Logistics Coordinator Secretary Canary  
Copy - Retained by person taking call

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## ATTACHMENT 2

Restoration Staging Area -Organization Chart



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### **ATTACHMENT 3**

#### **Off-Long Island Utility Restoration Assistance Personnel and Equipment Staging Areas**

Following the passing of a tropical storm system significant damage to electric transmission and distribution networks can be expected. As a result of this potential event PSEG LI has enhanced the existing model of Staging Areas to accommodate a larger Off-Long Island workforce (Foreign Crews) presence. This workforce will assist in the restoration of electric services.

Staging Areas will play an important role by allowing the Foreign Crews to be concentrated in locations closer to their assignments. A Staging Area calls for a site of 10 acres or greater with most of the area being paved or types of hard surface (i.e., crushed stone). Access to water supply and electric distribution is not a requirement because a planning assumption is that these utilities may be unavailable. Proximity to major roads and a number of entrance/exits into the area is preferred. If the site is open (no fence), a contractor will place temporary fencing to establish a perimeter for site security.

The Staging Area will be the “home” for the Foreign Crews while they are performing restoration activities during 16 hour shifts (day light hours). Also, a team of support staff will be at the site to manage the 24 hour operation of the staging area. The activities and services are listed below that will be established at a typical 10 acre Staging Area. All of the support activities are supplied.

- Personnel: 1000 Foreign Crews team members  
(If the event Staging Area is designed to house less than 1000 persons, the scale of operations would differ.)
- Utility vehicles: 450 – 550
- Vehicles for management staff: 5 – 50
- Maintenance trailer (for repairs to utility vehicles)
- On-Site fueling tanker (gasoline and diesel)
- A number of tents with hard flooring and climate control for sleeping arrangements
- Sanitary provisions (porta-potties, shower trailers, hand washing stations)
- Laundry tractor-trailer: 1 or 2
- A large tent serving for serving breakfast and dinner
- Food preparation tractor-trailer: 1 or 2
- Refrigerated tractor-trailers for food and ice storage (2)
- Water tankers for all the water needs (fresh water and black)
- Onsite electric generators
- Recreation Vehicles or office trailers for site management staff (4-7)
- Lighting towers
- Restoration material lay down area – Utility poles, transformers, cables, etc. will be temporarily stocked

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**Staging Area Operational Profile**

Notification – Once a storm has formed and there is a strong potential for impact, notifications will be made to the Staging Area Owners. Owners will be informed of the potential activation of the site.

Mobilization - Once storm system has passed PSEG LI will determine the Staging Area's to be triggered. Contact will then be made (if possible) to the owners. Notification will also be made to the County Emergency Offices. Each site will have a mobilization and deployment plan agreed upon with the owner. Staging Areas are to be mobilized for a 2 week minimum and possibly as much as 8 weeks which depends upon the amount of restoration work to be accomplished.

Full-scale Operation – A 10 acre Staging Area will take 3-4 days following the storm for complete operations. This is due to the deployment and travel time of some of the support services along with the staggered arrival of Foreign Crews. Some Staging Area activities will begin more rapidly; securing the site (fence and guard service), deploying the management trailers, light towers and communications. A team will be sent to each Staging Area to begin the setup and eventually manage the overall operation.

**Site Activities**

Day time – The 1000 personnel who are at the Staging Area will be fed breakfast in food tents and be provided with lunch and drinks. The utility supervisors will meet with PSEG LI staff to coordinate the dispatch of Crews. Crews will get into the bucket trucks and other vehicles and be sent to the job sites. Approximately 450-550 vehicles will exit the Staging Area which will require coordination with local Police departments.

While the Crews are away from the Staging Area, re-supply, re-stocking, and site maintenance activities will occur. These activities (as a minimum) will require tractor trailer and other truck traffic into and out of the area: food stocks, water, servicing the showers/sinks/ toilets, garbage removal, restoration material delivery, and re-fueling of on-site equipment.

Food preparation, laundry, site cleaning will also be conducted while the crews are away from the site.

As evening approaches the Crews will return to the staging area – this activity will be coordinated but as in the morning 450-550 vehicles will return. Crews will be directed to park in designated areas. Crews will use the showers/sinks/toilets. Meals will be provided in the food tents. Crews will then go to the sleeping tents/bunk trailers.

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Night Time - Light Towers will be used to illuminate the site during the evening operating hours. While the Crews sleep, Fleet Services staff will perform minor repairs to trucks and vehicles and will refuel all bucket trucks by moving a fueling vehicle down the rows of trucks. Materials management personnel may restock restoration kits used by the Crews. Food preparation team will begin preparing breakfast.

#### Around the clock Site Security

A contract security staff, managed by PSEG LI Security, will be in place and will maintain overall site security. All personnel including delivery personnel will be cleared and credentialed prior to entering the Staging Area. Security will maintain a visible presence at all times and will periodically patrol the perimeter. P S E G L I S e c u r i t y will also coordinate with local law enforcement.

Staging Areas will continue to operate in this manner until a decision is made to “demobilize”. The Time line to demobilize can take up to 36 to 48 hours upon decision.

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Operational Excellence Model

Document Number

LSEP 1.4.4

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**ATTACHMENT 4**  
**STAGING SITE – CATERING COST ESTIMATE**  
**14 day duration (# Personnel 1,000)**

Catering Service* (3 meals per day, including box lunch)	Dining Tent 60'x90'	Catering Prep Tent 20'x30' (2)	Tables/ Chairs	6 - 4,000 Watt Light Towers	5 - 30yd roll off trash containers	50 - Portable Restrooms	12 - Quad Handwash Stations	Fuel / Propane	Command Center / R/V	Refrigerated Storage
\$ 556,040	\$ 38,176	\$ 4,900	\$ 8,750	\$ 18,750	\$ 6,876	\$ 37,500	\$ 9,000	\$ 3,808	\$ 3,360	\$ 11,760
							Total Resource Cost:		\$698,920	
*Catering Breakdown:							Resource Procurement Fee:		\$160,751	
Item:	Day Rate:	Total:	Travel Pay:	Days:	Total:	14 day Total:	Base Logistics Catering Manager (8 days @ \$1350ea):		\$ 10,800	
Caterer:	\$ 9,600	\$ 134,400	\$3,465.00	2	\$6,930.00	\$141,330	Site Logistics Support Person (14 days @ \$650ea)		\$ 9,100	
Food Supply:	\$ 11,515	\$ 161,210				\$161,210	Base Logistics Site Manager (14 days @ \$1350ea):		\$ 18,900	
Box Lunches:	\$ 11,500	\$ 161,000.00				\$161,000	Base Logistics Supply Chain Driver (14 days @ \$650ea)		\$ 9,100	
Sodas/ Bottle Water:	\$ 3,500	\$ 49,000				\$ 49,000	Base Logistics Incident Command Personnel (2-admin, 14 days @ \$570ea)		\$ 15,960	
(4) *T/L Ice:		\$ 43,500				\$ 43,500				
Total Catering:						\$556,040.00	Total Estimated Cost:		\$923,531	
							Total per person cost:		\$ 923.53	
Catering Per Person / Per Day:						\$ 93.12	Per person/per day cost:		\$ 131.93	

\*Based on 42,000lbs of ice per trailer

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**ATTACHMENT 4 - Continued**

<b>Staging Site – Resource Services Cost Estimate</b>							
<b>Sleep Tent / Shower / Laundry Facilities / Water Service Tankers 14 day duration (1,000 # Personnel)</b>							
	<b>Size:</b>	<b>Mult.</b>	<b>Rate:</b>	<b>Rental Period:</b>	<b>Minimum Rental:</b>	<b>Extension:</b>	<b>Comments:</b>
<b>Sleep Tents:</b>	20,000sqft	3.50	\$282,387	7 days	14 days	\$988,356	Sleeping tents include HVAC, flooring and sleeping cots
<b>Shower Trailers:</b>	26 head	3.50	\$ 27,720	7 days	14 days	\$ 97,020	Rate includes shower trailer attendants.
<b>Laundry Trailer:</b>	24 washer/ dryer	1.75	\$ 27,720	7 days	14 days	\$ 48,510	Rate includes laundry trailer attendants
<b>Mob / Demob Charges:</b>						\$227,500	Estimated mobilization / demobilization charges.
<b>Light Towers:</b>	4,000 watt	14	\$1,500	4 weeks	4 weeks	\$ 21,000	Four week minimum charge applies to rentals over 10 days
<b>Portable Restrooms</b>		25	\$ 90.00	Day	14 days	\$ 55,125	Rate includes daily on-site service
<b>Linen Sets:</b>		1000	\$ 3.00	Day	14 days	\$ 36,750	Pillow, pillow case, 2-flat sheets, blanket, bath towel & wash cloth.
<b>Pump Truck / showers / laundry</b>	6,500 gal	1.75	\$2,400	Day	14 days	\$ 58,800	
<b>Potable Water Tanker</b>	6,500 gal	1.75	\$ 2,400	Day	14 days	\$ 58,800	
<b>Water Service (Potable / Gray Water)</b>		31.5	\$360.00	Trip	14 days	\$ 11,340	Estimated Potable water and gray water filling & disposal trips.
<b>Total Estimated Cost:</b>					<b>\$1,603,201</b>		
<b>Total Cost Including Base Management Fee:</b>					<b>\$ 1,891,777.18</b>		

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**ATTACHMENT 5**

Listed below are items supplied by the vendor.

These are to be initially validated for quantity along with  
periodic inventory auditing.

Ensure accurate records are supplied by Base Logistics/Storm Services

- ☐ Dining Tent 60'x90'
- ☐ 2 - Catering Prep Tent 20'x30'
- ☐ Tables/ Chairs
- ☐ 6 - 4,000 Watt Light Towers
- ☐ 5 - 30yd roll off trash containers
- ☐ 50 - Portable Restrooms
- ☐ 12 - Quad Hand wash Stations
- ☐ Fuel / Propane
- ☐ Command Center / R/V
- ☐ Refrigerated Storage
- ☐ Sleeping Quarters:
  - Bunk Trailers
  - Sleep Tents
- ☐ Dormitory Ancillary:
  - Complete Linen Sets (includes pillow, 2-flat sheets, blanket, pillow case, bath towel & wash cloth)
  - Sleeping Bags
  - Cots
- ☐ Shower Trailers:
  - 8 – Head
    - ☐ 12 - 16 Head
    - ☐ 20 - 26 Head
- ☐ Potable Water:
  - ☐ 2,000 - 6,500gal tankers
  - 500 - 8,000gal poly tanks
- ☐ Black Water/Gray Water:
  - 2,000 - 6,000gal pump trucks
  - 500 - 5,000gal poly tanks
- ☐ Mobile Laundry Units:
  - 8 - washer/dryer combo
  - 16 - washer/dryer combo
  - 24 - washer/dryer combo
- ☐ Health / Safety:
  - Eye Wash Stations; First Aid Kits; Fire Extinguishers

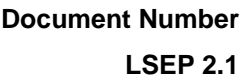
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## LOGISTICS SUPPORT CENTER ACTIVATION

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**DOCUMENT CONTROL PAGE**

## REVISION HISTORY

Controlled electronic copies of all revisions will be retained with the PSEG Long Island Operations Manual

Is LIPA Approver sign-off required for this document?

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YES

X
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NO

[illegible]

**Approved by** \_\_\_\_\_

Date \_\_\_\_\_

**Approved by** \_\_\_\_\_

Date \_\_\_\_\_

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## LOGISTICS SUPPORT CENTER ACTIVATION

### 1. PURPOSE

- 1.1. To describe the steps involved in setting up Logistics Conference Rooms 1 & 2 as the Logistics Support Center in response to a corporate emergency. This procedure also describes the steps necessary to return the facility to normal operation.

### 2. RESPONSIBILITY

- 2.1. The Chief Logistics Support Organization (LSO) Coordinator has overall responsibility for ensuring the implementation of this procedure.
- 2.2. The Logistics Support Advisor or designee is responsible for:
  - 2.2.1. Supervising the set-up and activation of the Logistics Support Center upon arrival.
  - 2.2.2. Maintaining supplies and equipment stored in the Logistics Support Center.
  - 2.2.3. The first Logistics Support Center staff person to arrive at the Logistics Support Center is responsible for initiating the physical setup of the Logistics Support Center.
- 2.3. The IT Data Manager or designees are responsible for the acquisition (if needed) and set up of all Logistics Support Center computer equipment.
- 2.4. Computer Security personnel are responsible for the activation of Logistics Support Center computer sign-ons.
- 2.5. The Hicksville Facilities Management staff is responsible for moving partition door, delivering and setting up additional tables and chairs the Logistics Support Center.

### 3. PREREQUISITES

- 3.1. The Chief Logistics Support Organization Coordinator or his designee has directed that the Logistics Support Center be activated.

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#### 4. INSTRUCTIONS

##### NOTE

USE THE ACTIVATION TELEPHONE LIST WHEN CONTACTING PERSONNEL IN SECTION 4.1 OF THIS PROCEDURE.

4.1. Upon notification, the Logistics Support Advisor or designee shall:

4.1.1. Contact the IT (Information technology) Computer Manager Systems Services Division Manager:

##### CAUTION

IF THE IT Computer Manager IS NOT AVAILABLE OR CANNOT BE REACHED, CALL THE Manager of Technical Services. IF THERE IS NO RESPONSE, CALL THE TECHNICAL SERVICES "HELP DESK" AND INFORM THEM OF THE CORPORATE EMERGENCY.

4.1.1.1. Inform IT Operations / Technical Support Technical Services of the activation of the Logistics Support Center.

4.1.1.2. Computer equipment consists of:

4.1.1.2.1. Employees bring their laptops to the Logistics Support Center. Ten PCs with access to E-mail, SAP, the Internet, Access, Excel, CICS, TSO, and personal drives are available, if needed.

4.1.1.2.2. Two laser printers, one copy machine, and one fax machine.

4.1.2. Contact the Hicksville Facilities Management Operations Coordinator and request:

4.1.2.1. Fold-up of partition door between classrooms.

4.1.2.2. Delivery and set up of additional tables and chairs in the Logistics Support Center, if necessary.

4.1.3. Contact Data Security and request activation of Logistics Support Center computer sign-ons.

4.1.4. Proceed to the Logistics Support Center.

4.2. The first staff person to arrive at the Logistics Support Center shall perform the following steps. Other arriving personnel shall assist in setting up the facility.

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4.2.1. If the Logistics Support Center is locked, obtain keys from the Security Guard or from the Facilities Management Key Box on the lower level of Operations Building 1.

4.2.2. Unlock the facility, if necessary.

4.2.3. Turn on all lights in the Logistics Support Center, if necessary.

#### CAUTION

**KEYS TO THE Logistics Support Center SUPPLY CLOSET CAN BE OBTAINED BY CONTACTING THE HICKSVILLE FACILITIES MANAGEMENT SUPERINTENDENT**

If not already done, obtain keys to the Logistics Support Center supply closet.

4.2.3.1. Unlock the Logistics Support Center supply cabinet.

4.2.3.2. Remove the Emergency Procedure Manuals, maps, and general office supplies.

4.3. Set up the Logistics Support Center (refer to the Logistics Support Center Command Center Floor Plan):

4.3.1.1. Ensure all Logistics Support Center workstations are cleared of normal paperwork.

4.3.1.2. Retrieve the staff position cartons from the storage closet and place the cartons on the appropriate workstations.

4.3.1.3. Remove phone(s), nameplate, stationery supplies, phone books, etc., from cartons at each workstation. Return the empty cartons to shelves.

4.3.1.4. Place Emergency Procedures on the table near Chief Logistics Support Organization Coordinator's table.

4.3.2. Communications Equipment Set up

4.3.2.1. Locate telephone lines and jacks in communication boxes in floor of Logistics Support Center.

#### NOTE

**TELEPHONE JACKS STORED IN COMMUNICATION BOXES IN FLOOR HAVE Logistics Support Center PHONE NUMBERS IDENTIFIED ON THE JACKS.**

4.3.2.2. Lift communication box cover and remove phone jack. Identify Logistics Support Center jack for that work station and connect appropriate jack for each

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telephone.

4.3.2.3. Connect telephones to appropriate jacks.

4.3.2.3.1. Check each telephone for dial tone

4.3.2.3.2. Check each telephone to ensure that both incoming and outgoing calls can be received. Check telephones to ensure that pick up groups and bounce paths are working.

4.3.2.3.3. Test the five Virtual Private Network (VPN) telephone lines for both incoming and outgoing calls.

4.3.2.3.4. If telephones are non-operational, contact the Help Desk for assistance.

4.3.2.4. Place fax machine at right rear corner of the Logistics Support Center.

4.3.2.4.1. Connect fax machine to the jack marked FAX and plug into AC supply.

4.3.2.4.2. Ensure that fax machine is operational; test receive and transmit features with another fax machine.

4.3.2.4.3. Set fax machine parameters including:

4.3.2.4.3.1. Terminal Identifier

4.3.2.4.3.2. Date

4.3.2.4.3.3. Time

4.3.2.4.3.4. Page Number

4.3.2.4.3.5. Report all equipment failures to the Logistics Support Advisor.

4.3.3. Computer Equipment Set up

4.3.3.1. System Services personnel shall:

4.3.3.1.1. Ensure that PCs are placed on tables according to the Logistics Support Center Command Center Floor Plan.

4.3.3.1.2. Bring additional PCs to the Logistics Support Center, if necessary.

4.3.3.1.3. If terminals are not connected, connect terminals into labeled jacks

NOTE

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PC CONNECTIONS ARE LOCATED IN THE FLOOR ADJACENT TO THE TELEPHONE LINES.

**CAUTION**

IF THE PRINTER DOES NOT ACCEPT A PRINT REQUEST, CHECK THE PRINTER DESIGNATION. CHANGE PRINTER DESIGNATION IF REQUIRED. PRINTER ADDRESS FOR LOGISTICS SUPPORT CENTER PRINTER - EOE6

- 4.3.3.1.4. Logistics Support Center personnel shall log onto the company computer systems using their Logistics Support Center designations and passwords. After log-on, personnel wishing to access CICS, TSO, or other mainframe programs, should use their normal log-on ID's and passwords. If any equipment is non-operational, contact the "HELP" desk.

**4.4. Facility Activation and Operations**

- 4.4.1. Logistics Support Advisor or designee upon arrival in the Logistics Support Center, perform the following:

- 4.4.1.1. Assist in the set-up of the facility.

- 4.4.1.2. Ensure that the Logistics Support Center equipment is operational and, if not, take appropriate corrective actions.

- 4.4.1.3. Direct personnel to complete their Pre-Activation Checklists (Checklist 9.1 through 9.13).

- 4.4.2. Logistic Support Coordinators should turn in Pre-Activation Checklists to the Logistics Support Advisor when complete. This will denote that all systems are working and that their position is now formally activated.

- 4.4.3. Chief Logistics Support Organization Coordinator, upon consultation with the Logistics Support Advisor, declare the Logistics Support Center activated and direct personnel to implement LSEP 2.1, Logistics Support Center Activation.

**4.5. Facility Deactivation**

- 4.5.1. Upon termination of the emergency, the Logistics Support Advisor shall:

- 4.5.1.1. Notify all Coordinators who did not report to the Logistics Support Center during the emergency that the facility is being deactivated.

- 4.5.1.2. Notify the following Departments that the Logistics Support Center is being deactivated. This may include, but not be limited to:

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Electric Restoration

Vice President, T&D Electric  
Division Logistics Coordinators as required

Business Continuation Emergency

Response Team Coordinators  
Department Managers of affected departments

- 4.5.1.3. Notify Voice/Data Coordinator and request removal of any computer equipment that was installed for the emergency.
- 4.5.1.4. Notify Data Security and request deactivation of all Logistics Support Center sign-ons.
- 4.5.1.5. Notify Facilities Management and request removal of chairs and tables that were brought in for the emergency. Request that folding partition door be returned to normal position.
- 4.5.1.6. Disconnect telephones.
- 4.5.1.7. Replace supplies in position cartons (note any shortage of supplies). Place position boxes back on shelves in supply room.
- 4.5.1.8. Place fax machines in supply closet.
- 4.5.1.9. Place emergency procedures in supply closet.
- 4.5.1.10. Erase status boards.
- 4.5.1.11. Check to make sure that the Logistics Support Center has been left in a neat and orderly manner for resumption as normal work area.
- 4.5.1.12. Lock supply closet.

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## 5. RECORDS

- 5.1. All Checklists should be maintained until the Company Event Report has been written. Upon completion, retain for recordkeeping.

## 6. REFERENCES

- 6.1. LSEP 1.0, Logistics Section Emergency Plan  
6.2. LSEP 1.1, Logistics Organization Notification

## 7. DEFINITIONS

- 7.1. NONE

## 8. POLICY

- 8.1. This is a program procedure.  
8.2. Actions detailed in this procedure are not required in response to local, state, or federal regulations. Training for implementation of this procedure may be provided by the T&D Emergency Planning Manager.  
8.3. This procedure shall be reviewed every year.

## 9. CHECKLISTS

- 9.1. Chief Logistics Support Organization (LSO) Coordinator Pre-Activation Checklist  
9.2. Logistics Support Advisor Pre-Activation Checklist  
9.3. Lodging Coordinator Pre-Activation Checklist  
**9.4.** Fleet Services Coordinator Pre-Activation Checklist  
9.5. Security Coordinator Pre-Activation Checklist  
9.6. Real Estate Coordinator Pre-Activation Checklist  
9.7. Purchasing Coordinator Pre-Activation Checklist  
9.8. Bus Coordinator Pre-Activation Checklist  
9.9. Voice/Data Communications Coordinator Pre-Activation Checklist  
9.10. Facilities Management Coordinator Pre-Activation Checklist  
9.11. Materials Management Coordinator Pre-Activation Checklist  
9.12. Intentionally left blank  
9.13. LSO Representatives - Field LSO Liaisons/Representatives Pre-Activation Checklist

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**CHECK LIST 9.1**

**CHIEF LOGISTICS SUPPORT ORGANIZATION COORDINATOR  
PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND  
SIGNIFICANT EVENTS DURING THE EMERGENCY**

DATE / TIME

\_\_\_\_ / \_\_\_\_ 1.0 Upon being notified of an emergency affecting any Corporate operations,  
assume the position of Chief Logistics Support Organization Coordinator.

\_\_\_\_ / \_\_\_\_ 2.0 Notify the following Company officers to identify logistics support  
requirements:

**Electric Emergency**

\_\_\_\_ / \_\_\_\_ Vice President, T&D Electric

\_\_\_\_ / \_\_\_\_ T&D Services Director

**Common Plant Facility**

\_\_\_\_ / \_\_\_\_ Department Managers of affected Operating Groups

**Business Continuation**

\_\_\_\_ / \_\_\_\_ Response Team Coordinators

\_\_\_\_ / \_\_\_\_ 3.0 Classify the emergency event:

\_\_\_\_ Stage I

\_\_\_\_ Stage II

\_\_\_\_ Stage III

\_\_\_\_ / \_\_\_\_ 4.0 Obtain and complete the Chief Logistics Section Coordinator Notification Sheet  
Appendix 10.1, LSEP 1.1).

\_\_\_\_ / \_\_\_\_ 5.0 Notify Logistics Support Advisor/designee of the emergency and level of  
activation.

\_\_\_\_ / \_\_\_\_ 6.0 Report to the Logistics Support Center.

\_\_\_\_ / \_\_\_\_ 7.0 Attend storm anticipation meetings.

\_\_\_\_ / \_\_\_\_ 8.0 Discuss Logistic Support Center activation readiness with Logistics Support  
Advisor to ensure that required staffing levels have been met and all equipment  
is operational.

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- \_\_\_\_\_/\_\_\_\_\_ 9.0 Brief Logistic Support Center Coordinators on the emergency. Discuss special logistics concerns and areas needing attention.
- \_\_\_\_\_/\_\_\_\_\_ 10.0 Announce activation of the Logistics Support Center.

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**CHECK LIST 9.2**  
**LOGISTICS SUPPORT ADVISOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS DURING THE EMERGENCY**

DATE / TIME

- \_\_\_\_ / \_\_\_\_ 1.0 Upon notification of an emergency affecting any Corporate operations, assume the position of Logistics Support Advisor.
- \_\_\_\_ / \_\_\_\_ 2.0 If activation of the Logistics Support Center is required (Stage II or Stage III emergency), notify the following as per the direction of the Chief Logistics Support Organization Coordinator.
- 2.1 Notify Project Support to cancel or relocate classes
  - 2.2 Notify IT Voice/Data System Services.
  - 2.3 Notify Data Security to activate Logistics Support Center sign-ons.
  - 2.4 Notify Hicksville Facilities Management Superintendent to fold-up partition door (if necessary) and turn computers around on tables in the Logistics Support Center.
- \_\_\_\_ / \_\_\_\_ 3.0 Report to the Logistics Support Center.
- \_\_\_\_ / \_\_\_\_ 4.0 Open locked cabinet which contain procedure manuals and administration supplies.
- \_\_\_\_ / \_\_\_\_ 5.0 Set up the LSC.
- 5.1 Ensure that sufficient tables and chairs are available for all Coordinator positions and for fax machine.
  - 5.2 Place position boxes on tables.
  - 5.3 Connect and test fax machine.

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5.4 Assist in connecting telephones and ensure they are operational.

5.5 Ensure that "Call Pick-up Group" feature is working.

\_\_\_\_\_/\_\_\_\_ 6.0 Ensure that computers are operational.

6.1 Check computers. The PCs should be placed according to the Floor Plan.

6.2 Assist Coordinators in signing onto required programs, if necessary. If any equipment is non-operational, contact System Services or the "HELP" desk.

\_\_\_\_\_/\_\_\_\_ 7.0 Discuss the need for Logistics Support Center (LSC) Field Representatives with the Chief Logistics Support Organization Coordinator and other coordinators.

7.1 Contact LSC Field Representatives and determine their availability.

7.2 Assign them to support the emergency as necessary.

\_\_\_\_\_/\_\_\_\_ 8.0 Collect pre-operational checklists from all Coordinators.

\_\_\_\_\_/\_\_\_\_ 9.0 Ensure that all personnel sign in on an Attendance Sheet.

\_\_\_\_\_/\_\_\_\_ 10.0 For Coordinators who have not yet reported to the LSC, have LSC Administrative staff sign on to check E-Mail for those positions.

\_\_\_\_\_/\_\_\_\_ 11.0 Notify the Chief Logistics Support Organization Coordinator that all equipment is operational and sufficient coordinators are in position to activate the LSC.

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**CHECK LIST 9.3**  
**LODGING COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS DURING THE EMERGENCY**

DATE / TIME

- |             |     |   |
|-------------|-----|---|
| ____ / ____ | 1.0 | Verify necessary Purchasing documents are available:  |
| ____ / ____ | 1.1 | Commercial Hotel File   |
| ____ / ____ | 2.0 | Verify the following documents are available:   |
|             | 2.1 | Obtaining Foreign Crew Support (ERIP 1.1.3)   |
|             | 2.2 | Crew Guide Instructions (ERIP 1.1.10)   |
|             | 2.3 | Lodging for Outside Utility and PSEG LI Crews (LSEP 1.2)  |
| ____ / ____ | 3.0 | Sign-on to computer.  |
| ____ / ____ | 4.0 | Sign-on to EXCEL, T-drive, Netscape and the Foreign Crew Tracking System (FCTS).  |
|             | 4.1 | Ensure that you can access all required Purchasing Document Files, Foreign Crew Tracking System, and Hotel/Motel Listing.     |
|             | 4.2 | Ensure that you can access T-drive, programs, and FCTS simultaneously.  |
|             | 4.3 | Ensure that printer is accepting requests for printing. Check, and if necessary, change printer destination for all programs. |
| ____ / ____ | 5.0 | Ensure that telephone is operational.   |

**NOTE: ENSURE THAT TELEPHONE "BOUNCE-PATH" FEATURE IS OPERATIONAL.**

This document shall be revised every **1** year or incrementally as significant changes occur.

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- \_\_\_\_/\_\_\_\_ 6.0 Contact Purchasing Coordinator in Hicksville. Update Purchasing Coordinator and request additional Purchasing staff, if necessary.
- \_\_\_\_/\_\_\_\_ 7.0 If activated, contact the Foreign Crew Coordinator (located in Hicksville) to inform him of your availability and to obtain information necessary to perform your job.
- \_\_\_\_/\_\_\_\_ 8.0 Complete Checklist and report to the Logistics Support Advisor that the Lodging Coordinator position is staffed and ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.4**  
**FLEET SERVICES COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS DURING THE EMERGENCY**

DATE / TIME

- |             |     |   |
|-------------|-----|---|
| ____ / ____ | 1.0 | Verify the following documents are available:                                       |
| ____ / ____ | 1.1 | Outfitting Utility, Contractor and Municipal Crews (ERIP 1.1.12)                    |
|             | 1.2 | Staging Area Coordination (LSEP 1.4)  |
|             | 1.3 | Fleet Services Staging Area Procedure   |
| ____ / ____ | 2.0 | Verify Storm Phone Directory is available.  |
| ____ / ____ | 3.0 | Ensure that telephone equipment is operational.                                     |
|             | 3.1 | Ensure that telephone "Bounce-Path" feature is operational.                         |
| ____ / ____ | 4.0 | Sign-on to the computer using LSC sign-on.  |
| ____ / ____ | 5.0 | Perform fuel inventory on regular basis.  |
| ____ / ____ | 6.0 | Check with Fleet Maintenance on vehicle status (repairs, availability)              |
|             | 6.1 | Fuel  |
|             | 6.2 | Oil   |
|             | 6.3 | Spare parts   |
| ____ / ____ | 7.0 | Secure additional vehicles, as requested.   |
| ____ / ____ | 8.0 | Be prepared to give a briefing to LSC staff on a regular basis. The briefing should |

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include:

**8.1** Significant Fleet activities.

**8.2** Actions that will impact other LSC positions.

\_\_\_\_/\_\_\_\_ 9.0 Complete checklist and report to the Logistics Support Advisor that the Fleet Services Coordinator position is staffed and ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.5**  
**SECURITY COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY**

DATE / TIME

\_\_\_\_ / \_\_\_\_

- 1.0 Notify Manager of Security and Corporate Security personnel to assess the security and protection of corporate personnel and property during the emergency.
- 2.0 Report to the Logistics Support Center and assist in activation (refer to Logistics Support Center Activation, LSEP 2.1).
- 3.0 Verify the following documents are available:
  - 3.1 Security Crisis Manual
  - 3.2 Outfitting Utility, Contractor and Municipal Crews (ERIP 1.1.12)
  - 3.3 Staging Area Coordination (LSEP 1.4)
- 4.0 Verify necessary forms are available.
- 5.0 Verify necessary telephone directories are available.
- 6.0 Ensure that telephone equipment is in working order.
  - 6.1 Ensure that telephone "Bounce-Path" feature is operational.
- 7.0 If necessary, contact guard service company to make them aware of the situation and the potential need for additional guards.
- 8.0 Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:
  - 8.1 Significant Security activities.
  - 8.2 Actions that will impact other LSC positions.

This document shall be revised every **1** year or incrementally as significant changes occur.

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- 9.0 Complete Checklist and report to the Logistics Support Advisor that the Corporate Security Coordinator position is staffed and ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.6**  
**REAL ESTATE COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY**

DATE / TIME

- \_\_\_\_ / \_\_\_\_    1.0    Verify that the following documents are available:
- 1.1**    Real Estate department telephone list
  - 1.2**    Grid maps and street maps
- \_\_\_\_ / \_\_\_\_    2.0    Verify necessary forms are available:
- 2.1**    Standardized Access Agreement
  - 2.2**    List of Staging Areas with signed agreements in place
- \_\_\_\_ / \_\_\_\_    3.0    Ensure telephone is operational.
- 3.1**    Ensure that telephone "Bounce-Path" feature is operational.
- \_\_\_\_ / \_\_\_\_    4.0    Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:
- 4.1**    Significant real estate issues.
  - 4.2**    Actions that will impact other LSC positions.

This document shall be revised every **1** year or incrementally as significant changes occur.

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### **CHECK LIST 9.7**

### **PURCHASING COORDINATOR PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

## MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS DURING THE EMERGENCY

**NOTE: ITEMS 2.0, 3.0, 4.0, AND 6.0 CAN BE PERFORMED EITHER BY THE PURCHASING COORDINATOR OR THE ASSISTANT PURCHASING COORDINATOR.**

DATE / TIME

\_\_\_\_/\_\_\_\_ 1.0 Verify necessary purchasing documents are available:

### 1.1 Vendor phone list in SAP.

## 1.2 Blanket purchase orders in SAP.

\_\_\_\_\_/\_\_\_\_\_ 2.0 Sign-on to computer.

\_\_\_\_\_/\_\_\_\_\_ 3.0 Sign-on to Procurement web site and files.

**3.1** Ensure that you can access all required Purchasing Document Files, i.e., P.O. Information File, Vendor Info, Purchasing Shared Files.

**3.2** Ensure that printer is accepting requests for print. If documents are not printing, check and, if necessary, change printer destination for all programs.

\_\_\_\_\_/\_\_\_\_ 4.0 Contact Procurement Director

#### 4.1 Obtain roster of Procurement staff.

**4.2** Update Procurement Director on the status of emergency and request additional Procurement staff be called, if necessary.

\_\_\_\_\_/\_\_\_\_ 5.0 Ensure telephone is operational.

This document shall be revised every 1 year or incrementally as significant changes occur.

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**5.1** Ensure that telephone "Bounce-Path" feature is operational.

\_\_\_\_\_/\_\_\_\_\_ 6.0 Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:

**6.1** Significant unplanned purchasing activities.

**6.2** Actions that will impact other LSC positions.

\_\_\_\_\_/\_\_\_\_\_ 7.0 Complete Checklist and report to the Logistics Support Advisor that the Purchasing Coordinator and entire Procurement staff is ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.8**

**BUS COORDINATOR (aka LODGING/BUS COORDINATOR)  
PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY.**

DATE / TIME

\_\_\_\_ / \_\_\_\_

1.0 Verify the following documents are available:

**1.1** Staging Area Coordination (LSEP 1.4)

**1.2** Lodging for Outside Utility and PSEG LI Crews (LSEP 1.2)

**1.3** Bus Coordinator Procedure (LSEP 1.3)

**1.4** Vendor Listing

2.0 Sign-on to computer.

3.0 After sign-on to computer.

**3.1** Ensure that you can access all required files.

**3.2** Ensure that you can access all required programs.

**3.3** Ensure that printer is accepting requests for print. If documents are not printing, check and, if necessary, change printer destination for all programs.

4.0 Verify necessary forms are available.

5.0 Verify that telephone directories are available.

**5.1** Ensure telephone is operational.

6.0 Ensure that telephone "Bounce-Path" feature is operational.

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- 7.0 If activated, contact the Foreign Crew Coordinator located in Hicksville and make him/her aware of your availability and the telephone number you are located at.
- 8.0 Discuss need to have a Logistics Support Center (LSC) Field Liaison/Representative report to the Foreign Crew Processing Team to assist Foreign Crew Coordinator in providing logistics information to Foreign Crew Guides. If a Field Representative is requested, notify Logistics Support Advisor/Chief Logistics Support Organization Coordinator.
- 9.0 Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:
  - 9.1 Significant planned/unplanned bus activities
  - 9.2 Actions that will impact other LSC positions
- 10.0 Complete Checklist and report to the Logistics Support Advisor that the Busing Coordinator position is staffed and ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.9**

**VOICE/DATA COMMUNICATIONS COORDINATOR  
PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY**

DATE / TIME

- |             |     |  |
|-------------|-----|--|
| ____ / ____ | 1.0 | Notify Information Processing Command Center Supervisor and Information Technology (IT) Operations Manager of LSC activation and provide phone number you are at.  |
| ____ / ____ | 2.0 | Verify the following documents are available:<br><br><b>2.1</b> Computer Support for the CARES System  |
| ____ / ____ | 3.0 | Call critical vendors:<br><br><b>3.1</b> Verizon<br><br><b>3.2</b> Sprint<br><br><b>3.3</b> ATT  |
| ____ / ____ | 4.0 | Verify necessary forms are available.  |
|             | 5.0 | Verify necessary telephone directories are available.  |
| ____ / ____ | 6.0 | Ensure telephone is operational.<br><br><b>6.1</b> Ensure that telephone "Bounce-Path" feature is operational.   |
| ____ / ____ | 7.0 | Assist LSC Coordinators in resolving computer/telephone equipment problems.  |
| ____ / ____ | 8.0 | Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:<br><br><b>8.1</b> Significant planned/unplanned computer or computer mainframe problems and cellular/mobile and regular telephone availability problems |

This document shall be revised every **1** year or incrementally as significant changes occur.

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**8.2** Actions that will impact other LSC positions

\_\_\_\_/\_\_\_\_ 9.0 Complete Checklist and report to the Logistics Support Advisor that the Voice/Data Coordinator position is staffed and ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.10**  
**FACILITIES MANAGEMENT COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY**

DATE / TIME

\_\_\_\_ / \_\_\_\_ 1.0 Verify necessary Facilities Management documents are available:

- 1.1 Facilities Management Department Major Storm Anticipation Operations Procedure (FM-S-7)
- 1.2 Mail & Duplicating Disaster Recovery Plan
- 1.3 Snow Removal Procedure (FMD-3)
- 1.4 Facilities Management Snow Removal Contractor Contact List
- 1.5 Facilities Management Contractor Support List
- 1.6 Equipment Vendor Contact List

\_\_\_\_ / \_\_\_\_ 2.0 Verify necessary forms are available:

- 2.1 Requisition Forms
- 2.2 Blanket Purchase Orders

\_\_\_\_ / \_\_\_\_ 3.0 Sign-on to computer.

FACILITIES MANAGEMENT COORDINATORS PRE-ACTIVATION CHECKLIST

This document shall be revised every **1** year or incrementally as significant changes occur.

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- \_\_\_\_/\_\_\_\_ 4.0 Access all programs that will be required during the emergency.
- 4.1 List programs you will utilize.
  - 4.2 Ensure that you can access all required Facilities Management/Purchasing Document Files, Vendor Info, and Purchasing Shared Files.
  - 4.3 Ensure that you can access the accounting materials & purchasing system (SAP) on CICS.
  - 4.4 Ensure that printer is accepting requests for print. If documents are not printing, check and, if necessary, change printer destination for all programs.
- \_\_\_\_/\_\_\_\_ 5.0 Obtain roster of Food Service/Assistant Food Service Coordinators staffing the Hicksville and Melville CAC dining facilities.
- \_\_\_\_/\_\_\_\_ 6.0 Ensure telephone is operational.
- 6.1 Ensure that "Bounce-Path" feature is operational.
- \_\_\_\_/\_\_\_\_ 7.0 Both the Food Service Coordinator and the Facilities Management Operations Coordinator should be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:
- 7.1 The Food Service Coordinator should report on significant activities by Facilities Management to support food service, and mail and duplicating services.
  - 7.2 The Facilities Management Operations Coordinator should report on building operations.
  - 7.3 Actions that will impact other LSC positions.
- \_\_\_\_/\_\_\_\_ 8.0 Complete Checklist and report to the Logistics Support Advisor that the Facilities Management Operations Coordinator and staff are ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.11**  
**MATERIALS MANAGEMENT COORDINATOR**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY**

DATE / TIME

- \_\_\_\_ / \_\_\_\_ 1.0 Upon being notified of an emergency that requires activation of the Logistics Support Organization, notify the following people:
- 1.1 Material Control Division Manager
  - 1.2 Stores Division Manager
  - 1.3 Control Section Supervisor
  - 1.4 Manager of Investment Recovery
- \_\_\_\_ / \_\_\_\_ 2.0 Report to the LSC and assist in activation of the facility.
- \_\_\_\_ / \_\_\_\_ 3.0 Verify the following documents are available:
- 3.1 Material Delivery Instructions (ERIP 1.2.11)
  - 3.2 Storm Anticipation (ERIP 1.1.1)
  - 3.3 Material Delivery System Manual
  - 3.4 Outfitting Utility, Contractor and Municipal Crews (ERIP 1.1.12)
- \_\_\_\_ / \_\_\_\_ 4.0 Sign-on to computer.
- \_\_\_\_ / \_\_\_\_ 5.0 Ensure that you can access all required programs:
- 5.1 Materials Management Information System (MMIS)

This document shall be revised every **1** year or incrementally as significant changes occur.

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5.2 Accounting materials & purchasing system (SAP).

5.3 Microsoft Word and E-mail

\_\_\_\_\_/\_\_\_\_ 6.0 Ensure that printer is accepting requests for print. If documents are not printing, check and, if necessary, change printer destination for all programs.

\_\_\_\_\_/\_\_\_\_ 7.0 Contact the following and make them aware that you are located in the LSC, and your telephone number:

7.1 Manager, Warehousing & Distribution

7.2 Manager, Material Supply Management

\_\_\_\_\_/\_\_\_\_ 8.0 Ensure that telephone "Bounce-Path" feature is operational.

8.1 Ensure storm telephone directory is available.

\_\_\_\_\_/\_\_\_\_ 9.0 Be prepared to give a briefing to LSC staff on a regular basis. The briefing should include:

9.1 Significant Materials Management activities

9.2 Actions that will impact other LSC positions

\_\_\_\_\_/\_\_\_\_ 10.0 Complete Checklist and report to the Logistics Support Advisor that the Materials Management Coordinator is ready for activation.

This document shall be revised every **1** year or incrementally as significant changes occur.

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**CHECK LIST 9.12**

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**CHECK LIST 9.12**

**INTENTIONALLY BLANK**

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**CHECK LIST 9.12**

**INTENTIONALLY BLANK**

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**CHECK LIST 9.13**  
**LOGISTICS SUPPORT ORGANIZATION REPRESENTATIVES**  
**FIELD LSO LIAISONS/REPRESENTATIVES**  
**PRE-ACTIVATION CHECKLIST**

Your Name: \_\_\_\_\_

**MAINTAIN A LOG OF ALL ACTIONS, PHONE CALLS AND SIGNIFICANT EVENTS  
DURING THE EMERGENCY.**

DATE / TIME

- \_\_\_\_ / \_\_\_\_ 1.0 Upon notification by the Chief Logistics Support Organization Coordinator, report to your designated Operations Center at the time and date provided.
- \_\_\_\_ / \_\_\_\_ 2.0 Upon arrival at your Operations Center, with the assistance of the Electric Service Division Manager/Chief Group Coordinator, establish a location with a telephone from which you can operate. Provide the telephone number to the Logistics Support Advisor.
- \_\_\_\_ / \_\_\_\_ 3.0 Meet with the Chief Group Coordinator and Operations Supervisor, advise him/her of your availability as the Division's Logistics Coordinator
- \_\_\_\_ / \_\_\_\_ 4.0 Once situated, canvas all the Group Coordinators to identify any special material, transportation, lodgings, or other needs arising from the storm.
- \_\_\_\_ / \_\_\_\_ 5.0 Contact the appropriate Logistics Coordinator in the LSC and:
- 5.1** Transmit request
  - 5.2** Obtain a tracking number
  - 5.3** Document the time, date, and person contacted; and
  - 5.4** Document action being taken to satisfy each requirement
- \_\_\_\_ / \_\_\_\_ 6.0 If substations are placed under local control:
- 6.1** Contact the Substation Area Coordinators (SACs) and communicate your telephone number

This document shall be revised every **1** year or incrementally as significant changes occur.

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**6.2** Obtain any logistical requirements that may be needed (ensure all requirements are coordinated with the Chief Group Coordinator before being forwarded to the LSC).

\_\_\_\_\_/\_\_\_\_\_ 7.0 Relay pertinent information which would significantly affect the LSC to the Logistics Support Advisor.

\_\_\_\_\_/\_\_\_\_\_ 8.0 Ensure that information provided by the Logistics Support Center is relayed in a timely fashion.

\_\_\_\_\_/\_\_\_\_\_ 9.0 For the Operations Center you are assigned to, obtain a head count for the number of meals required and transmit this information to the Facilities Management/Food Services Coordinator in the LSC.

\_\_\_\_\_/\_\_\_\_\_ 10.0 Repeat items 5-9 as necessary.

\_\_\_\_\_/\_\_\_\_\_ 11.0 Upon completion of the restoration effort, finalize your log and furnish it, along with the tracking forms, within two workdays to the Logistics Support Advisor, Office of Administration, for the post event critique.

This document shall be revised every **1** year or incrementally as significant changes occur.

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# Appendices

## NAMAG Agreement

### 1. Mission

- 1.1. The Mission of the North Atlantic Mutual Assistance Group is:
  - 1.1.1. To provide a forum to ensure safe, effective and coordinated mutual assistance, regional response and service restoration for customers of member utilities.
  - 1.1.2. To provide an enhanced line of communications between member companies to share best practices and plan for other significant events such as a work stoppage, civic unrest, or political events, and ensure that all members are communicating a unified message to both internal and external stakeholders.
  - 1.1.3. To minimize risk to all parties by agreeing to provide assistance (personnel and equipment) on a not-for-profit basis, and agreeing that Requesting Companies will reimburse Responding Companies for all expenses incurred in providing the assistance.
  - 1.1.4. To adhere to and operate in accordance with the procedures contained in this document (the North Atlantic Mutual Assistance Group Guidelines).
  - 1.1.5. To interact with other Regional Mutual Assistance Groups and the Edison Electric Institute Mutual Assistance Committee

### 2. Company Information

- 2.1. Member Company Information
  - 2.1.1. Each Holding Company listed below is entitled to one (1) vote
  - 2.1.2. Individual Operating Companies may be listed separately on the Joint Mobilization Conference Call spreadsheet



North American Company Name	States	Electric Customers	Gas Customers	EEI Signatory
Central Hudson Gas & Electric	NY	300,000	75,000	Yes
Consolidated Edison	NY, NJ, PA	3,600,000	1,200,000	Yes
Duquesne Light *	PA	580,000		Yes
Emera – (Bangor Hydro, Nova Scotia Power)	ME, NS	680,000		No
Exelon – (BGE, PECO) **	MD, PA	2,986,500	1,136,000	Yes
First Energy *, **	OH, NJ, PA, MD, WV, NY	6,000,000		Yes
Green Mountain Power	VT	256,000		Yes
Hydro-One	ON	1,300,000		Yes
Hydro Quebec	QC	4,107,400		No
Iberdrola – (Central Maine Power, NYSEG)	ME, NY	596,000, 871,000	256,000	Yes
National Grid (NY, NE, LIPA)	MA, NY, RI	4,515,000	3,500,000	Yes
New Brunswick Power (Energie NB Power)	NB	380,000		No
New Hampshire Electric Cooperative	NH	78,750		No
Northeast Utilities	CT, MA, NH	3,090,000	484,000	Yes
Pepco Holdings, Inc. (PHI) **	DC, DE, MD, NJ,	1,960,000	123,000	Yes
PPL Electric Utilities **	PA	1,400,000		Yes
Public Service Electric & Gas (PSE&G)	NJ	2,200,000	1,800,000	Yes
South Norwalk Electric & Water	CT	14,000		No
UGI Utilities, Inc	PA	62,000	568,000	Yes
United Illuminating	CT	325,000		Yes
Unitil Corp	MA, ME, NH	104,400	70,000	Yes
<b>TOTAL – 21 Companies</b>	<b>13 states, 4 provinces, 1 district</b>	<b>35,406,050</b>	<b>9,212,000</b>	

Footnote:

\* indicates member of GLMA

\*\*indicates member of SEE

### 3. General Guidelines

#### 3.1. Personnel Safety

- 3.1.1. Whether providing or receiving assistance, personnel safety will be the preeminent objective and responsibility of all participants.
- 3.1.2. The Requesting Company agrees to make every effort to avoid moving Responding Company personnel into harms way during the initial, first- wave mobilization.
- 3.1.3. Responding Company will follow its own safety rules, except as noted in paragraphs 3.1.6 and 3.1.7 below.
- 3.1.4. Responding Company is responsible for following its own personal protective grounding practices.
- 3.1.5. Responding Company will immediately report any and all accidents to Requesting Company (both incidence and injury).
- 3.1.6. Switching procedures will be handled as the Requesting Company designates, provided that the procedures do not violate the safety rules of the Responding Company.
- 3.1.7. Requesting Company will provide information on their switching and tagging rules. Requesting Company switching/blocking tags will be used.
- 3.1.8. Security personnel requirements shall be discussed and mutually agreed upon by the Requesting and Responding Companies prior to deployment of armed security personnel.
- 3.1.9. Any deployment of “Security Personnel” – armed or otherwise – must comply with Federal, Provincial, State, Local and Tribal regulations.

#### 3.2. Maintenance of Contact Roster

- 3.2.1. In order to facilitate efficient communication and response, North Atlantic member utilities will share the following information:
  - The names, contact numbers (work phone, home phone, cellular phone, and pager), and e-mail addresses for three (3) individuals authorized to participate in Joint Mobilization Conference Calls.
  - If available, the telephone number for the 24-hour operations / dispatch center for the member company.
  - If available, a satellite telephone number for the 24-hour storm or operations / dispatch center.
  - If available, a corporate storm / emergency center 24-hour telephone number, if different from the 24-hour operations / dispatch telephone number.

3.2.2. The North Atlantic Group Secretary will be responsible for maintaining and updating the Member Company Contact Roster at least every three months.

3.3. Code of Conduct

3.3.1. Whether providing or receiving assistance, all personnel will be expected to conduct themselves in a professional and responsible manner.

3.4. Confidentiality Statement

3.4.1. Members understand and agree that participation on Joint Mobilization Conference Calls is restricted to employees of member companies of the North Atlantic Mutual Assistance Group, unless otherwise agreed to by members of the North Atlantic Group.

3.4.2. Members understand that conversations between member utilities during Joint Mobilization Conference Calls are confidential and proprietary. Therefore, with the exception of general deployment data / information, members agree not to share or release any information shared between member utilities during Joint Mobilization Conference Calls unless mutually agreed.

3.5. Communication With Contractors

3.5.1. Members understand the need for clear communication with contractors working on their systems and are encouraged to explain the joint mobilization process discussed in this document.

3.5.2. Members agree to follow the Rules of Engagement to secure contractor resources and refrain from accepting contractors directly who are working for an Investor Owned Utility (IOU) or a member company of any Regional Mutual Assistance Group (RMAG).

### 3.6. Definition of Emergency Assistance Period

- 3.6.1. Members agree that the emergency assistance period shall commence when personnel and/or equipment expenses are initially incurred by the Responding Company in response to the Requesting Company's needs. This includes any request for the Responding Company to prepare employees and/or equipment for travel to the Requesting Company's location but to await further instructions before departing. This preparation time should begin when normal work activities for Responding Company stop and preparations dedicated to supporting the off system effort begin. Except as noted in paragraph 3.6.3, the emergency assistance period shall terminate when such employees and/or equipment have returned to their point of origin and after a reasonable time required preparing the equipment for return to normal activities (e.g. cleaning trucks, restocking minor materials, etc.).
- 3.6.2. The length of stay by Responding Company personnel will be mutually agreed to by both companies. Generally, this period should not exceed 14 consecutive days, including travel time to the work area and return to the point of origin. When mutual assistance assignments go beyond this time frame, North Atlantic members agree that Responding Company personnel will usually be changed out (rotated) rather than take extended reset periods (days off). Responding and Requesting companies may agree upon exceptions to this procedure.
- 3.6.3. It is understood and agreed that if Responding Company's or its Holding Company's system is threatened during any time after it has mobilized to provide mutual assistance, any part or all of the Responding Company's native and contract workforce may be recalled. In these instances:
- It is understood and agreed that the decision to terminate assistance and recall employees lies solely with the Responding Company.
  - If recall of Responding Company's workforce becomes necessary, the Requesting Company will be responsible for all expenses incurred by Responding Company until the Responding Company returns home and vehicles are cleaned and stocked for normal work activities.
  - If Responding Company's workforce is recalled to another of the Responding Company's locations other than their original point of origin, the Requesting Company will be responsible for travel costs to the alternate location not to exceed that which would have been incurred had the workforce returned to their original point of origin.

## **4. Rules of Engagement**

### **4.1. Rules of Engagement Procedures**

4.1.1. Members agree to adhere to the procedures contained in Section 4 to request, identify and mobilize emergency mutual assistance resources. These procedures are intended to enhance and in no way hamper the mobilization goals of member companies during emergencies.

4.1.2. When any member company has a need for additional resources, that company will notify all members of the North Atlantic Mutual Assistance Group and schedule a Joint Mobilization Conference Call.

- Because response time is critical in emergency situations, the Joint Mobilization Conference Call provides a mechanism that allows members to quickly request assistance and identify the number and status of all available regional resources.

4.1.3. The Joint Mobilization Conference Call format should:

- Provide members with the opportunity to understand the entire scope of the emergency situation, including the number of companies expecting to be impacted and the potential damage to each.
- Allow members to discuss and evaluate weather forecasts from different sources.
- Result in the most efficient, effective and equitable allocation of available resources while mitigating the financial risk associated with early mobilization of resources.

4.1.4. The permitted exception for securing resources without scheduling a Joint Mobilization Conference Call is when an event impacts a single member utility and the impacted utility anticipates a short restoration time requiring assistance from only neighboring (adjacent) utilities.

- In this instance, the impacted member may contact neighboring utilities directly to arrange assistance.
- The impacted company agrees to notify all members of the North Atlantic Mutual Assistance Group via email when any resources are obtained without scheduling a Joint Mobilization Conference Call.
- However, because emergency events tend to expand and impact more than one utility over time, members are encouraged to use the Joint Mobilization Conference Call procedures described below for all mutual assistance requests.

- 4.1.5. Since some companies are members of multiple mutual assistance groups, whenever a North Atlantic member company secures resources from another RMAG, they will notify all members of the North Atlantic Mutual Assistance group via email.

#### 4.2. Initiation of the Joint Mobilization Conference Call

- 4.2.1. Typically, the member that expects to be impacted first by an event will initiate the process.
- 4.2.2. Members agree to initiate a conference call anytime they experience or are threatened by an event so significant that they anticipate needing resources beyond the capabilities of their neighboring (adjacent) utilities to restore their system.
- 4.2.3. Procedure for initiating the Joint Mobilization Conference Call:
- The initiating member will notify the Chair (or other Leadership member) of the North Atlantic Mutual Assistance Group they wish to hold a conference call. The Chair is responsible to notify the company designated to set up the call with the necessary notifications to members including the date, time, and conference call number.
  - In the event the North Atlantic Leadership is unavailable, the initiating company can contact the company designated to set up the call directly and assume the Chair responsibilities.
  - Conference calls will typically be scheduled for 0730 and 1800 daily or as needed by the initiating member.

#### 4.3. Responsibilities of Company Initiating Conference Call

- 4.3.1. The Chairman or designee will serve as moderator for the conference call or ask another member to moderate. The moderator will:
- Call the roll of member companies.
  - Present the weather forecast for his / her company service territory. At their discretion, the initiating company may have a weather consultant present the current forecast.
  - Ask other members for input regarding the weather forecast / predictions.
  - Present an estimate of predicted impact / damages and when these are expected to occur. If the event is large enough to impact more than one member's service territory, the moderator will ask other members for their projected damage assessments.
  - Present an estimate of resources needed. If the event is large enough to impact more than one member's service territory, the moderator will ask other members for their projected resource needs.
  - By roll call, ask all non-impacted members to state the numbers of resources

available to assist once their territories are no longer threatened.

- When appropriate, the moderator will lead discussion of staging areas to be used by assisting companies; transportation concerns, such as evacuation orders, fuel availability, DOT exemptions, etc.; and, the availability of non-member resources that may be available to assist impacted members.
- Keep the call moving and minimize the length of the call as much as possible.
- Set the date and time for future conference calls.

#### 4.4. Responsibilities of Non-Initiating Members Participating In Conference Calls

- 4.4.1. Members agree not to release or dispatch ANY resources (contract or native) unless committed to and confirmed by a Requesting Company. It is understood that Responding Companies' territories must be free from significant threat before resources can be committed and dispatched.
- 4.4.2. On the first Joint Mobilization Conference Call, non-threatened / non-impacted members will be prepared to specify the numbers of their employee and contractor distribution line, transmission line, vegetation management, and damage assessment personnel available to assist impacted companies, including an estimate of when these resources can be dispatched. If Requesting Companies identify needs in other areas (such as IT, safety, etc.), assisting members will be given time (usually 24 hours) to identify available resources in these additional areas.
- 4.4.3. To enhance safety and flexibility, upon request non-threatened / non-impacted members will be prepared to identify staging areas available in their territories.
- 4.4.4. Upon request non-threatened / non-impacted members will assist with DOT exemptions for crews traveling through their service territories.

#### 4.5. Resource Allocation and Mobilization

- 4.5.1. When more than one company has requested emergency assistance, all members understand and agree that it is the responsibility of the Requesting Companies to agree upon the allocation of available first wave and subsequent member company resources.
- 4.5.2. Members agree that, in general, resources will be allocated on the basis of severity of need, based on:
  - Predicted impact – percentage / degree of system loss and estimated time customers will have been without power.
  - Storm timing – which company will be first impacted.
  - Travel time.
  - Availability of other non-North Atlantic member controlled resources.
  - The intent will be to allocate available resources to meet all member company needs in the most efficient and equitable manner possible.

4.5.3. Members agree that final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company (or its contractor(s), where applicable).

4.6. Joint Mobilization Conference Call Documentation

4.6.1. The North Atlantic Emergency Call spreadsheet will be used to document each Joint Mobilization Conference Call.

4.6.2. The Secretary or a designee will take notes during the Joint Mobilization Conference Call, distribute the Emergency Call spreadsheet to all members after the call, and post the minutes to the Restore Power North Atlantic Workroom.

4.6.3. Members acknowledge that the Emergency Call spreadsheet contains confidential information and agree not to share the spreadsheet with any non-member company unless mutually agreed to on the Joint Mobilization Conference Call.

**5. Requesting Company Responsibilities**

5.1. Requesting Company – Responsibilities Prior to Mobilization

5.1.1. To the extent possible, the Requesting Company is expected to clearly communicate the degree of devastation and working conditions Responding Company personnel should expect to encounter upon arrival at the emergency restoration work area.

5.1.2. The Requesting Company is expected to inform the Responding Company if their requirements for the maintenance of receipts differ from the procedures stated in paragraph 6.2.5.

5.1.3. To facilitate communications, the Requesting Company may opt to provide a single point of contact (Coordinator) to interact with the Responding Company.

5.1.4. The Requesting Company will provide the Responding Company with the name and contact information for their “company contact” as required on the RESPONDING COMPANY INITIAL INFORMATION SHEET before Responding Company personnel leave their point of origin.

5.1.5. Requesting Company will coordinate with their state DOT officials concerning emergency exemptions and any other transportation issues that will facilitate the Responding Company’s trip to and from the Requesting Company.



5.1.6. The Requesting Company is encouraged to communicate general guidelines with Responding Companies. Items covered may include labor contractual issues, safety issues, contact personnel, vehicle fueling arrangements, typical standard construction, meal and lodging arrangements, and other items that will be of benefit to the responding personnel and their supervision.

5.2. Requesting Company – Responsibilities During Emergency Assistance Period

5.2.1. The Requesting Company will establish expectations for work, including start time and duration.

5.2.2. The Requesting Company will provide materials unless specifically noted otherwise.

5.2.3. When necessary, the Requesting Company will provide a guide with communications capability, portable radios or cellular telephones to assist responding team leaders.

5.2.4. The Requesting Company will authorize Responding Company to use cellular phones as a method of communication. Where cellular service is unavailable, it is understood that satellite phones may be used until such time that cellular service is restored in the Requesting Company's area.

5.2.5. The Requesting Company will provide vehicle security for parking areas unless specifically agreed otherwise.

5.2.6. With the exception of food and lodging during travel to and from the final work site, the Requesting Company will handle all food, lodging and incidental support needed by Responding Company unless both companies agree for Responding Company to handle these logistics.

5.2.7. Requesting and Responding companies should agree on the provision of laundry services.

5.2.8. Requesting Company will make and communicate provisions for Responding Company personnel to make personal long distance telephone calls during the emergency response period. For example, the Requesting Company may authorize the Responding Company to purchase pre-paid long distance calling cards for responding crew members or authorize the use of company or employee owned cellular phones for an agreed upon maximum number of minutes. As a general rule, Requesting Company agrees to allow and reimburse a maximum of 10-minutes personal long distance telephone charges per employee per day. Any personal cellular phone charges or pre-paid calling card expenses shall be included in the supporting documentation on the company's preliminary invoice, subject to paragraph 6.2.5.

5.2.9. Requesting Company shall reimburse the Responding Company for lodging and will not pay for additional hotel-related expenses unless agreed to by the Requesting Company prior to the occurrence. Some examples of additional hotel-related expenses include phone calls made from rooms, room service, in-room movies, mini bar usage, etc.

### 5.3. Requesting Company - Procedures for Releasing Responding Companies

- 5.3.1. During emergencies impacting more than one member company simultaneously, each Requesting Company will develop a proposed “Release Schedule” 48-hours before releasing any contract or utility (members & non-member) crews. This release schedule will include: Names of utilities and contractors to be released, the numbers and specialty (distribution line, transmission line, vegetation, etc.) of workers from each utility and / or contractor being released, the on-site contact or the coordinator of the crews being released, and the date and approximate time the crews expect to be released.
- 5.3.2. During emergencies when Responding Company contract and / or utility resources are already deployed and working to provide restoration help to one member company and another member company (or companies) is impacted by another emergency, or, in the case of hurricanes, a second landfall of the storm, the company that obtained help first agrees to:
- NOT retain personnel solely to perform maintenance, street lighting work, or clean up type work and will aggressively work to release personnel.
  - Immediately prepare a release schedule which includes details listed in paragraph 5.3.1 above, including projected release dates.
  - Provide realistic estimated restoration times and release dates to the second Requesting Company (or companies). Since this could mean the difference in going days away or waiting on resources closer that may become available, it is essential that release dates be as accurate as possible. *Note: Should the emergency situation described above develop before a Responding Company personnel arrive at the initial restoration area, these resources will be reallocated to Requesting Companies in accordance with the provisions of Section 4.6 and paragraph 5.4.3 of these procedures and guidelines.*
- 5.3.3. In the emergency situation described in paragraph 5.3.2 above, the initial and secondarily impacted companies agree to:
- Immediately hold an “impacted companies” conference call to negotiate reallocation of the resources on the release schedule developed by the first impacted company as well as any other resources not already committed.
  - Regarding personnel released by the first impacted company, secondary Requesting Companies will contact the resources (companies) allocated to them to determine if those persons will agree to re-deploy or be changed out (rotated) in accordance with paragraph 3.6.2.
- 5.3.4. In all emergency situations, the Requesting Company will make every effort to notify each Responding Company’s mutual assistance contact 24- hours in advance of the anticipated final release of their utility personnel.

#### 5.4. Requesting Company – Responsibility for Reimbursement of Expenses

- 5.4.1. Members understand and agree that the provision of emergency mutual assistance is a not-for-profit endeavor for Responding Companies. Therefore, the Requesting Company will reimburse all costs and expenses incurred by the Responding Company in the provision of the emergency assistance for the entire emergency assistance period as defined in section 3.6 above.
- 5.4.2. If Responding Company resources are released after mobilization but before being utilized, the Requesting Company will reimburse Responding Company for all incurred preparation and travel expenses including reasonable time required to prepare the equipment for return to normal activities after returning to their point of origin.
- 5.4.3. During emergencies impacting more than one member, Responding Company resources may be re-assigned either: en route to the Requesting Company; at an initial staging area before reaching the Requesting Company; or at the Responding Company's final staging area.  
  
Additionally, resources may be assigned to assist a second Requesting Company after completing work for the initial Requesting Company. *Note: In any of these instances, unless otherwise mutually agreed, the utility that receives the re-assigned Responding Company resources will be responsible for all Responding Company costs from the time of re-assignment.*
- 5.4.4. Requesting Company will reimburse members for expenses incurred in the provision and management of interim staging areas (i.e. labor and miscellaneous expenses provided by the host utility to operate the staging area, but not including any Responding Company crew costs). In emergencies involving more than one Requesting Company, staging costs will be shared by Requesting Companies on a prorated basis based on the resources committed to each entering (logged into) the staging site.
- 5.4.5. Provided proper supporting documentation is included, the Requesting Company should pay all (preliminary and final) invoice(s) from Responding Company within 60 calendar days after receipt of invoice(s).

### 6. Responding Company Responsibilities

#### 6.1. Responding Company – Responsibilities Prior to Mobilization

- 6.1.1. To the extent possible, the Responding Company is expected to clearly communicate the degree of devastation and working conditions that their responding employees should expect to encounter upon arrival at the emergency restoration work area.
- 6.1.2. To facilitate communications, the Responding Company may opt to provide a single point of contact (Coordinator) to interact with the Requesting Company.
- 6.1.3. Responding Company will complete and forward the RESPONDING COMPANY INITIAL INFORMATION SHEET before departing their home location.
- 6.1.4. If requested, Responding Company will provide a copy of completed PERSONNEL LISTING FORM as soon as the information becomes available.
- 6.1.5. Responding Company's telecommunications personnel shall contact Requesting

Company's telecommunications personnel and local FCC authorities to make any temporary telecommunications arrangements.

- 6.1.6. Prior to traveling, Responding Company will reach agreement with the Requesting Company regarding the provisions for Responding Company personnel to make personal long distance telephone calls during the emergency response period as described in paragraph 5.2.8 above. This agreement should preclude any telephone charges from any lodging facility by the Responding Company personnel, except in case of emergency local 911 calls.
- 6.1.7. Responding Company agrees not to load extra emergency stock on trucks unless specifically requested by the Requesting Company.
- 6.1.8. When Responding Company's available contractor resources have been allocated to a Requesting Company through the Joint Mobilization Conference Call procedures, the Responding Company will:

- Provide Requesting Company with contact information for their on-site contractors.
- Alert their contractors that their assistance has been requested and that they will be contacted by the Requesting Company.
- Give their contractors the Requesting Company contact information.
- Encourage their contractors to respond to the North Atlantic member's request for help with all contract crews being released from the Responding Company's work site.

## 6.2. Responding Company – Responsibilities During Emergency Assistance Period

- 6.2.1. Responding Company will handle all communication needs within their teams. This could include acquiring additional communications equipment, such as portable repeaters, to ensure continuous communication capabilities.
- 6.2.2. The Responding Company will be responsible for performing normal maintenance on their vehicles and equipment during the emergency assistance period and this work will be covered in their standard hourly/daily rates.
- 6.2.3. Responding Company will maintain daily records of time and expenses for personnel and equipment. This documentation will be provided with their preliminary invoice.
- 6.2.4. When the Requesting Company has provided specific guidance in advance that differs from that in paragraph 6.2.5, the Responding Company will maintain and furnish the requested documentation of expenses with their preliminary invoice.
- 6.2.5. Unless otherwise agreed prior to mobilization, members agree that Responding companies will maintain and furnish upon request receipts for all individual expenses / purchases made during the emergency assistance period in accordance with the IRS requirements in effect at the time assistance is requested.

### 6.3. Responding Company – Responsibilities End Of Emergency Assistance Period

- 6.3.1. Responding Company should submit their "preliminary invoice" to Requesting Company within 60 calendar days from date released by the Requesting Company. Responding Company will provide supporting documentation at the time the preliminary invoice is mailed. Requesting Utility should receive final invoice within 90 calendar days from invoice date of preliminary invoice.
- 6.3.2. Responding Companies agree to maintain auditable records of billed expenses for emergency mutual assistance sufficient to satisfy the legal / statutory requirements and obligations incumbent upon the Requesting Company.

## 7. **Liability**

- 7.1. Due to the compressed time frames associated with the rendering of mutual assistance, Members should ensure that liability, among other issues, be addressed in a timely manner; otherwise, the ability of one Member to respond to another could be impacted adversely, up to and including an inability to render any non-contractor assistance. When rendering mutual assistance to one another and with specific regard to all liability for loss, damage, cost or expense, Members agree to follow Sections 11 and 12 of the "Suggested Governing Principles Covering Emergency Assistance Arrangements between Edison Electric Institute Member Companies," or an equivalent agreement executed by both Members prior to the formal start of the rendering mutual assistance.

### 7.2. EEI Member Companies

- 7.2.1. If both the Requesting and Responding Companies have signed the Edison Electric Institute Mutual Assistance Agreement, the "Suggested Governing Principles Covering Emergency Assistance Arrangements between Edison Electric Institute Member Companies" shall govern liability.

### 7.3. Non-EEI Member Companies

- 7.3.1. If either the Requesting or Responding Company have not signed the EEI Mutual Assistance Agreement, then the Responding Company may submit to the Requesting Company for execution a copy of the "North Atlantic Mutual Assistance Agreement" (see Appendix A). The terms "Responding Company" and Requesting Company" are used in this agreement in the same manner as in the "Suggested Governing Principles Covering Emergency Assistance Arrangements Between Edison Electric Institute Member Companies)."
- 7.3.2. Return of an executed copy of the "North Atlantic Mutual Assistance Agreement" by the Requesting Company to the Responding Company shall be construed as the formal start of the rendering of mutual assistance by all non-contractor resources. Both Members shall retain copies of the executed agreement for reference.
- 7.3.3. Use of an agreement other than the "North Atlantic Mutual Assistance Agreement" shall include a discussion on liabilities, among other items, and shall be agreed to and executed by both Members prior to the formal start of the rendering mutual assistance by all non-contractor resources. Both Members shall retain copies of the executed agreement for reference.

## 8. U.S / Canada Border Crossing

### 8.1. Purpose

8.1.1. As part of the Electric Sector effort to improve response and reduce delays, a procedure for crossing the US/Canada border has been documented.

8.1.2. The purpose of this procedure is to make Bi-National assistance during an event as expeditious as possible by preparing utilities workers deployed across the U.S./Canada border. The sharing of resource does not stop at the U.S. boundaries. During major events, U.S. companies need to be able to cross our northern border as effectively while maintaining the security of both Canada and the United States

### 8.2. Procedure Summary

8.2.1. It's important to have all information needed to cross the border completed in advance such as vehicle manifest, master roster, information from requesting company (letter of invite), and declaration, if one is available.

This is all documented in the procedure. Effective pass through requires advance notice to the specific crossing prior to resources arriving to allow both Canadian and US Border Crossing to prepare.

8.2.2. While the procedure does not specifically state an amount of time in advance, this should be a minimum of 8 hours if not more. A courtesy call to either the US Customs and Border Protection Agency or the Canadian Boarder Services Agency is recommended to give advance notice and confirm expectations.

8.2.3. To reference the procedure please go to one of the following;

- EEI Website (<https://eei-restorepower.groupsite.com/main/summary>) Select Restore Power under the Resources tab. The Roster and Border Guidance files are located in the Other Documents section.
- All Hazards Consortium website (<http://www.ahcusa.org/>)
- U.S. Customs (*future link*)

## **9. Governance**

### **9.1. Membership**

- 9.1.1. Membership in the North Atlantic Mutual Assistance Group is comprised of those companies listed in Section 2.1
- 9.1.2. Membership will be open to investor owned utilities (IOU's), electrical cooperatives, and electric municipals provided such participation does not contradict or violate any internal, local, state or federal statutes or regulations.
- 9.1.3. Membership in the North Atlantic Mutual Assistance Group is free and members are not required to pay any dues or fees. The only financial obligation a member has to incur the costs of hosting the semi-annual (spring or fall) North Atlantic Group meetings and reimburse responding companies for all expenses incurred when providing mutual assistance.
- 9.1.4. Prospective members seeking to join the North Atlantic Mutual Assistance Group must request admittance by contacting an active officer of the North Atlantic group. The prospective member may be asked to supply additional information and give a formal presentation to the group.
- 9.1.5. Prospective members to the North Atlantic Mutual Assistance Group must be approved for membership by a majority vote of the group.
- 9.1.6. All members will be required to sign the North Atlantic Mutual Assistance Group Statement of Understanding and Endorsement letter.

### **9.2 Officers**

- 9.2.1. Officers shall not incur debt or costs on behalf of the committee or the North Atlantic Mutual Assistance Group and are not liable for the actions of committee members or member companies.
- 9.2.2. Member companies are always responsible for requesting mutual assistance to meet their requirements

#### **ELECTED OFFICERS**

- 9.2.3. Chair – The Chair for the North Atlantic Group is responsible for:

- Primary representative for the North Atlantic Group with Edison Electric Institute [EEI], Regional Mutual Assistance Groups [RMAGs] and other groups. Serve as a single point of contact and keep members informed.
- Conduct semi-annual (spring and fall) or other meetings.
- Designate special working groups and committees.
- Provide guidance and direction on North Atlantic Group Guidelines.

- Serve as a Mentor and Subject Matter Expert for the Group.
- Serve for a term of one (1) year.
- Develop spring and fall meeting agendas with the Vice Chair, Secretary, and designated host company.

9.2.4. Vice Chair – The Vice Chair for North Atlantic Group is responsible for:

- Assisting the North Atlantic Group Chair
- Secondary representative for the North Atlantic Group with Edison Electric Institute [EEI], Regional Mutual Assistance Groups [RMAGs] and other groups
- Leading special working groups or committees
- Develop spring and fall meeting agendas with the Chair, Secretary, and designated host company
- Serve as Mentor and Subject Matter Expert for the Group
- Serve for a term of one (1) year
- Succeed the North Atlantic Group Chair at the end of term.

9.2.5. Secretary – The Secretary for North Atlantic Group is responsible for:

- Maintain North Atlantic Group rosters and directories
- Maintain and distribute semi-annual (spring and fall) meeting minutes
- Maintain and distribute the Emergency Call spreadsheet used during  
Joint Mobilization Conference calls
- Maintain all North Atlantic Group documents
- Maintain the North Atlantic Group website
- Develop Spring & Fall Meeting Agendas with the Chair, Vice Chair and designated Host Company
- Assist the Chair and Vice Chair as requested or needed
- Serve for a one (1) year term.



- Succeed the North Atlantic Group Vice Chair at the end of term.

### 9.3 Elections and Voting

9.3.1. The North Atlantic Mutual Assistance group will generally come to agreement by consensus. When consensus is not possible or there is to be an election of officers the following rules shall apply.

- Each member company shall have one (1) vote.
- A simple majority will be sufficient for most actions, with a quorum consisting of one representative from at least one-half of the member companies.
- Any modifications of the *North Atlantic Mutual Assistance Guidelines* must be approved by  $\frac{3}{4}$  of the member companies.
- Nominations for Secretary will be accepted prior to and during the Spring Meeting each year.
- Election of Secretary will occur every year at the Spring Meeting.
- If an officer vacates his/her position before fulfilling their one year term, automatic succession will occur and an election will be conducted at the next scheduled meeting to fill the Secretary position.
- If 2 or more officers vacate their positions before fulfilling their one year term, automatic succession will occur and an election will be conducted at the next scheduled meeting to fill the vacancies.
- Voting will be by voice vote. Secret ballot may be used upon a motion, seconded by a member company.
- Voting by e-mail is permissible. One vote per Member Company shall apply.

### 9.4 Meetings

9.4.1. The North Atlantic Group shall meet semi-annually in the spring and fall of each year.

9.4.2. Each North Atlantic member will take their turn hosting the semi-annual (spring and fall) meetings and the Host Company will rotate alphabetically.

9.4.3. The Host Company will be responsible for:

- Assist in developing the meeting agenda with the Chair, Vice Chair and Secretary including coordination with speakers and presenters
- Scheduling the dates and time for the meeting
- Coordinate lodging arrangements (i.e. reserve a block of rooms for a set time period) for overnight members

- Provide the networking dinner the night before the meeting
- Provide the meeting room and meals
- Provide audio visual equipment (i.e. laptop, projector, and white boards or equivalent)

9.4.4. At all meetings of the North Atlantic Mutual Assistance Group, “Roberts Rules of Order Newly Revised” shall be considered the authority in deciding all points of order and parliamentary law not defined by this guideline.

## 10. Document Revision History

Version	Prepared By	Summary of Changes	Date
1.0	Merger Team	Initial Guidelines created for the merger of MAMA, NEMAG, NYMAG	08/22/2013

# North Atlantic Mutual Assistance Group

## Statement of Understanding And Endorsement

The member companies of North Atlantic Mutual Assistance Group understand that they will have occasion to either provide or receive assistance in the form of personnel and equipment to aid in restoring electric service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies without assistance. For this reason, the Officers of the North Atlantic Mutual Assistance Group are authorized to develop and maintain operating procedures and guidelines to insure the most effective and efficient response by the entire membership when emergency assistance is requested by one or more member companies. Final acceptance of the North Atlantic Mutual Assistance Group Guidelines, as well as any future modifications, must be approved by  $\frac{3}{4}$  of the member companies with each member company having one (1) vote.

Further, as an officer of the North Atlantic Mutual Assistance Group member company noted below, the undersigned hereby endorses the following principles and agreements on behalf of his / her member company:

1. Whether providing or receiving assistance, personnel safety will be the preeminent objective and responsibility of all participants.
2. Member companies agree to adhere to and operate in accordance with the procedures contained in the North Atlantic Mutual Assistance Group Guidelines.
3. Whether providing or receiving assistance, members will work together to minimize risk to all parties. In accordance with North Atlantic guidelines, responding companies will provide assistance (personnel and equipment) on a not-for-profit basis, and requesting companies will reimburse responding companies for all expenses incurred in providing the assistance. In keeping with this principle, North Atlantic members agree to abide by the liability provisions contained in the North Atlantic Mutual Assistance Group Guidelines.

PSEG Long Island  
Company Name  
John O'Connell  
Officer Signature

John O'Connell Vice President T+D  
Name of Company Officer  
1/23/14  
Date

## Acronyms

Acronym	Definition
AC	Area Coordinator
ACB	Air Circuit Breakers
ACR	Automatic Circuit Recloser
ADA	Area Dispatch Authority
AOM	Area Operations Manager
ASAC	Alternate Substation Area Coordinator
ASU	Automatic Sectionalizing Unit
ATO	Automatic Throwover Switches
ATOMR	Automatic Throwover - Manual Return
BRKN	Broken
BUST	Load Buster
CAC	Customer Assistance Center
CARES	Computer Assisted Restoration of Electric Service
CATV	Cable TV
CCC	Communications Command Center
CCT	Communications Coordination Team
CICS	Customer Information Control System
CN	Central Nassau Division
COF	Customer Order Fulfillment
COO	Chief Operating Officer
CPC	Circuit Protective Conductor

<b>Acronym</b>	<b>Definition</b>
CRS	Credit Agreement
CS	Construction Standard
CSC	Customer Service Center
CSP	Completely Self Protected
DA	Design And Application Standard
DIV	Division
DMDB	Dead Make/Dead Break
DMDBT	Dead Make/Dead Break Terminator
DP	Disconnecting Pothead
DSO	Distribution System Operator
ED&C	Electric Design & Construction
EEI	Edison Electric Institute
EOC	Emergency Operations Center
EOER	Electric Operations Emergency Restoration
EOM	Equipment Operations and Maintenance Procedure
ERIP	Emergency Response Implementation Procedure
ERO	Emergency Restoration Organization
ERP	Emergency Response Plan
ES	Eastern Suffolk Division
ESD	Electric Service Department
ESO	Electric System Operator
ETA	Estimated Time of Arrival
ETR	Estimated Time of Restoration

<b>Acronym</b>	<b>Definition</b>
FC	Foreign Crew
FCM	Foreign Crew Management
FCOM	Foreign Crew Operations Manager
FCTS	Foreign Crew Tracking System
FED	Flood Electric Disconnect Code
FEMA	Federal Emergency Management Agency
FM	Facilities Management
FMO	Facilities Management Operations
FOM	Financial Oversight Manager
FS	Field Survey
GO	General Operating Procedure
GS	General Shops
HD	High-Side Disconnect
HQ	Headquarters
HV/LV	High voltage/Low voltage
HVAC	Heating Ventilation Air Conditioning
IBEW	International Brotherhood of Electrical Workers
ICO	Instantaneous Cut-Off Button
ID	Identification
IDENT	Identity
INTERRT	Interrupt
IP	Internet Protocol
IPP	Independent Power Producer

<b>Acronym</b>	<b>Definition</b>
IR	Inventory Request
IS	Information Systems
IT	Information Technology
IVR	Integrated Voice Response
KV	kilovolt
KVA	kilovolt-amperes
L&D	Learning & Development
LBD	Load Break Disconnect
LBF	Load Break Fuse or Load Buster Fuse Cutout
LBOS	Load Break Oil Switch Associated With Transformers
LBS	Load Break Switch
LBT	Load Break Elbow Terminator (LBT)
LC	Local Control
LI	Long Island
LIE	Long Island Expressway
LIPA	Long Island Power Authority
LIRR	Long Island Rail Road
LLC	Limited Liability Corporation
LO	Lockout
LSC	Logistic Support Center
LSC	Logistics Support Coordinator
LSE	Life Support Equipment
LSEP	Logistics Support Emergency Procedure

<b>Acronym</b>	<b>Definition</b>
LSO	Logistics Support Organization
M&T	Meter & Test
MDC	Material Distribution Center
MDS	Material Distribution System
MLBS	Motor Load Break Switch
MMIS	Materials Management Information System
MSA	Management Service Agreement
MVA	Mega Volt Ampere
MVS	Motor Vacuum Switch
NAMAG	North Atlantic Mutual Assistance Group
NRE	National Response Event
NWP	Network Protector
NYC	New York City
NYCRR	New York Codes, Rules and Regulations
NYISO	NY Independent System Operator
NYS	New York State
NYSDPS	New York State Department of Public Service
OCB	Oil Circuit Breakers
OEM(s)	Office of Emergency Management
OF	Oil Fuse Cutout
OH	Overhead
OH/UG	Overhead / Underground
OI	Operation Instructions



<b>Acronym</b>	<b>Definition</b>
OS	Operating System
OSA	Operating Service Agreement
PAM	Power Asset Management
PAR	Phase Angle Regulator
PC OP	Personal Computer Operator
PC(s)	Personal Computer
PCB	Polychlorinated biphenyl
PD	Police Department
PEND	Pending
PM	Pad Mount
PMF	Pad mounted Fused
PMH	Pad Mounted Gear - Heavy duty (>600A)
PMS	Pad Mounted Gear - Standard duty (<200A)
POA	Point Of Attachment
PPE	Personal Protective Equipment
PSEG	Public Service Enterprise Group
QN	Queens Nassau Division
R/V	Recreational Vehicle
RDCL	Transaction Name for Radio Dispatch Call List
RDRP	Transaction Name for Radio Dispatch RP-5 Job List
RE	Real Estate
REIMS	Real Estate Inventory Management System
RoD	Resources on Demand

<b>Acronym</b>	<b>Definition</b>
ROW	Right of Way
RTU	Remote Terminal Unit
SAC	Substation Area Coordinator
SAC	System Area Coordinator
SAM	Staging Area Manager
SAM	Substation Area Map
SAP	Name of company and business system software
SAP	SAP Corporation
SCADA	Supervisory Control And Data Acquisition
SCU	Switch Control Unit
SD	Disconnect Switch
SDA	Substation Dispatch Authority
SF	Conventional Fuse Cutout
SO-D	System Operations - Distribution
SOL	Solid Fuse
SPT	Substation, Protection, and Telecomm
SRA	Substation Restoration Algorithm
SST	Supplemental Survey Teams
SUNY	State University of New York
Supv	Supervisor
Svc(s)	Service(s)
T&D	Transmission and Distribution
TAV	Total Authorized Value

<b>Acronym</b>	<b>Definition</b>
TBD	To Be Determined
TELCO	Telephone Company(s)
Telcom	Telecommunication(s)
TO	Transformer Order
TSO	Transmission System Operator
TT	Tree Trim
TV	Television
UF	Underground Fuse
UG	Underground
UPS	Uninterruptable Power Source
VA	Volt-Ampere
VCB	Vacuum Circuit Breakers
VP	Vice President
VPN	Virtual Private Network
WG	Wire Guard
WS	Western Suffolk Division
XFMR	Transformer

## Cross Reference to 16 NYCRR § 105

NYCRR 16 RULES AND REGULATIONS OF THE PUBLIC SERVICE COMMISSION - PART 105 ELECTRIC UTILITY EMERGENCY PLANS (16 NYCRR PART 105)		
ERIPS / LSEPS	NYCRR 16 SECTION	TEXT
ERIP/LSEP	§ 105.1	Preamble - These electric utility emergency plans are primarily intended to ensure adequate utility response for storm and storm- like emergencies; however, some aspects of the plans will have application to virtually all electric emergencies (e.g., customer contacts, communication with the media and government officials) and should be used accordingly.
Appendix	§ 105.2	Definitions - For the purposes of this Part, the following definition shall apply:
ERP 1.1.25	§ 105.2 (a)	Storm drill. A storm drill is a training exercise held by an electric utility to test the adequacy and effectiveness of its regularly assigned personnel and personnel performing job functions outside of their normal areas of responsibility in implementing the utility's service restoration procedures in the wake of a storm classified at the highest or next highest level of severity by the utility. Drills shall simulate the involvement of a majority of a utility's customers served by overhead transmission and distribution facilities or individual operating areas on a sequential basis. The purposes of the drill can be achieved through the mobilization of utility personnel with specific storm response, service restoration assignments under simulated storm conditions or through the actual preparation for an advancing storm, * which may or may not damage the overhead T&D system. However, in either case, to qualify as a drill, the participants must have carried out all of their storm response assignments under either an impending storm scenario or a simulated storm scenario. Also the drill must involve contacts with outside agencies, local governments and others who would normally be included in service restoration responses. For actual preparations, in lieu of a drill, the company shall certify in section 105.3 of this Part that all requirements of this definition were met. *Classified by the utility at the highest or next highest level of severity.
	§ 105.3	Submission of electric emergency plans - Each electric corporation shall file with the Commission an electric emergency plan* that addresses storms as well as other causes of electrical emergencies with storm-like characteristics and that complies with the requirements of section 105.4 of this Part. On or before April 1st of each year or on such other date as the Commission may prescribe, each electric corporation shall file such amendments to its emergency plan as it deems necessary, or as the Commission may require, to maintain a high level of preparedness, or a statement that no amendments are contemplated. In any event, by April 1st of each year, each electric corporation shall certify in a report to the Commission that within the past 12 months it has taken the following actions:
ERIP 1.1.1.13 ERIP 1.1.1.15 ERIP 2.1 ERIP 2.2.8 LSEP 1.0	§ 105.3 (a)	periodically verified telephone contacts with and updated its lists of names of internal and external contact persons identified in section 105.4(b)(5) of this Part; and
ERIP 1.1.25	§ 105.3 (b)	conducted at least one storm drill or emergency exercise involving key company personnel assigned service restoration responsibilities. Submissions made under this section shall include two copies of all documents and be sent to the Director of the Power Division. Each electric corporation shall make available for public inspection its currently effective system-wide electric emergency plan at its principal corporate headquarters. Those corporations that have developed customized plans for individual operating areas shall make a currently effective customized plan available for public inspection at the principal offices of each operating area.
	§ 105.4	Content of Plan
	§ 105.4 (a)	(a) Each electric corporation's electric emergency plan shall be compiled in a loose-leaf manual to facilitate updating. The manual shall provide a current, detailed description of each corporation's service restoration plan and, to the extent practicable, shall contain the information set forth in subdivision (b) of this section.
	§ 105.4 (b)	Each electric corporation's emergency plan shall include the following information:
Table of Contents	§ 105.4 (b) (1)	Table of Contents
Introduction	§ 105.4 (b) (2)	Introduction. A statement of the purpose, policies and objectives of the plan.
Introduction, ERIP 1.1.1, ERIP 1.1.8, ERIP 1.1.3.1, LSEP 1.0	§ 105.4 (b) (3)	Emergency classifications. Specify the criteria or guidelines used for determining the severity of electric emergencies and their classification. The guidelines should include, but need not be limited to, the geographical scope of the emergency, the estimated time required to restore general service, the type of expected damage to the electric system, i.e., from a storm or other storm-like emergency, and an indication of whether company personnel alone or company and supplementary, non-company personnel will be needed to repair system damage.
ERIP 1.1.25 ERIP 2.5,	§ 105.4 (b) (4)	Emergency response training program. State the corporation's program to provide emergency response training for those personnel assigned service restoration responsibilities that are different from their normal duties. Identify person(s) responsible for managing and evaluating the effectiveness of the program. Include procedures for conducting a minimum of one annual storm drill simulating a response to either a storm, or other storm-like electric emergency that would be classified at the highest or next highest level of severity. State the extent to which any personnel outside the company may be involved in a storm drill. Include as well, provisions for critiquing the drill procedures and for giving staff a minimum of two weeks'

NYCRR 16 RULES AND REGULATIONS OF THE PUBLIC SERVICE COMMISSION - PART 105 ELECTRIC UTILITY EMERGENCY PLANS (16 NYCRR PART 105)		
ERIPS / LSEPS	NYCRR 16 SECTION	TEXT
		advance notice of a scheduled drill.
Introduction ERIP 1.1.1, ERIP 1.1.1.13 ERIP 1.1.1.15 , ERIP 1.1.3, ERIP 1.2.13, ERIP 1.2.25, ERIP 2.1 LSEP 1.1 LSEP 1.2	§ 105.4 (b) (5)	Advance planning and preparation. Specify the on-going actions that the corporation expects to take throughout each year to plan and prepare for an electrical emergency. State the corporation's procedures to update at least semi- annually its lists of contact persons, with titles, addresses, phone numbers and other pertinent data for the following:
ERIP 1.1.1.13 ERIP 1.1.1.15 ERIP 2.1 LSEP 1.0 LSEP 1.1 LSEP 2.1 LSEP 1.4	§ 105.4 (b) (5) (i)	all utility personnel assigned service restoration responsibilities;
ERIP 1.2.13 ERIP 1.2.25 LSEP 1.1 LSEP 2.1	§ 105.4 (b) (5) (ii)	mutual aid companies and contractors;
ERIP 2.1 ERIP 2.5.05	§ 105.4 (b) (5) (iii)	all life support and other special needs customers;
ERIP 2.1	§ 105.4 (b) (5) (iv)	human services agencies;
ERIP 2.1	§ 105.4 (b) (5) (v)	print and broadcast media;
LSEP 1.0 LSEP 1.2 ERIP 1.1.1.6	§ 105.4 (b) (5) (vi)	operators/ managers of motels, restaurants and dormitories, etc.;
ERIP 2.1 ERIP 2.5.11 ERIP 2.5.02	§ 105.4 (b) (5) (vii)	state, county and local elected officials, law enforcement officials, and emergency management and response personnel;
ERIP 2.1	§ 105.4 (b) (5) (ix)	medical facilities; and
LSEP 1.0 LSEP 1.3 LSEP 1.4 LSEP 1.4.1 LSEP 1.4.2 LSEP 1.4.3 LSEP 1.4.4	§ 105.4 (b) (5) (x)	Vendors.
Introduction ERIP 1.1.1.5 ERIP 1.1.1.13 ERIP 1.1.1.15 ERIP 2.1 LSEP 1.0	§ 105.4	At least annually, the corporation shall verify that all of the preceding data are current. At least semiannually, the corporation shall issue updated lists of known changes to its employees that have plan implementation responsibilities. The procedures should include the corporation's plans to stockpile emergency restoration tools and supplies in loose or kit form. State also, provisions for the preparation and distribution of literature or other forms of communication with information on customer storm preparations. Such information should address storm survival without electric power and safety precautions regarding electrical hazards such as downed wires and the use of portable generators.
ERIP 1.1.1 ERIP 1.1.1.1, ERIP 1.1.1.2, ERIP 1.1.1.3, ERIP 1.1.1.3.1 ERIP 1.1.1.4 ERIP 1.1.1.8 ERIP 1.1.1.11 ERIP 1.1.12 ERIP 1.1.1.13 ERIP 1.1.1.14 ERIP 1.1.1.16 ERIP 1.1.2 ERIP 1.1.3.1	§ 105.4 (b) (6)	Emergency anticipation. Identify the preparatory measures corporate management would implement in anticipation of a potential system emergency expected to affect the service territory within hours or days. Identify the criteria under which key personnel with service restoration responsibilities would either be notified of an impending emergency or deployed to assigned areas, and any special precautions that would be taken.

NYCRR 16 RULES AND REGULATIONS OF THE PUBLIC SERVICE COMMISSION - PART 105 ELECTRIC UTILITY EMERGENCY PLANS (16 NYCRR PART 105)

ERIPS / LSEPS	NYCRR 16 SECTION	TEXT
ERIP 1.1.4 ERIP 1.1.5 ERIP 1.1.6 ERIP 1.1.7 ERIP 1.3.1 ERIP 1.2.1 ERIP 2.2.1 ERIP 2.5 ERIP 1.1.1.5 ERIP 1.1.1.6 ERIP 1.1.1.7 LSEP 1.0 LSEP 1.1 LSEP 2.1		
ERIP 1.1.2 ERIP 1.1.3.1 ERIP 1.1.4 ERIP 1.1.5 ERIP 1.1.6 ERIP 1.1.7 ERIP 1.1.8 ERIP 1.1.9 ERIP 1.1.10 ERIP 1.1.11 ERIP 1.1.15 ERIP 1.1.16 ERIP 1.1.19 ERIP 1.1.20 ERIP 1.1.22 ERIP 1.1.23 ERIP 1.2.2 ERIP 1.2.3 ERIP 1.2.4 ERIP 1.2.5 ERIP 1.2.6 ERIP 1.2.7 ERIP 1.2.8 ERIP 1.2.9 ERIP 1.2.10, ERIP 1.2.12 ERIP 1.2.16 ERIP 1.2.20 ERIP 1.2.22 ERIP 1.2.23 ERIP 1.2.24 ERIP 1.2.25 ERIP 1.2.13 ERIP 1.2.14 ERIP 1.2.15 ERIP 1.3.9 ERIP 1.3.1 ERIP 1.3.2 ERIP 1.3.3 ERIP 1.3.4 ERIP 1.3.5 ERIP 1.3.6 ERIP 1.3.7 ERIP 1.3.8 ERIP 1.3.10 ERIP 1.3.12 ERIP 1.3.13 ERIP 1.3.14 ERIP 1.3.15 ERIP 1.3.16 ERIP 1.3.16.1 ERIP 1.3.17 ERIP 1.3.18	§ 105.4 (b) (7)	Service restoration procedures. Provide the corporation's procedures for mobilizing its personnel, materials and equipment in order to survey system damage and implement measures to ensure timely, efficient and safe restoration of service to customers in areas damaged by a storm or other storm-like electric emergency. The procedures need to identify restoration priorities to ensure that restoration time is minimized, while ensuring critical customers' needs are met. Include a listing of the priorities for service restoration among customer groups in these procedures. Identify criteria for determining when centralized versus decentralized control is appropriate. For those severe emergencies when field damage assessments are needed, describe the methods for making, within 24 hours, broad scale preliminary assessments of the nature and extent of system damage based on rapid surveys of damaged areas and other data sources, and for making, within 48 hours, more detailed estimates of system damage based on systematic field surveys. Describe how field reports of system damage will be integrated with damage reports or indicators from other sources, such as customer call-ins, in order to make a reasonably accurate assessment of system damage and reliable projections of the personnel, equipment, materials and time that will be needed to rapidly and safely achieve service restoration goals in all damaged areas. Provide the procedures for deploying company and mutual aid crews to work assignment areas, monitoring crew activity, reassigning crews as necessary and releasing crews, under both centralized and decentralized command modes. Describe the methods and means that will be used to communicate with damage survey crews and service restoration crews. Identify the procedures for coordinating company restoration procedures with those of other utilities' restoration efforts and with state and local emergency management and public works agency efforts.

NYCRR 16 RULES AND REGULATIONS OF THE PUBLIC SERVICE COMMISSION - PART 105 ELECTRIC UTILITY EMERGENCY PLANS (16 NYCRR PART 105)		
ERIPS / LSEPS	NYCRR 16 SECTION	TEXT
ERIP 1.3.19 ERIP 1.3.20 LSEP 1.0 LSEP 1.1 LSEP 1.4 LSEP 2.1 ERIP 1.2.11		
Introduction ERIP 1.1.1 ERIP 1.1.1.13 ERIP 1.1.3.1 ERIP 2.1 LSEP 1.0 LSEP 1.1 LSEP 1.4	§ 105.4 (b) (8)	Personnel responsibilities. Provide a narrative and chart of the organization end operational assignments of personnel to be mobilized for each emergency classification identified. State the areas of management and supervisory responsibility and functions to be performed at each emergency classification level. Include the procedures for contacting and managing all personnel assigned duties under the emergency restoration plan at both the corporate and operating division level.
ERIP 2.1 ERIP 2.2.5 ERIP 2.1 ERIP 2.2.1 ERIP 2.3.1 ERIP 2.3.2 ERIP 2.4.1 ERIP 2.2.3 ERIP 2.2.8 ERIP 2.3.6 ERIP 2.2.9	§ 105.4 (b) (9)	Customer contacts. Provide the corporation's procedures and facilities for handling the extraordinary volume of customer calls that are normally placed during emergency events. Include a description of the type of messages that may be given to call-in customers regarding projections for service restoration or other pertinent information. State the over- all corporate goals for answering customer calls during electric emergencies including, but not limited to, plans for staffing levels, number of positions activated, use of pre-recorded messages, means of providing updated information to customer service representatives, and the means of monitoring calls received and answered at the utility's office and, to the extent possible, at telephone company switching offices serving the utility's office. State the procedures for contacting within 24 hours, and policies for responding to the needs of, life support customers (those who require electrically operated machinery to sustain basic life functions) during an electrical emergency. State the procedures for contracting other special needs customers such as the elderly, the vision-impaired, the hearing and speech-impaired, the mobility- impaired and human service agencies representing these customers, along with policies for handling inquiries and re- quests for assistance from them. Describe the corporation's method for estimating dry ice needs during an emergency period projected to last more than 48 hours and arrangements for obtaining and distributing dry ice to designated customer groups. State also the means of making out-of-service customers aware of the availability and the location, dates, hours and amounts of dry ice to be distributed.
ERIP 2.1 ERIP 2.2.3 ERIP 2.2.4 ERIP 2.2.5 ERIP 2.2.8 ERIP 2.3.1 ERIP 2.3.2 ERIP 2.3.4	§ 105.4 (b) (10)	Communications. Provide the corporation's procedures and facilities for establishing and maintaining external communications exchanges regarding damage and restoration progress with customers in general, human service agencies, the media, the Department of Public Service, the State Emergency Management Office and other state agencies, county and local governments, emergency response services, and law enforcement agencies, etc. Include the identification of any dedicated phone lines, the designation of any special company representative to act as liaison with government entities, and any special provisions that may be required for dealing with critical facilities. State the corporation's planned frequency of communication updates to the media.
ERIP 1.1.3 ERIP 1.1.20 ERIP 1.2.13 ERIP 1.2.25 ERIP 2.3.2 ERIP 2.2.4 ERIP 1.1.3 ERIP 1.1.24 LSEP 1.0	§ 105.4 (b) (11)	Outside aid. State corporate policy and criteria governing conditions under which request for service restoration aid from other utilities, contractors, government agencies or others would be made and the procedures to be followed in obtaining outside aid.
ERIP 1.1.12 ERIP 1.1.13 ERIP 1.1.14 ERIP 1.1.17 LSEP 1.0 LSEP 1.2 LSEP 1.3 LSEP 1.4 LSEP 1.4.1 LSEP 1.4.2 LSEP 1.4.3 LSEP 1.4.4	§ 105.4 (b) (12)	Support services. Describe the actions that will be taken, and who will be responsible for implementing them to sustain and support restoration crew activities. These shall include vehicle management; foreign crew accommodations, e.g., housing, food and transportation; and distribution of warehouse supplies, e.g., materials, tools, parts and equipment needed in the restoration process.
	§ 105.4 (c)	Within 60 days following completion of service restoration in an emergency where the restoration period exceeds three days, each electric corporation shall submit to the Secretary of the Public Service Commission a review of all aspects of its preparation and system restoration performance.
	§ 105.4 (d)	Each electric corporation may submit such additional information and plans as it believes necessary or desirable for purposes of this Part.

NYCRR 16 RULES AND REGULATIONS OF THE PUBLIC SERVICE COMMISSION - PART 105 ELECTRIC UTILITY EMERGENCY PLANS (16 NYCRR PART 105)

ERIPS / LSEPS	NYCRR 16 SECTION	TEXT
	§ 105.4 (e) (1)	Each electric corporation may delete the names and phone numbers of its employees and outside contact persons from the copies of plans filed with the Commission and available for public inspection at its corporate headquarters. Such deleted information shall be subject to inspection by the Commission or Department of Public Service employees.
	§ 105.4 (e) (2)	Any electric corporation may request that the Commission designate as confidential any information required to be submitted in emergency plans. Confidential information may include, for example, internal security matters. Such requests shall identify the specific information requested to be treated as confidential and shall explain why confidentiality is sought. Unless the Commission directs otherwise, such information shall not be included in the plans available for public inspection.
	§ 105.5	Commission review and approval - Upon receipt and review of emergency plans or amendments filed by an electric corporation under this Part, the Commission may require any such corporation to modify such plans or amendments or otherwise prescribe conditions for approval. Approval will be based on compliance with the requirements of this Part.
	§ 105.6	Compliance with electric emergency plans
	§ 105.6 (a)	Each electric corporation shall comply with the guidelines and practices set forth in its effective emergency plans. Each electric corporation shall comply with any additional electric emergency plan requirements that may be imposed by the Commission.
	§ 105.6 (b)	Under emergency conditions, an electric corporation may modify its response from that in the filed electric emergency plan to the extent required to restore service in a safe and efficient manner. However, modifications and the circumstances that caused them shall be reported in writing to the Secretary of the Commission within 60 days from restoration of full service. Minor changes such as telephone numbers, personnel changes, etc., need not be reported, but as soon as practicable should be made to the plans.



## Municipal Contacts

OUTLET	REPORTER	EMAIL
1010 Wins		
1010 Wins		
1010 Wins		
1010 Wins		
1010 Wins		
1010 Wins		
1010 WINS		
1010 Wins		
1010 WINS		
247 News Source		
77 WABC		
Anton News		
Anton News		
Anton News		
Anton News		
Anton Weekly Editor		
APPA		
APPA		
APPA		
Associated Press		
Associated Press		
Associated Press		
Associated Press		
Associated Press		
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Associated Press		
Beacon News		
Bellmore Herald		
Bloomberg News		
Bloomberg News		
Bloomberg News		
Bloomberg News		
Bloomberg News		
Bloomberg News		
Bloomberg News		
CBS 2 / WLNY 55		
CBS 2 / WLNY 55		
CBS 2 / WLNY 55		
CBS 2 / WLNY 55		
CBS 2 / WLNY 55		
CBS 880		
City & State		
CNN		

OUTLET	REPORTER	EMAIL
Crain's New York		
Crain's New York		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News		
Daily News - Queens Bureau		
Debt Wire		
Dow Jones		
Dow Jones		
East Hampton Star		
East Hampton Star		
East Hampton Star		
East Hampton Star		
East Meadow Herald		
Editorial, Anton Community Papers		
Editor-in-Chief, Anton Community Papers		
El Diario		
Empire State News		
ESP Publications		
Fios 1		
Fios 1		
Fios 1		
Fitch Ratings		
Floral Park Dispatch Editor		
Fox 5 News		
Fox 5 News		
Fox 5 News		
Fox News		
Fox News		
Fox News		
Fox News		
Fox TV		
Fox TV		
Franklin Square/Elmont Herald		
Garden City Life Editor		
Glen Cove Record Pilot Editor		
Gold Coast Gazette		
Great Neck News		

OUTLET	REPORTER	EMAIL
Great Neck Record Editor		
Hammer Magazine		
Herald Community Papers		
Hicksville Illustrated/Levittown Tribune News Editor		
Hofstra Radio		
Huffinton Post		
Huntington Patch		
Intelligence Press		
Islip Bulletin		
Islip Herald		
Jewish Week		
LI Catholic		
LI radio group		
LI Sunday Biz		
LI Tribune		
Long Beach Herald		
Long Island Business News		
Long Island Business News		
Long Island Business News		
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Long Island Herald		
Long Island Herald		
Long Island Herald		
Long Island Herald		
Long Island Herald		
Long Island Herald		
Long Island Herald		
Long Island Jewish World		
Long Island Magazine		
Long Island Press		
Long Island Press		
Long Island Press		
Long Island Press		
Long Island Press		
Long Island Press		
Long Islander News		

OUTLET	REPORTER	EMAIL
Long Islander News		
Lynbrook/East Rockaway Herald		
Malverne/West Hempstead Herald		
Manhasset Press Editor		
Massapequa Observer Editor		
Mineola American Editor		
Nassau Herald		
National Public Energy		
NEEP		
Neighborhood Network		
Networking Magazine		
New Hyde Park Illustrated News Editor		
New York Post		
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Newsday		
NPR		
NY Post		
NY Times		
NYS Capital		
Oyster Bay Enterprise-Pilot Editor		
Patch		
Patch		
Patch		
Patch		
Patch		
Patch.com		
Plainview-Old Bethpage Herald Editor		
Platts		
Platts		
Port Times Record		
Port Washington News Editor		
Queens Chronicle		
Queens Chronicle		
Queens Chronicle		
Queens Chronicle		
Queens Courier		
Queens Courier		
Queens Ledger		
Queens Ledger		
Queens Tribune		
Queens Tribune		
RCN		

OUTLET	REPORTER	EMAIL
Real Energy Writers		
Record Pilot		
RNN TV		
RNN TV		
Rockville Centre Herald		
Sag Harbor Online		
Shelter Island Press		
Shelter Island Reporter		
Shelter Island Reporter		
Shelter Island Reporter		
Smithtown Messenger		
Smithtown News		
SNL		
SNL Energy		
Southampton Press		
Southampton Press		
Southampton Press		
Southampton Press		
Southampton Press		
Star CPG		
Stringer TV		
Suffolk Journal		
Suffolk Life		
Suffolk Life		
Suffolk Times, Riverhead News-Review		
Syosset-Jericho Tribune Editor		
Telemundo News		
The Neighborhood News		
The Rockaway Wave		
The Roslyn News Editor		
The Smithtown News		
The Westbury Times Editor		
Thomson Reuters		
Thomson Reuters		
Times Beacon Record		
Times Ledger		
Times of Huntington/Times of Northport & East Northport		
Times of Northport		
Times Review		
Times Review		
Times Review		
Times Review Newsgroup		
Times Review Newsgroup		
TTW Network		

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OUTLET	REPORTER	EMAIL
WCBS 880		
WCBS 880		
WCBS 880		
WCBS 880		
Western Queens Gazette		
WLIW		
WLIW		
WLIW		
WLNY 55		
WNBC		
WNBC		
WNBC 4		
WNBC 4		
WNBC 4		
WNBC 4		
WNBC 4		
WNBC 4		
WNBC NJ		
WNBC NJ		
WNYC		
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WNYC		
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WNYW Fox 5		
WNYW Fox 5		
WNYW Fox 5		
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WPIX 11		
WPIX 11		
WPIX 11		
WPIX 11		
WPIX 11		
WPIX 11		
WSHU		
WSHU		
WSHU		



# Telecommunications Contacts

## LOCATIONS BY DIVISION FOR ASSIGNING VERIZON COORDINATORS

The following locations are equipped by the Telephone Company to place their coordinators on site.

### Queens-Nassau Division

Division Headquarters - Hicksville

East Garden City Substation

### Central Division

Division Headquarters - Hicksville

Great Neck Substation

### Port Washington Substation

Roslyn Substation

Locust Grove Substation

Newbridge Road Substation

Bellmore Substation

### Western Suffolk Division

Division Headquarters - Brentwood

Oakwood Substation

Greenlawn Substation

### Eastern Suffolk Division

Division Headquarters - Riverhead

Ronkonkoma Substation

Southampton Substation

Jamesport Substation

### Additional sites to be added as conditions warrant.

QN      Park Place, Valley Stream & West Hempstead Substations

CN      Carle Place Substation (in lieu of Port Washington)

WS      Pinelawn, Pilgrim & Central Islip Substations

ES      Holtsville Substations

VERIZON/PSEG LI EMERGENCY ASSIGNMENTS

As of January 24, 2014

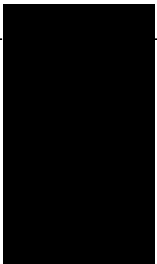

PSEG LI Emergency Restoration Preparedness Contacts		– Hicksville – <div></div>					<a href="mailto:EmergencyRestPreparednessLI@PSEG.COM">EmergencyRestPreparednessLI@PSEG.COM</a>	
		<u>OFFICE</u>	<u>516-</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>	
T&D Ops	Ted Pappas	<div></div>						
OH/UG Lines	Thomas Beisner							
EP	Lou Debrino							

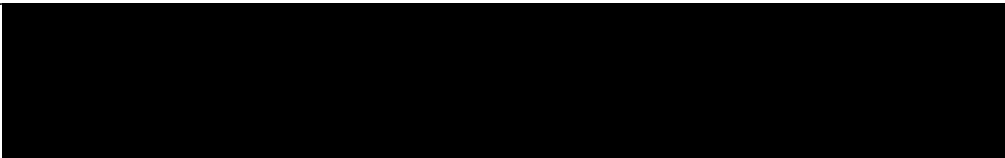
Queens-Nassau Division 455 Mill Road, Hewlett		– Hewlett – <div></div>				
		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Electric Service	Paul Mattera	<div></div>				
OH/UG Lines	Dan Wickstrom					
Verizon	John Christiansen					

Central Division 175 E Old Country Road, Hicksville		– Hicksville – [REDACTED]				
		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Electric Service	George Ello	[REDACTED]				
OH/UG Lines	Michael Sullivan					
Verizon	Maria Traina					

Western Suffolk Division		– Brentwood –				
1650 Islip Avenue, Brentwood		<div></div>				
		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Electric Service	Larry Torres	<div></div>				
OH/UG Lines	Joseph Wetzel					
Verizon	Greg Pasquale					

Eastern Suffolk Division		– Riverhead –				
117 Doctors Path, Riverhead		<div></div>				
		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Electric Service	William Hewlett	<div></div>				
OH/UG Lines	Rich Henderson					
Verizon	James Zaleski					

Verizon Emergency Contact		Engineering Control Center: 501 N. Ocean Av. Patchogue		
Regional President	Consumer & Mass Markets - 	Director Engineering:	Matt George	
		Staff Manager:	Denise Dorman	
		Engineering AOM:	Juan Escobedo	
Verizon 24/7 Emergency Contact-		Engineering Rep.:	Jen Higgins	
		Engineering Rep.:	John Sarc	
		Engineering Rep.:	Bill Wenzel	

Verizon Emergency Contacts	<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Verizon					
Verizon					
Verizon					
Verizon					

<u>Verizon Long Island</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
<u>Construction Control Center</u>						
Nassau & Suffolk	Mike Schnupp					

<u>Verizon Long Island Construction</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Nassau AOM	Tracy Riess					
<u>Verizon Nassau Line Managers</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
W						
C						
E						
- Port Washington, Manhasset, Hempstead, Lynbrook, Franklin, Long Beach, Freeport						
- Great Neck, Roslyn, Glen Cove, Floral Park, Mineola, Hicksville, Syosset, Mid-Nassau						
- Oyster Bay, Plainview, Westbury, Levittown, Wantagh, Massapequa, Farmingdale						

<u>Verizon Long Island Construction</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
Suffolk AOM						
<u>Verizon Suffolk Line Managers</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
NW	-					
Wire Centers:	-					
SW	-					
Wire Centers:	-					
-						
Wire Centers:	-					
Shoreham, Riverhead, Cutchogue, Greenport, Yaphank, Westhampton, Hampton Bays, Southampton, Sag Harbor, East Hampton, Montauk						

<u>Verizon Long Island</u>		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
<u>Installation and Repair</u>						
<u>Dispatch Resource Center (DRC)</u>						
DRC AOM						

NYC OEM	EOC	<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
NYC	<u>Verizon Control Center</u>					
Nassau County OEM EOC		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
NC	<u>Verizon Liaison</u>					
Suffolk County OEM EOC		<u>OFFICE</u>	<u>FAX</u>	<u>PAGER</u>	<u>MOBILE</u>	<u>HOME</u>
SC	<u>Verizon Liaison</u>					

## Critical Facilities

SEGMENT	ACCOUNT EXECUTIVE	WORK PHONE	CELL PHONE
Business Services, Telecommunications			
Government-Counties, Towns, Cities			
Government-Federal, State, Public Services			
Health Services-Hospitals, Colleges & Universities-Nassau County			
Health Services-Nursing Homes, NYC Agencies, Water Districts			
Manufacturing			
Real Estate, Developers			
Retail Food-National Accts, Hospitality			
Retail Non-Food-National Accts, Malls			
School Districts, Colleges & Universities-Suffolk County			
School Districts-Nassau County			
Villages			
<b>Manager</b>			

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
1	Airport	Federal Aviation Admin		Government-Federal, State, Public Services
1	Mass Transit	Metropolitan Transit Authority-LIRR		Government-Federal, State, Public Services
1	Military	NYS Air National Guard		Government-Federal, State, Public Services
1	Mass Transit	NYS Dept of Transportation		Government-Federal, State, Public Services
1	Military	US Coast Guard		Government-Federal, State, Public Services
1	Mass Transit	Veolia Transportation-NICE-MTA LI Bus		Government-Federal, State, Public Services
1	Hospital	Brookhaven Memorial Hospital		Health Services-Hospitals
1	Hospital	Brunswick Hospital		Health Services-Hospitals
1	Hospital	Franklin General Hospital (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	Good Samaritan Hospital-Our Lady of Consolation		Health Services-Hospitals
1	Hospital	Huntington Hospital (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	John T Mather Memorial Hospital		Health Services-Hospitals
1	Hospital	Kings Park Psychiatric Center (NYS Office of		Health Services-Hospitals
1	Hospital	Long Beach Memorial Hospital-Komanoff Center		Health Services-Hospitals
1	Hospital	Maryhaven Center of Hope (Catholic Health		Health Services-Hospitals
1	Hospital	Mercy Medical Center (Catholic Health Services)		Health Services-Hospitals
1	Hospital	Nassau University Medical Center (NuHealth)		Health Services-Hospitals
1	Hospital	New Island/St. Joseph's Hospital (Catholic Health		Health Services-Hospitals
1	Hospital	North Shore at Glen Cove (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	North Shore at Manhasset (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	North Shore at Plainview (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	North Shore at Syosset (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	North Shore Community Services (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	Peconic Bay Medical		Health Services-Hospitals
1	Hospital	Pilgrim Psychiatric Center (NYS Office of Mental		Health Services-Hospitals
1	Hospital	Sagamore Psychiatric Center (NYS Office of		Health Services-Hospitals
1	Hospital	South Nassau Community Hospital		Health Services-Hospitals
1	Hospital	South Oaks Hospital-The LI Home (North		Health Services-Hospitals
1	Hospital	Southampton Hospital		Health Services-Hospitals
1	Hospital	Southside Hospital (North Shore/LIJ)		Health Services-Hospitals
1	Hospital	Soutwest Suffolk Medical (CHS)		Health Services-Hospitals
1	Hospital	St Catherine of Siena (Catholic Health Services)		Health Services-Hospitals
1	Hospital	St Charles Hospital (Catholic Health Services)		Health Services-Hospitals
1	Hospital	St Francis Hospital (Catholic Health Services)		Health Services-Hospitals
1	Hospital	St John's Episcopal Hospital (Episcopal Health		Health Services-Hospitals
1	Hospital	Stony Brook University Hospital		Health Services-Hospitals
1	Critical Utility	Trigen-Nassau		Health Services-Hospitals
1	Hospital	Veterans Administration Hospital		Health Services-Hospitals
1	Hospital	Winthrop Hospital		Health Services-Hospitals
1	Mass Transit	Metropolitan Transit Authority-Bridges and		NYC Agencies
1	Waste/Waste Water	NYC Dept of Sanitation		NYC Agencies
1	Fire	NYC Fire Department		NYC Agencies
1	Police	NYC Police Department		NYC Agencies
1	Mass Transit	NYC Transit Authority		NYC Agencies
1	Waste/Waste Water	Albertson Water District		Water Districts
1	Waste/Waste Water	Belgrave Water Pollution Control District		Water Districts
1	Waste/Waste Water	Bethpage Water District		Water Districts

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
1	Waste/Waste Water	Carle Place Water District		Water Districts
1	Waste/Waste Water	Franklin Square Water District		Water Districts
1	Waste/Waste Water	Garden City Park Water District		Water Districts
1	Waste/Waste Water	Glenwood Water District		Water Districts
1	Waste/Waste Water	Great Neck Water Pollution Control District		Water Districts
1	Waste/Waste Water	Greenlawn Water District		Water Districts
1	Waste/Waste Water	Hicksville Water District		Water Districts
1	Waste/Waste Water	Jericho Water District		Water Districts
1	Waste/Waste Water	Locust Valley Water District		Water Districts
1	Waste/Waste Water	Long Island Water Corporation-American Water		Water Districts
1	Waste/Waste Water	Manhasset Lakeville Water District		Water Districts
1	Waste/Waste Water	Massapequa Water District		Water Districts
1	Waste/Waste Water	New York Water Service-Aqua Water		Water Districts
1	Waste/Waste Water	Oyster Bay Water District		Water Districts
1	Waste/Waste Water	Plainview Water District		Water Districts
1	Waste/Waste Water	Pt Washington Water District		Water Districts
1	Waste/Waste Water	Pt Washington Water Pollution Control District		Water Districts
1	Waste/Waste Water	Roslyn Water District		Water Districts
1	Waste/Waste Water	Sea Cliff Water Company		Water Districts
1	Waste/Waste Water	South Farmingdale Water District		Water Districts
1	Waste/Waste Water	South Huntington Water District		Water Districts
1	Waste/Waste Water	Suffolk County Water Authority		Water Districts
1	Waste/Waste Water	Water Authority of Great Neck North		Water Districts
1	Waste/Waste Water	Water Authority of Western Nassau		Water Districts
1	Waste/Waste Water	West Hempstead Water District		Water Districts
1	Waste/Waste Water	Westbury Water District		Water Districts
1	Communications	AT&T		Business Services, Telecommunications
1	Communications	Motorola		Business Services, Telecommunications
1	Communications	Sprint-Nextel		Business Services, Telecommunications
1	Communications	T-Mobile		Business Services, Telecommunications
1	Communications	Verizon		Business Services, Telecommunications
1	Communications	Verizon Wireless		Business Services, Telecommunications
2	Nursing Home	Broadlawn Manor Nursing Home-The LI Home (North Shore/LIJ)		Health Services-Hospitals
2	Nursing Home	Family Residence and Essential ENT		Health Services-Hospitals
2	Nursing Home	LIDDSO		Health Services-Hospitals
2	Nursing Home	Peninsula General Hospital Nursing Home		Health Services-Hospitals
2	Suppt Gov Funct	City of Glen Cove		Government-Counties,Towns,Cities
2	Suppt Gov Funct	City of Long Beach		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Nassau County		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Suffolk County		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Babylon		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Brookhaven		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of East Hampton		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Hempstead		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Huntington		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Islip		Government-Counties,Towns,Cities

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
2	Suppt Gov Funct	Town of North Hempstead		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Oyster Bay		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Riverhead		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Shelter Island		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Smithtown		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Southampton		Government-Counties,Towns,Cities
2	Suppt Gov Funct	Town of Southold		NYC Agencies
2	Suppt Gov Funct	NYS Office of General Services		Government-Federal, State, Public Services
2	Communications	United Parcel Service		Government-Federal, State, Public Services
2	Suppt Gov Funct	US Dept of Agriculture-DHS		Government-Federal, State, Public Services
2	Suppt Gov Funct	US General Services Admin		Government-Federal, State, Public Services
2	Communications	US Postal Service		Government-Federal, State, Public Services
2	Nursing Home	Arcadia Management		Health Services-Nursing Homes
2	Nursing Home	Atria Senior Living		Health Services-Nursing Homes
2	Nursing Home	Avalon Gardens Rehab & Health Care Center-Lutheran Center		Health Services-Nursing Homes
2	Nursing Home	Bayview Nursing & Rehab Center		Health Services-Nursing Homes
2	Nursing Home	Bellhaven Nursing Center		Health Services-Nursing Homes
2	Nursing Home	Bezalel Nursing Home		Health Services-Nursing Homes
2	Nursing Home	Birchwood Health Center		Health Services-Nursing Homes
2	Nursing Home	Brookhaven Healthcare Facility		Health Services-Nursing Homes
2	Nursing Home	Brookhaven Rehab & Healthcare Center		Health Services-Nursing Homes
2	Nursing Home	Carillon House Nursing Home		Health Services-Nursing Homes
2	Nursing Home	Central Island Healthcare		Health Services-Nursing Homes
2	Nursing Home	East Neck Nursing Center		Health Services-Nursing Homes
2	Nursing Home	Garden Care Center		Health Services-Nursing Homes
2	Nursing Home	Glengariff Nursing Home		Health Services-Nursing Homes
2	Nursing Home	Grace Neck Plaza		Health Services-Nursing Homes
2	Nursing Home	Gurwin Jewish Geriatric Center		Health Services-Nursing Homes
2	Nursing Home	Helen Keller National Center		Health Services-Nursing Homes
2	Nursing Home	Long Beach Grandell		Health Services-Nursing Homes
2	Nursing Home	Nassau Extended Care Center		Health Services-Nursing Homes
2	Suppt Gov Funct	Village of Head of the Harbor		Villages
2	Suppt Gov Funct	Village of Hempstead		Villages
2	Suppt Gov Funct	Village of Hewlett Bay Park		Villages
2	Suppt Gov Funct	Village of Hewlett Harbor		Villages
2	Suppt Gov Funct	Village of Hewlett Neck		Villages
2	Suppt Gov Funct	Village of Huntington Bay		Villages
2	Suppt Gov Funct	Village of Island Park		Villages
2	Suppt Gov Funct	Village of Islandia		Villages
2	Suppt Gov Funct	Village of Kensington		Villages
2	Suppt Gov Funct	Village of Kings Point		Villages
2	Suppt Gov Funct	Village of Lake Grove		Villages
2	Suppt Gov Funct	Village of Lake Success		Villages
2	Suppt Gov Funct	Village of Lattingtown		Villages
2	Suppt Gov Funct	Village of Laurel Hollow		Villages
2	Suppt Gov Funct	Village of Lawrence		Villages
2	Suppt Gov Funct	Village of Lindenhurst		Villages

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
2	Suppt Gov Funct	Village of Lloyd Harbor		Villages
2	Suppt Gov Funct	Village of Lynbrook		Villages
2	Suppt Gov Funct	Village of Malverne		Villages
2	Suppt Gov Funct	Village of Manorhaven		Villages
2	Suppt Gov Funct	Village of Massapequa Park		Villages
2	Suppt Gov Funct	Village of Mastic Beach		Villages
2	Suppt Gov Funct	Village of Matinecock		Villages
2	Suppt Gov Funct	Village of Mill Neck		Villages
2	Suppt Gov Funct	Village of Mineola		Villages
2	Suppt Gov Funct	Village of Munsey Park		Villages
2	Suppt Gov Funct	Village of Muttontown		Villages
2	Suppt Gov Funct	Village of New Hyde Park		Villages
2	Suppt Gov Funct	Village of Nissequogue		Villages
2	Suppt Gov Funct	Village of North Haven		Villages
2	Suppt Gov Funct	Village of North Hills		Villages
2	Suppt Gov Funct	Village of Northport		Villages
2	Suppt Gov Funct	Village of Ocean Beach		Villages
2	Suppt Gov Funct	Village of Old Brookville		Villages
2	Suppt Gov Funct	Village of Old Field		Villages
2	Suppt Gov Funct	Village of Old Westbury		Villages
2	Suppt Gov Funct	Village of Oyster Bay Cove		Villages
2	Suppt Gov Funct	Village of Patchogue		Villages
2	Suppt Gov Funct	Village of Plandome		Villages
2	Suppt Gov Funct	Village of Plandome Heights		Villages
2	Suppt Gov Funct	Village of Plandome Manor		Villages
2	Suppt Gov Funct	Village of Poquott		Villages
2	Suppt Gov Funct	Village of Port Jefferson		Villages
2	Suppt Gov Funct	Village of Port Washington North		Villages
2	Suppt Gov Funct	Village of Quogue		Villages
2	Suppt Gov Funct	Village of Rockville Centre		Villages
2	Suppt Gov Funct	Village of Roslyn		Villages
2	Suppt Gov Funct	Village of Roslyn Estates		Villages
2	Suppt Gov Funct	Village of Roslyn Harbor		Villages
2	Suppt Gov Funct	Village of Russell Gardens		Villages
2	Suppt Gov Funct	Village of Saddle Rock		Villages
2	Suppt Gov Funct	Village of Sag Harbor		Villages
2	Suppt Gov Funct	Village of Sagaponack		Villages
2	Suppt Gov Funct	Village of Saltaire		Villages
2	Suppt Gov Funct	Village of Sands Point		Villages
2	Suppt Gov Funct	Village of Sea Cliff		Villages
2	Suppt Gov Funct	Village of Shoreham		Villages
2	Suppt Gov Funct	Village of South Floral Park		Villages
2	Suppt Gov Funct	Village of Southampton		Villages
2	Suppt Gov Funct	Village of Stewart Manor		Villages
2	Suppt Gov Funct	Village of The Branch		Villages
2	Suppt Gov Funct	Village of Thomaston		Villages
2	Suppt Gov Funct	Village of Upper Brookville		Villages



LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
2	Suppt Gov Funct	Village of Valley Stream		Villages
2	Suppt Gov Funct	Village of West Hampton Dunes		Villages
2	Suppt Gov Funct	Village of Westbury		Villages
2	Suppt Gov Funct	Village of Westhampton Beach		Villages
2	Suppt Gov Funct	Village of Williston Park		Villages
2	Suppt Gov Funct	Village of Woodsburgh		Villages
2	Communications	Cablevision-AMC, Rainbow		Business Services, Telecommunications
2	Communications	Globecomm Systems		Business Services, Telecommunications
3	Gov Buildings	Hempstead Housing Authority		Government-Counties,Towns,Cities
3	Gov Buildings	Long Beach Housing Authority		Government-Counties,Towns,Cities
3	Managed	Nassau County OTB		Government-Counties,Towns,Cities
3	Gov Buildings	North Hempstead Housing Authority		Government-Counties,Towns,Cities
3	Gov Buildings	Oyster Bay Housing Authority		Government-Counties,Towns,Cities
3	Managed	Suffolk County OTB		Government-Counties,Towns,Cities
3	Schools	Baldwin School District		School Districts-Nassau County
3	Schools	Bellmore School District		School Districts-Nassau County
3	Schools	Bellmore-Merrick School District		School Districts-Nassau County
3	Schools	Bethpage School District		School Districts-Nassau County
3	Schools	Carle Place School District		School Districts-Nassau County
3	Schools	East Meadow School District		School Districts-Nassau County
3	Schools	East Rockaway School District		School Districts-Nassau County
3	Schools	East Williston School District		School Districts-Nassau County
3	Schools	Elmont School District		School Districts-Nassau County
3	Schools	Floral Park-Bellrose School District		School Districts-Nassau County
3	Schools	Franklin Square School District		School Districts-Nassau County
3	Schools	Hempstead School District		School Districts-Nassau County
3	Schools	Herricks School District		School Districts-Nassau County
3	Schools	Hewlett-Woodmere School District		School Districts-Nassau County
3	Schools	Island Park School District		School Districts-Nassau County
3	Schools	Island Trees School District		School Districts-Nassau County
3	Schools	Jericho School District		School Districts-Nassau County
3	Schools	Lawrence School District		School Districts-Nassau County
3	Schools	Long Beach School District		School Districts-Nassau County
3	Schools	Lynbrook School District		School Districts-Nassau County
3	Schools	Malverne School District		School Districts-Nassau County
3	Schools	Merrick School District		School Districts-Nassau County
3	Schools	Nassau BOCES		School Districts-Nassau County
3	Schools	North Bellmore School District		School Districts-Nassau County
3	Schools	North Merrick School District		School Districts-Nassau County
3	Schools	Oceanside School District		School Districts-Nassau County
3	Schools	Oyster Bay-East Norwich School District		School Districts-Nassau County
3	Schools	Plainview-Old Bethpage School District		School Districts-Nassau County
3	Schools	Rockville Centre School District		School Districts-Nassau County
3	Schools	Roosevelt School District		School Districts-Nassau County
3	Schools	Roslyn School District		School Districts-Nassau County
3	Schools	Seaford School District		School Districts-Nassau County
3	Schools	Sewanhaka School District		School Districts-Nassau County

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Schools	Syosset School District		School Districts-Nassau County
3	Schools	Uniondale School District		School Districts-Nassau County
3	Schools	Valley Stream Central High School District		School Districts-Nassau County
3	Schools	Valley Stream School District 13		School Districts-Nassau County
3	Schools	Valley Stream School District 24		School Districts-Nassau County
3	Schools	Valley Stream School District 30		School Districts-Nassau County
3	Managed	AG Metropolitan LLC		Real Estate, Developers
3	Managed	Albanese Development		Real Estate, Developers
3	Managed	Avalon Bay		Real Estate, Developers
3	Managed	AVR Realty		Real Estate, Developers
3	Managed	Benjamin Wen Development		Real Estate, Developers
3	Managed	Blumenfeld Development Group		Real Estate, Developers
3	Managed	Breslin Realty		Real Estate, Developers
3	Managed	Castagna Realty Co		Real Estate, Developers
3	Managed	CLK/HP		Real Estate, Developers
3	Managed	Colliers International		Real Estate, Developers
3	Managed	Damianos Realty Group		Real Estate, Developers
3	Managed	Engel-Burman		Real Estate, Developers
3	Managed	Heartland Business Center		Real Estate, Developers
3	Managed	Hines Realty		Real Estate, Developers
3	Managed	iPark		Real Estate, Developers
3	Managed	IVY Realty		Real Estate, Developers
3	Managed	James Lang LaSalle/Investors Warranty Co		Real Estate, Developers
3	Managed	JOBCO Realty & Construction		Real Estate, Developers
3	Managed	Kimco Realty		Real Estate, Developers
3	Managed	Kulka Corp		Real Estate, Developers
3	Managed	LI Industrial		Real Estate, Developers
3	Managed	Melville Industrial		Real Estate, Developers
3	Managed	Parr Organization		Real Estate, Developers
3	Managed	Polimeni Enterprises		Real Estate, Developers
3	Managed	Racanelli		Real Estate, Developers
3	Managed	Realty Three LLC		Real Estate, Developers
3	Managed	Rechler Equity Partners		Real Estate, Developers
3	Managed	Renaissance Property Assoc LLC		Real Estate, Developers
3	Managed	RexCorp		Real Estate, Developers
3	Managed	Schmergel		Real Estate, Developers
3	Managed	SL Green		Real Estate, Developers
3	Managed	Spiegel Associates		Real Estate, Developers
3	Managed	Steel Equities		Real Estate, Developers
3	Managed	T Weiss Realty		Real Estate, Developers
3	Managed	The Feil Organization		Real Estate, Developers
3	Managed	The Marcus Organization		Real Estate, Developers
3	Managed	The Treeline Companies		Real Estate, Developers
3	Managed	Time Equities		Real Estate, Developers
3	Managed	Tritec Development Inc		Real Estate, Developers
3	Managed	United Realty/Triangle Properties		Real Estate, Developers
3	Managed	We're Associates		Real Estate, Developers

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	West Rac		Real Estate, Developers
3	Managed	WKE		Real Estate, Developers
3	Managed	Brookhaven National Lab		Government-Federal, State, Public Services
3	Managed	Cold Spring Harbor Lab		Government-Federal, State, Public Services
3	Managed	Internal Revenue Service		Government-Federal, State, Public Services
3	Managed	NYRA Belmont Racetrack		Government-Federal, State, Public Services
3	Managed	NYS Dept of Parks		Government-Federal, State, Public Services
3	Schools	Adelphi University		Colleges, Universities-Nassau County
3	Schools	Hofstra University		Colleges, Universities-Nassau County
3	Schools	Molloy College		Colleges, Universities-Nassau County
3	Schools	New York Institute of Technology		Colleges, Universities-Nassau County
3	Schools	US Merchant Marine Academy		Colleges, Universities-Nassau County
3	Schools	Webb Institute		Colleges, Universities-Nassau County
3	Managed	7-Eleven Corp		Retail Food-National Accts, Hospitality
3	Managed	Applebees (Doherty)		Retail Food-National Accts, Hospitality
3	Managed	Bahama Breeze (Darden/GMRI)		Retail Food-National Accts, Hospitality
3	Managed	Best Market Inc		Retail Food-National Accts, Hospitality
3	Managed	Boston Market		Retail Food-National Accts, Hospitality
3	Managed	Burger King-Burger Brothers/LI Rest Associates		Retail Food-National Accts, Hospitality
3	Managed	Burger King-Creative Foods		Retail Food-National Accts, Hospitality
3	Managed	Burger King-Mega Burgers		Retail Food-National Accts, Hospitality
3	Managed	Burger King-Phoenix Organization		Retail Food-National Accts, Hospitality
3	Managed	Carabba Restaurant (OSI)		Retail Food-National Accts, Hospitality
3	Managed	Cresthollow Country Club		Retail Food-National Accts, Hospitality
3	Managed	Dairy Barn (Oaktree Dairy)		Retail Food-National Accts, Hospitality
3	Managed	Dunkin Donuts		Retail Food-National Accts, Hospitality
3	Managed	East Wind Catering		Retail Food-National Accts, Hospitality
3	Managed	Fox Hollow (Scotto Enterprises)		Retail Food-National Accts, Hospitality
3	Managed	Friendly's-J&B Restaurant Partners		Retail Food-National Accts, Hospitality
3	Managed	Garden City Hotel		Retail Food-National Accts, Hospitality
3	Managed	Glen Cove Mansion & Hotel Conference Center		Retail Food-National Accts, Hospitality
3	Managed	Grand Lux Café (The Cheesecake Factory)		Retail Food-National Accts, Hospitality
3	Managed	Hilton Corp-Browning Properties		Retail Food-National Accts, Hospitality
3	Managed	Hilton Corp-PD LI Hotel		Retail Food-National Accts, Hospitality
3	Managed	Holiday Inn-Parker Inn Associates		Retail Food-National Accts, Hospitality
3	Managed	Hyatt East End (LI Aquarium)		Retail Food-National Accts, Hospitality
3	Managed	Hyatt Regency		Retail Food-National Accts, Hospitality
3	Managed	IHOP (Dine Equity)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Key Food Stores Co-Operative Inc		Retail Food-National Accts, Hospitality
3	Managed	KFC (Yum Brands)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	King Kullen Grocery Co Inc		Retail Food-National Accts, Hospitality
3	Managed	LI Aquarium		Retail Food-National Accts, Hospitality
3	Managed	Marriott Corp-Briad Group		Retail Food-National Accts, Hospitality
3	Managed	Marriott Corp-Browning Properties		Retail Food-National Accts, Hospitality
3	Managed	Marriott Corp-Columbia Sussex Corp		Retail Food-National Accts, Hospitality
3	Managed	Marriott Corp-Geenbriar Management		Retail Food-National Accts, Hospitality
3	Managed	Marriott Corp-Islandia Marriott		Retail Food-National Accts, Hospitality

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	Marriott Corp-LI Marriott Hotel & Conf Center		Retail Food-National Accts, Hospitality
3	Managed	McDonald's Corp		Retail Food-National Accts, Hospitality
3	Managed	McDonald's-Hunt Ent		Retail Food-National Accts, Hospitality
3	Managed	McDonald's-Klein Kaufman Corp		Retail Food-National Accts, Hospitality
3	Managed	McDonald's-Liedtke Management		Retail Food-National Accts, Hospitality
3	Managed	Nathans-J & B Restaurant Partners		Retail Food-National Accts, Hospitality
3	Food/Warehouse	North Shore Farms		Retail Food-National Accts, Hospitality
3	Managed	Oheka Castle		Retail Food-National Accts, Hospitality
3	Managed	Olive Garden (Darden/GMRI)		Retail Food-National Accts, Hospitality
3	Managed	Outback Restaurant (OSI)		Retail Food-National Accts, Hospitality
3	Managed	Panera-Doherty Enterprises		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Pathmark (GA&P)		Retail Food-National Accts, Hospitality
3	Managed	Pizza Hut (Yum Brands)		Retail Food-National Accts, Hospitality
3	Managed	Red Lobster (Darden/GMRI)		Retail Food-National Accts, Hospitality
3	Managed	Scotto Enterprises		Retail Food-National Accts, Hospitality
3	Managed	Seasons 52 (Darden/GMRI)		Retail Food-National Accts, Hospitality
3	Managed	Sheraton LI Hotels		Retail Food-National Accts, Hospitality
3	Food/Warehouse	ShopRite-Buonadonna (Wakefern)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	ShopRite-Gallagher (Wakefern)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	ShopRite-Greenfield (Wakefern)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	ShopRite-Jansen (Wakefern)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	ShopRite-Thompson (Wakefern)		Retail Food-National Accts, Hospitality
3	Managed	Starbucks Coffee Company		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Stop & Shop (Ahold)		Retail Food-National Accts, Hospitality
3	Managed	Taco Bell (YUM Brands)		Retail Food-National Accts, Hospitality
3	Managed	Taco Bell-J&B Restaurants (Yum Brands)		Retail Food-National Accts, Hospitality
3	Managed	TGI Fridays (Carlson Restaurants)		Retail Food-National Accts, Hospitality
3	Managed	The Chateau (Scotto Enterprises)		Retail Food-National Accts, Hospitality
3	Managed	The Cheesecake Factory		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Trader Joes		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Waldbaums (GA&P)		Retail Food-National Accts, Hospitality
3	Managed	Wendys		Retail Food-National Accts, Hospitality
3	Managed	Westbury Manor (Scotto Enterprises)		Retail Food-National Accts, Hospitality
3	Food/Warehouse	Whole Foods Market		Retail Food-National Accts, Hospitality
3	Schools	NYC Board of Education		NYC Agencies
3	Gov Buildings	NYC Dept of Citywide Admin Services		NYC Agencies
3	Gov Buildings	NYC Dept of Energy Conservation		NYC Agencies
3	Gov Buildings	NYC Dept of Environmental Protection		NYC Agencies
3	Gov Buildings	NYC Housing Preservation and Dev		NYC Agencies
3	Gov Buildings	NYC Human Resources Admin		NYC Agencies
3	Gov Buildings	NYC Parks & Recreation		NYC Agencies
3	Managed	Adchem Corp		Manufacturing
3	Managed	Aeroflex Labs Inc		Manufacturing
3	Managed	Air Techniques		Manufacturing
3	Managed	American Technical Ceramics		Manufacturing
3	Managed	Amneal Pharmaceutical		Manufacturing
3	Managed	Arkwin Industries		Manufacturing

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	Arrow Electronics Inc		Manufacturing
3	Managed	Audiovox		Manufacturing
3	Managed	Bactolac		Manufacturing
3	Managed	BAE Systems		Manufacturing
3	Managed	Bemis Company Inc		Manufacturing
3	Managed	BIMBO-Entenmanns		Manufacturing
3	Managed	Broadridge		Manufacturing
3	Managed	CMP Media		Manufacturing
3	Managed	Contract Pharmacal		Manufacturing
3	Managed	D'Addario		Manufacturing
3	Managed	Di Carlo Foods		Manufacturing
3	Managed	Disc Graphics		Manufacturing
3	Managed	EDO Corp		Manufacturing
3	Managed	Estee Lauder		Manufacturing
3	Managed	Forest Labs		Manufacturing
3	Managed	Fox Linen Service		Manufacturing
3	Managed	Gershow Recycling		Manufacturing
3	Managed	GKN Aerospace		Manufacturing
3	Managed	Great Neck Saw		Manufacturing
3	Managed	Henry Schein		Manufacturing
3	Managed	Hitemco Inc		Manufacturing
3	Managed	Hughes-Treidler		Manufacturing
3	Managed	ILC Data Device Corp		Manufacturing
3	Managed	Invagen		Manufacturing
3	Managed	John Hassall Inc		Manufacturing
3	Managed	Kings Park Asphalt		Manufacturing
3	Managed	Kozy Shack		Manufacturing
3	Managed	Kurt Weiss		Manufacturing
3	Managed	L3 Communications		Manufacturing
3	Managed	Lockheed Martin		Manufacturing
3	Managed	Luitpold Pharmaceuticals Inc		Manufacturing
3	Managed	Madelines Chocolates		Manufacturing
3	Managed	Modern Italian Bakery		Manufacturing
3	Managed	Natural Organics		Manufacturing
3	Managed	NBTY Inc		Manufacturing
3	Managed	Newsday		Manufacturing
3	Managed	Northrop Grumman		Manufacturing
3	Managed	Northville Industries		Manufacturing
3	Managed	Nycomed US Inc		Manufacturing
3	Managed	Oceanside Institutional Industries		Manufacturing
3	Managed	Old Castle Glass		Manufacturing
3	Managed	OSI Pharmaceuticals		Manufacturing
3	Managed	Pall Corp		Manufacturing
3	Managed	Poly-Pak Industries		Manufacturing
3	Managed	Precision Pharma		Manufacturing
3	Managed	Rason Asphalt Inc		Manufacturing
3	Managed	SheltAir		Manufacturing

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	Slant Fin		Manufacturing
3	Managed	Southern Container		Manufacturing
3	Managed	Southwest Airlines		Manufacturing
3	Managed	Standard Microsystems		Manufacturing
3	Managed	Sulzer Metco Inc		Manufacturing
3	Managed	Target Rock Corp		Manufacturing
3	Managed	Telephonics Inc		Manufacturing
3	Managed	Underwriters Labs		Manufacturing
3	Managed	Veeco Instruments		Manufacturing
3	Managed	Watson Labs		Manufacturing
3	Managed	Wenner Bakery		Manufacturing
3	Managed	Apple Bank		Business Services, Telecommunications
3	Managed	Astoria Federal Savings Bank		Business Services, Telecommunications
3	Managed	Bank of America		Business Services, Telecommunications
3	Managed	Bethpage Federal Credit Union		Business Services, Telecommunications
3	Managed	Canon USA Inc		Business Services, Telecommunications
3	Managed	Capital One Bank		Business Services, Telecommunications
3	Managed	Citibank		Business Services, Telecommunications
3	Managed	Computer Associates		Business Services, Telecommunications
3	Managed	GEICO		Business Services, Telecommunications
3	Managed	HBO		Business Services, Telecommunications
3	Managed	HSBC		Business Services, Telecommunications
3	Managed	JPMorgan Chase		Business Services, Telecommunications
3	Managed	MTV (Viacom)		Business Services, Telecommunications
3	Managed	New York Community Bank		Business Services, Telecommunications
3	Managed	Publishers Clearing House		Business Services, Telecommunications
3	Managed	TD Bank		Business Services, Telecommunications
3	Managed	Thomson Reuters		Business Services, Telecommunications
3	Schools	Dowling College		Colleges, Universities-Suffolk County
3	Schools	Five Towns College		Colleges, Universities-Suffolk County
3	Schools	St Johns University		Colleges, Universities-Suffolk County
3	Schools	St Josephs College		Colleges, Universities-Suffolk County
3	Schools	Suffolk Community College		Colleges, Universities-Suffolk County
3	Schools	SUNY Stony Brook-Southampton		Colleges, Universities-Suffolk County
3	Schools	Touro College		Colleges, Universities-Suffolk County
3	Schools	Amagansett School District		School Districts-Suffolk County
3	Schools	Amityville School District		School Districts-Suffolk County
3	Schools	Babylon School District		School Districts-Suffolk County
3	Schools	Bay Shore School District		School Districts-Suffolk County
3	Schools	Bayport-Blue Point School District		School Districts-Suffolk County
3	Schools	Bridgehampton School District		School Districts-Suffolk County
3	Schools	Center Moriches School District		School Districts-Suffolk County
3	Schools	Central Islip School District		School Districts-Suffolk County
3	Schools	Cold Spring Harbor School District		School Districts-Suffolk County
3	Schools	Copiague School District		School Districts-Suffolk County
3	Schools	East Moriches School District		School Districts-Suffolk County
3	Schools	East Quogue School District		School Districts-Suffolk County

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Schools	Eastern Suffolk BOCES		School Districts-Suffolk County
3	Schools	Elwood School District		School Districts-Suffolk County
3	Schools	Fire Island School District		School Districts-Suffolk County
3	Schools	Half Hollow School District		School Districts-Suffolk County
3	Schools	Harborfields School District		School Districts-Suffolk County
3	Schools	Huntington School District		School Districts-Suffolk County
3	Schools	Islip School District		School Districts-Suffolk County
3	Schools	Kings Park School District		School Districts-Suffolk County
3	Schools	Lindenhurst School District		School Districts-Suffolk County
3	Schools	Little Flower School District		School Districts-Suffolk County
3	Schools	Mattituck-Cutchogue School District		School Districts-Suffolk County
3	Schools	Middle Country School District		School Districts-Suffolk County
3	Schools	Miller Place School District		School Districts-Suffolk County
3	Schools	Montauk School District		School Districts-Suffolk County
3	Schools	Mt Sinai School District		School Districts-Suffolk County
3	Schools	New Suffolk School District		School Districts-Suffolk County
3	Schools	Northport-East Northport School District		School Districts-Suffolk County
3	Schools	Oysterponds School District		School Districts-Suffolk County
3	Schools	Port Jefferson School District		School Districts-Suffolk County
3	Schools	Quogue School District		School Districts-Suffolk County
3	Schools	Remsenburg School District		School Districts-Suffolk County
3	Schools	Rocky Point School District		School Districts-Suffolk County
3	Schools	Sag Harbor School District		School Districts-Suffolk County
3	Schools	Sagaponack School District		School Districts-Suffolk County
3	Schools	Sayville School District		School Districts-Suffolk County
3	Schools	Shoreham-Wading River School District		School Districts-Suffolk County
3	Schools	South Country School District		School Districts-Suffolk County
3	Schools	Springs School District		School Districts-Suffolk County
3	Schools	Three Village School District		School Districts-Suffolk County
3	Schools	Tuckahoe School District		School Districts-Suffolk County
3	Schools	Wainscott School District		School Districts-Suffolk County
3	Schools	West Islip School District		School Districts-Suffolk County
3	Schools	Western Suffolk BOCES		School Districts-Suffolk County
3	Schools	Westhampton School District		School Districts-Suffolk County
3	Schools	William Floyd School District		School Districts-Suffolk County
3	Schools	Wyandanch School District		School Districts-Suffolk County
3	Managed	AMC Loews		Retail Non Food-National Accts,Malls
3	Managed	Babies R Us (Toys R Us)		Retail Non Food-National Accts,Malls
3	Managed	Banana Republic (Gap Inc)		Retail Non Food-National Accts,Malls
3	Managed	Barnes & Noble Inc		Retail Non Food-National Accts,Malls
3	Managed	Bath & Body Works (Limited Brands)		Retail Non Food-National Accts,Malls
3	Managed	Bed Bath & Beyond		Retail Non Food-National Accts,Malls
3	Managed	Best Buy		Retail Non Food-National Accts,Malls

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	BJ's Wholesale Club		Retail Non Food-National Accts,Malls
3	Managed	Bloomingdales (Macys Inc)		Retail Non Food-National Accts,Malls
3	Managed	Bob's Stores		Retail Non Food-National Accts,Malls
3	Managed	Broadway Mall (Vornado Realty Trust)		Retail Non Food-National Accts,Malls
3	Managed	Burlington Coat Factory		Retail Non Food-National Accts,Malls
3	Managed	Buy Buy Baby (Bed Bath & Beyond Inc)		Retail Non Food-National Accts,Malls
3	Managed	Costco Wholesale		Retail Non Food-National Accts,Malls
3	Managed	CVS Pharmacy		Retail Non Food-National Accts,Malls
3	Managed	Dick's Sporting Goods		Retail Non Food-National Accts,Malls
3	Managed	Dollar Tree		Retail Non Food-National Accts,Malls
3	Managed	DSW Shoe Warehouse Inc		Retail Non Food-National Accts,Malls
3	Managed	Duane Reade (Walgreens)		Retail Non Food-National Accts,Malls
3	Managed	Family Dollar Stores		Retail Non Food-National Accts,Malls
3	Managed	Famous Footwear (Brown Shoe Company)		Retail Non Food-National Accts,Malls
3	Managed	Footlocker		Retail Non Food-National Accts,Malls
3	Managed	Gap		Retail Non Food-National Accts,Malls
3	Managed	Harmon Drugs (Bed Bath & Beyond Inc)		Retail Non Food-National Accts,Malls
3	Managed	Henri Bendel (Limited Brands)		Retail Non Food-National Accts,Malls
3	Managed	Home Goods (TJX Companies)		Retail Non Food-National Accts,Malls
3	Managed	JCPenney Company Inc		Retail Non Food-National Accts,Malls
3	Managed	Kmart (Sears Roebuck & Company)		Retail Non Food-National Accts,Malls
3	Managed	Kohl's		Retail Non Food-National Accts,Malls
3	Managed	Lord & Taylor		Retail Non Food-National Accts,Malls
3	Managed	Lowes Home Improvement		Retail Non Food-National Accts,Malls
3	Managed	Macys		Retail Non Food-National Accts,Malls
3	Managed	Marshalls (TJX Companies)		Retail Non Food-National Accts,Malls
3	Managed	Michaels Stores Inc		Retail Non Food-National Accts,Malls
3	Managed	MindShift/Invision Technologies (Best Buy)		Retail Non Food-National Accts,Malls
3	Managed	Modell's		Retail Non Food-National Accts,Malls



LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	Nordstrom		Retail Non Food-National Accts,Malls
3	Managed	Old Navy (Gap Inc)		Retail Non Food-National Accts,Malls
3	Managed	Payless Shoes (Collective Brands)		Retail Non Food-National Accts,Malls
3	Managed	PC Richard & Son		Retail Non Food-National Accts,Malls
3	Managed	Petco		Retail Non Food-National Accts,Malls
3	Managed	Petsmart		Retail Non Food-National Accts,Malls
3	Managed	Pink (Limited Brands)		Retail Non Food-National Accts,Malls
3	Managed	Radio Shack (Tandy Corp)		Retail Non Food-National Accts,Malls
3	Managed	Rite Aid		Retail Non Food-National Accts,Malls
3	Managed	Roosevelt Field Mall (Simon Property Group Inc)		Retail Non Food-National Accts,Malls
3	Managed	Sak's Fifth Avenue		Retail Non Food-National Accts,Malls
3	Managed	Sears Roebuck & Company		Retail Non Food-National Accts,Malls
3	Managed	Sleepy's		Retail Non Food-National Accts,Malls
3	Managed	Smith Haven Mall (Simon Property Group Inc)		Retail Non Food-National Accts,Malls
3	Managed	Source Mall-CMAT 1999 (Newmark Grubb Knight Frank)		Retail Non Food-National Accts,Malls
3	Managed	South Shore Mall (Westfield)		Retail Non Food-National Accts,Malls
3	Managed	Splish Splash		Retail Non Food-National Accts,Malls
3	Managed	Sports Authority		Retail Non Food-National Accts,Malls
3	Managed	Staples Inc		Retail Non Food-National Accts,Malls
3	Managed	Stride Rite (Collective Brands)		Retail Non Food-National Accts,Malls
3	Managed	Sunrise Mall (Westfield)		Retail Non Food-National Accts,Malls
3	Managed	Tanger Factory Outlet at Riverhead		Retail Non Food-National Accts,Malls
3	Managed	Tanger Outlet Mall-Deer Park Enterprise		Retail Non Food-National Accts,Malls
3	Managed	Target		Retail Non Food-National Accts,Malls
3	Managed	The Christmas Tree Shoppes (Bed Bath & Beyond Inc)		Retail Non Food-National Accts,Malls
3	Managed	The Home Depot		Retail Non Food-National Accts,Malls
3	Managed	TJ Maxx (TJX Companies)		Retail Non Food-National Accts,Malls
3	Managed	Toys R Us		Retail Non Food-National Accts,Malls
3	Managed	Valley Stream Green Acres LLC (Macerich)		Retail Non Food-National Accts,Malls

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3	Managed	Victoria's Secret (Limited Brands)		Retail Non Food-National Accts,Malls
3	Managed	Vornado Realty Trust		Retail Non Food-National Accts,Malls
3	Managed	Walgreens		Retail Non Food-National Accts,Malls
3	Managed	Walmart		Retail Non Food-National Accts,Malls
3	Managed	Walt Whitman Mall (Simon Property Group Inc)		Retail Non Food-National Accts,Malls
3*	Emergency Shelter	Farmingdale School District		School Districts-Nassau County
3*	Emergency Shelter	Garden City School District		School Districts-Nassau County
3*	Emergency Shelter	Glen Cove School District		School Districts-Nassau County
3*	Emergency Shelter	Great Neck School District		School Districts-Nassau County
3*	Emergency Shelter	Hicksville School District		School Districts-Nassau County
3*	Emergency Shelter	Levittown School District		School Districts-Nassau County
3*	Emergency Shelter	Locust Valley School District		School Districts-Nassau County
3*	Emergency Shelter	Manhasset School District		School Districts-Nassau County
3*	Emergency Shelter	Massapequa School District		School Districts-Nassau County
3*	Emergency Shelter	Mineola School District		School Districts-Nassau County
3*	Emergency Shelter	New Hyde Park-Garden City Park School District		School Districts-Nassau County
3*	Emergency Shelter	North Shore School District		School Districts-Nassau County
3*	Emergency Shelter	Plainedge School District		School Districts-Nassau County
3*	Emergency Shelter	Port Washington School District		School Districts-Nassau County
3*	Emergency Shelter	Wantagh School District		School Districts-Nassau County
3*	Emergency Shelter	West Hempstead School District		School Districts-Nassau County
3*	Emergency Shelter	Westbury School District		School Districts-Nassau County
3*	Emergency Shelter	CW Post		Colleges, Universities-Nassau County
3*	Emergency Shelter	Nassau Community College		Colleges, Universities-Nassau County
3*	Emergency Shelter	SUNY at Old Westbury		Colleges, Universities-Nassau County
3*	Emergency Shelter	SUNY Farmingdale		Colleges, Universities-Suffolk County
3*	Emergency Shelter	Brentwood School District		School Districts-Suffolk County
3*	Emergency Shelter	Commack School District		School Districts-Suffolk County
3*	Emergency Shelter	Comsewogue School District		School Districts-Suffolk County
3*	Emergency Shelter	Connetquot School District		School Districts-Suffolk County
3*	Emergency Shelter	Deer Park School District		School Districts-Suffolk County
3*	Emergency Shelter	East Hampton School District		School Districts-Suffolk County
3*	Emergency Shelter	East Islip School District		School Districts-Suffolk County
3*	Emergency Shelter	Eastport-South Manor School District		School Districts-Suffolk County
3*	Emergency Shelter	Hampton Bays School District		School Districts-Suffolk County
3*	Emergency Shelter	Hauppauge School District		School Districts-Suffolk County
3*	Emergency Shelter	Longwood School District		School Districts-Suffolk County
3*	Emergency Shelter	North Babylon School District		School Districts-Suffolk County
3*	Emergency Shelter	Patchogue-Medford School District		School Districts-Suffolk County
3*	Emergency Shelter	Riverhead School District		School Districts-Suffolk County
3*	Emergency Shelter	Sachem School District		School Districts-Suffolk County
3*	Emergency Shelter	Shelter Island School District		School Districts-Suffolk County
3*	Emergency Shelter	Smithtown Central School District		School Districts-Suffolk County
3*	Emergency Shelter	South Huntington School District		School Districts-Suffolk County

LEVEL	LEVEL DESCRIPTION	PARENT CUSTOMER	ACCOUNT MANAGER	MARKET SEGMENT
3*	Emergency Shelter	Southampton School District		School Districts-Suffolk County
3*	Emergency Shelter	Southold School District		School Districts-Suffolk County
3*	Emergency Shelter	West Babylon School District		School Districts-Suffolk County

Note: 3\* Indicates a School District with one or more Red Cross Shelters 1/30/2014