


**Liberty Utilities (CalPeco Electric) LLC**  
**Corporate Emergency Management Plan**

 <b>Liberty™</b>		933 Eloise Avenue South Lake Tahoe, California 96150 530-541-1949		
<b>GENERAL PROCEDURE</b>		Proc. #:	<b>8800-100-300-007</b>	
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## 1.0 Purpose

The purpose of the Liberty CalPeco Corporate Emergency Management Plan (Plan) is to enhance the Company's capability to respond to and recover from emergencies at all levels, including natural disasters. The plan provides the framework and organizational structure to manage consequences resulting from unexpected loss of infrastructure and equipment through active response and recovery preparedness, resource planning, and practice training exercises. The plan is updated as necessary during the continuous cycle of planning, response, recovery, and mitigation.

## 2.0 Objectives

The objectives of the plan are to:


1. Protect the life, safety and health of employees and the public.
2. Protect the property and assets of the Company and public.
3. Protect the environment.
4. Provide for the safe and expeditious restoration of service and return to normal operations; and
5. Provide prepared and trained employees with pre-developed plans and information to manage events.

## 3.0 Emergency Response Organizational Structure and Functions

Emergency preparedness efforts aim at providing organizational structure, resources, and disaster response training necessary for consolidated and effective company-wide response. The utility industry deals with normal to moderate emergencies as part of its normal operations. On the occasions that the size and scope of an emergency reaches beyond the resource and response capabilities of a specific department or area, additional emergency response efforts can be activated under this plan to any level necessary to provide the appropriate resource, information, communication, and coordination.

The model for the company's Emergency Response Organization employs a tiered-level approach to implement an Incident Command System (ICS). Liberty's ICS is based on the National Incident Management System (NIMS), a systematic approach that guides all levels of government, nonprofit organizations, and the private sector to work together to manage all incidents. It provides a shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. In addition, it is consistent with California's Standard Emergency Management System (SEMS).

The ICS is an organized approach to effectively control and manage emergency operations should emergency levels reach levels 1-3, as described under section 4.2. The initial tiers, levels 4-5, use the individual department or Regional, Virtual, or hybrid (regional/virtual) Command Center to initially address emergency situations using the ICS. These configurations can be responsible for command and control of all phases of the emergency throughout the service territory. The Incident Management Team (IMT) can be supplemented in a "building block approach" depending on the nature of the emergency and requirements to include any or all the following: Executive Policy Support, Security, Safety, Communications, Operations, Finance, Logistics, Services, and/or Liaisons. Additionally, with or without an Emergency Operations Center (EOC) activated. An EOC may be activated at either the North or South Lake Tahoe locations to assist in resource and information coordination during an emergency or may be activated for large-scale or complex emergencies. The EOC operates under the ICS for emergency management, and, when the ICS Incident

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Management Team is activated, the Incident Commander oversees the overall management. The ICS function coordinates and directs all response and mitigation efforts inside the perimeter.


1. **Description/Responsibilities of Regions:** The two regions, the North Lake Region, and the South Lake Region, operate as independent control areas. The North Lake Region is predominantly sourced from the 120kV system out of Truckee and includes the Palisades Tahoe, Northstar, Portola, and Loyalton areas.

The South Lake Region is sourced mainly from the 120kV system out of the Carson Valley and includes the Markleeville, Coleville, and Walker areas. Interconnection between the two regions is minimal. NV Energy supplies all energy to the Company, and all transmission level control is administered through the NV Energy Electric System Control Center. Liberty CalPeco operates within the NV Energy transmission balancing authority and not the CAISO balancing authority.

Liberty CalPeco is responsible for maintaining communication with NV Energy during an Emergency Event. Information is coordinated with the Transmission Owner (TO), NV Energy, through regular communications with the NV Energy System Control and Dispatch personnel, as well as the Company's System Control (New Hampshire). Absent the ability to communicate via cell or land line, Liberty CalPeco will utilize radio communication to NV Energy's Electricity Subsector Coordinating Council (ESCC) or, if necessary, drive to NV Energy's ESCC locally in Reno, Nevada. When the operation of the transmission service affects customer service, Liberty CalPeco will follow the Liberty CalPeco Outage Communication Strategy described in Section 8.0: Emergency Plan Additional Elements. A transmission system map showing interconnections with NV Energy is attached as Appendix A to this plan.


The Liberty Utilities Emergency Management Manager is responsible for establishing working relationships with Public Safety Partners to include local police, fire, city, and county emergency planners and for participating with Local Emergency Planning Committees.

2. **Liberty Emergency Response:** Liberty Field Operations represents the first level, Levels 4-5, of command and control of emergencies throughout the Liberty service territory. Almost all emergencies are managed at these levels. Field operations command and control is not transferred to the company EOC in support of an emergency event. The South Lake Tahoe and North Lake Tahoe Offices fall under a single operational control for the management of emergencies service territory wide and crews are equipped with information and communications equipment for such purpose. The North and South Lake Tahoe regions coordinate resource support between one another. Essential functions Include:
  - a. Primary emergency response with assigned emergency personnel.
  - b. Regional leadership reporting to unified Operations control.
  - c. Distribution system control, switching and operations directives.
  - d. Damage assessment, life safety issues assessment, and establishment of response priorities.
  - e. Management of emergency response resources (materials, equipment, manpower)
  - f. Prioritization of restorations.
  - g. Resource mobilization, allocation, and acquisition
  - h. Communication and coordination with public safety partners, local governments, media, and customers
  - i. Regulatory reporting, as required.


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3. **Incident Management Team:** The Incident Management Team is activated with the onset of an emergency event (Levels 1-3), in anticipation of an emergency event, or in response to an event with corporate risk, with or without operational damages or deficiencies. This team initially provides support to the regional activities and may consist of the Incident Commander and any or all the following positions: Public Information Officer, Safety & Security Officer, Emergency Response Liaison, and Emergency Services Coordinator. This team will, in part, staff the Incident Commander Center if a Level 1-2 emergency event is declared. The additional members of the ICS/Emergency Management Team who also may be activated for any event either to support the regional activities or staff the ICS if activated include Operations Section Chief, Logistics Section Chief, Planning Section Chief, and Financial/Regulatory Section Chief. An organizational chart showing the makeup of the fully staffed Emergency Management Team and full-function ICS is attached to the Plan and EOC Organization Attachment.

- a. **Incident Commander:** This position is usually the President of the Company; however, this responsibility may be delegated to a manager depending upon the emergency at hand. A single Incident Commander will be appointed for each working shift and will serve as the overall Incident Commander when the ICS is activated. The Incident Commander will be the “individual in charge” establishing a clear chain of command, control of information, and emergency coordination. Roles and responsibilities include:
  - i. Providing policy guidance and approval for strategies, actions, and activities.
  - ii. Communicating directly with Corporate Headquarters; and
  - iii. Serving as the responsible authority for strategy and content of Public Information and Company Communications.
- b. **Public Information Officer (PIO):** This position works in conjunction with the Incident Commander or as support to the Incident Commander to develop communication strategies and content of all information to be disseminated pertaining to emergency event(s). Roles and responsibilities include:
  - i. Developing strategy and content of press conferences, news releases, and other media activities.
  - ii. Acting as liaison with national and local media and governmental operations centers; and
  - iii. Managing employee/Company communications, including status, instructions, and updates as necessary.
- c. **Safety & Security Officer:** This position reviews emergency operation activities to oversee work being performed safely, promote public safety around facilities that may be energized, and assist in prioritization of safety-related matters. This position also provides for the protection and security of company employees and assets, mitigates damage to facilities, and supports effective coordination with law enforcement agencies. Roles and responsibilities include:
  - i. Providing security and control of unauthorized, unplanned activities or security violations.
  - ii. Providing command and control for evacuation of facilities.
  - iii. Providing direct coordination with federal, state, or local law enforcement agencies; and
  - iv. Providing for employee and public safety.
- d. **Liaison:** The Liaison function is responsible for communications with key local, state, and federal government authorities and officials regarding emergency activities and information. Key functions include:
  - i. Providing information to officials regarding the status of the company’s ability to provide/restore service.

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- ii. Providing periodic updates based on information gathered at the Regional Control Center and /or Emergency Operations Center; and
  - iii. Relaying messages regarding governmental representatives' concerns, offers of assistance, etc.
  - iv. To accomplish these tasks Liaison functions have been divided and assigned to four key staff members. They include a Public Safety Partner/Critical Infrastructure Liaison, a Regulatory Liaison, a Community Based Organizations (CBO) Liaison, and an AFN Liaison. The Public Safety Partner Liaison is responsible for updating our Public Safety Partner and Critical Infrastructure contacts on an ongoing basis, and they work to make sure that all are contacted in an event. The Regulatory Liaison from our Regulatory Department is responsible for coordination and notifications to CPUC and CalOES to include any required OES and California State Warning Center notifications and organizing, the State Executive Briefings during PSPS events. CBO Liaison responsibilities are held by the Community Relations Officer who coordinates with key businesses on a regular basis and organizes CBO briefings during an event. The AFN Liaison position is assigned to the Business and Community Development Officer who works with our AFN and Tribal customers and Community Resource Center (CRC) organization on a regular basis. During an event the AFN Liaison is responsible for AFN coordination and coordination our CRC response if CRCs are activated.
- e. Emergency Response Liaison: This position provides a link between the utility and external agencies to provide information regarding any impacts the event may have on the utility's ability to provide/restore service. Roles and responsibilities include:
  - i. Communicating with local, state, and federal emergency managers and emergency operation centers to keep them apprised of the status of event(s), and assist in the coordination of emergency response efforts as necessary.
  - ii. Assisting in coordination and communication with other utilities, local or regional government entities, and emergency response agencies as necessary; and
  - iii. Providing guidance and strategy in company emergency response plans, centers, and procedures.
- f. Operations Section Chief: This position is responsible for the management of all tactical operations directly applicable to the emergency response, provides direction to the frontline field personnel in damage assessment and priorities, and requests resources necessary to restore service. Areas of responsibility include distribution, transmission, emergency generation, and customer service.
- g. Logistics Section Chief: This position is responsible for providing the equipment, supplies, and personnel required to respond to the emergency. This position may engage contract or mutual aid services in support of the emergency and schedules manpower or resources to cover additional emergency operations periods.
- h. Planning Section Chief: This position provides analysis of emergency information and situations and develops plans to be used during the response and recovery operations to fully return electric service as quickly as possible for the least cost. This position also facilitates implementation of action plans.
- i. Financial/Regulatory Section Chief: This position is responsible for making funds available as needed for the emergency. This position is also responsible for tracking costs and maintaining records throughout the event.


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- j. Logistics Services Leader: This position provides any support services necessary to manage the emergency event, including human resources and administrative support.

4. **Incident Command System (ICS) Organization**: The ICS can be activated to provide additional resources support during Level 1-3 emergency events and centralized information coordination and policy direction as necessary to support the activation of a single, or multiple Regional Command Centers. Activation of the ICS is typical when the emergency or combination of events becomes significant in nature, poses significant Company risk, or requires response, support, or coordination for or from multiple areas. The EOC can also be activated by the ICS/Incident Management Team to coordinate emergency information and support utility operations, emergencies, or any other company emergency situations. Either office may be designated as the EOC during emergencies depending upon accessibility, where the ICS can be most effective and the specific type of emergency. The ICS is activated to provide resource support and information while the EOC maintains the responsibility for field operations related to assessment, recovery, and restoration. The Emergency Management Team/ICS is supported by the EOC and is activated to the level of support required for the specific emergency. This team may provide the following functions:

- Policy guidance, strategic planning, and decision-making.
- Operations/ Resource Support and coordination from the EOC.
- Logistics and resource procurement, support, scheduling, and allocation.
- Planning, engineering, and technical support as needed for situation assessment and recovery.
- Finance/procurement of materials, resources, and supplies.
- Media and employee communications/public Information dissemination, both internally and externally.
- Liaison to governmental EOC and information exchange and coordination with state and local emergency agencies and governments.
- Safety & Security for employees, work sites, and the public; and
- Administrative support and documentation of events, decision-making, resource allocation, etc.
- Regulatory & Legal assessments in support of strategic decisions.


5. **The Incident Action Planning Process**: The Incident Action Planning Process will proceed as follows:
- The Plans/Intel Chief provides the Incident Commander with basic information regarding the incident that can include current weather and weather forecasts and resources allocated to the incident. The Plans/Intel Chief's Briefing is documented on the ICS 201 or Situation Summary Form that can form the beginning of the Incident Action Plan.
  - The Safety Officer provides the Incident Commander with an Operations Risk assessment the prioritizes hazards, safety and health issues and appropriate controls. The Safety Officer briefing is recorded on the ICS for 215A.
  - Information provided by the Plans/Intel Chief and Safety Officer is analyzed and assessed during the incident Action Planning Process.
  - The Incident Commander is responsible for establishing the Incident Objectives that are used by the supporting Command and General staff to identify the tactics and resources to achieve the objectives.
  - The resulting Incident Action Plan is briefed during the Operations Briefing and disseminated to the Incident Management Team via the Incident Action Plan documented on the ICS forms 202 and 204.
  - Actions by the Incident Management Team are documented real time on the Liberty Teams Sequence of Events tracker which functions as an ICS form 214.

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## 4.0 Emergency Activation

1. **Activation Levels** - There are five emergency activation levels. See Table 2 for additional details on the operating conditions and typical storm levels related to each activation level.
  - a. **Activation Level 5 – Small Impact Event (Localized Response Condition):** The minor disruption of operating systems, business systems, or electric service that can be managed with existing resources at the local or department level. The on-call supervisor or a regional manager typically serves as the Regional Incident Commander throughout the emergency. Other assistance is activated as the Regional Incident Commander deems necessary. The outage is typically restored within one to 12 hours.  
Action: Normal activity, daily internal crew assignments.  
Communication Characteristics:
    - Crisis attracts little or no attention.
    - Public and/or media are typically unaware of the event.
    - Email notification sent to [911@algonquinpower.com](mailto:911@algonquinpower.com).
  - b. **Activation Level 4 – Moderate Impact Event (Heightened Alert):** The occurrence of an event that maximizes the resources and management capability of the local region and may require additional resources and support. Often an on-call supervisor or a regional manager serves as the Lead throughout the emergency; other assistance is activated as the Lead deems necessary. The outage is typically restored within 12 to 24 hours.  
Action: Normal activity, daily internal crew assignments. Possible crew transfer between areas. Utility contractor crews (overhead line and tree crews utilized if needed).  
Communication Characteristics:
    - The event is attracting slow but steady media coverage.
    - The public is aware of the event but is attracting very little attention.
    - Email notification sent to [911@algonquinpower.com](mailto:911@algonquinpower.com).
  - c. **Activation Level 3 – Serious Impact Event (Enhanced Support):** The occurrence of a disaster or major emergency that may affect several areas of the electric system and may require the services of all operations personnel. The on-call supervisor may serve as the Lead but will relinquish that position to the ICS Incident Commander. The outage typically exceeds 24 hours.  
Action: The EOC may be opened. All available operations personnel are utilized. Utility contractor, mutual aid assistance, tree crews, and support functions such will be utilized as needed.



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Communication Characteristics:

- Event causes growing attention from local and regional media.
- Affected and potentially affected parties notify media.
- Email notification sent to [911@algonquinpower.com](mailto:911@algonquinpower.com), with return 10-minute confirmation.

- d. **Activation Level 2 – Major Impact Event (Comprehensive Support):** The occurrence of a disaster or major emergency that affects several areas of the electric system and requires the services of all operations personnel. The on-call supervisor may serve as the initial Lead but will relinquish that position to the EOC Incident Commander and the ICS. Liberty CalPeco may provide resources to other agency EOCs as needed for more efficient and effective communications and coordination during the event. The outage is typically longer than 24 hours.

Action: System ICS will be initiated. All available operations personnel are utilized. Utility contractor, mutual aid assistance, tree crews, and support functions, such as logistics, will be used as needed.

Communication Characteristics:

- Media are reaching out to employees and non-communication staff for information about the crisis.
- Broadcast and print media are on-site for live coverage.
- In addition to the media, stakeholders and community partners are present at site.
- Email notification sent to [911@algonquinpower.com](mailto:911@algonquinpower.com), with phone call per protocol to confirm receipt.

- e. **Activation Level 1 – Catastrophic Impact Event (Emergency Support):** The occurrence of a disaster or major emergency requiring a corporate response. This level requires policy guidance, strategic planning, and coordination of internal and external resources, internal communication, and coordination, dissemination of public information. The field supervisor may serve as the initial Incident Leader but will relinquish that position to the ICS Incident Commander. Liberty CalPeco may provide resources to other agency EOCs as needed for more efficient and effective communications and coordination during the event. Outage will typically affect more than 50% of the customer base and be longer than 72 hours.

Action: System ICS will be initiated. All available operations personnel are utilized. Utility contractor, mutual aid assistance, tree crews, and support functions, such as logistics, will be used as needed.


Communication Characteristics:

- Public health and safety concerns.
- National or international media are covering as major news.
- Major government attention is present.
- There is real or potential environmental harm.
- One or more groups are expressing anger or outrage.
- Email notification sent to [911@algonquinpower.com](mailto:911@algonquinpower.com), with phone call per protocol to confirm receipt.

## 2. **Activation Authorities:**

Incident Management Team: The authority to activate the entire Incident Management Team rests with the President or the designated alternate. Authority may be delegated to responsible



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managers of operations and administrative services to activate an Incident Management Team as initial response to emergency situations. The President will designate where the Incident Management Team will be located on initial activation. Administrative support will assist with notification of the Incident Management Team.

Emergency Operations Center (EOC): The activation of the full EOC and the location of the EOC, as well as the levels and functions to be utilized are within the authority of the President who will act as the Incident Commander or his designee. The activated Incident Management Team will be the decision-making body related to the activation of ICS and the level of activation. Any team leader, manager, or alternate can activate own organization to the level of support required to respond to any event.

3. **ICC Activation Criteria**: The EOC is activated when an incident reaches any one of the event characteristic criteria under Activation Level 3: Serious Impact Event (Enhanced Support). However, the EOC may be activated at any time at the President or the Incident Commander's discretion. When the EOC is activated, the President or Incident Commander will coordinate with the Incident Management Team to determine the required resources and support functions to activate.

## 5.0 **Coordination with State and Local Governments**


The Senior Manager for Customer Solutions is responsible for establishing and maintaining relationships with local governmental agencies and functioning as a liaison with the appropriate agencies during an emergency event. Incident Management Team members representing safety and security, emergency response, and public information can be utilized to assist in effective coordination and information between state and local government agencies.

Liberty CalPeco is an active participant and supporter of state and local emergency response efforts, including Local Emergency Planning Committees (LEPC), the California Utility Emergency Association (CUEA), the Sierra Front Wildfire Cooperators, and local county offices of emergency services. As part of compliance with G.O. 166, Liberty CalPeco has instituted procedures to conduct biannual emergency preparations meetings with state, county, and local agencies and the TO. As part of such activities, Liberty CalPeco will establish and confirm contacts and communication channels, plans the exchange of emergency planning and response information, and participates in emergency exercises or training.

## 6.0 **Mutual Assistance Agreements**

Liberty CalPeco and NV Energy are members of the Western Region Mutual Assistance Agreement (WRMAA). Mutual assistance with NV Energy is provided pursuant to the WRMAA. Liberty CalPeco is also a member of the California Utilities Emergency Association (CUEA), which provides mutual assistance with the other member utilities in California.

Every two years, Liberty CalPeco will invite appropriate representatives of every city and county in its service area to meet with and provide consultation to the Company. Liberty CalPeco will notify the Electric Safety and Reliability Branch

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of the California Public Utilities Commission 10 days in advance of the meeting. Liberty CalPeco will provide documentation of the meeting to the Commission in its annual G.O. 166 report.

## 7.0 Supplemental and Contingency Planning Resources

No single plan can foresee all the needs or contain all the information necessary to respond to every event. By design, Emergency Management Plans are concise, uncluttered, and provide sufficient direction to reference information or detail contingency plans that can be obtained in other hazard specific plans or manuals. Many subject areas (*e.g.*, load curtailment, hazardous material response, etc.) contain significant detail and complexity and are too cumbersome to include in an emergency response or business recovery plan. The following is a partial list of contingency plans or manuals that may be included in part or as reference to the Emergency Management Plan.

### Supplemental (Contingency) Plans:

- a. Fire Prevention Plans
- b. Outage Communication Plans
- c. Mutual Assistance Agreements
- d. Operations Procedure Manuals
- e. Spill Response Plans
- f. Business Continuity Plans


## 8.0 Emergency Plan Additional Elements

This Emergency Plan does not attempt to provide solutions for specific emergency scenarios. The Plan provides a general framework for identifying solutions unique to the emergency event at hand.

1. **Communications:** The Incident Commander serves as the Company spokesperson unless that function is specifically delegated by the Incident Commander. Delegation is typically to an individual trained in the function of the Public Information Officer (PIO). Other Company personnel shall refrain from disseminating information to the media.


The PIO is responsible for distributing relevant information in a timely manner to the public via the news media. The PIO serves as the primary point of contact at the Company for news media inquiries. This position also facilitates communications between news reporters and other company representatives. The PIO or alternate should be available throughout the event to provide periodic updates to the news media. If practical, the PIO should be on site at the Incident Command Center. The PIO is responsible for maintaining up-to-date telephone and fax listings for news media outlets.

- a. **Prior to an Emergency:** The PIO will annually update all media contact information. Information will be disseminated to the public through the media, advising customers what to do to prepare for extended outages and what emergency supplies may be necessary to keep on hand. Customers will be given information on safety around downed power lines and other precautions to observe during an event. Media outlets will be provided with emergency contact information for the Company, including names and contact information for each regional office, as well as the PIO. The PIO will oversee the updating of operations contact lists with both primary and secondary contact information available. The PIO will create standard messaging for common events.
- b. **During an Emergency:** The Incident Commander or designee contacts the PIO and provides outage

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information for distribution to the media. The PIO provides the media with outage information, including the following:

- i. When did the outage begin?
  - ii. What caused the outage?
  - iii. How many customers are affected?
  - iv. Where is the outage located?
  - v. What are we doing about the outage?
  - vi. When is service expected to be restored?
  - vii. A telephone number customer can call for information.
  - viii. A description of safety hazards such as downed power lines.
- c. **Notifications:** A contact list of local governmental agencies, municipalities, and media outlets within Liberty's service territory has been developed. During a major outage or emergency that affects a significant number of customers, an email is sent to personnel, agencies, and media to provide information, detail, and status of the outage. As the outage or emergency continues, status update emails and/or phone calls will be made to keep the agencies and media informed. Once the outage has concluded and the system is back to normal, a final email will be sent to close out the communication of the incident.
- d. **Customer Information/Contact:** The primary point of customer contact is telephone information via live customer contact or the Interactive Voice Response (IVR) and messaging system.
  - i. High Call Volumes: Customer Service Representatives (CSR) will answer as many incoming calls as possible in the individual offices. During periods of high call volume, the customer service centers will utilize an IVR system that will allow callers to receive customized messages about outages that are being addressed in Liberty's service territory. The IVR system will also allow for emergency calls to be routed to a live CSR for life support or life-threatening emergencies and allow customers to receive a call back regarding their outage if they choose that option.
  - ii. CSRs will be able to develop custom IVR messages that will be heard by the customers on the IVR system for any calls that are not answered by a live CSR. Standard emergency message consists of day, month, time, general areas affected, cause (if known), and estimated restoration time (if known). A follow-up message with more specific information can be recorded as more information is received. The IVR system is capable of automated callbacks if the customer selects this option from the outage script.
  - iii. The Customer Services Manager or the designated alternate may approve a request for mutual assistance as a Requesting Utility. The Company has mutual assistance agreements established with NV Energy and other utilities in case call volume or phone access prevents the Company from directly handling calls.
  - iv. Following the emergency event, the PIO or designee will provide media outlets with a wrap-up of information regarding the resolution of the emergency and any final information for the public. Customers who requested a return call following the event will be messaged by phone. These steps finalize the emergency communications with the public.
- e. **Communications Strategy – Planned Outages**
  - i. In the event of a planned power outage, such as a public safety power shutoff (PSPS), Liberty

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CalPeco will communicate directly and indirectly with its customers and the public utilizing various media and communication platforms.


- ii. Medical Baseline or Green Cross customers who will be affected by the outage will receive a direct phone call from Liberty CalPeco staff notifying them of outage details, including but not limited to time, duration, and reason. Liberty's goal, whenever possible, is to notify the medical baseline customer group 72 hours in advance of a planned outage. All other affected customers will receive direct text, email, and/or voice message notification via the Everbridge system, informing customers about the outage and outage details, including but not limited to time, duration, and reason. Liberty's goal, whenever possible, is to notify the public and non-medically sensitive customer group 48 hours in advance of a planned outage.
  - iii. Liberty's social media accounts and website will also be updated with outage information. Local website, radio, newspapers, and TV media will be notified with a request that they broadcast the public service announcement (PSA).
  - iv. Necessary updates to all customer categories will be directly communicated 24 hours in advance and right before the outage commences, as appropriate.
  - v. During the outage, updates will be sent directly to customers, the media, and posted to social media accounts and the Liberty CalPeco website as updates are available or situations change.
  - vi. Once the outage has concluded, a final update will be sent directly to customers and media, as well as posted to social media accounts and the Liberty CalPeco website with a request that any customers still without power notify the Company.
- f. Communications Strategy – Unplanned Outages
- i. Once an incident has been identified and affected customers isolated, affected customers will receive direct text, email, and/or voice message notification via the Everbridge system. Medical Baseline or Green Cross customers affected will receive a direct phone call from a Liberty CalPeco employee in addition to the automated notification. Liberty CalPeco will also post outage information on social media accounts and its website. All appropriate media outlets will be notified if the severity of the outage warrants.
  - ii. Customers will receive direct text, email, and/or voice message updates via the Everbridge system and again when the outage has concluded. Once power has been restored, Liberty CalPeco will request any customer still without power to contact the Company.
- g. Communication Channels
- i. Indirect Communication:
    - Liberty CalPeco website: Libertyutilities.com
  - ii. Liberty CalPeco Social Media:
    - Twitter @LibertyUtil\_CA
    - Facebook @LibertyUtilitiesLT
  - iii. Media, including but not limited to:
    - SouthTahoeNow.com
    - Tahoetopica.com
    - Sierra Sun
    - Tahoe Daily Tribune
    - KTKR radio

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- KRLT Radio
- NPR
- Reno and Sacramento local TV stations


For the period July 1, 2023, to June 30, 2024, Liberty CalPeco reported zero Major Outages, defined as when at least 50 percent (*i.e.*, 24,000) of Liberty's serviceable customers experience a simultaneous, non-momentary interruption of service.

2. **Governmental and Regulatory Communications:** During emergency events, Liberty is closely involved with local law enforcement, medical agencies, and fire agencies. In larger emergencies, city and county emergency management representatives provide coordinating responsibilities in responding to the event. In escalating emergency events, additional coordinating resources, such as an Emergency Response Liaison and/or a Government Liaison, can be activated by the Incident Commander.
  - a. During emergency events, Liberty will provide communications to, or a liaison to, the highest level of city or county Emergency Operations Center activated. This will be accomplished through the Emergency Response Liaison or Government Liaison, who are both members of the Emergency Management Team.
  - b. If an emergency event is large enough to initiate the activation of a State level Emergency Operations Center or Regional Emergency Operations Center, the Emergency Response Liaison will communicate with the State Emergency Operations Center (EOC). The California state coordination will be through the California Utilities Emergency Association (CUEA) Emergency Operations Center. The CUEA operates as a Utility Branch of the State Standardized Emergency Management System (SEMS) and reports directly to the State Operations Center (SOC) in Sacramento. As a member of CUEA, Liberty Utilities is party to its Mutual Assistance Agreement and is represented in the Utility Operations Center (UOC), located in the State Operations Center (SOC). All mutual assistance activities will be communicated to the State EOC and the Utilities Operations Center (UOC)/Office of Emergency Services (OES) during an emergency at 916-636-3704 or by email at [CUEAUOC@CALOES.CA.GOV](mailto:CUEAUOC@CALOES.CA.GOV).
  - c. Non-emergency 24/7 contacts for Cal OES are Don Boland ([don.boland@caloes.ca.gov](mailto:don.boland@caloes.ca.gov), O: 916-845-8517, C: 916-717-7570) and Jenny Regino ([jenny.regino@caloes.ca.gov](mailto:jenny.regino@caloes.ca.gov), O: 916-845-8518, C: 916-709-6708). Website: [WWW.CUEAINC.com](http://WWW.CUEAINC.com)
  - d. Liberty CalPeco is a member of CUEA, which provides emergency planning, training, resource assistance, and operates the Utility Emergency Operations Center as the Utility Branch for the Office of Emergency Services (OES) at the State EOC. The Company Emergency Response Liaison is a responder to the CUEA EOC, which is co-located with the SOC.
  - e. The CPUC requires reporting for safety and for substantial outages. Guidelines for reporting to the CPUC follow this section in Table 1. Reporting forms and checklists are also contained in the Regulatory Reporting Attachment to this plan.
  - f. **Communications Strategy – Planned Outages**
    - i. In the event of a pre-planned power outage, such as a PSPS, Liberty CalPeco will communicate with government/agency partners and the public/customers. Liberty CalPeco will inform the Electric Safety and Reliability Branch of the CPUC by email at [ESRBcompliancefilings@cpuc.ca.gov](mailto:ESRBcompliancefilings@cpuc.ca.gov) at least 10 days in advance of any pre-event coordination.

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- ii. City/county, OES offices, critical infrastructure, CPUC, and agency partners will receive the earliest notifications of a “significant” planned or potentially planned outage, up to eight days in advance, when possible. Liberty CalPeco will continue to provide updates to these contacts as the outage event nears or whenever conditions or details change. Communications will be executed by text, email, and phone calls.
  - iii. City/county, OES offices, critical infrastructure, CPUC, and agency partners will also receive updates at the 48-hour mark. Local website, radio, newspapers, and TV media will be notified and requested to broadcast the PSA.
  - iv. Updates will be directly communicated 24 hours in advance and right before the outage commences, as appropriate.
  - v. During the outage, updates will be sent directly to city/county, OES offices, critical infrastructure, CPUC, agency partners, and media, as well as posted to social media accounts and the Liberty CalPeco website as updates are available or situations change.
  - vi. Once the outage has concluded, a final update will be sent directly to city/county, OES offices, critical infrastructure, CPUC, agency partners, and media, as well as posted to social media accounts and the Liberty CalPeco website with a request that any remaining power outages or issues be communicated with Liberty CalPeco.
- g. Communications Strategy – Unplanned Outages
  - i. Liberty CalPeco will post outage information on social media accounts and website. Media, city/county, OES offices, critical infrastructure, CPUC, and agency partners will be notified if the severity of the outage warrants.
  - ii. City/county, OES offices, critical infrastructure, CPUC, and agency partners will receive direct text, email, and/or voice message updates via the Everbridge system and again when the outage has concluded. Once power has been restored, Liberty CalPeco will request that any remaining power outages or issues be communicated with Liberty CalPeco Communication Channels
- h. Communication Channels
  - i. Direct Communication:
    - Customer contact database
    - City/county, OES offices, critical infrastructure, CPUC, and agency partner database
  - ii. Indirect Communication:
    - Liberty CalPeco website: Libertyutilities.com
  - iii. Liberty social media:
    - Twitter @LibertyUtil\_CA
    - Facebook @LibertyUtilitiesLT
  - iv. Media, including but not limited to:
    - SouthTahoeNow.com
    - Tahoetopica.com
    - Sierra Sun
    - Tahoe Daily Tribune
    - KTKR radio
    - KRLT Radio
    - NPR
    - Reno and Sacramento local TV stations



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3. **Public Safety Partner Emergency Coordination:** Liberty CalPeco serves customers in seven California counties. Larger, more populous counties may have a more robust Office of Emergency Services and more emergency providers, whereas smaller ones are more limited. Regardless of county size and structure, the following agencies, departments, and/or facilities are part of Liberty's Public Safety Partner group with whom Liberty coordinates in advance of and during any emergency or significant power outage.

a. Public Safety Partners

- i. Cal OES
- ii. County OES Offices
- iii. Fire departments (including volunteer)
- iv. Sheriff offices
- v. Highway patrol
- vi. Local police departments
- vii. Town managers/mayors
- viii. Utility providers (water, wastewater)
- ix. Telecom companies
- x. Cellular tower engineers
- xi. Hospitals and medical clinics
- xii. School districts
- xiii. County health and human services
- xiv. County superior court
- xv. Community emergency response teams (CERT)
- xvi. County supervisors and/or staff
- xvii. Social services
- xviii. Airports

Liberty CalPeco maintains a robust Public Safety Partner database of key contacts. This database is reviewed with each partner agency/department/facility on an annual basis for accuracy. Liberty CalPeco participates in several emergency operation and communication workshops and hosts its own such workshops throughout the year to familiarize all partners with standard emergency operating procedures and communication efforts. Emergency plans and operations are tested with partners during TableTop exercises and practiced on a smaller scale during small, less significant power outage scenarios.


Liberty has established the following PG&E points of contact for coordination with Pacific Gas & Electric Company, Public Affairs.

For incidents related to the Meyers 3300 line: Sarah Rasheed, email: SFRA@pge.com, cell: (209) 660-3069.

For incidents related to Nevada and Placer Counties: Brandon Sanders, email: BLSY@pge.com, cell: (916) 531-0230.

4. **Communications with the Transmission Owner (NV Energy):** NV Energy is the TO for Liberty CalPeco. During emergencies, the Emergency Management Team (EMT) Emergency Response Liaison is responsible for coordinating and communicating all anticipated major system impacts to the Company's System Control Center in New Hampshire. The System Control Center is responsible for providing information to the NV Energy Distribution Desk or Transmission Desk, as appropriate. The 24/7 contacts for the Company's System Control Center are Control Operation's Desk 603-216-3669 and Dispatch 603-216-3612. The 24/7 contacts for NV Energy are Transmission Desk 775-834-3541, Distribution Desk 775-834-7541, and Electric Outage Coordinator 775-834-4546.



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A. Emergency Communications Plan with TO (NV Energy):

- I. The Emergency Response Liaison is responsible for the collection of information from field operations personnel and the Emergency Management Team at the EOC.
- II. The Emergency Response Liaison is responsible for providing information to the Company's System Control Center (New Hampshire).
- III. After a determination is made by the System Control Center or the Emergency Management Team, the Company's System Control Center will contact NV Energy's System Control Center. Depending on the nature of the emergency, the Transmission Desk or the Distribution Desk of NV Energy will be contacted by the Company's System Control Center.
- IV. Relevant information requiring dissemination to the Emergency Management Team or field operations personnel from NV Energy will be communicated by the System Control Center to the Emergency Management Team. The Emergency Management Team is responsible for providing this information to field operations personnel.

B. Tasks Requiring Communication with the TO (NV Energy):


- I. Providing system status information, including status of the primary control center, key facility outages (generation and transmission), demand and energy requirements, and level of assistance available to help mitigate the emergency.
- II. Coordination of emergency generation dispatch to help maintain line and substation loadings to within limits.
- III. Coordination of tie line restoration and necessary phase angle adjustment (if possible).
- IV. Notification and timing of switching and restoration efforts and necessary load curtailments.
- V. Sharing information regarding crews and personnel available to provide emergency assistance. This can be activated using the Western Region Mutual Assistance Agreement (WRMAA), of which both NV Energy and Liberty CalPeco are members.
- VI. Providing regular and timely updates regarding the status of the emergency and the outlook for resolution.
- VII. Providing notification when the emergency has passed, and the system is operating normally.
- VIII. Coordination of restoration steps between systems.
- IX. Coordination of energy emergency conditions (*i.e.*, emergency generation status and/or non-availability).
- X. Coordination of emergency voltage violations and/or reactive assistance.
- XI. Coordination and notification of a Public Safety Power Shutoff (lines, service area, agencies, customers impacted).

C. Other tasks may require notification and coordination with NV Energy depending on circumstances. If there is any question regarding whether a task may affect NV Energy's system, the task must be coordinated as discussed above.

If a NV Energy related transmission outage affects Liberty CalPeco, the communications strategy outlined in Liberty's CEMP, Section 8.0.1.f. will be followed for communications with customers and media. The strategy outlined 8.0.2.g. will be followed for communications with governmental and regulatory agencies.

There are additional tasks that NV Energy must communicate and coordinate with Liberty CalPeco during emergencies. These tasks may include but are not limited to:

- I. Operation of phase shifters (Cal phase shifter).

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- II. Re-dispatch of generation (Kings Beach diesels used for the benefit of NV Energy).
- III. Reactive adjustments (South Lake Tahoe transmission loop).
- IV. Activation of NV Energy’s Public Safety Outage Management (PSOM) affecting any Liberty CalPeco customers.



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**TABLE I: Reporting Guidelines for Public Utility Commission**

The following is a summary of reporting requirements. The Corporate Regulatory Manager should be consulted for any discrepancies or questions regarding reporting of incidents or events. The table is a guideline only.

What	Definition	Report To	When	How
Major Outage	Customers simultaneous and non-momentary outage of 50% of customers	<b>1)</b> OES Warning Center <b>2)</b> CPUC Energy Division	<b>1)</b> OES within one hour <b>2)</b> CPUC within one hour <b>3)</b> CPUC every four hours with updates	<b>1)</b> OES 800 number <b>2)</b> Energy Branch Phone, Mail <b>3)</b> Phone mail or email as per Energy Division request. <b>4)</b> Safety Branch <b>a)</b> Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> <b>b)</b> Report at 800-235-1076 <b>c)</b> Follow up with email or fax within 24 hours <b>d)</b> Formal Report 20 days
Sustained Outage	<b>A.</b> Outage lasting over 24 hours or expected to total over 60,000 customer hours (or an event likely to lead to such a situation) <b>B.</b> Outages expected to accrue over 300,000 customer hours.	CPUC Energy Division	<b>1)</b> By 9:00 AM the next Business Day <b>2)</b> CPUC Energy Branch within one hour	<b>1)</b> Energy Branch Phone, Mail <b>2)</b> Safety Branch <b>a)</b> Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> <b>b)</b> Report at 800-235-1076 <b>c)</b> Follow up with email or fax within 24 hours <b>d)</b> Formal Report 20 days
Notable or Newsworthy	Event involving facilities or personnel reported in two media markets or in national media.	<b>1)</b> CPUC Energy Division <b>2)</b> CPUC Utility Safety Branch	<b>1)</b> CPUC Energy Branch within one hour <b>2)</b> Safety Branch within two hours during working hours and four hours outside of working hours	<b>1)</b> Energy Branch Phone, Mail <b>2)</b> Safety Branch <b>a)</b> Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> <b>b)</b> Report at 800-235-1076 <b>c)</b> Follow up with email or fax within 24-hours <b>d)</b> Formal Report 20 days


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**TABLE I: Reporting Guidelines for Public Utility Commission (Cont.)**


What	Definition	Report To	When	How
Load Shed / Rolling Blackout	Loss of power supply leading to extensive load shedding or rolling blackout. Imminent or planned load curtailment or rotating outages of firm load.	CPUC Energy Division	CPUC within one hour and every time a new circuit is interrupted.	1) Energy Branch Phone, Mail 2) Safety Branch a) Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> b) Report at 800-235-1076 c) Follow up with email or fax within 24 hours d) Formal Report 20 days
Injury / Fatality	Fatality or personal injury rising to the level of in-patient hospitalization.	1) CPUC Utility Safety Branch 2) CPUC Energy Branch	1) Safety Branch within two hours during working hours and four hours outside of working hours. 2) Energy Branch within one hour	1) Energy Branch Phone, Mail 2) Safety Branch a) Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> b) Report at 800-235-1076 c) Follow up with email or fax within 24 hours d) Formal Report 20 days
Damage to Property	Damage to property of the utility or others estimated to exceed \$50,000 and are attributable or allegedly attributable to utility-owned facilities.	CPUC Utility Safety Branch	Safety Branch within two hours during working hours and four hours outside of working hours	1) Energy Branch Phone, Mail 2) Safety Branch a) Report at <a href="http://www.cpuc.ca.gov/emrep/">http://www.cpuc.ca.gov/emrep/</a> b) Report at 800-235-1076 c) Follow up with email or fax within 24 hours d) Formal Report 20 days

EHS will participate in all reporting and investigation of injury, fatality or damage incidents according to 8800-100-200-001- Incident Reporting and Investigation Procedure.

- Safety** - This Plan requires a “Safety First” response to all emergencies—the safety of employees, contractors, assisting crews, and the general public is to be promoted at all times.

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- a. Public Safety: Liberty CalPeco provides ongoing public electric safety courses and information so that the public will be prepared when an emergency event occurs. These programs are provided year-round to all levels of schools, businesses, service clubs, trade shows, and expositions. Additionally, Liberty CalPeco routinely provides electric safety training to local and regional law enforcement, fire, county and state transportation, and other emergency response agencies. Public safety training is the responsibility of all.
  - i. During an emergency event, Liberty CalPeco may utilize standby personnel, trained in general electrical safety, to observe and report electric hazard conditions and assist in perimeter safety around identified hazards due to unsafe conditions until qualified electric personnel arrive. The public shall heed all warnings and barriers placed by Liberty CalPeco to secure hazards.
- b. Employee Safety: Employee safety is identified as a key element in this Emergency Response Plan. Electric trade personnel, including grounds persons, helpers, apprentices, journeymen, linemen, troublemen, and inspectors, are provided the highest level of safety and skills training to perform in both daily and emergency situations.
  - i. Only qualified and trained personnel may perform safety sensitive functions including switching, de-energizing, overhead and underground operations, repairing, and assessing damage.
  - ii. To promote employee and public safety, the design, installation and operation of equipment and automatic protection schemes for transmission and substation equipment must remain in place, protection schemes may not be bypassed by any employee.
  - iii. Liberty CalPeco employees will follow procedures in accordance with OSHA 1910.269 regulations.
  - iv. Non-trade personnel who are utilized in assistance with emergency repair (metering, meter reading, construction, etc.) must be trained in general electric safety before assisting in emergency field response.
- c. During an Emergency Event: Liberty CalPeco will respond to immediate life safety issues as the top priority. Once a hazardous situation is reported, immediate response will be provided by line crews, troublemen, inspectors, or other trained personnel to assess and make the situation safe by de-energizing, supporting, removing, repairing, or barricading and providing for safety stand-by personnel, as necessary.
  - i. All field response employees shall have safety training aligned with their respective roles.
  - ii. All electrical switching and reporting shall be handled through the appropriate controlling parties to ensure both employee and public safety.
  - iii. Liberty CalPeco will provide regular public information, typically in the form of media messages or alerts, regarding unsafe or hazardous areas or conditions that the public should be kept informed about.
  - iv. In the event of an area emergency that is life or property threatening, the Emergency Alert System (EAS) will be enabled through the local or county Emergency Management or Public Safety office. The Company will advise the Emergency Management agencies when such an alert is necessary.

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- v. Public Safety Agencies will be utilized, as necessary, for traffic control and perimeter safety until qualified personnel arrive to clear a hazard situation. Agencies will be used if necessary to control public disturbances and establish safety controls for the public.
- vi. Employees are monitored for appropriate meal breaks, hours worked and safety compliance; when emergencies are expected to last more than 24 hours, shifts will be established to cover work and employees will be given appropriate rest periods.
- vii. Weather and road conditions are monitored for worsening conditions, so workers do not become stranded at remote work locations.
- viii. Work may be curtailed, even if customers remain out of service, until safe work conditions prevail.


6. **Damage Assessment:** The designated Incident Commander is responsible for determining how damage assessment will be best achieved for the specific emergency and other functions to be performed by specific individuals. The Incident Commander may delegate the responsibility, or a piece of the responsibility, to the manager(s) or other qualified individual(s) or retain this responsibility.

- a. The designated Damage Assessment Leader(s) will then become responsible for assembling, assigning, and setting priorities for Damage Assessment Teams in accordance with Restoration Priority Guidelines or priorities established by the Incident Commander. The Damage Assessment Leader assigns priority on damage with life-threatening conditions, impact on life-support customers, critical facilities, and impact on emergency services. Liberty CalPeco dispatches appropriate and additional resources to address the damage based upon damage assessment priorities.
- b. Company crews, linemen, troublemen, electric inspectors, utility designers and/or engineers will be first called for damage assessment. Company personnel will be augmented as necessary and approved by the Incident Commander with contractors and/or mutual aid parties.
- c. Company teams will be given priority patrol assignments along with difficult hazards and locations unfamiliar to visiting teams.
- d. **Documentation of Damage:** All damage will be recorded by the teams on the circuit maps IN RED. The standard symbols shown below shall be used.
  - i. **Standard Symbols:**
    - F= Blown line Fuse
    - B = Tree Branch online
    - P = Primary Span Down - Provide # \_\_\_\_\_
    - S = Secondary Span Down - Provide # \_\_\_\_\_ PB = Poles Broken - Provide # \_\_\_\_\_
    - PL = Poles Leaning - Provide # \_\_\_\_\_ (Correction Required) SV= Service(s) Down - Provide # \_\_\_\_\_
    - \_\_\_\_\_
    - TR = Transformer(s) Down - Provide # \_\_\_\_\_
    - OIL = Oil spill, clean up needed; Identify PCB or Non-PCB
- e. Damage Assessment Teams shall take the following standard supplies to the field to perform assessments: clipboard, circuit map books, red pens, pencils or pens, patrol report forms, area or street Maps, store request forms, PCB oil test kit, digital camera (with charged battery), warning tape, cones, and barriers.

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- f. All maps and related information shall be returned to the Damage Assessment Leader as soon as practicable for restoration decision making.
  - g. To the extent practicable, downed or damaged facilities shall be isolated, secured and warnings applied utilizing cones, warning tape, or other barriers or warnings.
7. **Restoration:** Service restoration is unique to each emergency and prioritizing restorations may depend upon several factors including safety, accessibility, availability of repair parts, availability of personnel, as well as other factors. This element of the plan identifies general prioritization guidelines for restorations but allows for the Incident Commander or designee to alter priorities according to the circumstances of the emergency and in coordination with essential load customers and government agencies involved.
  - a. General restoration will proceed in this order:
    - i. Radial transmission and substations.
    - ii. Distribution circuits with essential customers, such as health care facilities, utilities, public safety, governmental facilities, and lifeline customers.
    - iii. Circuits with the greatest number of customers.
    - iv. Primary taps followed by secondary lines.
    - v. Individual services that are accessible and serviceable can be addressed.
    - vi. Below is the priority list of essential customers. Specific contact information and locations of each essential customer may be found in the customer information attachment to this Plan. Priority assumes circuits, equipment, and services are accessible and repairable.
  1. Health Care Facilities
    - a) Primary care hospitals
  2. Utility Services/Districts
    - a) Public utility districts
    - b) Telecommunications
    - c) Water and water treatment
    - d) Pipeline
  3. Public safety agencies
    - a) Public safety dispatch centers
    - b) Law enforcement facilities/holding facilities.
    - c) Fire operations facilities.
    - d) Transportation equipment and facilities
  4. Government facilities
  5. Green Cross and Lifeline
6. **Mutual Aid:** The Incident Commander has responsibility for mobilizing resources, contracting for additional assistance and supplies, and calling for assistance from neighboring utilities through Mutual Aid Agreements.
  - a. The type, size, and duration of an emergency event will determine, in varying degrees, the number of resources required to respond to the event. The Regional Operations do not have enough resources to respond to a large emergency event without supplementing manpower, equipment, or materials from other sources.



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- b. The Incident Commander will direct the requests for additional internal (Company) and external resources. The Incident Commander must approve the use of Mutual Aid.
- c. Requests may be made for efficiency and not for exhausted resources. Resource requests may include trade and non-trade personnel to assist in safety standby, damage assessment, planning or liaison activities, or materials and equipment necessary to facilitate restoration of utilities.

## 9.0 Training

Liberty CalPeco employees receive Emergency Management Plan training annually. Instruction includes specific training on the roles and responsibilities of each functional area in support of the ICS at the Company level or the Incident Commander at the regional level. With a finite workforce, employees may be called upon to support areas outside their normal job assignments with appropriate training. In addition, emergency response exercises are executed annually, so employees gain practice in the use of the plan, as well as test the plan for effectiveness. The Company participates in regional exercises to train employees and exercise the Emergency Management Plan. Liberty CalPeco will also participate in emergency exercises and training with state and regional OES and county emergency offices.


Liberty CalPeco will conduct an exercise annually using the procedures in its Emergency Management Plan. If the plan is used during the 12-month period in responding to an event or major outage, then there is no requirement to conduct an exercise for that 12-month period. Liberty CalPeco will annually evaluate its response to an exercise or major outage event. The post-event evaluation of the exercise or a major outage will be reported to the California Public Utilities Commission. Liberty CalPeco will annually train designated personal in preparation for emergencies and major outages. The training will be specifically designed to overcome problems identified in the evaluations of responses to a major outage or exercise and shall reflect relevant changes to the Emergency Management Plan. Liberty CalPeco will maintain training records for training provided to employees following its evaluation of a major outage or emergency exercise.

Liberty CalPeco will provide a minimum of 10 days' notice of its annual exercise to appropriate state and local authorities, public safety partners, the California Public Utilities Commission, state and regional offices of the OES or its successor, the California Energy Commission, and emergency offices of the counties in which exercise is to be performed. **The next exercise is scheduled for June 26, 2025.** Liberty CalPeco will also participate in other emergency exercises designed to address problems on electric distribution facilities or services, including those emergency exercise of the state and regional offices of the OES or its successor, and county emergency offices. Exercises will be conducted following the Homeland Security Exercise and Evaluation Program (HSEEP) as taught by Cal OES or FEMA's Emergency Management Institute. The exercise planning process will include public safety partners.

Redeployment Plan: The District Operations and Engineering Manager is responsible to immediately assign resources to the damage assessment process during emergencies and major outages. The additional personnel selected to perform damage assessment in lieu of their normal duties include the following positions: electric troubleshooter, working foreman, inspector, lineman, field services, supply chain, project coordinators, planners, and vegetation management.

The types of training provided to the above personal include the following:

- Assessor and safety standby trainings
- Avalanche training
- Abbreviated S-130 training

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- Emergency preparedness in the home
- CPR, AED, and first aid
- Fire extinguisher training.
- Grounding
- Emergency Management Plan review

Emergency Management Team Training: The following training is required for every member of the Emergency Management Team:

- IS-100.C: Introduction to the Incident Command System, ICS 100
- IS-200.C: Basic Incident Command System for Initial Response
- Participate in at least one Tabletop Exercise or Lessons Learned Postmortem on a yearly basis


## 10.0 Recordkeeping

Recordkeeping is essential to all programs especially the EMP. All training, program elements, comprehensive emergency plans, exercises, debriefing, corrective action and evaluations must all be documented and accessible.

Records are retained for the following reasons:

- Due diligence
- Training (lessons learned)
- Regulatory requirements













All electronic communication, such as emails, meeting minutes, resource plans, and incident progress reports will be submitted to the local internal emergency mailbox. Copies of these reports will also be submitted to Corporate Headquarters. Retention of these records is critical as they will be examined during debriefing and corrective action exercises.






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## 10.1 Revision History

Date	Revision Number	Section	Revision	Author
4/1/2021	1	3.0	Updated plan to specify that Liberty will use the ICS based on NIMS in the implementation of Incident Command.	L. Kiolbasa
4/1/2021	2	3.1	Changed Squaw Valley to Palisades Tahoe.	L. Kiolbasa
4/1/2021	3	3.3	The Incident Management Team may consist of the Incident Commander and any or all the following positions: Public Information Officer, Safety and Security Officer, Emergency Response Liaison, and Emergency Services Coordinator.	L. Kiolbasa
4/1/2021	4	3.3;d.iv	Four Liaisons designated: Public Safety Partner/Critical Infrastructure Liaison, Community Based Organizations Liaison, Regulatory Liaison, and AFN Liaison.	L. Kiolbasa
4/1/2021	5	3.5	Liberty employs the Incident Action Planning process. Responsibilities of the Incident Commander, Plans Chief, and Safety Officer in Incident Action Plan (IAP) development are described. Forms for IAP documentation and procedures for dissemination are spelled out.	L. Kiolbasa
4/1/2021	6	8.3	Points of contact and phone numbers added for coordination with PG&E. One for Eldorado County, another for Placer/Nevada Counties.	L. Kiolbasa
6/23/2022	7	PSPS Playbook Pg 12	PSPS Playbook updated to reflect that Regulatory Affairs will be responsible for providing the online Cal OES.	L. Kiolbasa
6/23/2022	8	PSPS Playbook Pg 19	Added the requirement for notification of Medical Baseline Customers in the Potential PSPS stage to the PSPS playbook checklist.	L. Kiolbasa
8/1/2023	9	PSPS Playbook Pg 20	Added a checklist item for Operations/Customer Care to coordinate with Field Services to provide staff for outreach/door hangers for Medical Baseline Customers who have not responded.	L. Kiolbasa
8/1/2023	10	PSPS Playbook Pg 55	Added a checklist item for Operations to coordinate with Field Services trained staff to guard downed line areas.	L. Kiolbasa
5/6/2025	11	Throughout	Updated the plan to reflect a single EOC and Incident Management Team (IMT) for emergency events throughout the service territory rather than separate EOCs for North and South Lake Tahoe. The EOC can be virtual, in person, or hybrid. The single in person EOC can be in the North or South Lake Tahoe offices depending on the circumstances.	L. Kiolbasa

**TABLE 2**

Operating Conditions and Storm Levels						Weather Indices						Communication Characteristics
Storm Event	Operating	Expected % of Customers w/o	Expected Number of Trouble	Expected Number & Types of Crews	Typical Event	Snow (wet / Ice Accretion	Tree Foliage:	Tree Foliage:	Wind Impact	Wind Only		
Level 5	Condition	Service & Duration (1)	Locations / Devices (2)	Normal activity, daily internal crew assignments.	Frequency	inches)	(inches)	Leaves on	Leaves off	(mph)	(mph)	• Crisis attracts little or no attention • Public and/or media are virtually unaware • email notification to <b>DL ON Oakville 911 Level 5</b>
		> 2,500 & < 4,499 customers				≤ 2"	< 0.25			≤ 25	< 25	
	Small Impact Event (Localized Response Conditions)	AND	0 - 4 Locations or Devices of Trouble	5 - 75 times per year						Gusts to 25		
	>1 & <12 hour ERT for full system service restoration								≤ 10			
Level 4	Moderate Impact Event (Heightened Alert)	> 4,500 & < 9,999 customers	2 - 10 Locations or Devices of Trouble	Normal activity, daily internal crew assignments. Possible crew transfer between areas. Utility Contractor crews (overhead line and tree) limited to normal daily complement, as needed.	5 - 15 times per year	≤ 6"	< 0.25			≥ 25	15 - 25 Gusts to 45	• Crisis situation may/may not have occurred; the situation is attracting slow but steady media coverage • The public at large is aware of the situation/event but is attracting very little attention • email notification to <b>DL ON Oakville 911 Level 4</b>
		AND				≤ 8"	0.25 - 0.50			15 - 25		
	>12 & <24 hour ERT for full system service restoration								≤ 10			
Level 3	Serious Impact Event (Enhanced Support)	system service restoration	3 - 15 Locations or Devices of Trouble	Regional or System ICS may be initiated and Regional EOC's may be opened. All available Ops personnel are utilized. Utility Contractor, Mutual Aid Assistance, tree crews, and support functions such as logistics will be used as needed.	0 - 5 times per year	≤ 10"	0.50 - 0.75			≤ 10	35 - 45 Gusts to 55	• Crisis causes growing attention from local and regional media • Affected and potentially affected parties threaten to talk to the media • email notification to <b>DL ON Oakville 911 Level 3</b>
		> 10,000 & < 19,999 customers				≤ 6"	0.10 - 0.25			≥ 35		
	AND	≤ 8"	0.25 - 0.50			25 - 35						
		≤ 10"	0.50 - 0.75			15 - 25	55					
Level 2	Major Impact Event (Comprehensive Support)	> 24 hour ERT for full system service restoration	> 5 Locations or Devices of Trouble	All available Ops personnel are utilized. Utility Contractor, Mutual Aid Assistance, tree crews, and support functions such as logistics will be used as needed.	Once every 1 to 10 Years	≤ 12"	0.75 - 1.00			< 15	45 - 55 Gusts to 75	• Media are reaching out to employees and non-communication staff for information about the crisis • Broadcast and print media are on-site for live coverage • In addition to the media, stakeholders and community partners are present at site • email notification to <b>DL ON Oakville 911 Level 2</b> , with phone call per protocol to confirm receipt
		> 20,000 to <50% customers				≤ 12"	0.25 - 0.50			≥ 35		
	AND	≤ 14"	0.50 - 0.75			25 - 35						
	> 24 hour ERT for full system service restoration	≤ 16"	0.75 - 1.00			< 15						
						≤ 18"	1.00 - 1.50			< 15		

LU CA Electric Emergency Incident Levels and Classification Guidelines					
Classifications	Level 5: Small Impact Event	Level 4: Moderate Impact Event	Level 3: Serious Impact Event	Level 2: Major Impact Event	Level 1: Catastrophic Impact Event
Expected # of Customers w/o Service & Duration (1)	>2,500 & < 4,499 Customers AND >1 hr & <12 hr ERT for full service restoration	>4,500 & <9,999 customers AND > 12hr & <24Hr ERT for full service restoration	>10,000 & <19,999 Customers AND >24hour ERT for full system service restoration	>20,000 to <50% customers AND >24 hour ERT for full service restoration	>50% Customer interruptions OR > 72 hour of ERT for full service restoration
Expected Number & Types of Crews	Normal activity, daily internal crew assignments.	Normal activity, daily internal crew assignments. Possible crew transfer between areas. Utility Contractor crews (overhead line and tree) limited to normal daily complement, as needed.	ICS may be initiated and the EOC may be opened. All available Ops personnel are utilized. Utility Contractor, Mutual Aid Assistance, tree crews, and support functions such as logistics will be used as needed.	ICS will be initiated. All available Ops personnel are utilized. Utility Contractor, Mutual Aid Assistance, tree crews, and support functions such as logistics will be used as needed.	Regional and/or System ICS will be initiated. All available Ops personnel are utilized. Utility Contractor, Mutual Aid Assistance, tree crews, and support functions such as logistics will be used as needed. CPUC notification required.
Email	DL ON Oakville 911 Level 5	DL ON Oakville 911 Level 4	DL ON Oakville 911 Level 3	DL ON Oakville 911 Level 2	DL ON Oakville 911 Level 1
					
	<u>Level 5:</u> Alison Holditch Tim Deppmeyer Heather Miller Sarah Aspinall Ester DiGiovanni	<u>Level 4:</u> Level 5+ David Layne Todd Scott	<u>Level 3:</u> Levels 5 & 4+ Gerald Tremblay Johnny Johnston Mary Ellen Paravalos Stephanie Bose Jeff Norman Colin Penny Helen Bremner Jennifer Tindale Lisa Jeffray	<u>Level 2:</u> Levels 5, 4, & 3+ Arun Banskota Darren Myers	<u>Level 1:</u> All