


Planned Event Checklist

Planned Event Date 4/13/12

Incident Commander: Andy Dasher

Purpose: This **pre-event checklist** is to be used when a significant planned event is expected. The overall objective is to ensure all preparedness actions have taken place prior to the actual event day(s).

Begin planning a minimum of 30 days prior to event


	Action	Assigned Lead	Completed / Signature	Comments
3/12/12	Begin formulating strategies, key messages, and objectives for event in accordance with the tactical actions noted below	Incident Commander (M&C Director)	Dashner	<ul style="list-style-type: none"> Planning started on 3/12
3/12/12	Develop staffing plan (Emergency Center and Field) and set pre event planning objectives for team.	Incident Commander (M&C Director)	Dashner	OEC to open for Opening Day – 4/13/12 @ 1:35 – Crews and T-men will be staged. MCV is not needed
	Set up planning and coordination schedule. Communicate to entire staff.	Incident Commander (M&C Director)		
Complete	Verify updated Contact and On-Call lists for all members of the staffing plan	Incident Commander (M&C Director)	Dashner	Contact list verified. Account Manager is Redacted
Complete	Set direction on staffing plan for all emergency center and field personnel.	Incident Commander (M&C Director)	Dashner	M&C, R&C, and Substation Electricians will be staged during the event
Command Staff				
	Develop topics and plan for delivery of safety message. Safety message should consider potential hazards associated with event.	Safety Officer		
NA	Develop topics and plan for delivery of environmental message. Environmental message should consider potential hazards associated with event.	Environmental Officer	NA	<ul style="list-style-type: none"> Environmental support is not required at this event
	Begin formulating customer strategy. Gain approval from the Incident Commander on the overall strategy and the key talking points. Included in the strategy is proactive outreach to our customers.	Customer Strategy Officer		<ul style="list-style-type: none"> Redacted started customer outreach on 3/12.
	Reach out to event owner point of contact. Understand their concerns, collaborate on reliability issues, and develop a coordination and communication plan.	Customer Strategy Officer		<ul style="list-style-type: none"> Redacted started customer outreach on 3/12.

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	Begin media messaging strategy. Develop key talking points for the event. Gain approval from the Incident Commander on the overall strategy and the key talking points. Included in the strategy is proactive outreach to our customers.	Public Information Officer		
	Reach out to event owner public information officer. Understand their concerns and needs and develop a coordination and communication plan.	Public Information Officer	Redacted	Customer reach-out was performed by the account manager, Redacted
	Begin formulating agency interaction strategy. Gain approval from the Incident Commander on the overall strategy and the key talking points. Included in the strategy is proactive outreach to our customers.	Liaison Officer		
	Reach out to local city and county point of contacts. Understand their concerns and needs and develop a coordination and communication plan.	Liaison Officer		
Operations and P&I				
	Provide weather update to organization. Frequency based on need.	Tech Specialist (Meteorology)		
	Evaluate inclement weather impacts to operational reliability (e. g., water in manholes, wind outages) and set forth the necessary mitigations.	Incident Commander		If inclement weather occurs, the event will be postponed.
	Review all clearances and abnormal conditions on the respective feeder circuits and adjacent "backfeed" circuits. Verify that no "load at risk" clearances are planned for the duration of the planning period.	Operations Section (Restoration and Control)		Review is being performed by GGDO – 3/31/12
	Return abnormal circuits back to normal configuration.	Operations Section (Restoration and Control)		Review is being performed by GGDO – 3/31/12
Complete	Verify normal and alternate feeder circuits are adequate to support the expected load for the event.	Operations Section (R&C and PQ)	Dashner	Confirmed on prior events

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	Infrared primary and alternate feeder circuits and mitigate identified issues.	Operations Chief (M&C Superintendent)		Area is currently undergoing the GO 165 detailed inspection
	Review COE tags and confirm there are no COE tags that present a reliability risk on primary and alternate feeder circuits. Address same. Develop contingency plan if COE tags cannot be resolved in a timely manner.	Power Quality		In progress by GGDO – 3/31/12
	Review maps and confirm there are no EC tags that present a reliability risk on feeder circuits. Address same.	Operations Chief (M&C Superintendent)		Area is currently undergoing the GO 165 detailed inspection
	Verify SCADA equipment is operational on feeder circuits. Address identified issues.	Power Quality		In progress by GGDO – 3/31/12
	Install temporary fault indicators, load monitoring devices and Recording Volt Meters.	Operations Chief (M&C Superintendent) and Power Quality		Circuits will be reviewed by Planning Engineering
NA	Make poles high risk poles (i. e., car pole incidents due to excessive traffic in the area) more visible or increase protection for them.	Operations Chief (M&C Superintendent)	NA	NA – All UG facilities
	Develop and implement a strategic review of potentially impacted primary and alternate source feeders. Determine if there are short term improvements that can be made. Also determine if there are longer term reliability, capacity or maintenance plans that can be pulled in sooner. Finalize recommendation for final Director approval. Implement plan.	Planning and Intelligence (Reliability Engineer)	Redacted	Redacted
	Place a "no-touch" order in place for the respective feeder circuits and adjacent "backfeed" circuits" for the planned event time period. Be sure to clearly identify the specific circuits, lines, or substation components that must be in a "no touch" condition.	Operations Section (Restoration and Control)		No touch will be put in place for game day.

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	Define game day configuration of the circuit. Make necessary load transfers to ensure risk is mitigated for the planned event. For example, during the game at Redacted customers. For game day, load transfers were made so that there was only 1 customer Redacted on the circuit.	Operations Section (Restoration and Control and Power Quality)		Circuits will remain in normal configuration
	Write and approve switch logs and contingency plans that address loss of primary feeder circuits.	Operations Section (Restoration and Control and Power Quality)		Under review to determine if feasible
	As applicable, verify automatic transfer switches (ATS) are functional. Fully understand detailed functionality of the ATS in order to develop a readiness plan.	Operations Chief (M&C Superintendent)		ATS last function tested on 8/11/11
NA	Determine if generators will be necessary. If necessary, develop a plan to load test generator and hook up generator at pre-identified location. (May have generators on standby at pre-identified locations.	Operations Chief (M&C Superintendent)	Dasher	Generators will not work in this situation. This is a primary feed and too much load.
	Develop "monitoring" plan – SCADA monitoring, personnel standing by key locations, and real time visual inspections	Operations Chief (M&C Superintendent)		Operator will be stationed at Redacted
NA	Develop staging plan for mobile command vehicles and emergency communications trailers.	Operations Chief (M&C Superintendent)		NA – MCV not needed.
	If applicable, ensure underground vaults and manholes are pumped out.	Operations Chief (M&C Superintendent)		Manholes containing critical switching equipment will be pumped prior to the event.
	Verify normal and alternate transmission lines can adequately support the expected load for the event.	Operations Branch (Grid Control Center)		
NA	Proactively patrol and address vegetation-related concerns on primary and alternate sources	Operations Branch (Vegetation Management)	NA	NA – All UG facilities

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	Review all clearances and abnormal conditions on the respective feeder circuits and adjacent "backfeed" circuits. Verify that no "load at risk" clearances are planned for the duration of the planning period.	Operations Section (Grid Control Center and Transmission Engineering)		In progress by GGDO – 3/31/12
	Develop and implement a strategic review of potentially impacted primary and alternate transmission lines and substations. Determine if there are short term improvements that can be made. Also determine if there are longer term reliability, capacity or maintenance plans that can be pulled in sooner. Finalize recommendation for final Director approval. Implement plan.	Planning and Intelligence (Transmission and Substation Planning and Engineering)		
	Review circuits and confirm there are no maintenance tags that present a reliability risk on transmission lines and substations.	Operations Branch (Transmission and Substations)		In progress – Area is currently undergoing the GO 165 inspections
	Infrared transmission lines and substations. Mitigate identified issues.	Operations Branch (Transmission and Substations)		
	Write and approve switch logs and contingency plans that address loss of transmission line and substation capabilities.	Operations Branch (Grid Control Center)		Under review to determine if feasible
Logistics, Corporate Infrastructure, and Finance				
	Ensure Mobile Command Vehicles are ready for deployment. If they are needed, request must be made through the EOC On-Call.	Fleet	NA	MCV not required
	Verify adequate inventory of materials is available for forecasted event. Present to Incident Commander for review and approval.	Logistics		

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	Evaluate facilities and IT clearances that may impact the event. Present to Incident Commander for review and approval.	Corp Infrastructure (CRE and IT)		
	Ensure Emergency Communications Trailers are ready for deployment. If they are needed, request must be made through the EOC On-Call.	Corp Infrastructure (CRE and IT)		
	Clarify financial charging expectations. Develop audit plan to ensure costs flow to appropriate categories. Present to Incident Commander for review and approval.	Finance Chief		

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