

From: Prosper, Terrie D.  
Sent: 5/13/2014 2:47:38 PM  
To: Allen, Meredith (/O=PG&E/OU=Corporate/cn=Recipients/cn=MEAe)  
Cc:  
Bcc:  
Subject: RE: PG&E Emergency Exercise

Thanks, Meredith! Andy Kotch, one of our Information Officers, will attend on May 14<sup>th</sup>.

Thanks!

Terrie

**From:** Allen, Meredith [mailto:MEAe@pge.com]  
**Sent:** Monday, May 12, 2014 5:28 PM  
**To:** Prosper, Terrie D.  
**Subject:** PG&E Emergency Exercise

Terrie,

Below is the information for the Company Emergency Exercise on May 14 and 15. The first day will be a full EOC activation, including our JIC. The second day will be a very limited EOC and the activity will be focused on the base camp at the Cow Palace and in the field. We expect media at the Cow Palace on Day 2.

Please let me know if any of your staff would like to attend. I'm happy to chat with you or your staff, if you have questions or need additional information.

Thanks,

Meredith

Office: 415-973-2868

Mobile: 415-828-5765

## **PG&E Company Exercise**

### **Logistics**

**May 14 (Day 1)**—Day 1 is located at PG&E's San Francisco General Office at 245 Market and will be a full scale EOC activation. There will be a public agency briefing at 9:30 a.m. so please plan to arrive around 9:20 a.m. The exercise will start promptly at 10:00 a.m. The hot wash (after event discussion) is scheduled for 3:30 p.m. and the day will conclude around 4:30 p.m. Lunch will be available.

The location is accessible by BART and other transit providers and participants are encouraged to take public transportation. For those traveling in a personal vehicle, there are private parking providers near 245 Market.

PG&E escorts (Meredith Allen and Erik Jacobson) will be waiting at the 245 Market Street entrance and will check you into PG&E security.

During the Day 1 exercise, observers will be allowed to walk around and observe the cadence of meetings briefings, and listen in on conversations. However, please do not engage the participants in direct conversation, as they need to be focused on the activities associated with their emergency role. If there are any questions, the escorts will track down information. There will also be an opportunity to ask questions during the hot wash.

**May 15 (Day 2)**—Day 2 is located at the Cow Palace (2600 Geneva Ave, Daly City). Please enter the Cow Palace parking lot at the Geneva entrance. This entrance will be marked. Parking is available at no cost.

The exercise will start at 7:00 a.m. The day will begin with the OEC Incident Commander (IC) transferring command to the Field IC and then an operational briefing by the Field IC to the crews. The crews will then leave to begin their assignments in the field. There will be an IC trailer that will have information on what is happening in the field. The trailer will not have room for all observers and observers will be allowed to enter the trailer in shifts throughout the exercise. Otherwise, observers are asked to remain in the observation area.

There will be a tour of the base camp at 10:00 am and 1:00 pm. The crews will return by 12:30 p.m. There will be lunch and a hot wash at 12:30, which will include a demonstration of Mutual Link with the SF Fire Department.

On Day 2, you are welcome to join prior to 7:00 a.m. for the initial briefings, prior to 10:00 for the tour of the base camp or later depending on your schedule.

PG&E escorts (Meredith Allen and Erik Jacobson) will be there to assist you with check in and throughout the exercise. If you plan to arrive later in the day, please call either Meredith or Erik when you arrive.

**Gifting Rules for Public Officials:** Consistent with CA and CPUC gifting rules, we will need to track any meals that public officials receive and either seek reimbursement or submit a gift report. An exact cost will be provided and will likely range from \$10.00 to \$15.00 for each lunch. Additional information will be provided prior to Wednesday on the exact cost and the gift rules.

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