

From: Allen, Meredith  
Sent: 5/13/2014 5:05:41 PM  
To: Haine, Steven K. (steven.haine@cpuc.ca.gov); Solis, Maria (Maria.Solis@cpuc.ca.gov); Cho, Raymond (Raymond.Cho@cpuc.ca.gov); 'Yamamoto, Ryan' (ryan.yamamoto@cpuc.ca.gov); 'Hanes, Fred' (fred.hanes@cpuc.ca.gov); 'Lee, Chris' (chris.lee@cpuc.ca.gov); 'ako@cpuc.ca.gov' (ako@cpuc.ca.gov); Sterkel, Merideth "Molly" (MeridethMolly.Sterkel@cpuc.ca.gov); O'Donnell, Arthur J. (Arthur.O'Donnell@cpuc.ca.gov) (Arthur.O'Donnell@cpuc.ca.gov); Ikle, Judith (judith.ikle@cpuc.ca.gov) (judith.ikle@cpuc.ca.gov)  
Cc: Jacobson, Erik B (RegRel) (/O=PG&E/OU=Corporate/cn=Recipients/cn=EBJ1);  
Redacted  
Redacted  
Bcc:  
Subject: PG&E Emergency Exercise: Gift Rules & Lunch Cost

All,

Here is the information on the costs for the lunch and the gift rules, if you have the PG&E provided lunch. You are also more than welcome to bring food in on either day.

The cost for the lunch on Day 1 is \$11.23. You have the option to either provide reimbursement of the cost or we can submit a gift report. The CPUC's rules allow an employee to receive gifts of \$15 per day (\$30 per month) as long as the lunch is work-related and on the utility's premises.

On Day 2, it is a hot lunch and the cost is \$26.00. For this lunch, reimbursement is required as the CPUC does not allow gifts of lunch that are not on the utility's premises.

Reimbursement can be provided to either Erik or me on the day of the event.

Thanks,

Meredith

**From:** Allen, Meredith

**Sent:** Monday, May 12, 2014 4:40 PM

**To:** Haine, Steven K.; Solis, Maria; 'Hanes, Fred'; 'Yamamoto, Ryan'; Cho, Raymond; 'Lee, Chris'; O'Donnell, Arthur J. (Arthur.O'Donnell@cpuc.ca.gov); Ikle, Judith (judith.ikle@cpuc.ca.gov); Sterkel, Merideth "Molly"

**Cc:** Jacobson, Erik B (RegRel); Redacted

**Subject:** PG&E Emergency Exercise: Please Note Change in Start Times

All,

Thank you for confirming your participation in PG&E's 2014 Company Exercise on May 14 and 15.

Below is information on logistics and your role as an observer. The 2014 Company Exercise will take place on two days and will be a full scale exercise.

Please do not hesitate to contact me with questions. Also, if you have any questions on the morning of either Day 1 or Day 2, please contact me at 415-828-5765 or Erik Jacobson at 415-310-7617.

Also, please let me know if you plan to attend Day 2, whether you plan to attend the 7:00 am briefing and which tour you would like to attend.

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.

**Giftng Rules for Public Officials:** Consistent with CA and CPUC giftng 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.