

# EOC ACTIVATION / DEACTIVATION CHECKLIST

Event: \_\_\_\_\_

Date and time of activation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

Date and time of deactivation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_

**Activate/Deactivate the EOC Activated box.**

- OMT/EOC Tools EM Activation Screen

**Send an e-mail to: EO EOC Out with this message:**

Please note, at [time], [Day], [Date], the EOC has activated for a level 3 emergency in support of the [named event].

**Notify the following of EOC Activation:**

- TCC - Telecommunications Control Center 8-227- 6387 / 1-707-427-6387
- FFIOC - Fairfield Info Operation Center 1-800-691-0410
- ETEC - Electric Transmission Emergency Center 8-223-1802 / 1-415-973-1802
- WFM - Work Force Management Routing Team 8-777-7278 / 1-916-923-7278

**Notify the CPUC Energy Division of Emergencies - Emergency Reporting:**

- Report electrical emergencies, incidents, and outages electronically to <http://www.cpuc.ca.gov/emergency> (scroll down to Utility Online Reporting).

If internet access is not available, telephone the applicable event reporting hotlines (follow Cal OES script below):

- Electric Utilities: 1-800-235-1076
- Power Plants: 1-415-355-5503

If the hotline voice mail systems are not in service, contact the following CPSD personnel:

- Electric Utilities: Raymond Fugere 1-213-576-7015 (office) 1-213-220-2268 (cell)
- Power Plants: Valerie Beck 1-415-703-2665 (office) 1-415-990-0257 (cell)

**Notify Cal OES, Warning Operations Center 1-800-852-7550**

State your name and that you are from PG&E. Inform them PG&E has activated/deactivated their Emergency Operations Center (EOC), due to [type of event/incident]. State the location (if it is a localized incident) and expected duration of the outage (if known at the time). If they have questions or need further information on the event/incident, have them call the PG&E EOC On-Call at 1-415-973-9999.

**Notify California Utilities Emergency Association (CUEA), Don Boland 1-916-717-7570**

State your name and that you are from PG&E. Inform him PG&E has activated/deactivated their Emergency Operations Center (EOC), due to [type of event/incident]. If he has questions or needs further information on the event/incident, he can call the PG&E EOC On-Call at 1-415-973-9999.