



DISASTER CHECKLIST

UPDATED ANNUALLY

PRE-STORM PREPAREDNESS

Vegetation Management

- Tree trimming cycle (e.g., 5-year cycle or identified hot spots)

Infrastructure Readiness

- Pole inspections completed
- One-line maps and truck maps available

Critical Customers & Facilities

- List of priority customers with contact information
- List of priority feeders, including alternate feeds and tie points
- City road maps highlighting hospitals, fuel locations, and crew show-up sites

Operations & Command

- Command Center location identified (dispatcher room)
- Communication systems confirmed (radios and/or cell phone numbers)

Crew Logistics

- Lodging arrangements (motel agreements, room/bed limits)
- Food service agreements (restaurants or catering)
- Refueling procedures identified (in-house pumps, fuel trucks)

Materials & Equipment

- Common storm materials prepared (storm packets/pallets)
- Special equipment identified and staged

Safety & Support

- Safety briefing materials and hold tags prepared for outside crews

- Water, coffee, snacks, ice, and hydration supplies secured
- Laundry arrangements confirmed

Staffing & Assessment

- Evaluators and storm assessors pre-arranged
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STORM RESPONSE

System Assessment

- Evaluate system damage (broken poles, crossarms, etc.)

Crew Needs

- Determine need for outside crews (number of crews and lodging requirements)
- Request mutual aid assistance through ECG, if needed

Field Operations

- Right-of-way crews assigned
- Linemen (including climbers) identified
- Bird dogs assigned

Personnel Tracking

- Outside crew personnel list maintained

Reporting & Communication

- Outage numbers reported daily to ECG for DOE reporting
- Daily briefings conducted, where feasible

Public & Media Coordination

- Media spokesperson identified
 - Coordination with local law enforcement and National Guard for sightseers and site security
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POST-STORM RECOVERY

Documentation & Accounting

- Force account labor, equipment, and materials documented (municipal)
- Contract and mutual aid work documented (outside assistance)

FEMA Coordination

- Initial FEMA meeting conducted
- Damage estimates, damage lists, and photographs compiled