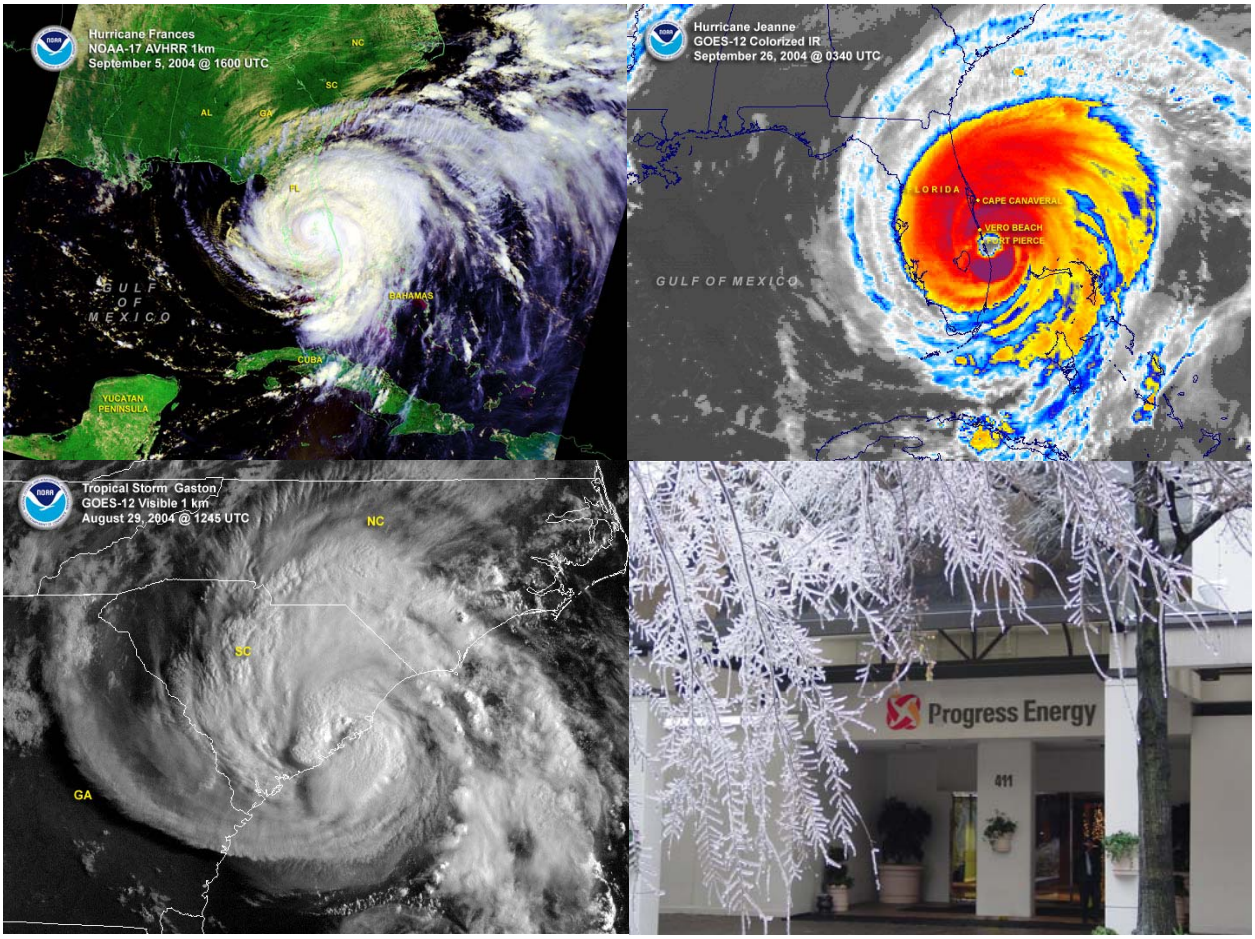
Progress Energy
Transmission
Storm Plan



REVISED 8-19-08

I. PURPOSE 5
II. STORM/EMERGENCY CLASSIFICATIONS 5
III. ACTIVATION AND COMMUNICATION 8
IV. TRANSMISSION STORM CENTERS 10
A. DUTIES AND RESPONSIBILITIES – Transmission Storm Center 10
B. CAROLINAS 10
1. CONTACTS, ASSISTANT COORDINATORS, AND COORDINATION TEAM 10
2. SYSTEM CONTACTS – QUICK REFERENCE 11
C. DUTIES AND RESPONSIBILITIES - ORCA (Operations and Restoration Coordination Administration Team) 11
D. OPERATIONS AND RESTORATION COORDINATION ADMINISTRATION (ORCA) TEAM – RALEIGH: ECC 12
3. TRANSMISSION OUTAGE MANAGEMENT SYSTEM (TOMS) 15
E. FLORIDA 15
1. CONTACTS, ASSISTANT COORDINATORS, AND COORDINATION TEAM 15
2. SYSTEM CONTACTS – QUICK REFERENCE 15
F. STORM CENTER SET-UP 16
1. CAROLINAS STORM CENTER SET- UP – RALEIGH TPP-18C3-3 (and backup location) 16
2. CAROLINAS STORM CENTER DECOMMISSIONING - RALEIGH TPP18C3-3 21
3. FLORIDA STORM CENTER SETUP – WINTER GARDEN 21
4. FLORIDA STORM CENTER DECOMMISSIONING – WINTER GARDEN 22
G. CONFERENCE CALL AGENDA / CHECKLIST 23
1. PRIOR TO THE EVENT 23
2. DURING THE EVENT 24
V. TRANSMISSION LOGISTICS CENTER 25
A. DUTIES AND RESPONSIBILITIES 25
1. LOGISTICS SUPPORT COORDINATOR 25
2. CONTRACT SUPPORT TEAM 28
3. MATERIALS TEAM 30
4. ADMINISTRATIVE TEAM 31
B. CAROLINAS 31
1. LOGISTICS CENTER ASSISTANT COORDINATORS AND LOGISTICS TEAM 32
2. LOGISTIC SUPPORT CENTER ASSIGNMENTS 32
C. FLORIDA 33
1. LOGISTICS CENTER ASSISTANT COORDINATORS AND LOGISTICS TEAM 33
2. LOGISTIC SUPPORT CENTER ASSIGNMENTS 34
D. LOGISTICS CENTER SET-UP 36
1. CAROLINAS 36
2. FLORIDA 39
VI. WHOLESALE CUSTOMER STORM CENTER 40
A. DUTIES AND RESPONSIBILITIES 40
B. CAROLINAS CONTACTS – RALEIGH TPP 17C3-4 41
C. FLORIDA CONTACTS - NORTHPOINT 41
VII. MAINTENANCE AREAS 41
A. RESPONSIBILITIES 41

1. AREA TRANSMISSION COORDINATOR 42
2. STAFF ENGINEER 42
3. MAINTENANCE SUPERVISORS 42
4. FORESTER 43
5. ADMINISTRATIVE ASSISTANT 44
B. PRE-STORM PREPARATION TIMELINES 45
1. AREA TRANSMISSION COORDINATOR PRE-STORM CHECKLIST 45
2. STAFF ENGINEER PRE-STORM CHECK LIST 47
3. MAINTENANCE SUPERVISOR PRE-STORM CHECK LIST 48
4. FORRESTER PRE-STORM CHECK LIST 50
5. ADMINISTRATIVE ASSISTANT PRE-STORM PLAN CHECK LIST 52
C. LINK TO LOCAL MAINTENANCE AREA CONTACTS 53
D. TRANSMISSION MAINTENANCE AREA STORM PLAN ACCOUNTING PROCEDURES 53
E. TRANSMISSION MAINTENANCE AREA STORM CENTERS - CONTACTS 54
1. CAROLINAS 54
a. SWTA CONTACTS - FLORENCE 54
b. SWTA CONTACTS - ASHEVILLE 54
c. ETA CONTACTS - LELAND 54
d. ETA CONTACTS – NEW BERN 55
e. NCTA – CONTACTS - GARNER 55
f. NCTA – CONTACTS - ABERDEEN 55
3. FLORIDA 55
a. NORTHERN CONTACTS – APOPKA 55
b. NORTHERN CONTACTS – MONTICELLO 55
c. NORTHERN CONTACTS – CRYSTAL RIVER 55
d. NORTHERN CONTACTS – HIGH SPRINGS 55
e. SOUTHERN CONTACTS – BUENA VISTA 56
f. COASTAL CONTACTS - CLEARWATER 56
F. NUCLEAR PLANT SIREN RESTORATION PLAN 56

VIII. SAFETY AND ENVIRONMENTAL 57

A. PRE-EVENT BRIEFING 57
B. HEALTH AND SAFETY SERVICES SYSTEM STORM PLAN INSTRUCTIONS . 59
C. ENVIRONMENTAL CONTACTS 66
ENVIRONMENTAL SERVICES SECTION (ESS) 66

IX. CONTRACT AND ACCOUNTING PROCEDURES 67

A. CONTRACT PROVISIONS FOR STORM WORK 67
B. CONSTRUCTION AND CLEARING CONTRACTORS 67
C. CREW REGISTRATION INSTRUCTIONS 68
E. TRANSMISSION STORM CARD PROCEDURES 73
F.TRANSMISSION OPERATIONS AND PLANNING DEPARTMENT VOUCHER FORM 73

X. TELECOM AND EXTERNAL CONTACTS 76

A. CAROLINAS 76
1. EMERGENCY CONTACTS 76
1-800-768-1501 77
2. TELECOMMUNICATIONS STORM CONTACTS 77
3. NEIGHBORING UTILITY EMERGENCY CONTACTS 78
B. FLORIDA 80
1. STATE EMERGENCY CONTACT PERSONNEL 80
2. FLORIDA MATERIALS SUPPORT 81

XI. CURRENT ROAD CONDITIONS IN NC, SC, AND FLA. 81
XII. POST STORM ANALYSIS - FLORIDA 81
XIII. DOCUMENT REVISIONS 81

I. PURPOSE

The Transmission Storm Plan, in keeping with the corporate guideline, has been developed for use when either catastrophic damage to transmission facilities has occurred and the repair is beyond the capability of the local Transmission Maintenance Area personnel, or the National Weather Service issues a wide area severe weather warning (e.g., hurricane or ice storm expected to hit the Progress Energy service area).

II. STORM/EMERGENCY CLASSIFICATIONS

The Transmission Storm response is controlled and managed by multiple Storm Centers. The Storm Centers and their associated roles and responsibilities are listed below. The storm/emergency classifications are also listed below.

Level I

Storms or events that affect or could affect only one Transmission Maintenance Area with low to moderate damage. Restoration is normally accomplished by the affected area's resources without outside assistance.

Command and Control

1. Transmission Maintenance Area Storm Center is functioning (responsible for assessing needs, coordinating all assigned resources and restoration efforts within their respective areas)

2. Transmission Maintenance Area is responsible for obtaining materials, major equipment, engineering support, general office support, fault locations and additional crews through normal methods (note: Transmission Maintenance Area may contact Logistics Center lead and request assistance).

3. Transmission Storm Center is not manned, but Transmission Maintenance Area Coordinator and Transmission Storm Coordinator need to determine if updates on conference calls are needed to assist and facilitate mobilization decisions and resource needs.

Examples

- Anticipated large number of distribution breaker operations.
- Loss of offsite power at Nuclear Plant (see note 1).
- Event of High Interest to Public or Media (see note 1).
- Distribution System Storm Center holding storm or event conference calls for updates.
- Single Transmission Line Locked out.
- Single Transformer Failure that the Transmission Maintenance Area can handle with own resources.
- Single Regulator Failure that Transmission Maintenance Area can handle with own resources.

Note 1: May be elevated to Level II, depending on need as determined by affected Transmission Maintenance Area and Transmission Storm Center.

Level II

Storms or events with moderate damage affecting one or more Transmission Maintenance Area. Damage in the maintenance area may require the use of crews

from other Transmission Maintenance Areas or Transmission Construction in order to be repaired in a timely manner.

COMMAND AND CONTROL

1. Transmission Maintenance Area Storm Centers are open (responsible for assessing needs, coordinating all assigned resources and restoration efforts within their respective areas).

2. Logistics Center is open for engineering, materials, contracting, accounting, fault locations, General Office and scheduling support.

3. Transmission Storm Center is not manned, but holds updates on conference calls to assist with restoration efforts and facilitate mobilization decisions. The Transmission Storm Center will also resolve conflicts for competing resources, materials and contractors.

4. Transmission Storm Center will represent the Transmission Operations and Planning Department on Distribution System Storm Conference Calls.

Examples

- Events that affect critical customers with sustained outage or that Transmission Maintenance Area cannot handle.

- Anticipated ice accumulation level of 3/8" to ½".

- Lockout of two transmission lines in the same area at the same time, which Transmission Maintenance Area cannot handle with regularly available resources.

- Lockout of two Subs at the same time in one Transmission Maintenance Area, which cannot be handled with regularly available resources.

- Event threatening Major Generation Availability.

- Loss of offsite power at Nuclear Plant (see note 1).

- Event of High Interest to Public or Media (see note 1).

- Event where out-of-Area (on-system) crews/resources are needed.

Note 1: When elevated from Level I by affected Transmission Maintenance Area Manager and Transmission Storm Center.

<u>Level III</u>

Storms or events causing damage to one or more Transmission Maintenance Area requiring the assistance of the Transmission Storm Center, Logistics Center, and Wholesale Customer Storm Center. Restoration efforts require the use of on-system contractors, possible off-system contractors, other utilities and personnel from other Transmission Maintenance Areas.

Command and Control

1. Transmission Storm Center is open (responsible for coordinating inter-maintenance area efforts and serving as a liaison to Senior Management and Corporate Communications/media).

2. Transmission Maintenance Area Storm Centers are open (responsible for assessing needs, coordinating all assigned resources and restoration efforts within their respective areas).

3. Logistics Center is open for engineering, materials, contracting, accounting, fault locations, General Office and scheduling support.

4. Wholesale Center is open to facilitate communications between Progress Energy and Wholesale Power Customers.

Examples

- Conditions Significantly Threatening Reliability (System Stability) General Load Reduction & Restoration Status - PE level 4 condition Red or NERC EEA 3

- Potential for hurricane force winds over large area of Progress Energy System.

- Open when anticipated Major Storm is declared.

- Damage in excess of what on-system crews can handle.

- Event of significant Civil Disturbance that could cause significant power disruption

- Anticipated ice accumulation level of greater than ½".

Level IV

Storms or events producing extensive damage to the Transmission System, as well as to other Electric, Communications, and Commercial Services Infrastructure. Restoration efforts require management of large compliments of off-system crews (>100 off-system personnel), as well as extensive materials, logistics, and engineering support.

Command and Control

1. Transmission Storm Center is open (responsible for coordinating inter-maintenance area efforts and serving as a liaison to Senior Management and Corporate Communications/media).

2. Transmission Maintenance Area Storm Centers are open (responsible for assessing needs, coordinating all assigned resources and restoration efforts within their respective areas).

3. Logistics Center is open for engineering, materials, contracting, accounting, fault locations, General Office and scheduling support.

4. Wholesale Center is open to facilitate communications between Progress Energy and Wholesale Power Customers.

Examples

- Heavy Category III (or stronger) Hurricane and accompanying tornadic activity producing widespread structural damage to lines and substations.

III. ACTIVATION AND COMMUNICATION

The individual Transmission Maintenance Area Storm Center leads shall be responsible for monitoring the storm/emergency situation and determining the storm/emergency classification level in order to activate the storm/emergency response for their area. The Transmission Storm Center shall also monitor the storm/emergency situation and has the responsibility for involving all Transmission Maintenance Area Storm Center Coordinators to determine the overall Transmission Storm/Emergency classification level and elevation. During system-wide events, such as ice storms and major damage events, the Transmission Storm Center shall have overall responsibility for communicating with the areas and determining the Storm/Emergency classification level.

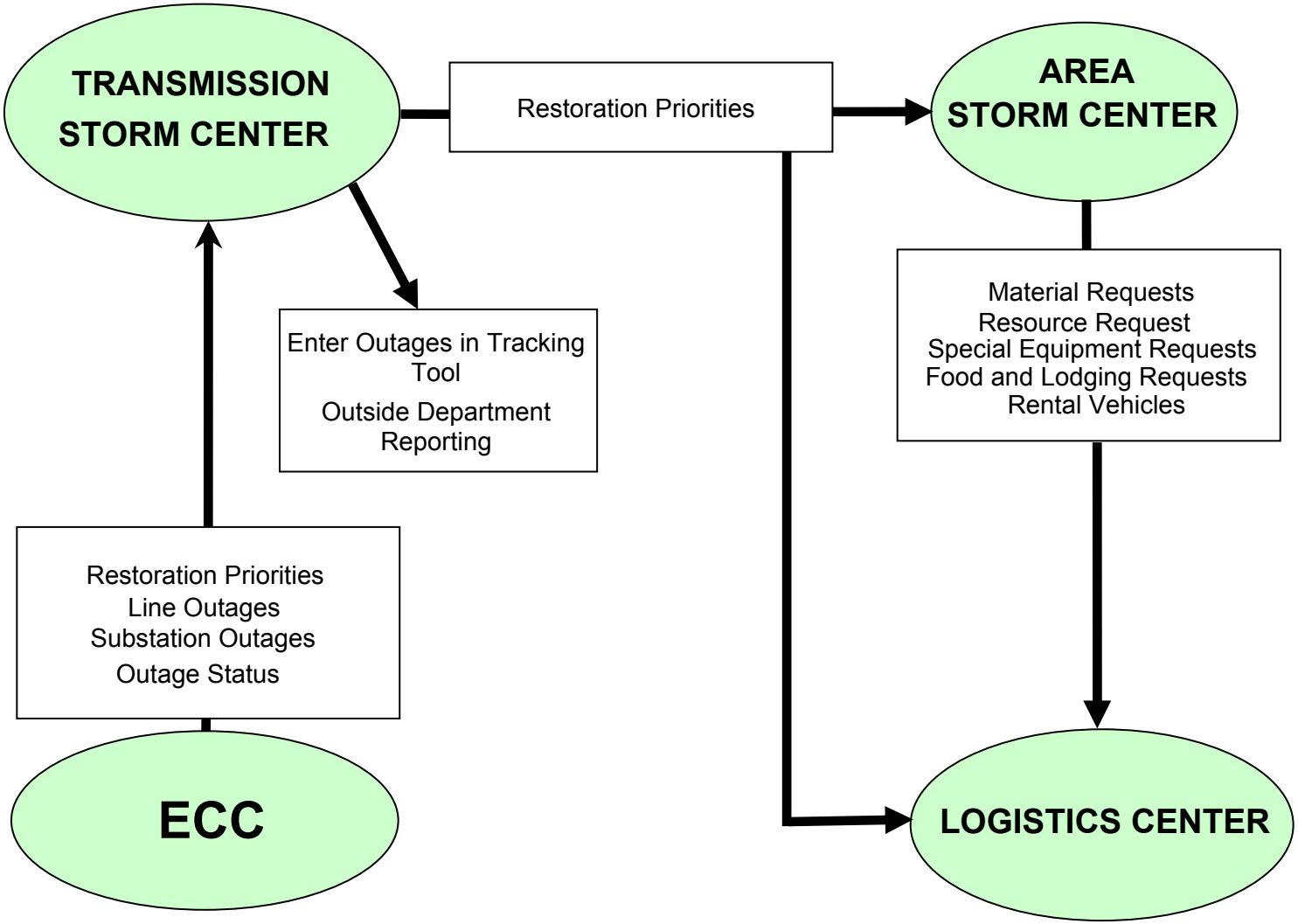
To initiate a storm conference call, e-mails may be sent to the following addresses in the Global Address List, as required:

Carolinas – “TRM-Storm Call”
Florida - “FLTRM-Storm Call”

The Transmission Storm Center shall inform all Transmission Maintenance Area Storm Center leads and alternates of the storm/emergency classification level by direct communications. The Transmission Storm Center shall also inform the remainder of the General Office Transmission Operations and Planning Department of the classification level via email.

Once the storm/emergency classification level has been activated, the individual Transmission Maintenance Area Storm Center leads in the affected areas shall inform their respective staffs of the classification level via email and direct communications.

TRANSMISSION OPERATIONS AND PLANNING DEPARTMENT TYPICAL STORM COMMUNICATIONS



IV. TRANSMISSION STORM CENTERS

Locations

The primary location of the **Carolinas Transmission Storm Center** is in the Two Progress Plaza building. The backup location for the Transmission Storm Center is at the North Central Transmission Maintenance Area headquarters in Garner, NC.

The primary location of the **Florida Transmission Storm Center** is at the Winter Garden Training Center.

A. DUTIES AND RESPONSIBILITIES – Transmission Storm Center

1. Monitor development of storm or emergency and determine appropriate level of response.

2. Restoration Priority

    a. With input from the ECC, the Storm Center determines the overall priority for the assignment of transmission resources, equipment, and materials for system restoration activities among multiple maintenance areas.

    b. Paralleling the priorities set for restoring critical electrical services are requirements for restoring communications links that facilitate the restoration of electric service. The Storm center, with input from IT&T, will give reasonable priority to electric facilities serving two way radio sites, PBX sites, fiber optics and microwave sites, as well as over head fiber optic cable which carries communications traffic for the company.

    c. Communicates restoration priorities to Logistics and the maintenance area storm centers.

    d. Enter outages and priorities into the Outage Tracking Tool.

3. Track and Report outage data and information for external (to the Department) communications.

4. Serve as liaison to Senior Management, Corporate Communications/media, Legal, and Distribution Asset Management.

B. CAROLINAS

TRANSMISSION STORM CENTER – RALEIGH: TPP-18C3-3

1. CONTACTS, ASSISTANT COORDINATORS, AND COORDINATION TEAM

The Transmission “Meet-Me-Line” conference calls can be set up on the Transmission Operations and Planning Department’s permanent Meet-Me-Line phone number at

Name	Home Phone	Work Phone	Cell Phone	Pager
Rick Brown (Lead)				
Rick Bagley				
John Smith				
Mike Kirkland				
Mark Byrd				
Jeff Buckner				
Billy Harrell				
Al Ward				

2. SYSTEM CONTACTS – QUICK REFERENCE

Description	Bell #	VN#	Fax Bell # (Cell)	Fax VN#
Trans Storm Ctr				
ECC (Car)				
DCC (Car)				
IT&T (Danny Stancil)				
Trans Logistics				
SR Lab				
ETA (Leland)				
ETA (New Bern)				
NCTA (Garner)				
NCTA (Aberdeen)				
SWTA (Florence)				
SWTA (Asheville)				
Distribution				
Wholesale Customer				
Environmental Issues George Booth				

C. DUTIES AND RESPONSIBILITIES - ORCA (Operations and Restoration Coordination Administration Team)

The Transmission Operations and Restoration Coordination (ORCA) team consists of individuals from the Transmission Department Engineering and ECC sections who are engaged to develop the initial priority of restoration regarding transmission lines and communicate this to the Transmission System Coordinator. These individuals are located in the Network Reliability Support Area in the Visitor's Gallery at the Progress Energy Carolinas Energy Control Center.

Responsibilities:

1. The ORCA Team will communicate directly with the Storm Center personnel to consider outages, restoration time, customers affected, and network

reliability in recommending restoration priorities. The ORCA team will gather and combined information from the Energy Control Center in the Network Reliability Area and the data supplied by personnel in the Transmission Storm Center to develop these recommendations.

2. ORCA will report initial events and time of lockout as well as actual return to service time to the Storm Center.
3. The ORCA team may also provide technical assistance to the System Operators at their request when unusual circumstances arise to assist with operations or other activities.
4. Duties of ECC personnel in the Network Reliability Support Center are to support communication with Pre-Notification customer account representatives as requested by the ECC control room, communicate with NCEMC (Carolinas), and communicate with the Wholesale Customer Storm Center in coordination with the Transmission System Coordinator and the Transmission Storm Center.

The ORCA Team is activated when a Level III event is declared. Once activated, it is staffed continuously until the Level III event is terminated. Shift staffing decisions of Transmission ORCA members may be coordinated with ECC during Storm preparedness planning.

D. OPERATIONS AND RESTORATION COORDINATION ADMINISTRATION (ORCA) TEAM – RALEIGH: ECC

Operations and Restoration Center Number:

Name	Home Phone	Work Phone	Cell Phone	Pager
Bob Via (Lead)				
David Koepnick (Alt)				

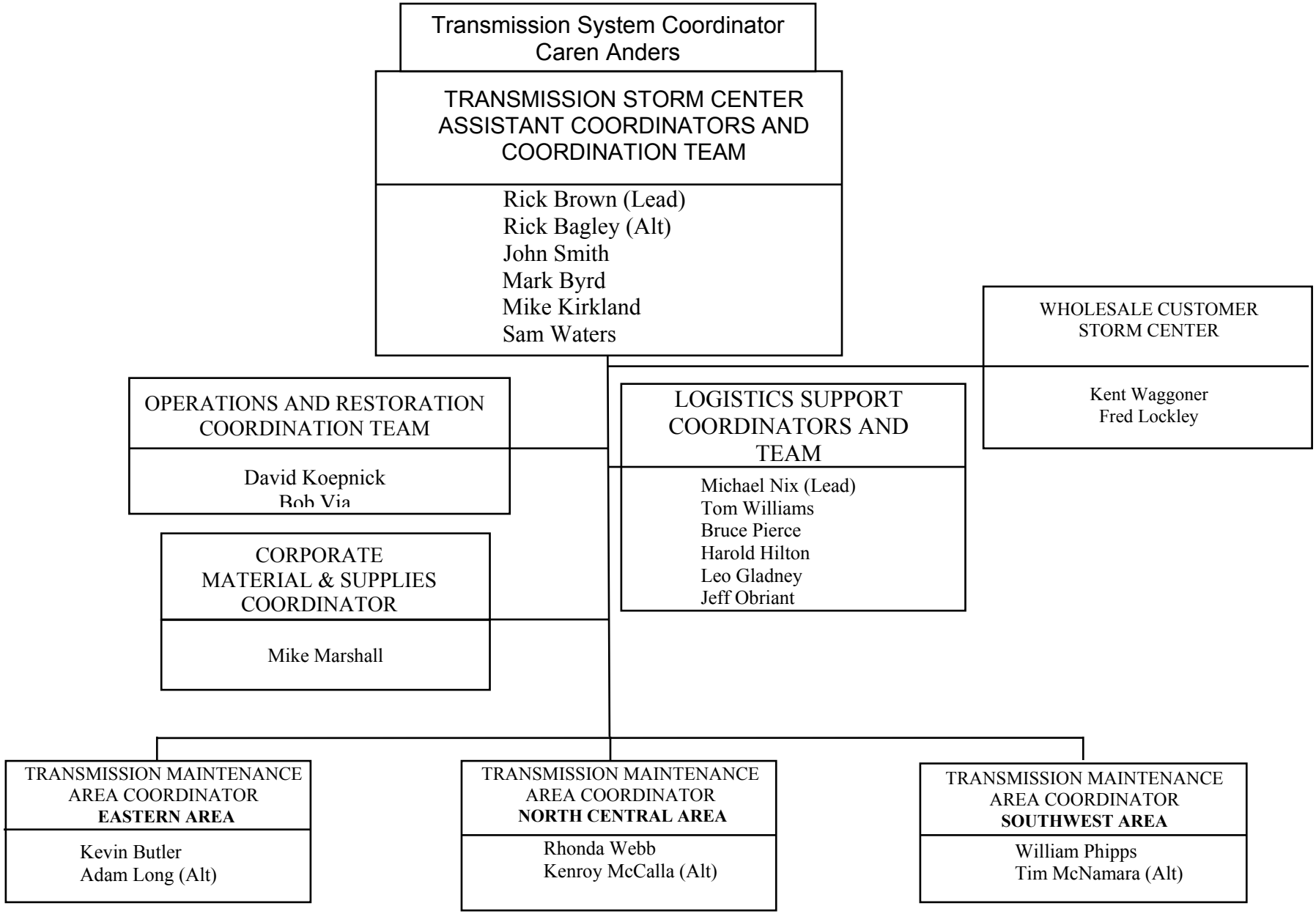


FIGURE 1 CAROLINAS

3. TRANSMISSION OUTAGE MANAGEMENT SYSTEM (TOMS)

Link: http://progressnet/toms/ **or**,

- Go to Progress Net
- Select Business Units & Departments
- Select Transmission under Progress Energy/Energy Delivery
- Select Transmission Storm Page
- Select Transmission Outage Management System (TOMS)
- Select Carolinas or Florida - Outages

E. FLORIDA

TRANSMISSION STORM CENTER – WINTER GARDEN

1. CONTACTS, ASSISTANT COORDINATORS, AND COORDINATION TEAM

Name	Home Phone	Work Phone	Cell Phone
Ray Desouza (Lead)			
Bobby Burgess (Lead)			
Sharon Arroyo			
Troy Buis			
Brantley Tillis			
Dania Colon			

2. SYSTEM CONTACTS – QUICK REFERENCE

Description	Bell #	VN#	Fax Bell #	Fax VN#
Trans Storm Center Winter Garden Conference Line				
Trans Logistics Northpoint				
Northern- Monticello				
Northern- Crystal River				
Southern – Buena				

Vista				
Coastal - Clearwater				
Wholesale Customer				
SR Lab				
Distribution				
ECC (Fla)				
IT&T (Danny Stancil)				

Dist. Op. Center	Bell #	VoiceNet #
Clearwater		
Seven Springs/Tarpon/Z.Hills		
Walsingham		
St. Petersburg		
Ocala		
Inverness		
Monticello		
Lakewales		
Highlands		
Buena Vista		
Winter Garden/Clermont		
Conway		
Jamestown		
Apopka/Eustis		
Deland		

F. STORM CENTER SET-UP

1. CAROLINAS STORM CENTER SET- UP – RALEIGH TPP-18C3-3 (and backup location)

1. Set up the tables and all equipment per drawing FIGURE 2. Tables are located in Transmission Storm Center conference room TPP 18C3-3.

2. Move the storm/loner laptop computer from the SR Lab storage cabinet and connect it to the LAN in the Storm Center.
    - Remotely connect the storm laptop to PC200403077 – the EMS computer in the SR Lab.

3. Three meridian phones connect to jacks as shown in Figure 2. Jacks are labeled. They need to be plugged into proper jacks/receptacle outlets 7951, 7952 & 7953.

4. Additional items that will be available:

    - Television, with weather channel, will be in the Transmission Storm Center. Computers are set for network printing in the hall.

    - Dry-erase boards are mounted on the left and rear walls and flip chart/white boards are available in the supply storage room TPP-17.

Obtain the materials below and set up the Transmission Storm Center

Name	Source
Fax machine and printer	Located in TPP-18C3-3 cabinet
Key contacts list	Included in the Storm Plan
Department Storm Plan manual (Carolinas Link)	file://nt000030/applications/transstorm/storm%20plan.doc
All Area Storm plan information	Included in the Storm Plan
Mobile Transformer Assignments	http://progressnet/trmdl-td/Equipment-PROD/index.cfm
Transmission Substation One Line Diagrams	Mark Matthew's desk - paper or the link http://progressnet/edg-td/sections/all-subs.cfm
Transmission One Line Switching Diagrams	Mark Matthew's desk – paper or the link http://progressnet/edg-td/sections/all-lines.cfm
County maps	Use MapInfo as primary source for county maps, paper copies as backup
System map	Use MapInfo as primary source for System Map, paper copy as backup
EEI Mutual Assistance Roster	
Markers, pens, sticky notes, pads, clips, etc.	Moved from supply storage room TPP-17
2 regular flashlights w/ batteries	Storm Center cabinet
2 easels with flipchart pads and white boards.	Moved from supply storage room TPP-17

Backup Location – NCTA Headquarters – Garner, NC

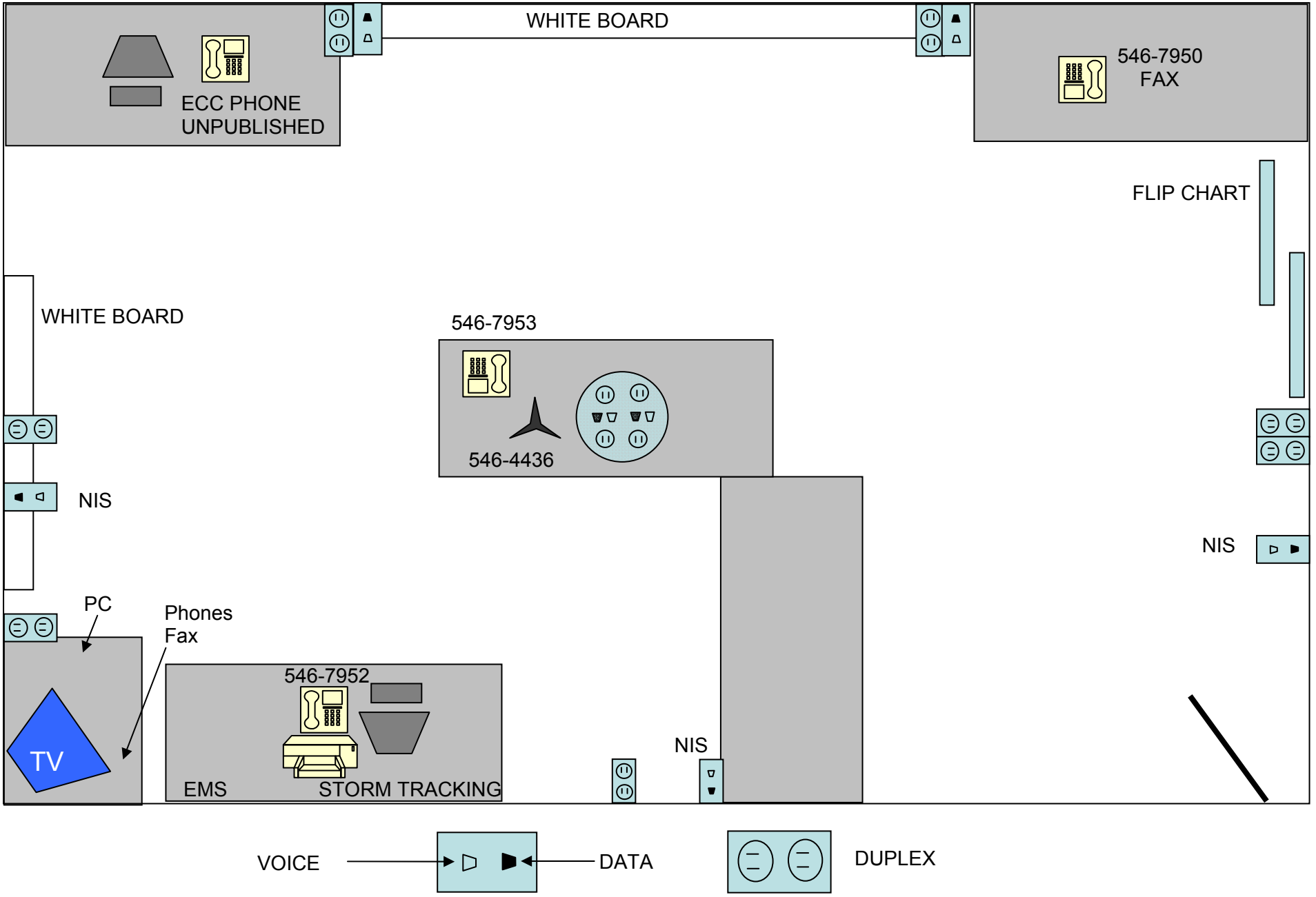
1. Set the tables and all equipment up per drawing FIGURE 2A. Tables are located in the North Central Area Transmission conference room 102.

2. The computers will have to be moved from the storage locations (one PC is located in TPP-18C3-3 and the other laptop is stored in the S.R. lab.) The printer

and fax machine, located in the cabinet in TPP18C3-3, will also be moved to the backup Transmission Storm Center. The flip chart/white boards will be moved from the supply storage room on TPP-17.

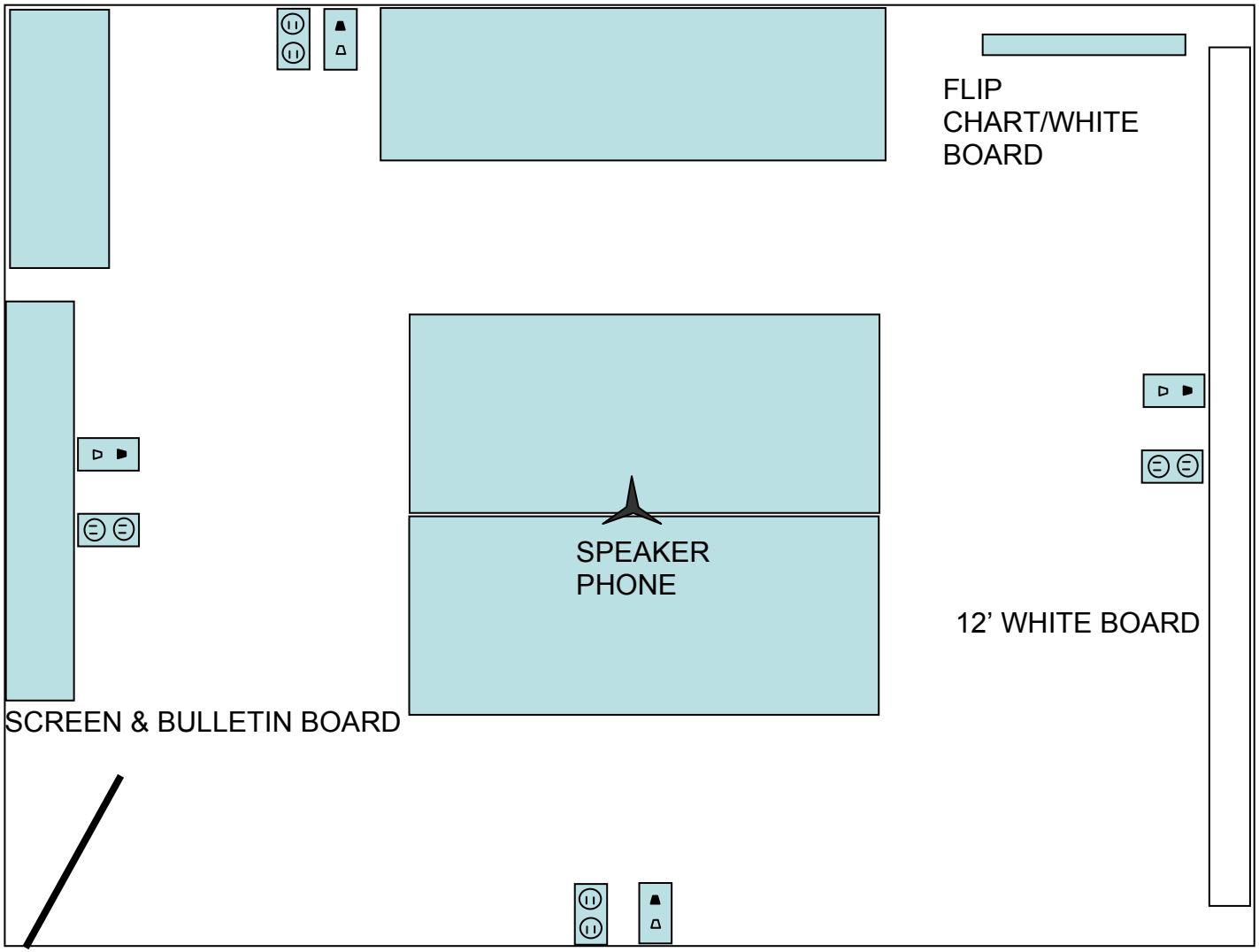
- The phone located in the room will be used.
- The local fax machine can be used.
- Necessary additional materials will be supplied locally.

TRANSMISSION STORM CENTER TPP-18C3-3
Figure 2



TRANSMISSION STORM CENTER BACK UP - ECC TRAINING CONFERENCE ROOM

Figure 2 A



2. CAROLINAS STORM CENTER DECOMMISSIONING - RALEIGH TPP18C3-3

Primary Location TPP

1. The Transmission Emergency Coordinator or Assistant will advise S.R. personnel to decommission the Storm Center

2. The printer and fax machine go back in the cabinet.

3. Computer is return to S.R. Lab.

4. Please put all items back where they were found unless instructed otherwise.

Backup Location - North Central Area Transmission Maintenance Headquarters

1. System Reliability personnel will decommission the Storm Center.

2. The computers will be returned to the storage locations (one PC is stored in TPP18C3-3 and the other is stored in the S.R. lab. The printer will also be returned to the TPP18C3-3 storage cabinet.

3. FLORIDA STORM CENTER SETUP – WINTER GARDEN

THIS SECTION WILL BE UPDATED AFTER THE 5-15-08 STORM DRILL. THIS WILL ALLOW AN OPPORTUNITUY TO SET UP THE STORM CENTER AND DETERMINE THE BEST ARANGEMENT.

1) Obtain the materials below and set up the Transmission Storm Center at conference room NP3 3A1.
2) For phone setup, do the following:

   a) Obtain 1 beige phone and a black Lucent phone from the Storm Center drawer located at NP2E.
   b) Obtain the fax located at NP2C (Construction.)
   c) Connect the fax machine to the jack labeled "FAX x2563"
   d) Locate the splitter connected to the floor jack in the center of the room. Connect the black Lucent phone to the splitter where it is labeled "x2560"
   e) Connect (or verify connected) the conference phone to the splitter where it is labeled "x2606"
   f) Connect the beige phone labeled "280-2561" to the wall jack labeled "voice x2561

3) The phones, when connected per the above instructions, work as follows. Extension X2560 is listed as the primary phone number for the storm center. The first call in rings extension 2560. The second call in will ring x2560 if it is not answered in several rings it will roll over to x2561. The conference call line, x2606 has no rollover capability.
4) Notify the Transmission Storm Coordinator when the facility is ready for operation.

The following is a list of items that should be taken to the Storm Center.

Name	Source
Fax machine	Obtain the fax machine located at NP2C
Key contacts list	Included in the Storm Plan
Department Storm Plan manual	\\s00225\grpdata\TransStorm\Storm Plan.doc
All Area Storm plan information	Included in the Storm Plan
Mobile Transformer Assignments	http://progressnet/fpt/Equipment/pool.cfm
Line code list	http://progressnet/fpt/sections/all-lines.cfm?srt=old_co_nb&srtid=One%20Line&dept=501
Transmission One Line Switching Diagrams	Storm Center drawer – NP2C
County maps	Storm Center drawer – NP2C
State of Florida Electric System map	Storm Center drawer – NP2C
EEI Manual Assistance Roster	Storm Center drawer – NP2C
Flip chart markers, pens, sticky notes, pads, clips.	Storm Center drawer – NP2C
1 lantern type flashlight and 2 regular flashlights w/ batteries	Storm Center drawer – NP2C
2 easels with regular (2) and Post-it style (2) flipchart pads.	Storm Center drawer – NP2C

4. FLORIDA STORM CENTER DECOMMISSIONING – WINTER GARDEN

THIS SECTION WILL BE UPDATED AFTER THE 5-15-08 STORM DRILL. THIS WILL ALLOW AN OPPORTUNITUY TO SET UP THE STORM CENTER AND DETERMINE THE BEST ARANGEMENT.

1. The Transmission Storm Coordinator or Assistant will advise personnel to decommission the Storm Center

2. The phones, printer, and fax machine go back into storage.

   a) Return1 beige phone and a black Lucent phone to the Storm Center drawer located at NP2E.

   b) Return the fax machine to NP2C (Construction.)

3. Return the items in the table in section “I” to the indicated source location.

G. CONFERENCE CALL AGENDA / CHECKLIST

1. PRIOR TO THE EVENT

❑	***Roll Call*** **CAROLINAS** ❑ Logistics ❑ ETA ❑ NCTA	❑ SWTA ❑ ECC ❑ Department VP	❑ IT&T ❑ Safety ❑ Wholesale	***TSC***
❑	***Roll Call*** **FLORIDA** ❑ Logistics ❑ NTA ❑ STA	❑ CTA ❑ ECC ❑ Department VP	❑ IT&T ❑ Safety ❑ Wholesale	***TSC***
❑	***Weather Forecast*** ❑ Reference projected path & timeline storm map on storm web site ❑ Discussion of start/stop wind timeline ❑ Rainfall and flooding, ice accretion ❑ Area impact, damage predictions, based on the forecast.			***TSC***
❑	***Resources Availability / Readiness*** ❑ Construction, Maintenance, Contract Crew Availability and Equipment ❑ Contract Line crews (on-system and off-system) ❑ Tree crews (on system and off system) ❑ Special resources (Helicopter, Track Equipment, other) ❑ Planned mobilization timeline – updates ❑ Confirm resource availability versus projected resource needs			***Logistics***
❑	***Logistics support*** ❑ Materials issues/availability vs projected need (poles, hardware, other) ❑ Transportation – Vehicle needs ❑ Telecom – cellphone, radio needs ❑ Financial – storm credit cards, storm project numbers ❑ For Level IV (heavy damage) event: ❑ Verify adequate plan for crew receiving, processing, staging, logistics ❑ Prepare for potential material lay-down sites (personnel, security, communications, loading/unloading equipment, consumables)			***Logistics***
❑	***Area reports*** CAROLINAS ❑ ETA □ NCTA □ SWTA			***ATCs***
❑	***Area reports*** FLORIDA ❑ NTA □ STA □ CTA			***ATCs***
❑	***Non-craft personnel availability*** ❑ Non-craft support personnel for maintenance (guides, runners, Storm Center support, lay-down site manning) ❑ Non-craft support for other departments (releases to Distr, CSC, Florida)			***Logistics***
❑	***ECC Update*** ❑ Preparation activities – updates			***ECC***
❑	***Safety / Messages to the troops*** ❑ Messages to reinforce commitment to safety excellence			***VP & Safety***
❑	***System Storm Center*** ❑ Confirm system storm, logistics, and Area Storm Center hours of manned operations ❑ Review actions & open issues ❑ Verify next conf call time and phone number ❑ Preparation plans – system issues			***TSC***

2. DURING THE EVENT

Date:_____ Time:_____

❑ ***Roll Call*** **CAROLINAS** ❑ Logistics ❑ ETA ❑ NCTA	❑ SWTA ❑ ECC ❑ Department VP	❑ IT&T ❑ Safety	***TSC***
❑ ***Roll Call*** **FLORIDA** ❑ Logistics ❑ NTA ❑ STA	❑ CTA ❑ ECC ❑ Department VP	❑ IT&T ❑ Safety	***TSC***
❑ ***Transmission Outage updates*** CAROLINAS ❑ ETA □ NCTA □ SWTA			***ATCs***
❑ ***Transmission Outage updates*** FLORIDA ❑ NTA □ STA □ CTA			***ATCs***
❑ ***Weather & Distribution status update)*** ❑ Update of pertinent weather information (exposure to additional weather events, or update on weather working conditions) ❑ Customers out and estimated restoration for the distribution system			***tsc***
❑ ***Resources Assignments / Mobilization*** ❑ Status of mobilization ❑ Assignments of crews (contract / company / tree) ❑ Special resource assignments (Helicopter, Track Equipment, other) ❑ Additional needs ❑ De-mobilization timeline – when appropriate			***Logistics***
❑ ***Logistics support*** ❑ Materials issues/availability vs projected need (poles, hardware, other) ❑ Transportation issues ❑ Communications issues ❑ For Level IV (heavy damage) event: ❑ Crew receiving, processing, staging, logistics issues ❑ Lay-down sites (personnel, security, communications, loading/unloading equipment, consumables) issues			***Logistics***
❑ ***Area reports restoration issues*** CAROLINAS ❑ ETA □ NCTA □ SWTA			***ATCs***
❑ ***Area reports restoration issues*** FLORIDA ❑ NTA □ STA □ CTA			***ATCs***
❑ ***Non-craft personnel assignments*** ❑ Non-craft support personnel for maintenance ❑ Non-craft support for other departments			***Logistics***
❑ ***ECC Update*** ❑ Dispatch, communications, emerging issues,			***ECC***
❑ ***Safety / Messages to the troops*** ❑ Messages to reinforce commitment to safety excellence			***VP or Safety***
❑ ***System Storm Center*** ❑ Confirm System, Area Storm, & Logistics Ctr. hrs. of manned operations ❑ Review priories, actions, & open issues ❑ Are all ETRs current? ❑ Verify next conf call time and phone number			***TSC***

V. TRANSMISSION LOGISTICS CENTER

A. DUTIES AND RESPONSIBILITIES

1. Provide for engineering, materials, contracting, accounting, fault locations, General Office and scheduling support in restoration activities as requested by Transmission Maintenance Area Storm Centers and prioritized by the Transmission Storm Center.

2. Serve as contact to DISTRIBUTION ASSET MANAGEMENT when Transmission Storm Center is not activated.

3. Track all resources and location of Transmission Employees and contractors.

4. Update Transmission Operations and Planning Department Storm On-Line Tracking Tool with Crew Information and Locations.

1. LOGISTICS SUPPORT COORDINATOR

Timeline-Storm Preparations

Pre- Storm

96 hours before Storm
- Initiate Pre-Storm activities upon notification of Pre-Storm Declaration by Transmission System Coordinator.
- Ensure that the Contracts Team provides list of available helicopter service, moves them into location where storm/emergency is not expected to hit places on standby status and removes from standby status as directed by Transmission System Coordinator.

72 Hours before Storm
- Determine required number of rental vehicles and inform Admin Team.
- Determine required number of cell phones and company radios and inform Admin Team

48 hours before Storm
- Notify affected individuals when notified of Transmission Storm Center activation and track resources and their locations. Keep the Transmission Storm Center updated on resource status.
- Receive progress of major emergencies from Transmission System Coordinator.
- Develop a list of available construction contractors **on** the system and provide to the Transmission System Coordinator and the Transmission Maintenance Area Coordinators. (Contracts Team)
- Develop a list of available construction materials **on** the system and provide to the Transmission System Coordinator and the Area Transmission Assistant Coordinators. (Contracts Team)
- Develop a Materials Team list of available construction

materials **off** the system and provide to the Transmission System Coordinator and the Area Transmission Coordinators.

- Have the Contracts Team place contractors on stand-by status as directed by the Transmission System Coordinator.
- Ensure that the Materials Team has contacted material suppliers to reserve or hold critical materials for possible later shipment.
- Activate Storm cards
- Instruct company construction resources to initiate pre-storm activities and forward construction resource availability to Transmission System Coordinator.

24 hours before Storm

- Ensure that Fault Recorder and Aspen Fault Location application expertise is available and the S.R. lab is staffed. (S.R.)
- Ensure that spare parts inventory support personnel are staffed in the Logistics Support Center.
- Ensure that TPP HVAC and lighting is left on during the Logistics Support Center activation.
- Ensure that Materials Team has secured Material Inventory report (SAR Report – Carolinas only) for all Transmission crews.

  This information will be combined into a report similar to the Material Inventory report for the Storm Plan.
- Ensure that Contracts Team has developed list of available construction contractors **off** the system and provide to the Transmission System Coordinator and the Area Transmission Coordinators.
- Activate Logistics Support Center upon direction from Transmission System Coordinator and have designated personnel set up the room.

  Carolinas – Regina Johnson

  Florida – Joseph Pucilowski
- Develop preliminary Storm Plan crew schedule for system and provide to Transmission System Coordinator.
- Develop status and schedule/location of construction mobile substations and 230 kV mobile switch and provide to Transmission System Coordinator.

Damage Repair

- Contact company construction and contract crews and provide Assessment & Maintenance Area assignment, location to report, and contact person to report to.

  Upon cancellation of pre-storm activities, cancel all contractors placed on standby and release all materials being held for Progress Energy.
- Ensure that the contracts team contacts helicopter service for aerial patrol of lines.
- To be provided preliminary outage/damage report from the Transmission System Coordinator.
- To be provided the initial priority for system restoration from the Transmission System Coordinator and updates as priorities change.
- Coordinate all Office resources, Construction crews, and Construction Support Personnel and provide initial single point of contact for Area Transmission Assistant Coordinators. Logistics Support Coordinator may then designate individuals to provide response information to the Area Transmission Coordinator.
- To be provided with each crews work schedule by each Area Transmission Coordinator.
- Provide schedule/listing of resources by Maintenance area and for system; indicating crew (contractor, company, and other utility) by functional area with supervisor's name. This information should be provided and updated daily to the affected Area Transmission Coordinators and the Transmission System Coordinator.
- Coordinate materials and resources to the prioritized work location, as directed by the Transmission System Coordinator.
- Provide Transmission System Coordinator and all Area Transmission Coordinators with appropriate project number.
- To be provided progress of repairs on a daily basis by the Area Transmission Coordinator.
- To be provided travel conditions in each maintenance area from the Area Transmission Coordinator.
- Ensure that the materials team provides material requisition and delivery information to the Area Transmission Coordinator.
- Provide volunteers to man Family Information Center.

2. CONTRACT SUPPORT TEAM

Timeline-Storm Preparations

Pre-Storm

96 hours before Storm

- Initiate Pre-Storm activities upon notification of Pre-Storm Declaration by Transmission System Coordinator.
- Coordinate obtaining the number of Helicopters required by the Transmission System Coordinator and Energy Delivery, when requested by DISTRIBUTION ASSET MANAGEMENT, and place Helicopters on “Standby” as directed

  Carolinas – Jack Gardner

  Florida - John Pinney

- Place Transmission Contractors on “Standby” status as directed by the Transmission System Coordinator

72 hours before Storm

- Verify the number of Helicopters required by the Transmission System Coordinator and Energy Delivery, when requested by DISTRIBUTION ASSET MANAGEMENT, and place Helicopters on “Standby” as directed.

  Carolinas – Jack Gardner

  Florida - John Pinney

- Place Transmission Contractors on “Standby” status as directed by the Transmission System Coordinator

48 hours before Storm

- Verify the number of Helicopters required by the Transmission System Coordinator, and Energy Delivery, when requested by DISTRIBUTION ASSET MANAGEMENT, and place Helicopters on “Standby” as directed.

  Carolinas – Jack Gardner

  Florida - John Pinney

- Coordinate Helicopter Staging Areas, if practical and possible, and preliminary Helicopter and Progress Energy Contact information when provided by DISTRIBUTION ASSET MANAGEMENT and Transmission System Coordinator. **Note: Helicopters must be stored in hangers during storm and windy conditions for protection**.
- Place Transmission Contractors on “Standby” status as directed by the Transmission System Coordinator
- Receive progress of major emergencies from Transmission System Coordinator.
- Make list of available construction contractors **on** the system and provide to the Transmission System Coordinator and the

	Area Transmission Coordinators.
24 hours before Storm	- Finalize and Coordinate Helicopter Reporting locations Contact information, when provided by DISTRIBUTION ASSET MANAGEMENT and Transmission System Coordinator.
	- Provide list of available helicopter service, reporting locations, and estimated Time of Arrival.
	- Make list of available construction contractors **off** the system and provide to the Transmission System Coordinator and the Area Transmission Coordinators.
	- Place contractors on stand-by status as directed by the Transmission System Coordinator. (Contractor should be placed on “Standby” a minimum of 24 hours prior to Storm making land fall)
	- Provide list of available helicopter service, move them into location where emergency is not expected to hit place on standby status and remove from standby status as directed by Transmission System Coordinator. Note: Helicopters must be stored in hangers during Storm and wind conditions for protection
	- Instruct company construction resources to initiate pre-storm/emergency activities and forward construction resource availability to Transmission System Coordinator.
	- Develop preliminary Storm Plan crew schedule for system and provide to Transmission System Coordinator.
Damage Repair	- Contact company construction and contract crews and provide Assessment & Maintenance Area assignment, location to report, and contact person to report to.
	- Contact helicopter service for aerial patrol of lines. (Helicopter provider are to report to Maintenance Area / location as soon as conditions after the storm/emergency allow)
	- To be provided preliminary outage/damage report from the Transmission System Coordinator.
	- To be provided the initial priority for system restoration from the Transmission System Coordinator and updates as priorities change.
	- Remove Contractors, which are not needed from “Standby” status and release as directed by Transmission System Coordinator
	- Provide schedule/listing of resources by Maintenance area and for system; indicating crew (contractor, company, and other utility) by functional area with supervisor’s name. This information should be provided and updated daily to the affected Area Transmission Coordinators and the Transmission System Coordinator.

- To be provided progress of repairs on a daily basis by the Area Transmission Coordinator.
- To be provided travel conditions in each maintenance area from the Area Transmission Coordinator.

3. MATERIALS TEAM

Timeline-Storm Preparations

Pre-Storm

48 Hours before Storm

- Receive progress of major emergencies from Transmission System Coordinator.
- Make list of available construction materials **on** the system and provide to the Transmission System Coordinator and the Area Transmission Coordinators.
- Make list of available construction materials **off** the system and provide to the Transmission System Coordinator and the Area Transmission Coordinators.
- Contact material suppliers to reserve or hold critical materials for possible later shipment.
- Develop status and schedule/location of construction mobile substations and 230 kV mobile switch and provide to Transmission System Coordinator.

24 Hours before Storm

- Secure Material Inventory report (SAR Report – Carolinas only) for all Transmission crews.

  For the Carolinas, obtain the report from Accounting Department (Analysis, Systems & Inventory Unit) personnel:

  Carolinas - Brenda Smith
  Vicki Byrd

  This information will be combined into a report similar to the Material Inventory report for the Storm Plan.
- Provide spare parts inventory support personnel in the Logistics Support Center.
- Burn Material Database CD in case computer system goes down
- Upon cancellation of pre-storm/emergency activities, cancel all contractors placed on standby and release all materials being held for PEC.

Damage Repair

- Coordinate materials and resources to the prioritized work location as directed by the Transmission System Coordinator.
- To be provided progress of repairs on a daily basis by the Area Transmission Coordinator.

- To be provided travel conditions in each maintenance area from the Area Transmission Coordinator.
- Provide material requisition and delivery information to the Area Transmission Coordinator.

4. ADMINISTRATIVE TEAM

Timeline-Storm Preparations

Pre-Storm	-	
96 Hours before Storm	-	Initiate Pre-Storm activities upon notification of Pre-Storm Declaration by Transmission System Coordinator.
72 Hours before Storm	-	Contact Enterprise about availability of cars and obtain required vehicles.
	-	Obtain required number of cell phones and company radios.
		Reserve Meet Me Conference Call Line for Transmission Operations and Planning Department
48 Hours before Storm	-	Ensure that the local HVAC and lighting is left on during the Logistics Support Center activation and Storm Center activation.
	-	Activate Storm Cards
24 Hours before Storm	-	Reserve hotel rooms for Logistics Center Staff and Support Personnel.
	-	Assist with the Activation of the Logistics Support Center upon direction from the Logistics Center Coordinator
	-	Upon cancellation of pre-storm activities, cancel all vehicles, cell phones, radios, hotels and food services being reserved for PE.
Damage Repair	-	Assist with Storm Restorations Efforts as needed.
	-	Determine Food Requirements for Storm Center, Logistics Support Center, SR Lab and Support Personnel and provide refreshments
	-	Determine Daily Hotel Needs for Staff and ensure that reservations are provided.
	-	Assist with providing volunteers to man Family Information Center.

B. CAROLINAS

The Logistics Center is located in the Two Progress Plaza Building 18th Floor Conference Room 18C2. The backup Logistics Center is located at the North Central

Transmission Maintenance Area headquarters in Garner, NC.

Transmission Logistics Center Number: Voice:
Fax:

The Transmission "Meet-Me-Line" conference calls can be set up on the Transmission Operations and Planning Department's permanent Meet-Me-Line phone number at 1-919-546-5977.

1. LOGISTICS CENTER ASSISTANT COORDINATORS AND LOGISTICS TEAM

Name	Home Phone	Work Phone	Cell Phone
Michael Nix (Lead)			
Leo Gladney			
Bruce Pierce			
Tom Williams, Jr.			
Harold Hilton			
Mick Vanderploeg			

2. LOGISTIC SUPPORT CENTER ASSIGNMENTS

First Shift	Second Shift

STAFFED INSIDE THE LOGISTICS SUPPORT CENTER

Assistant Coordinators:	Assistant Coordinators:
Michael Nix (1st Shift Lead)	Leo Gladney (2nd Shift Lead)
Bruce Pierce	Harold Hilton
Tom Williams	

Financial Tracker:	Financial Tracker:
Madena Faircloth	On Call

Resource Managers:	Resource Managers:
Jack Gardner (Resource Lead)	Randy Jassman
Scott Digby	Nick Bellamy
Cliff Wright	Charles Currin

Contract Support:	Contract Support:
Mark Smith	(On Call Support)

STAFFED OUTSIDE LOGISTICS SUPPORT CENTER

Engineering Support:	Engineering Support:
Bill Newell – Relay	Scott Nyberg – Relay
Rod Smith – Relay	Paul Cox – Line
Baxter Matheson – Line	Mike Chavis – Substation
Jamie Loy – Line	
Tommy Barbour – Substation	

Contract Support:	Contract Support:
Tony Warren	(On Call Support)
Bobby Barwick	

Materials Support:	Materials Support:
Ray Watkins	Tina Colbert
Butch Lynn	Billy Davis

Administrative Support Services:	Administrative Support Services:
Renita Debnam	Laura Fanning
Laura Travison	
Regina Johnson	

SYSTEM RELIABILITY LAB

Fault Location Services:	Fault Location Services:
Andre Lux/ Mark Matthews	Al Ward
Bill Royse	Jerry Blackley

DAMAGE ASSESSMENT SUPPORT

Line Assessors: Tennisha Brown and Joey Bannerman

Substation Assessors: Steve Lampley, Terry Pendergraft, Mike McCaden, Matt Woodard

IT&T OPGW Materials Contact: Danny Stancil

C. FLORIDA

1. LOGISTICS CENTER ASSISTANT COORDINATORS AND LOGISTICS TEAM

Transmission Logistics Center Number:

TRANSMISSION LOGISTICS CENTER ASSISTANT COORDINATORS AND LOGISTICS TEAM

Name	Home Phone	Work Phone	Cell Phone
Greg Welker			
Trisha Brabbs (Lead)			
Karen Albers			
Beth Raffo			
John Anderson			
Marlon Merritt			

IT&T OPGW Materials Contact: Danny Stancil

2. LOGISTIC SUPPORT CENTER ASSIGNMENTS

First Shift	Second Shift

STAFFED INSIDE THE LOGISTICS SUPPORT CENTER

Assistant Coordinators:	Assistant Coordinators:
Greg Welker (Lead/storm centers)	Trisha Brabbs (Lead / contractors & materials)
Karen Albers / Beth Raffo	John Anderson / Marlon Merritt

Duty	Name	Duty	Name
Phone	Jorge Pardo	Phone	Andres Ramirez
Phone	Tito Alfonso	Phone	Cayce Forrester
Phone	Van Rushing	Phone	John Goff
Data Entry	Kaiya Hall	Data Entry	Lori Dankovic

ROW Support
John Pinney

Heavy Hauling Support	
Janel Davies	Karen Casalese

Miscellaneous Contracts Support	
Donna Watkins	Sandi Shirzadi

Contract Support

Lori VanHouten	Tammy Plunkett

Hotel Procurement (Travel Center)		
Tammy Hall	Carrie Brenner	Julie Lair

Materials Support	
Patsy Regan	Tami France (Dana Wilson 2008)
Andy Ezell	

Financial Tracker:
Matt Petrousky / Renee Mackenzie

Operational Advisor
Jeff Hill

Regional Logistics Support

Coastal	Northern	Southern
John Crawford (Lead)	Joe Weiss (Lead)	Deb Banister (Lead)
Luis Huertas	Bob Brong	Juan Guerra
Aaron James	Brenda Earle	Robert Gonzales
Mary Lou Iannucci	Collier Jones	Venita Saunders

Crystal River (Or Back-up)
Renee Birdsong
Jane Ashwell
Bill Sherrard
Rosemary Sweet

Regional Data Coordinators

Coastal	Northern	Southern	Crystal River
Tracy Nottingham	William Chesney	Jorge Oviedo	Tim Hoffman
Shawn Reid	Jason Williams	Jason Mcgee	Shawn Spivey

SYSTEM RELIABILITY LAB

Fault Location Services:	
Andre Lux/Mark Matthews	Al Ward
Bill Royse	Jerry Blackley

D. LOGISTICS CENTER SET-UP

1. CAROLINAS

The set-up of the Logistics Support Center will be lead by Donna Kennedy and designated personnel as directed by the Logistic Support Center Coordinator(s).

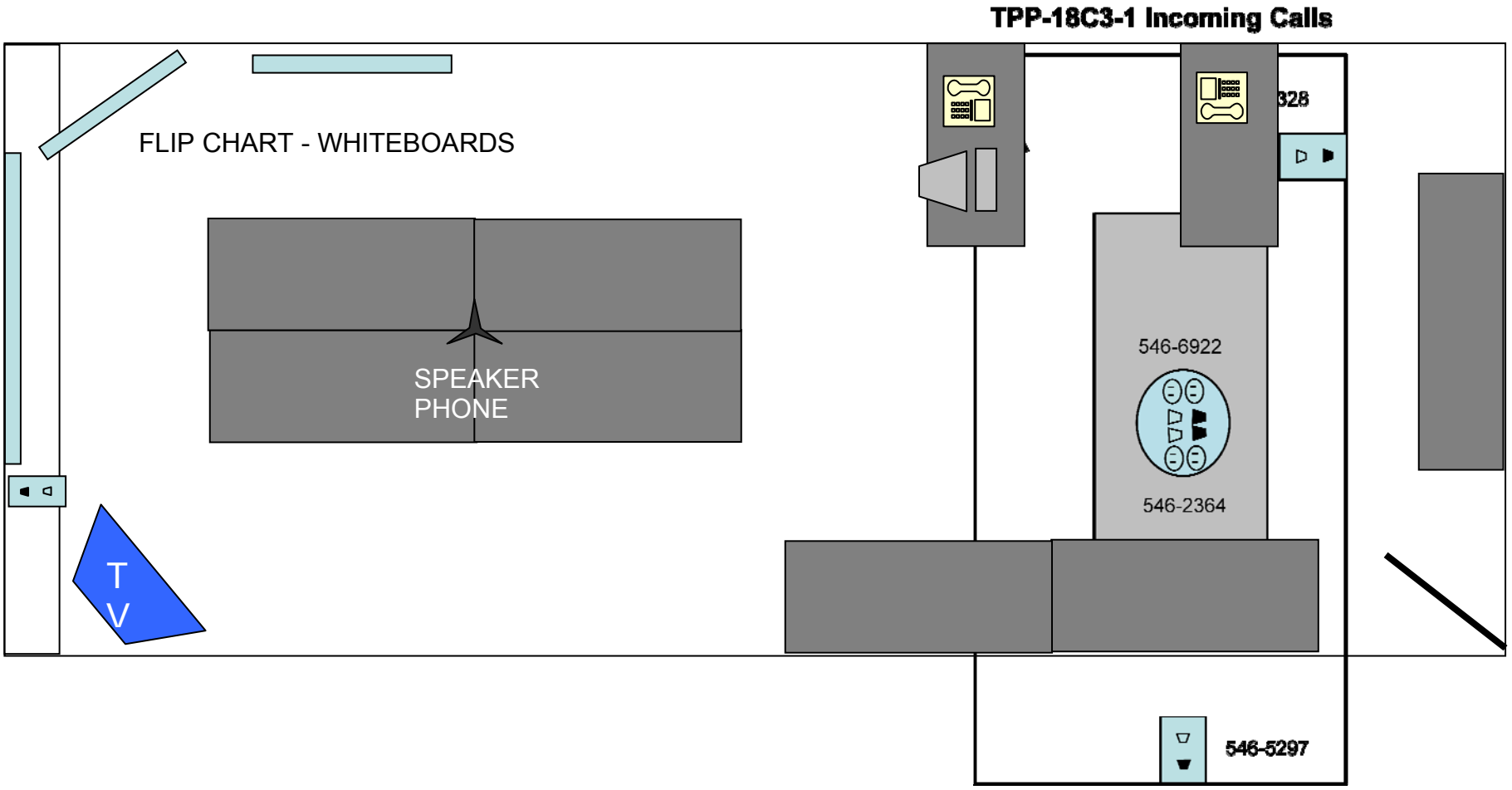
The following is the minimum amount of required available information for the Logistic Support Center personnel and shall be made available as part of set-up procedure.

1. One current “D” sized Transmission system map
2. Two current “E” sized County maps of anticipated affected areas
3. Transmission Storm Plan manual
4. Transmission Line one-line diagrams book
5. Transmission and Distribution Substation one-line diagram books
6. Mobile Transformer Assignments book
7. Substation directions book
8. Weather Alert Radio
9. Company 900 mhz radio (from John Smith)

RESPONSIBILITIES

Phone	
Data Entry	
ROW Support	
Hotel Support	
Hotel Support (Travel Center)	
Heavy Hauling Support	
Miscellaneous Contracts	
Contract Support	
Materials Support	
Financial Tracker	
Regional Logistics Support	
Regional Line Engineering Support	
Line Assessors	
Substation Assessors	

TRANSMISSION LOGISTICS CENTER BACKUP - ECC
MAIN CONFERENCE ROOM



2. FLORIDA

The set-up of the Logistics Support Center will be led by Michael Wright and designated personnel as directed by the Logistic Support Center Coordinator(s).

1) Obtain the materials below and set up the Transmission Logistics Center at conference room NP4 4C4.

2) For phone setup, do the following:

   a) Obtain the 2 beige phones and the black Lucent phone from the Logistics Center drawer located at NP2E.
   b) Obtain the fax located at NP2D (Proj. Mgmt.)
   c) Connect the fax machine to the jack labeled "FAX x2566"
   d) Locate the splitter connected to the floor jack in the center of the room. Connect the black Lucent phone to the splitter where it is labeled "x2565"
   e) Connect (or verify connected) the conference phone to the splitter where it is labeled "x2608"
   f) Connect the beige phone labeled "280.2567" to the wall jack labeled "voice x2567"
   g) Connect the beige phone labeled "280.2566" to the wall jack labeled "voice x2566"

3) Notify the Transmission Storm Coordinator when the facility is ready for operation.

The following is a list of items that should be available at the Logistics Support Center.

Name	Source
Computer	Obtain storm computer from Joe Pucilowski
Fax machine	The fax machine located just at NP2D (Proj. Mgmt.)
Key contacts list	Included in the Storm Plan
Department Storm Plan manual	\\s00225\grpdata\TransStorm\Storm Plan.doc
All Area Storm plans	Included in the Storm Plan
Mobile Transformer Assignments	http://progressnet/pool_equipment/florida/pool.aspx
Parts Book	Printout from Passport
Substation/Line Information	Substation-Line Information
Transmission One Line Switching Diagrams	Storm Center drawer – NP2C
County maps	Storm Center drawer – NP2C
State of Florida Electric System map	Storm Center drawer – NP2C
Flip chart markers, pens, sticky notes, pads, clips.	Storm Center drawer – NP2C
1 lantern type flashlight and 2 regular flashlights w/ batteries	Storm Center drawer – NP2C
2 easels with regular (2) and Post-it style (2) flipchart pads.	NP2C

VI. WHOLESALE CUSTOMER STORM CENTER

A. DUTIES AND RESPONSIBILITIES

The Wholesale Storm Center provides 24/7 service restoration coordination to wholesale delivery points and customer contact coordination for wholesale customers served from the Progress Energy – Carolinas or Progress Energy – Florida transmission and distribution system.

1. The Wholesale Storm Center (WSC) is normally activated when the Transmission Storm Center is activated

2. It is staffed by Transmission Expansion Unit with assistance from Account Management – North Unit (Regulated Commercial Operations) personnel if needed. In the event RCO staff provides assistance, the Legal Department will file for an exception to FERC Code of Conduct

3. The Wholesale Storm Center (Carolinas) is located in TPP 17C3-4 where phones and computer equipment are installed.

4. The Wholesale Storm Center (Florida) is located in the Transmission Storm center.

5. Upon activation, staff contacts the CSC and coordinates the transfer of the Wholesale Customer Service Restoration Hotline (800-615-4893) to the WEC

6. WSC staff notifies wholesale customers, DISTRIBUTION ASSET MANAGEMENT Storm Center, Transmission Storm Center, and ECC of its activation

7. When customer outage calls are received from customers, outage information is relayed to the appropriate Distribution Operations Center (currently developing access to DCC's Web based ticket reporting system) for distribution served POD outages or reported to the ECC and Transmission Storm Center for transmission POD outages

8. WSC staff obtains outage status information from the various distribution and transmission Storm Centers and/or Region staffs to provide appropriate information to customers and/or obtains information from customers for the Company's restoration operations

9. WSC staff assist restoration of service to Harris and Brunswick emergency sirens served by wholesale customers

10. WSC staff coordinates trouble call-out Agreements and facilitates use of Mutual Aid Agreements with wholesale customers

11. WSC staff assists customers and Company staffs during the release of contractors in the event the other party continues to need assistance

12. WSC staff tracks POD outages and coordinates customer interactions until service is restored

13. At such point WSC activities decline to a point that follow-up can be done outside the WEC, the Hotline Number is transferred back to the DCC and customers and Company staffs are notified as appropriate

14. The WSC equipment is then dismantled and stored as required

B. CAROLINAS CONTACTS – RALEIGH TPP 17C3-4

Wholesale Customer Storm Center Number:

Name	Home Phone	Work Phone	Cell Phone	Pager
Kent Waggoner				
Fred Lockley				

C. FLORIDA CONTACTS - NORTHPOINT

Wholesale Customer Storm Center Number:

Name	Home Phone	Work Phone	Cell Phone	Pager
Ed Ferone				
Troy Buis				

VII. MAINTENANCE AREAS

A. RESPONSIBILITIES

PREFACE

In the event of severe damage to transmission facilities, due to storm or other cause, the repair of which is beyond the capability of local Transmission Maintenance Personnel, the resources of the Company will be consolidated to the extent deemed necessary by the System or Area Transmission Coordinator, in accordance with the following outline.

In the Transmission Operations and Planning Department, each Area will have appropriate personnel, facilities, and equipment under the direction of the Area Transmission Coordinator. The Area Transmission Coordinators will report to the Assistant System Coordinator for the Transmission Operations and Planning Department.

All staff assignments and other necessary information must be kept up to date and reviewed annually. Area Transmission Coordinators must be ready to affect the transfer of help to other areas with a minimum of confusion and delay, as well as to direct the work of numerous crews with efficiency and safety in case of trouble in their own areas.

The decision on which Storm Center(s) to activate will depend on the location of the

storm/emergency. The body of this document applies to all locations, with separate attachments for contacts primarily supporting each location.

THE SAFETY OF EMPLOYEES AND THE PUBLIC WILL, AT ALL TIMES, BE THE PRIME CONSIDERATION!

1. AREA TRANSMISSION COORDINATOR

The Area Transmission Coordinator will coordinate all the Company transmission resources in his Area in a severe storm or other disaster in an effort to maintain or restore service.

The Area Transmission Manager is responsible for insuring the area contact lists for storm/emergency restoration are maintained current.

Under the authority of the Transmission System Coordinator, the Area Transmission Coordinator will have similar authority on the Transmission Area level.

2. STAFF ENGINEER

a. Will normally work with the Area Transmission Coordinator, providing relief for rest and meals and otherwise assisting as needed.

b. Can be designated as a Field Coordinator.

c. Will be available to assess damage to Area substations and lines

d. Will maintain a current substation direction book.

3. MAINTENANCE SUPERVISORS

a. Will coordinate personnel restoration activities as directed by the Area Transmission Coordinator and ECC dispatcher.

b. Will normally work with the Area Transmission Coordinator, providing relief for rest and meals and otherwise assisting as needed.

c. Can be designated as a Field Coordinator.

d. Will act as liaison between Transmission Maintenance and other PE or contract personnel.

e. Will see that the generator located at the headquarters is tested periodically in anticipation of a storm/emergency, the tank level is checked and filled as necessary in anticipation of a storm/emergency (Substation Supervisor).

f. Will, in anticipation of the storm/emergency, fuel all vehicles, test and charge all portable radio batteries, test and fuel all portable generators, emphasize the importance of minimizing radio traffic on primary channels, and check the operation of all pagers and cellular phones.

g. Will contact fuel vendors and arrange for fuel supply needs. This will include field refueling.

h. Will assist with Company/Contractor expense documentation and the implementation of all special accounting practices.

i. Will keep a complete log of events.

j. Will assign a member of crew (normally the Senior Lineman) to work with a Field Coordinator stationed at the Storm control center in the determining and dispatching of materials.

k. Will, in the anticipation of the storm/emergency, fuel all vehicles, test and charge all portable radio batteries, test and fuel all portable generators, emphasize the importance of minimizing radio traffic on primary channels, and check the operation of all pagers and cellular phones.

4. FORESTER

a. Will normally work with the Area Transmission Coordinator, serving as relief for rest and meals and otherwise assisting as needed, particularly with moving and accounting for extra crews.

b. Can be designated as a Field Coordinator.

c. Will assess ROW damage and clearing needs.

d. Will organize support from local contractors, coordinating all ROW and clearing activities

e. Will maintain Transmission Area maps to be copied and distributed to out-of-town crews.

f. Will maintain a current contractor directory.

g. Will gather and provide information on road access from state and local agencies with the help of the Staff Engineer and the Support Staff.

h. Will arrange for aerial patrol of lines. When appropriate, will notify contract helicopter in advance and route to a location on the system where the storm is not expected to hit.

i. Will help with the distribution, crew registration forms, voucher forms, and will be responsible for notification of charge numbers.

j. Will assist with Company/Contractor expense documentation and the implementation of all special accounting practices.

5. ADMINISTRATIVE ASSISTANT

a. Will assist in communications between the Storm Center and field operations.

b. Will lend clerical support to the Area Transmission Coordinator as needed.

c. Will help man the Storm Center telephone/radio.

d. Will contact and make arrangements with the local Division Services Coordinator for the possible need of rooms in advance; once needs are known, make reservations through the local Division Services coordinator.

e. Will make arrangements for meals for personnel involved in restoration of the system through the local Division Services Coordinator.

f. Will be responsible for maintaining and distributing up-to-date employee directories, Storm Center telephone numbers, and inserts for inclusion in this plan.

g. Will help with the distribution, crew registration forms, voucher forms, and will be responsible for notification of charge numbers.

B. PRE-STORM PREPARATION TIMELINES

1. AREA TRANSMISSION COORDINATOR PRE-STORM CHECKLIST

BEGINNING OF STORM SEASON (6-1)		
	Verify that staff revised and updated Storm Plan Contact List.	
	During the January and June Safety Council Meeting, discuss with employees the PE philosophy concerning employee safety during emergencies.	
	Verify area staff have completed pre-storm season check list.	
96 – 72 HOURS PRIOR TO THE STORM		
	Verify area staff have completed 96-72 hour check list.	
72 – 48 HOURS PRIOR TO THE STORM		
	Check tools and equipment including flashlights, boots, and rain suits, etc.	
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	
	Verify area staff have completed 72-48 hour check list.	
48 – 24 HOURS PRIOR TO THE STORM		
	Track storm and projected time, area, amount of damage. Set up on-going weather information channel. Evaluate need to request onsite IT support for the Storm Centers.	
	Hold staff meeting and ascertain their state of readiness.	
	Check all tools and equipment, to include flashlights, boots, and rain suits.	
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	

	Place contract and Progress Energy crews on standby.	
	Prepare a grab bag of clothes and hygiene items.	
	Verify area staff have completed 48- 24 hour check list.	
24 – 0 HOURS PRIOR TO THE STORM		
	Review crew readiness and availability.	
	Evacuate families if necessary.	
	Prepare headquarters area for storm/emergency.	
	Check availability and operation of pagers and portable radios.	
	Verify area staff have completed 24-0 hour check list.	

2. STAFF ENGINEER PRE-STORM CHECK LIST

96 – 72 HOURS PRIOR TO THE STORM		
	Make the necessary arrangements for staging areas.	
72 – 48 HOURS PRIOR TO THE STORM		
	Assist ATC to make arrangements for possible need of company crews.	
	Check all tools and equipment including flashlights, boots, and rain suits, etc.	
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	
48 – 24 HOURS PRIOR TO THE STORM		
	Assist ATC to make arrangements for possible need of company crews.	
	Assist ATC in establishing Storm Center.	
	Check first aid kits.	
	Prepare a grab bag of clothes and hygiene items.	
24 – 0 HOURS PRIOR TO THE STORM		
	Evacuate families if necessary.	
	Prepare headquarters area for storm/emergency.	
	Check availability and operation of pagers and portable radios.	

3. MAINTENANCE SUPERVISOR PRE-STORM CHECK LIST

BEGINNING OF STORM SEASON (6-1)		
	Chain saw training and equipment obtained/checked.	
	Check condition of all vehicles.	
96 – 72 HOURS PRIOR TO THE STORM		
	Line Supv: Check inventory; poles, arm, etc.	
	Sub Supv: Secure all items in all substations	.
	Check condition of all vehicles and fill fuel tanks.	
72 – 48 HOURS PRIOR TO THE STORM		
	Line Supv: Check with Transmission Construction for number of available crews.	
	Check all tools and equipment including flashlights, boots, and rain suits, etc.	
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	
48 – 24 HOURS PRIOR TO THE STORM		
	Line Supv: Review Storm Plan responsibilities of contractor with contract management: * Reporting location, * Meal tickets, * Motel tickets, * Time sheets, * Contractor work schedule, * Crew sign-in process, staging areas and crew tracking	
	Check all tools and equipment, to include flashlights, boots, and rain suits.	

	Sub Supv: At TM Headquarters, Check gas in tank for the generator and arrange for refueling truck to be on site.	
	Sub Supv: At TM Headquarters, Check gas in tank for the generator and arrange for refueling truck to be on site.	
	Sub Supv: Check generator and emergency lights.	
	Discuss crew assignments.	
	Contact other Company crews.	
	Check for special tools - chain saw, air compressor, large generator.	
	Check first aid kits.	
	Review Pre-Event Briefing with Crew	
	Prepare a grab bag of clothes and hygiene items.	
24 – 0 HOURS PRIOR TO THE STORM		
	Move equipment out of storm path to safe area, if necessary.	
	Review crew readiness and availability.	
	Fill all vehicles and cans with fuel. (Spray windshields with Rain-X)	
	Evacuate families if necessary.	
	Prepare headquarters area for storm/emergency.	
	Obtain water and ice for each vehicle.	
	Check availability and operation of pagers and portable radios.	

4. FORRESTER PRE-STORM CHECK LIST

96 – 72 HOURS PRIOR TO THE STORM		
	Review area maps to assure that they are current	
	Review contractor labor, equipment, and phone number list to verify they are current.	
	Check contractor packets for crews.	
	Check condition of vehicle and fill fuel tank.	
72 – 48 HOURS PRIOR TO THE STORM		
	Make initial contact with helicopter service – verify availability and location.	
	Check tools and equipment including flashlights, boots, and rain suits, etc.	
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	
48 – 24 HOURS PRIOR TO THE STORM		
	Make available current maintenance area maps.	
	Review contractor labor, equipment and phone number list to assure they are current.	
	Have contractor packets for crews available.	
	Review Storm Plan responsibilities of contractor with contract management: * Reporting location, * Meal tickets, * Motel tickets, * Time sheets, * Contractor work schedule, * Crew sign-in process, staging areas and crew tracking	

	Make follow-up contact with helicopter service - verify availability and location.	
	Check ready effort of contract crews.	
	Check first aid kits.	
	Prepare a grab bag of clothes and hygiene items.	
24 – 0 HOURS PRIOR TO THE STORM		
	Put contractors on ready alert.	
	Assure contract crews know where, when, and to whom to report.	
	Contact helicopter service-position helicopter at closest "safe" location.	
	Review crew readiness and availability.	
	Fill vehicle and cans with fuel. (Spray windshields with Rain-X)	
	Evacuate families if necessary.	
	Prepare headquarters area for storm/emergency.	
	Obtain water and ice for each vehicle.	
	Check availability and operation of pagers and portable radios.	

5. ADMINISTRATIVE ASSISTANT PRE-STORM PLAN CHECK LIST

BEGINNING OF STORM SEASON (6-1)		
	Verify and distribute updated Storm Plan organizational charts, phone lists, and identify where to find those.	
96 – 72 HOURS PRIOR TO THE STORM		
	Contact Facilities Management to check gas in the tank for the local generator(s).	
	Check ice machine to see if ice is needed. Contact local ice company if needed.	
72 – 48 HOURS PRIOR TO THE STORM		
	Review Storm Plan responsibilities.	
	Review safety responsibilities.	
48 – 24 HOURS PRIOR TO THE STORM		
	Ask for additional portable cell phones and hand held radios and distribute.	
	Stock food and water at headquarters; order port-a-johns.	
	Check all tools and equipment, to include flashlights, boots, and rain suits.	
	Assist ATC in establishing Storm Center.	
	Prepare a grab bag of clothes and hygiene items.	
	Contact District Coordinator to reserve hotel rooms.	
	Contact District Coordinator regarding meals for crews.	
	Contact District Coordinator regarding fuel supply needs for vehicles.	
	Contact District Coordinator regarding availability of local garages for vehicle repairs.	

24 – 0 HOURS PRIOR TO THE STORM		
	Contact District Coordinator to confirm number of hotel rooms needed and to confirm meal arrangements.	
	Man Storm Center and radio.	
	Prepare headquarters area for storm	

C. LINK TO LOCAL MAINTENANCE AREA CONTACTS

Click on the link to access the file.

Carolinas ETA
http://progressnet/transmissionSections/sectiondetail.aspx?SectionID=J72

Carolinas NCTA
http://progressnet/transmissionSections/sectiondetail.aspx?SectionID=J73

Carolinas SWTA
http://progressnet/transmissionSections/sectiondetail.aspx?SectionID=J76

Florida NTA
\\s00225\grpdata\nfta\Northern FL Personnel broadhurst.xls

Florida STA
\\s00225\grpdata\SoCenFlaTran\docs1\About Us

D. TRANSMISSION MAINTENANCE AREA STORM PLAN ACCOUNTING PROCEDURES

Storm Plan accounting procedures for the Transmission Operations and Planning Department are not effective **until** the Transmission System Coordinator (or the designated Assistant) requests their implementation by the Vice President and Controller -Accounting. These procedures are intended for use when there is severe **and** extensive damage to transmission facilities.

Road Tax for Diesel Fuel
If arrangements are made with a vendor to deliver diesel fuel, make sure the vendor understands when he prepares his invoice that PROGRESS ENERGY does not pay the road tax on this fuel.

For questions concerning the current accounting procedures, contact Susan Croom (Carolinas) or Matt Petrousky

E. TRANSMISSION MAINTENANCE AREA STORM CENTERS - CONTACTS

1. CAROLINAS

a. SWTA CONTACTS - FLORENCE

VOICENET BELL

b. SWTA CONTACTS - ASHEVILLE

VOICENET BELL

Name	Home Phone	Work Phone	Cell Phone	Pager
Bill Phipps (Lead)				
Tim McNamara (Alt)				

c. ETA CONTACTS - LELAND

VOICENET BELL

d. ETA CONTACTS – NEW BERN

VOICENET BELL

Name	Home Phone	Work Phone	Cell Phone	Pager
Kevin Butler (Lead)				
Adam Long (Alt)				

e. NCTA – CONTACTS - GARNER

VOICENET BELL

f. NCTA – CONTACTS - ABERDEEN

VOICENET BELL

Name	Home Phone	Work Phone	Cell Phone	Pager
Rhonda Webb (Lead)				n/a
Kenroy McCalla (Alt)				n/a

3. FLORIDA

a. NORTHERN CONTACTS – APOPKA

VOICENET BELL

b. NORTHERN CONTACTS – MONTICELLO

VOICENET BELL

c. NORTHERN CONTACTS – CRYSTAL RIVER

VOICENET BELL

d. NORTHERN CONTACTS – HIGH SPRINGS

VOICENET BELL

Name	Home Phone	Work Phone	Cell Phone	Pager
Donald Broadhurst (Lead)				
Debra Prince (Alt)				

e. SOUTHERN CONTACTS – BUENA VISTA

VOICENET **BELL**

Name	Home Phone	Work Phone	Cell Phone	Pager
Rodney Hutcherson				
Kevin Sullivan				

f. COASTAL CONTACTS - CLEARWATER

VOICENET **BELL**

Name	Home Phone	Work Phone	Cell Phone	Pager
Howard Gugel				
Aaron James (Alt)				

F. NUCLEAR PLANT SIREN RESTORATION PLAN

After a major storm/emergency event such as a hurricane, sirens surrounding nuclear plants may be without service. These sirens are served by both PROGRESS ENERGY and other electric service providers. Plants cannot return to service until the power is restored to the sirens and they have been tested. The financial impact to PROGRESS ENERGY of not having nuclear plants operational is significant. It is critical to assign a very high priority to the restoration of power to sirens.

The following action plan describes the process steps to be followed to ensure sirens are returned to service as quickly as possible following a major storm/emergency event.

Nuclear Siren Restoration Action Plan			
Item to be Addressed	**How Identified**	**Who**	**Status/Results**
1. Determine number and location of inoperative sirens and report results to DISTRIBUTION ASSET MANAGEMENT and Transmission	Brunswick/Robinson: electronic feedback/reporting from each site. Harris: notify and dispatch Sanford TSM and/or Telecommunication	Emergency Preparedness (EP) at each affected plant will analyze data and communicate to DISTRIBUTION ASSET MANAGEMENT Operation and Transmission Area Storm Centers.	Number and location of inoperative sirens is communicated to DISTRIBUTION ASSET MANAGEMENT and Transmission Storm Centers.

Storm Centers.	crews to assess each site.	EP at each affected plant will provide status reports to DISTRIBUTION ASSET MANAGEMENT Department and Transmission Operations and Planning Department Storm Centers.	

VIII. SAFETY AND ENVIRONMENTAL

A. PRE-EVENT BRIEFING

1. Working In Windy Condition - General Guidelines

- The person in charge (PIC) of the crew must ensure the safety of all employees and cease work or travel when it becomes hazardous.
- Employees should cease traveling (in all vehicles) or working, including climbing, when winds reach tropical storm velocity of 39 MPH.
- The Area Storm Center has the authority to cancel all storm restoration related travel and work activities if weather conditions are expected to continue to deteriorate locally.
- The Area Storm Center will be contacted if assistance is needed to ascertain forecasted wind speeds in the work area.
- Transmission class bucket trucks will be equipped with an approved anemometer to determine wind speed in the work area.

2. Use of Transmission Class Bucket Trucks in Windy Conditions

- Employees are prohibited from operating bucket trucks in the elevated work position when the wind speed (steady or gusts) exceeds 30 MPH.
- Any manufacture's recommended wind speed guideline, for bucket trucks operating in the elevated position, which is less than 30 MPH must be adhered to for said equipment. (Example: Condor (Transmission) recommends a maximum wind speed of 25 MPH.)
- The wind speed must be determined by using an approved anemometer before vehicles equipped with an aerial lift device are operated in the elevated work position.
- The wind speed must be periodically tested with an approved anemometer at the work elevation throughout the work process if windy conditions are present in the work area.

- When operating in winds up to, but not exceeding 30 MPH, follow these precautions:

  1. Outriggers, if so equipped, must be properly extended and on firm ground. Always use outrigger pads if there is any doubt as to the ground firmness.

  2. On units without outriggers, the tires must be properly inflated and on firm ground. The truck must be maintained at a safe angle as described in the operator's manual.

  3. Refer to specific equipment operator / instruction manual for other precautions.

3. REVIEW ATTACHMENT B, CREW SAFETY INSTRUCTIONS - LINK: ATTACHMENT B

4. WORK COORDINATION

Coordination of Personnel: Field personnel will be dispatched by the local area storm centers and will contact the ECC/DCC upon arrival at the work site.

Hours of Work: The hours of work will be determined by the local area storm center. In general each person is permitted to initially work a maximum of 25 continuous hours before being rested. All hours should be counted once a person reports for work, including travel time to and from the job site. The hours that should be counted should also include breaks and rest periods that are less than eight hours in length. After the initial work period, the employee should be allowed to rest a minimum of 8 hours before returning to work. After the initial work period, employees should be limited to a maximum of 16 hours for each work period. In general, personnel are more productive in daylight hours and the majority of field personnel should have their hours scheduled in daylight.

Special Circumstances: If special circumstances dictate that a major objective can be achieved by working an additional three hours or less, this will be allowed only if authorized through the local area storm center. Any personnel working more than 28 hours should have approval from the Transmission System Storm Coordinator.

Hours of Rest: Each person should have at least eight hours of rest scheduled between work periods.

Work History: Upon reporting for storm/emergency duty, each person's work history should be evaluated to determine how many hours of work are available before rest should be scheduled. All prior hours worked, including travel time, that have not been preceded by an eight hour rest period should be counted.

B. HEALTH AND SAFETY SERVICES SYSTEM STORM PLAN INSTRUCTIONS

- Health & Safety Services will support the Transmission Storm Plan by:
  - Monitoring and assigning Safety Representatives as needed
  - Coordinating, tracking and dispersing Storm Plan Safety Reports
  - Providing and dispersing daily Storm Plan safety tips
  - Assisting on accident investigations and Workers' Compensation issues
  - Providing safety support to regions as needed
  - Providing on site medical support as needed

For Assistance:

- Contact Bill Garnett

Progress Energy

HEALTH AND SAFETY SERVICES
REGIONAL STORM PLAN INSTRUCTIONS (cont.)

- Instructions for use of safety information:
  - **Attachment A**: Personal Injury/Property Damage
    (print and include in crew handout packets)
  - **Attachment B**: Crew Safety Instructions
    (print and include copies in crew handout packets for all employees)
  - **Attachment C**: Regional Safety/Claims Representatives
    (print and post at Storm Centers)
  - **Attachment D**: Storm Accident Management
    (print and post at Storm Centers)
- Designated Safety Representatives will support the Regional Storm Plan by:
  - Providing necessary assistance with accidents
  - Assisting with Workers' Compensation issues
  - Supporting safety awareness with crews
  - Sharing Storm related accident information
  - Supporting crews with personal protective equipment needs

READ AND MAINTAIN IN VEHICLE

NOTICE TO PROGRESS ENERGY EMPLOYEES AND CONTRACTOR CREWS

In the event of injury to members of the public or damage to the property of others (i.e., car accident, etc.), immediately notify the local Storm Center by radio or telephone. The local Storm Center telephone number is _____.

Notify affected person or property owner that accident information will be forwarded to Progress Energy' third party claims administrator for investigation. Some delay may be experienced in contact due to the storm/emergency; however, every effort will be made to expedite the investigation of claims as promptly as possible.

Progress Energy

Progress Energy
Raleigh, NC

ATTACHMENT B - STORM PLAN
CREW SAFETY INSTRUCTIONS

Thank you for your assistance in restoring power. PROGRESS ENERGY expects you to perform your job safely.

- Use the "Star" approach - Stop! Think! Act! Review!
- When in doubt, ask questions.
- All circuits shall be considered as energized unless properly grounded.
- Unless tested dead and grounded, wear appropriate Personal Protective Equipment.
- Be alert for feedback from generators.
- Conduct pre-job briefings. **COMMUNICATION** with your crew and other crews is **CRITICAL**.
- Basic Personal Protective Equipment, including hard hats, safety glasses with side shields, appropriate clothing, safety toe footwear, and appropriate hand protection shall be used.
- Appropriate fall protection shall be worn in buckets and on structures. Additional fall protection may be required when climbing poles and towers due to adverse conditions.
- Inspect all poles and/or structures before performing any work.
- When exposed to vehicular traffic, reflective vests or equivalent reflective clothing shall be used.
- Use extreme caution while operating chain saws.
- Safe work zones shall be established prior to performing any work.
- Be extremely cautious of overhead hazards such as ice, trees, wires, poles, etc.
- Extreme caution shall be used when working from ladders.
- Do not work beyond your personal limitations. If you need rest, stop working.
- Report personal injuries and vehicle accidents to the local Storm Center.

Your safety is our primary concern!
No job is so important that we cannot take time to do it safely!

Progress Energy

Progress Energy
Raleigh, NC

ATTACHMENT C - STORM PLAN REGIONAL SAFETY REPRESENTATIVES - CAROLINAS

NOTICE TO ALL LOCAL STORM CENTERS

If you are notified of a PROGRESS ENERGY, Contractor, or outside utility company injury or vehicle accident, contact the Regional Claims and Public Safety Unit and Safety Representative.

Region	Name	VN	Bell	Cell	Pager
Eastern	Steve McGinnis				
	Walt Pollard				
Southern	Terry Collins				
	Rusty Sherrod				
	Steve Taira				
Northern	Donna Comer				
	Robert Kinney				
	John Young				
	Brad Ferguson				
Western	Tim McCall				
	Debbie Cogburn				
Trans	Randy Haynes				

NOTICE TO ALL LOCAL STORM CENTERS

If you are notified of a PROGRESS ENERGY, Contractor, or outside utility company injury or vehicle accident, contact the Regional Claims and Public Safety Unit and Safety Representative.

Region	Name	VN	Bell	Cell	Pager
Dunnellon	Rich Mesker				
Crystal River	Robert Gartner				
St. Pete	Phillip McGee				
Haines City	Kenneth Baker				
Crystal River	Douglas Mills				
Winter Garden	Nelson Uher				
Holiday	Todd Brouette				
Apopka	Mark Kleinman				
Crystal River	Robert Gartner				

- Personal injuries and vehicle accidents **(Progress Energy Employees, Contractors or Outside Utility Companies)** must be reported daily to either Bill Garnett (Carolinas) or Corey Zeigler (Florida):

  Bill Garnett
  Office:

  Corey Zeigler
  Office:

  - Submit accident/personal injury reports within 24 hours.

  - Submit Motor Vehicle Accident Reports to Claims & Public Safety via fax at 919-546-6844. Mail original to Robert Kinney, PEB 16 CLMS.

  - Submit Personal Injury Reports to Health & Safety Services via fax at 919-546-6153. Mail original to Lori Rudd, PEB-4.

C. ENVIRONMENTAL CONTACTS

CAROLINAS

George Booth
Don Cooke
ENVIRONMENTAL SERVICES SECTION (ESS)
Location: Raleigh, NC

Environmental Web page
http://progressnet/ess/index.htm

FLORIDA

Mgr., Environmental Services & Technical Assessment
Kent Hedrick Bell:
Coastal Regions:
Rusty Wooten Bell:

North Central:
Betty Carter Bell:

South Central:
Chris Gillman Bell:

ENVIRONMENTAL SERVICES SECTION (ESS)

Location: Florida
Operations center: Bayboro Station
Phone: (727) 826-4320

Environmental Web page http://progressnet/ess/index.htm

IX. CONTRACT and ACCOUNTING PROCEDURES

Link to the storm accounting procedure: http://progressnet/cpl-information-solutions/policiesprocedures/redirect.aspx?doc_id=804483#xml=/search/common/xmlread.asp?querytext=storm%20accounting&k2dockey=804483@PolicyP&serverSpec=NT000687:9900

A. CONTRACT PROVISIONS FOR STORM WORK

When contractor is utilized under storm/emergency conditions due to hurricanes, snow, ice emergencies, etc., or for special assignments requested by PROGRESS ENERGY Company (hereinafter "Progress Energy"), the following conditions apply:

1. Contractor agrees to furnish all labor, tools, equipment, transportation, and supervision to perform storm/emergency work at the following rates:

   a. Equipment at contractor's standard hourly rates.

   b. Labor at contractor's hourly payroll rate in effect at the time the work is done, plus overhead.

2. All invoices for work done at hourly rates will be supported by a copy of the time tickets. Overtime for a partial week will be supported by time tickets for the full week.

3. Each meal ticket which Progress Energy is obligated to pay, whether charged to Progress Energy or billed on the invoice, will show the name of the restaurant, town, date, which meal, name of the contractor, and Progress Energy, and each meal ticket will be signed by contractor's employee. Contractor employee shall be provided a meal every six hours.

4. Each lodging receipt which Progress Energy is obligated to pay, whether charged to Progress Energy or billed on the invoice, will show the name of the place of lodging, town, date, name of contractor, and Progress Energy, and each receipt will be signed by contractor's employee.

5. Before Progress Energy will pay overtime for a partial week, Progress Energy must be furnished documentation of hours worked for each person on another utility system, by means of a copy of work report rendered to that utility company. It is understood that Progress Energy will pay travel time for each person to and from his normal assembly point, to and from each emergency headquarters and, while at emergency headquarters, to and from each work location.

6. If a contractor employee is required to work in excess of sixteen (16) hours in the twenty-four (24) hour period, the overtime rate shall prevail until such time as the employee is given an eight (8) hour rest period.

B. CONSTRUCTION AND CLEARING CONTRACTORS

Listed in this plan are the Construction and Clearing Contractors. The Contractors, which the Transmission Operations and Planning Department has contract agreements with

are indicated with the contract number and expiration dates. These contracts have provisions for payment during emergency and standby situations. The next page is a copy of the contract provisions for Emergency work.

During a major storm/emergency, additional contractor work forces may be necessary. Arrangements for acquiring these additional contractors for mobilizing to work area or standby should be made through the Logistics Support Coordinator. However, if the Area Transmission Coordinator (ATC) makes the original contact, of contractors located in their maintenance area, to acquire additional contract workers, then the ATC should give the home office number and a contact name to the Logistics Support Coordinator. The Transmission Contracts Coordinator will call the contractor's home office and make agreements for payment (equipment and labor rates inclusive). The Transmission Contracts Coordinator will then send a copy of the agreement to the Area Technical Aid to assist her in processing invoices.

Hotel or motel reservations for contract labor will be made and guaranteed by the Area Transmission Coordinator unless the contractor specifies otherwise.

Releasing any contract crews that are on standby requires the approval of the Area Transmission Coordinator and the Transmission System Coordinator (or his assistant). The Transmission System Coordinator is to communicate the released contractor information to the Logistics Support Coordinator.

C. CREW REGISTRATION INSTRUCTIONS

General Information

The crew registration form (Form No. 64023) was developed to:

1. Provide tracking of all crew personnel and equipment in the area.

2. Provide a means for logging out work assignments.

3. Provide a means for documenting any problems or comments that crews feel might be needed for future reference.

4. Provide a method for collecting Fixed Asset Accounting information.

Instructions

Side 1 of the form **must** be completed by the Progress Energy Supervisor for his assigned crew when they first report to the area headquarters.

1. **Company:** write in the name of the company that the crew works for (example: Progress Energy, MasTec, Richardson Wayland, etc.). If crew works for Progress Energy, add the area that it is from (example: Progress Energy Asheville Line Crew).

2. **Employee's Full Name:** write in the full name (not nickname) of each member of the crew.

3. **Social Security Number:** fill in the social security number for each crew member.

4. **Progress Energy Supervisor of Crew:** supervisor should write in his name.

5. **Vehicles/Equipment:** list the types of vehicles and equipment assigned to the crew (for example: wire stringer, marsh master, bucket truck, etc.).

6. **Crew Lodging**: list the name of the place where the crew will be staying.

On Side 2 of the form, the Area Transmission Coordinator will issue the **Date** and **Assignment** for each crew. The Progress Energy Supervisor, or his designee, will record the structure number where his crew began their day's work assignment (**From Structure**) and will also record the structure number where the crew stopped (**To Structure**). The Progress Energy Supervisor, or his designee, will record the number (**#**) of **poles** his crew replaced during the assignment, the **%** of **insulators** that had to be replaced, and the **%** of **conductor** that had to be replaced during each day's assignment.

The **Comments/Problems/Follow-up Needed** section will be completed by the crew's supervisor to record any information that may be needed by the Emergency Area's maintenance crews after storm/emergency work has been completed (example: structures that were repaired using engineering-approved substitutes, any temporary fixes that should be replaced after all storm/emergency work has been completed, etc.)

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Form No. 64023
6/92

CREW REGISTRATION FORM

Company:

Crew Members

Employee's Full Name	Social Security Number

Contractor Supervisor:_____ Phone
Pager#s_____

Progress Energy Supervisor of Crew:_____

Vehicles/Equipment

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Crew Lodging:_____

Side 1 of Form

WORK ASSIGNMENTS / MATERIALS INSTALLED

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Date_____ **Assignment**_____

From Structure_____ To Structure_____ # Poles_____ % Insulators_____ % Conductor____

Comments/Problems/Follow-up Needed

_____

_____

_____

Side 2 of Form

E. TRANSMISSION STORM CARD PROCEDURES

PURPOSE: Storm credit cards are to be used in the event of a major storm/emergency. They are to work in concert with the Transmission Storm Plan. In the event of a **major storm/emergency,** the storm credit cards are to be used for **all** purchases, cash advances, motel bills, meals, vehicle rental, etc. associated with the restoration of the transmission system. This will drastically minimize the number of miscellaneous invoices that must be processed by Accounts Payable. The desired state is for all miscellaneous major storm/emergency costs incurred for restoration of the transmission system to be handled through these credit cards. This will be a cost savings to PROGRESS ENERGY, and our vendors will be paid immediately.

F.TRANSMISSION OPERATIONS AND PLANNING DEPARTMENT VOUCHER FORM

General Information

Because of the sheer number of invoices received during a major storm/emergency, it is often difficult to distinguish charges that are incurred for Transmission Operations and Planning Department work. The Transmission Operations and Planning Department Voucher Form (Form No. 64024) was developed to help track department expenses and to ensure that all appropriate vendors are properly reimbursed. This form should be used by PROGRESS ENERGY employees and not by contractors.

This form does not cover purchases made by employees that are paid for out-of-pocket and which should be reimbursed through expense account forms. Each Maintenance Area should establish procedures for processing voucher forms (i.e., whether completed forms should be given to the vendor to attach to their invoice or billing statement, or whether completed forms should be turned in to the Technical Aide 1).

Instructions

When charging items such as tools, batteries, ice, etc., the employee needs to complete the following:

City: Fill in the city where the purchase was made.
Date: Fill in the date of the purchase.
Name of Business: Fill in the name of the business where the purchase was made.
Check **Other** and record what was purchased on the line below Other.
Record the **Amount** of the purchase.
Sign on the line marked PROGRESS ENERGY **Supervisor/Employee**.

When charging meals, the supervisor of the crew, or his designee, should complete one form to cover the entire crew. The following items need to be completed:

City: Fill in the city where meal was purchased.
Date: Fill in the date of the meal.
Name of Business: Fill in the name of the restaurant.
Check **Meals** and the appropriate box indicating which meal.
Fill in the **Number of employees** included on the ticket.
Record the total **Amount** for all attending crew members' meals.

Sign on the line marked PROGRESS ENERGY **Supervisor/Employee**.

Crew members or supervisors who do not dine with the crew are responsible for completing this form for themselves.

Transmission Operation and Planning Department Voucher
Instructions for Vendor:

Progress Energy
(For use by PROGRESS ENERGY employees during emergencies)

City _____ Date _____

Make sure PROGRESS ENERGY employee has signed this voucher.

Name of Business _____

Staple voucher to invoice.

___ Meals:

___ Breakfast ___ Dinner ___ Supper

# of employees on ticket: _____

___ Other:

_____

Amount $_____

PROGRESS ENERGY Supervisor/Employee: _____

G. TRANSMISSION ACOUNTING TASK NUMBERS FOR FLORIDA

Transmission PEF Storm Tasks:

T7202 – Transmission Storm Support – applies to all major storm support/restoration activities related to the Transmission system, except for what is specifically noted below.

TTREE – Transmission Tree Trimming – applies to tree trimming contractor costs for Transmission system storm restoration.

TLNDS – Transmission Landscaping - applies to contractor costs to restore landscaping (i.e. landscaping surrounding a Progress Energy substation) damaged by a major storm.

TOHLN – Transmission Overhead Line Restoration - applies to internal and contractor costs required to restore Transmission overhead lines damaged by a major storm.

TUGLN – Transmission Underground Line Restoration - applies to internal and contractor costs required to restore Transmission underground lines damaged by a major storm.

X. TELECOM AND EXTERNAL CONTACTS

A. CAROLINAS

1. EMERGENCY CONTACTS

North Carolina Emergency Management System (manned 24 hours a day)

North Carolina Emergency Operations Center
http://www.nccrimecontrol.org/index2.cfm?a=000003,000010

North Carolina Warning Point - Highway Patrol Communications Center

South Carolina Emergency Operations Center (manned 24 hours a day)

South Carolina Emergency Operations Center
http://www.scemd.org/

South Carolina Warning Point - Highway Patrol

1-800-768-1501

2. TELECOMMUNICATIONS STORM CONTACTS

1st Priority:

Energy Control Center Dispatcher:

A current listing for all local area telecommunications personnel who are on call is maintained by the Energy Control Center (ECC) Dispatcher. If telecommunications assistance is needed, call the ECC Dispatcher and ask him to contact the employee on call for the local area.

2nd Priority:

If you are unable to reach the ECC Dispatcher, then you should try to contact the telecommunications help desk at

3. NEIGHBORING UTILITY EMERGENCY CONTACTS

APCO

Area Code: (540)

Contact	Phone 1	Phone 2
TCC Roanoke	427-3613	427-3614

Duke Energy

Area Code: (704)

Contact	Phone 1	Phone 2
Transmission	382-9401	382-9402/1-800-326-6537
Generation	382-4413	382-4415
Clearance/Hot Tag Coordination Office	800-326-6528	800-326-6551

Jacksonville Electric Authority

Area Code: (904)

Contact	Phone 1	Phone 2
24-Hr Emergency	695-7151	

Santee Cooper(SCPSA)

Area Code: (843)

Contact	Phone 1	Phone 2
Control Center	761-4033	761-2961
Tom Abrams	843-761-8000, ext. 5200	

South Carolina Electric and Gas

Area Code: (803)

Contact	Phone 1	Phone 2
Control Center	799-5243	748-3265
24-Hr Emergency	733-2864	

TVA

Area Code: (423)

Contact	Phone 1	Phone 2
Control Center	751-4134	
Transmission	751-4205	1-888-882-4012
Trans-Svc/Sec Coord	751-3141	

Virginia Power Company

Area Code: (804)

Contact		
Control Center	273-3341	273-3342
24-Hr Emergency	273-3348	

B. FLORIDA

1. STATE EMERGENCY CONTACT PERSONNEL

Florida Dept. of Emergency Management, ESF-12
Voice: 850-921-0165
Fax: 850-488-7841

Florida Emergency Operations Center
http://www.floridadisaster.org/eoc/Update/Home.asp

Gulf Power Company	Bill Bush Supervisor, System Control	Office Fax Home Mobile Beeper Email	(850) 444-6517 (850) 444-6507 (850) 476-9173 (850) 887-8984 BDBUSH@southernco.com
Alabama Electric Cooperative, Inc.	Tim Hattaway Supervisor, Energy Control	Office Fax Cnt Ctr Mobile Email	(334) 427-3282 (334) 222-2179 (334) 222-2630 (334) 301-5495 tim.hattaway@powersouth.com
Southern Company Services	Power Coordination Center	Office Fax	(205) 257-6303 (205) 257-6302 (205) 257-6301 (205) 257-5533
	Jim Griffith Manager, Operations	Office Fax Home Mobile Beeper Email	(205) 257-6892 (205) 257-6663 (205) 428-8869 (205) 612-4526 (800) 999-6710 ID# 991-1119 jsgriffi@southernco.com

2. FLORIDA MATERIALS SUPPORT

Name	Work Number	VN Number	Cell	Home Number

Relay and Substation Parts
Major Substation Equipment & Bushings

Daryl R. Bennett
System Transformer Repair / Mobile Transformers Contact

Bob Crowley

Wildwood Central Warehouse

Steve McIntyre
Supervisor

Les Hannah
Alfred Corbin

Richard Lyals

XI. CURRENT ROAD CONDITIONS IN NC, SC, AND FLA.

NC Roads http://apps.dot.state.nc.us/tims/

SC Roads http://www.dot.state.sc.us/getting/roadcondition.shtml

FLA Roads http://www.fhp.state.fl.us/traffic/

XII. POST STORM ANALYSIS - FLORIDA

After any major storm, PE is required by the Florida PSC to have an analysis of the storm response and service restoration performed. This is to be done by an outside company. Potential companies for this analysis have been identified. It is the responsibility of the Manager of Transmission Line Engineering to initiate the analysis.

XIII. DOCUMENT REVISIONS

3-8-07 Revised Logistics Center personnel and telephone numbers. Added "**Are all ETRs current?**" to the Conference Call Checklist – During The Event. Revised the document name to "TRANSMISSION STORM PLAN." In the plan the department name is correct. The ECC has its own storm response plan.

9-5-07 Added ORCA

5-13-08 Changed personnel in the Florida Storm Center and Logistics Center – relocated the Storm Center to Winter Garden. Updated phone numbers prior to the '08 storm drill.

8-19-08 Revised the Northern Area contact information.