



FPL®

Exhibit A1

Vegetation Management Storm Restoration HANDBOOK

R. 7/2020

STORM NAME: _____

DATES: _____

INTERNAL ORDER #: _____

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Glossary

FPL: Florida Power and Light Company, the electrical utility

VM: Vegetation Management

OSHA: Occupational Safety and Health Administration

PL: Production Lead: Oversees pod of crews

GF: General Foreman

VMPL: Vegetation Management Production Lead: Oversees pod of line clearing crews

CIF: Critical Infrastructure Function: A power line section that feeds an important customer such as fire department, police, hospital, etc.

RS: Restoration Specialist; a line crew who inspects outages to identify cause and resources needed to correct problem. Can handle small jobs themselves

OT: Over Time

MOB: Mobilization; Drive Time to FPL processing site from either home utility or other utility

DEMOB: Demobilization; Drive Time from FPL property to either home utility or another utility.

P.O.: Purchase Order

TWA: Tree Work Authorization Form; form required with property owner's signature for any tree removals

ANSI-A300: Trimming guidelines set forth by the American National Standards Institute

Introduction

Welcome to the Florida Power and Light (FPL) storm restoration team! FPL has been honored with the tremendous responsibility to provide safe and reliable electrical service to our customers. This is a responsibility that we take very seriously and with great pride. During times of natural disasters, FPL comes together as a team to restore electrical service to our customers who have been affected by the storm, helping them take an important step back to towards normal life.

You have joined our team as part of the FPL's Vegetation Management storm response team. This handbook is intended to provide an overview of the roles, responsibilities, and expectations. The information within this handbook will allow you to effectively perform your designated role within the Storm restoration team. You will be assigned to an FPL Staging site, reporting to a Vegetation Management Site Coordinator. **If you have any question or concerns at any point during the restoration event do not hesitate to bring your concerns up to your Site Coordinator.**

Remember: Working as a team, together, is the only way we will all reach our goal: Restoring electrical service to all our customers in a SAFE **and** efficient way.

Please keep in mind that you are being asked to respond to a natural disaster. Many of the everyday accommodations that we have grown used to may not be immediately available. It may be a matter of days before basic service can be put into place. These services will have been impacted by the event as well. But rest assured, FPL will make every effort to provide necessary accommodations (lodging, meals, and transportation). **However, you must be prepared for minimal support during the first 24-36 hours.**

Safety

The decisions you make will determine if you and your crew will have an incident free workday.

Think Safety

Your friends and family expect you to come home. Unless you make working safely a value, you or someone else may be seriously injured or killed. FPL expects everyone on our property, from the tree trimmer to the line crew to the staging site staff to work in accordance with all OSHA requirements.

During the restoration event, you will interact with a variety of people in different storm roles, along with the general public. Not all these individuals are familiar with and understand all OSHA requirements. **OSHA requirements prohibit Line Clearance tree trimmers and tree trimmer trainees from working directly on or with electrical conductors or facilities.** You may be in a situation where this message will need to be communicated to other individuals but most importantly you must remember these rules yourself. Many times in our willingness to help, these rules can be overlooked. You are expected to comply with OSHA requirements. **These requirements supersede whatever a FPL representative or other storm personnel may request from you.** If during the assessment of the job site, an unsafe electrical condition is identified that prevents a tree crew from safely performing required tree work, you must contact your VM Site Coordinator. You will coordinate with the Overhead Line Production Lead (PL) to correct the unsafe condition. You may be directed to stand by or proceed to the next work location.

A Lead/Line Specialist can assist by moving downed conductors a safe distance from required work. For locations where the trees can be trimmed without jeopardizing worker safety, but damage to FPL facilities may result, a Lead/Line specialist can 'pull' appropriate fuses to minimize damage to FPL facilities. **Please consider all facilities as energized at all times.** If the work cannot be performed safely, do not perform the work.

You are most responsible for your own safety. You must work safely; you must encourage and demand those in your charge to work safely and take appropriate steps to ensure safe work practices are followed. In the event of an injury requiring medical attention, you must report this to the VM Site Coordinator immediately after ensuring the wellbeing of the individual(s) involved.

Line Clearing Safety Policy

All line clearing activities shall be performed in accordance with the OSHA regulation. This policy will apply to storm restoration events when work will be performed on all of our service facilities.

The Supplier shall have an active employee safety program conforming to the requirements of all applicable regulatory agencies. The equipment, training and safety programs shall comply with the requirements of OSHA CFR 1910.269 for Line Clearance Tree Trimming Operations. FPL requires the supplier's staff qualified utility line clearance tree trimmers. The Supplier will be required to comply with all FPL Safety policies regarding Supplier safety including all revisions made by FPL during the term of this contract.

Before work begins, the line clearing crew shall place an FPL provided pole wrap and a TREE CREW IDENTIFICATION TAG on the source pole(s). The identification tag shall be completed to include the name of the supplier (Company), the name of the Person in Charge (PIC), the name and cell number of the crew supervisor/GF, the name and cell number of the FPL- VM representative/PL they report to and the work location/staging site.

The line clearing crew shall remove the pole wrap and tag upon completion of their work and notify the appropriate individual(s) once they are clear of the line.

When the line clearing Supervisor/GF deems that line clearing cannot be performed in accordance with OSHA regulations, the following must be adhered to:

The line clearing Supervisor/GF will contact the FPL-VM representative/PL and request to have the line section properly switched out, tagged, tested to be de-energized and grounded as required by FPL switching and grounding procedures.

Example of Tree Crew Identification Tag

Front

	TREE CREW IDENTIFICATION TAG
NAME PERSON IN CHARGE (PIC):	
COMPANY NAME:	
NAME OF CREW SUPERVISOR/GF:	
CREW SUPERVISOR/GF CONTACT NUMBER:	
VM REPRESENTATIVE:	
VM REPRESENTATIVE CONTACT NUMBER:	
SERVICE CENTER/WORK BASE:	
HAVE YOU DONE ALL YOU CAN TO MAKE THIS JOB SAFE?	

Back

	TREE CREW IDENTIFICATION TAG
NAME PERSON IN CHARGE (PIC): The name of the Foreman, Lead Foreman or Crew Supervisor who will be <u>on the job site</u> executing or over seeing the completion of the work.	
COMPANY NAME: The name of the company the Foreman, Lead Foreman or Crew Supervisor works for.	
NAME OF CREW SUPERVISOR/GF: The Supervisor/GF directly responsible for the actions of the Line Clearing Crew.	
CREW SUPERVISOR/GF CONTACT NUMBER: Cell phone number of the Crew Supervisor/GF.	
VM REPRESENTATIVE: During storm events this is the name of your VM CCR, During 'non-storm' restoration this is the name of the VM Duty	
VM REPRESENTATIVE CONTACT NUMBER: The cell phone number of your VM Contact.	
SERVICE CENTER/WORK BASE: During storm events this is the name of your work base/staging site. During non-storm restoration this the name	
HAVE YOU DONE ALL YOU CAN TO MAKE THIS JOB SAFE?	

Accidents, Serious Injuries and Supplier Caused Interruptions

Accidents, serious injuries, and Supplier caused interruptions involving the public or Supplier personnel must be reported immediately to the FPL Company Representative by the Supplier. Complete and thorough investigations of such incidents shall be promptly conducted by the Supplier. An Accident Investigation Report will be furnished to the FPL Company Representative.

Public Relations

When in contact with the general public while performing work for FPL, the Supplier's personnel shall maintain a professional appearance. All personnel must be dressed with shirts that clearly identify the Supplier and in clothes appropriate for the work. Each crew should have at least one employee capable of communicating with customers.

The Supplier must respect and give consideration to the customer's property, such as parked vehicles, sheds, outdoor furniture, lawns, livestock, and ornamental planting. FPL locks should be always locked. All of the Supplier's work trucks shall have the Supplier's company name.

Permits & Licenses

The Supplier is responsible for obtaining all occupational permits and licenses legally required to do work. The cost of all such permits and licenses shall be pass through. Receipts shall be uploaded to the storm billing application. This shall also extend to the cost of trip permits and tolls in conjunction with interstate travel during mobilization and demobilization.

It shall be the responsibility of the Supplier to be knowledgeable and comply with appropriate city, county, state, and federal ordinances, agreements, laws and regulations affecting endangered species, wetlands, public trees, citrus canker, parks or dumps before sending crews for restoration support.

The Supplier must exhibit sound environmental stewardship.

Owner/Agent Notification

FPL requires the Supplier to use judgment on when to notify or obtain permission for clearing vegetation under or adjacent to FPL utilities rights of way. Consideration for vegetation buffers, desirable species, low growing vegetation that will not conflict with power lines shall be considered when working adjacent to developed property. The supplier assumes all responsibility for the unauthorized removal of vegetation or trees without homeowner permission and therefore, may be liable for any subsequent claims.

Inquiries or Claims

In the event of damage to private property the customer and a FPL representative must be notified. Provide the customer with your name, the name of your company and a contact phone number. Inquiries or claims from the public concerning activity by the supplier are the Supplier's responsibility. Such inquiries or claims will be given to the Supplier's supervisor. Customer contact on claims shall be within 24 hours by the Supplier. Customer inquiries should be resolved within 14 calendar days. The Supplier shall report weekly to the FPL Company Representative on the status of each claim.

VM PL Role

A Vegetation Management Production Lead (VMPL) will be assigned to either a FPL Distribution Service Center or a FPL staging site and will be reporting directly to the Vegetation Management Site Coordinator. The VMPL will have a pod of contract line clearing crews assigned. The ratio of tree personnel to VMPL tends to be +/- 40:1. This could vary depending on storm impact, resource availability and other factors. The ability to manage a work force of +/- 50 people is essential to the success of your role. Once the line clearing personnel arrive at the Processing Site, the VMPL will be their main point of contact for any questions/issues/concerns and for timesheet review.

The VMPL will receive their work directly from the VM Site Coordinator. It will be the VMPLs responsibility to make sure resources arrive to the job site and are productive. When work is completed the VMPL will report it as completed to the VM Site Coordinator.

VMPL job responsibilities include, but are not limited to:

- Help route crews to the work site
- Make sure ALL crews have ability to navigate and get to the assigned job site
- Expedite tree work assessment in the field
- Help remove barriers for tree crews to quicken restoration
- Help prioritize work and expedite work completion
- Make sure crews are working productively
- Verify with tree vendor leadership that all tree work is completed before tree crew leaves site
 - This will help eliminate the need to return to tickets and keep restoration moving forward
- Keep track of all work assigned to you
- Keep track of all work you assign to crews
- Keep track of estimated time of completion on trouble tickets
- Keep track of aging tickets and ensure timely completion
- Communicate with Line crew production leads in area to coordinate work priority and extent required

- Need to monitor work load and keep crews engaged
 - If work ticket volume is low, must have other priority work i.e. CIF Feeder list, be able to patrol for potential issues ahead of RS/Line Crew/Storm Patrollers

Understand what is expected of you and your role. If you have any doubts, ASK QUESTIONS!

The VMPL responsibilities also include time reporting, expenses, and logistics duties which will be covered in the upcoming sections.

Crew Descriptions

Crew Size and Type

FPL requires that all contract crews meet the below requirements unless specifically agreed upon by FPL in advance.

Typical crew types are:

BUCKET CREW:

- Two (2) man buckets (which are climbing capable)
- One Foreman
- One Trimmer
- One Bucket truck

EASEMENT CREW:

- Three (3) man easements truck. ☐
- One Foreman
- One Trimmer
- One Groundman
- One Easement Truck

FPL at its discretion, may request specific crew types beyond the above. Chippers, log trucks, jarraffs, or other specialized equipment, should only be sent if requested. FPL will not accept billing for equipment left behind or brought but not pre-authorized.

Vendor must have at least one General Foreman with a minimum of one per every five crews. GPS enabled smartphone is required for GFs. In addition, the GF is required to download the Tracking App designated by FPL from the time mobilization begins until the completion of demobilization.

Each crew is required to drive a minimum of 500 miles per each 16 HR work day while mobilizing to their assigned staging site following

activation by an FPL Company Representative for storm/emergency support.

Crew types that are deemed to be inappropriate, or crews that are deemed to lack basic necessary tree skills (i.e. climbing crews that cannot climb), will be asked to leave the FPL property and will not be billable.

Each crew is expected to have the necessary tools and equipment to be effective and productive. Required tools include flashlights or spotlights, ladders (for climbing palm trees), pole pruners with extensions. FPL may require suppliers to purchase missing tools at no cost to FPL. In the event that FPL loans any tools/materials to the vendor, the vendor shall, upon completion of the work, return all loaned tools/materials to the issuing location

Required by All Crew types	Required by Bucket Crews	Required by Easement Crews
Flashlights (at least 2 for each crew person)	One complete set of climbing gear	Climbing gear for each climber
Ladder	One chainsaw with 14-16" bar	Two chainsaw with 14-16" bar
Pole pruner with extensions	One chainsaw with 18-24" bar	Two chainsaw with 18-24" bar
	Hydraulic pole saw	Pruning tools
	Pruning tools	Lowering ropes
		Section ladders

Specialized Equipment

- Specialized Equipment is any piece of equipment, vehicle, or tool not typically used in line clearance restoration activities. This includes, but is not limited to chippers, skidders, loaders, and jarraffs.
- Equipment of this nature is not billable unless specifically pre-authorized by FPL. The contractor is responsible to provide written documentation that the specialty equipment has been provided at the request of FPL with the date and name of the FPL Company representative

Embedded Contract Line Clearing Crews

- Crews that are currently working on FPL property
- A VMPL will be assigned to the supplier pod of line clearing crews to oversee their activities
- Depending on where the restoration work is, these crews could be working locally or they could be dispatched to a restoration area away from their normal work area.

Non-Embedded Contract Line Clearing Crews

- Crews that prior to the storm were not working on FPL property
- Crews from off system will arrive at a processing center for orientation and briefing.
- From the processing site crews will be dispatched directly to a staging site
- A VMPL will be assigned to the supplier pod of line clearing crews to oversee their activities.

Embedded Contract Line Crews

- Crews that are currently working on FPL property
- Crews may be assigned to a travel team under an Incident Commander or assigned to a Line Crew PL to support VM grounding needs
- Depending on where the restoration work is, these crews could be working locally or they could be dispatched to a restoration area away from their normal work area

Non-Embedded Contract Line Crews

- Crews that are not currently working on FPL property
- They will arrive at a processing center from off-system or be dispatched directly to a staging area.
- Crews may be assigned to a travel team under the direction of an FPL representative
- Contract Line Crews not assigned specifically for grounding will be assigned to a Line PL

iStormed Application Reporting and Invoicing

Vendor's employee time and expenses shall be recorded and reported daily to the designated FPL representative within the App provided by FPL. The time and expenses must be approved daily by the designated FPL representative. Vendor will have access to the time and expenses submitted to the App.

Upon FPL's implementation of this mobile application, FPL will notify vendor and provide instructions for downloading and using the mobile application. From that date forward, time and reimbursable expense entry related to the scope of work contained herein will be required to occur in the aforementioned mobile application in order for payments to be issued. FPL will submit to vendor invoices based on this time and reimbursable expense entry. It is the vendor's responsibility and obligation to provide or ensure that its employees, agents, or representatives have access to mobile devices capable of operating the mobile application in accordance with all accompanying terms and documentation (the mobile device and costs associated with the device such as data use is not reimbursable). In the event of a catastrophic communications failure FPL may revert to paper processes.

In the event it is not practicable or feasible to utilize the App, at the sole discretion of FPL, FPL will provide an alternate method (paper) to capture time and expenses.

All mobilization and restoration daily time reports and expenses must be received by the designated FPL representative before completion of demobilization in order to be eligible for reimbursement by FPL.

All employee time and charges invoiced are subject to final approval by FPL. In order to be considered for payment, FPL must receive all storm related vendor invoices within 90 days of work execution/date of crew release.

FPL will send an invoice template to the vendor with invoicing instructions. An electronic version of the completed invoice template along with supporting documentation shall be forwarded via e-mail to Storm-PaymentCenter.SharedMailbox@nexteraenergy.com.

Note: failure to complete the invoice template in its entirety (including the mobilization log) will result in invoice processing delays.

Hard-copies of the backup documentation can be forwarded to:

FPL –Payment Support Services

Payment Support Services Mail Code: C2A/CSE 6001 Village Blvd Customer
Service – East West Palm Beach, FL 33407

FPL reserves the right to switch to change invoicing procedures to E-Receiving process after proper training is conducted.

Overtime and Holidays:

The overtime working/standby or mobilization/demobilization rate will be paid to any of the Supplier's billable employees who have worked in excess of eight (8) hours under FPL's storm contract for each new working weekday. Hours worked for entities other than FPL are not pertinent to this calculation. The overtime rate will be paid for all approved hours worked on Saturday, Sunday, and FPL designated holidays.

Designated holidays are so defined in this contract as:

- New Year's Day
- Memorial Day
- July 4th Day
- Thanksgiving Day
- Christmas Day

There will be no DOUBLE TIME payment.

Once at the storm work location

- Crews are paid port to port. Time begins when you depart your hotel and time ends when you arrive at your hotel.
- You are not guaranteed a set number of hours or minimum daily billable hours;
- Please maximize your contributions to the restoration effort by returning to the Staging Site at a reasonable time.
Bussing time, safety meetings, meals and standing by at the storm work location are paid.

Embedded tree crews traveling within FPL territory should start their

billable hours when they arrive at their normal crew show-up.

Non-Productive time should be used for administrative duties. For example, the bus ride back to hotel could be used for safety meeting.

Crews must be prepared for storm conditions and may need to sleep in tents or their vehicles if lodging is not available upon arrival. FPL will only pay for work and travel hours, not for sleeping time, even if lodging is not provided.

Logistics

Housing

- Initial check in and housing support is a crucial step. Once you have arrived at the staging site or service center and checked in with the VM Site Coordinator, make contact with the local Logistics Site Rep. This person will have information on hotel rooms and meals.
- Housing, meals, fuel, and transportation to hotels are typically handled at the staging area or service center by Logistics Support personnel.
 - *When you meet up the crews at the staging area the GF/Supervisor will have copies of the crew movement forms that will be used to book hotel rooms.
 - *Get a copy of the CREW MOVEMENT FORMS from the General Foreman or the Vendor Supervisor.
- If FPL does not provide lodging during performance of storm/emergency restoration services, lodging costs will be reimbursed at actual invoice cost with original receipts submitted.
 - The vendor is expected to select the most cost effective rates available and book a minimum of two occupants per room.
 - FPL reserves the right to disallow all costs above the \$100 per resource threshold applied to lodging expenses if deemed excessive or without proper documentation
 - Embedded vendor's personnel shall receive no lodging if their normal assigned area is less than forty-five (45)miles from the storm headquarters assigned to the Vendors do not have the option to obtain lodging when provided by FPL. General Foreman should upload receipts and follow their company processes
- The following is a partial list of items considered individual or personal responsibilities that are not reimbursable:
Alcoholic beverages, mini-bar charges, tobacco products, pay-per-view movies, laundry/dry cleaning (often provided at staging site), gift/pro shop expenses, meals/room service, other incidental expenses.
- Supplier's personnel shall receive no lodging if their normal assigned area is less than 45 miles from the storm headquarters assigned to the crew.
- Depending on the circumstances, (availability and severity of storm) up to four persons may be required to share a room when FPL arranges for lodging. Given the emergency situation, resources should be

prepared for the possibility that food/ lodging is not yet available in the initial days immediately following the storm.

- Lodging costs during mobilization and demobilization will be paid at cost with original receipts submitted. FPL will not accept any fees applied by the supplier in the procurement of their own lodging. The supplier is expected to select the most cost effective rates available and to book two occupants per room. Original receipts must be submitted to FPL Payment Services in order to receive reimbursement.

Transportation

- Transportation from the staging area to the hotels is arranged, usually by bus.
- The suppliers are discouraged from transporting their employees in their own vehicles. Any exceptions shall be approved by FPL representative.

Meals

- During the restoration event, meals are provided to the crew members at the staging area.
- The logistics support personnel will need an accurate head count, a map showing the work location, and a contact person and phone number.
- When FPL is providing meals, the vendor does not have the option to charge Meal Per Diem.
- If FPL is not providing meals, then a Meal Per Diem at a cost of \$35.00 per day per person or \$11.66 per meal for breakfast, lunch and dinner will apply. The Meal Per Diem is to be recorded daily and paid in accordance with the Storm P.O. The meals will be reported on the Storm Line Clearing Daily Time Report as a line item under Per Diem.

Fuel

- In most cases fuel will be provided to the suppliers at the staging areas. The vehicles are usually fueled at night when they are parked.
- Make sure the vehicles are parked to allow a fuel truck to get to them. (Follow the staging site parking leads' instructions.)
- The line clearing vendor must clearly identify the vehicle fuel type on the vehicle near the fueling point.
- Fuel purchases require FPL approval with appropriate documentation. Fuel will be reimbursed at actual invoice cost. Receipts for fuel must be uploaded to the storm invoicing application
- For mobilization and de-mobilization, fuel will not be reimbursed.

Drugs and Alcohol

- Substance and Alcohol abuse is regard as an unsafe work practice
- At no time will illegal drugs or alcohol be permitted on FPL property or Staging Site property.
- FPL has a zero tolerance policy when it comes to Drugs and Alcohol on the work site or staging site

Other Expenses

- FPL will provide complete support for Non-Embedded and Embedded tree crews during restoration. Contract crews should seek support from FPL as needed and should not incur other billable expenses.
- The Vendor must submit individual receipts for reimbursable expenses by attaching these to the storm invoice application

Holdover and Standby

At FPL's discretion, suppliers may be asked to holdover their crews at a safe distance to avoid the storm path during mobilization, or they may be asked to standby during the storm (for safety reasons or convenience). FPL will pay an equivalent number of hours to ensure the crews reach a minimum of 10 total hours for that day (travel + standby).

For example, a crew travels 4 hours during a given day (defined as 24 hours beginning at 12am). They are then asked to hold over at their current location. FPL will pay an additional 6 hours for that holdover request.

If a crew travels 10 hours or more, and then is asked to stand-by, the crew would not be eligible for any additional time. The same scenario holds true for crews asked to standby at their hotel or other assigned housing area during any phase of the storm restoration process.

Electronic crew rosters

FPL requires all suppliers to send a crew roster of all personnel travelling to support restoration in the template provided by FPL. The roster is used to build travel teams so that FPL can allocate resources to restoration sites throughout the state. It is important that the roster follow the guidelines sent with the roster template so that resources can be allocated effectively and that supplier personnel can be properly supported with meals and lodging when provided by FPL. Below are some guidelines specific to line clearance.

The supervisor column should only contain General Foreman, and should only contain the names of the supervisors traveling. Supervisors and support personnel must be listed under a General Foreman. This must be the General Foreman that the supervisor will travel with if the resources from the sending utility are allocated to separate sites.

FPL does not guarantee that all resources from one utility or state will be allocated to the same site.

FPL requires the submittal of roster files no more than four hours after commitment to travel is confirmed by FPL.

In addition, the General Foreman is required to download the Tracking App designated by FPL from the time mobilization begins until the completion of demobilization (this is a separate application from the iStormed App).

Rate Structure/Bid Form

This rate consists of two separate price structures which are mobilization/demobilization and working/standby.

- The mobilization/demobilization price structure is an hourly composite rate inclusive of fuel, equipment and other cost drivers necessary to travel from a crew's normal work location to an area designated by FPL.
- The working/standby price structure is an hourly composite rate inclusive of equipment and other cost drivers necessary to perform restoration under this contract. Fuel is not to be included in this rate as fuel is typically provided by FPL.
- Rate is applicable for restoration work statewide.

The rate structure consists of the below rate classes:

- Bucket Crew Mob/hour
- Easement Crew Mob/hour
- Bucket Crew ST/hour
- Easement Crew ST/hour
- Bucket Crew OT/hour
- Easement Crew OT/hour

Double time rates are not accepted.

Mechanics, Safety personnel, administrative, and other personnel beyond typical crew members should be considered in the above rates and are not considered billable separately.

Mobilization charges shall begin when the crew starts its actual drive to the storm area and ends upon arrival at the designated FPL processing site.

Demobilization charges shall begin when the crew leaves their designated storm location and ends upon arrival at the crew's home location. Muster time or crew preparation time is not billable. It is expected that Suppliers travel a minimum of 500 miles per day in a 16 hour day, any exceptions must be documented and provided to FPL along with the invoice.

Trimming Guidelines

Clearance Guidelines – Do not “snip it”

- FPL'S clearances are “species specific”
- Consider the line voltage, construction framing, movement of the tree and conductor in severe weather and the regrowth rate of the tree
- Generally, obtaining 10 feet from the primary AND adhering to A-300 pruning practices when practical will provide sufficient clearance.
- Clearing 6 feet +/- from open wire secondary lines, removing weight bearing/rubbing limbs on wrapped conductor will suffice
- On occasion, clearance greater than the mentioned may be needed to facilitate restoration. USE GOOD JUDGMENT
- Palm Trees – Unless removing the entire palm, cut the frond at the point of attachment to the trunk.
- Trimming should be completed to ensure a safe work space for line crews to work in in order to restore power.
- Many times trimming to access the work space and power lines will also be required

Storm Damaged Trees

- Uprooted, broken, leaning or otherwise storm damaged trees are the customer's responsibility. Use good judgment to assess if a storm damaged tree is hazarding the electric facilities.

Tree Removal

- In Florida, trees are considered personal property
- Tree should not be removed without a consent agreement signed by the property owner/agent (Form TWA)
- Your VM Site Coordinator will have copies of the TWA
- Tree should be cut as close to grade as possible and treated with an approved herbicide when appropriate.

Follow-up Pruning

- As restoration winds down, you may be asked to lead your team to perform additional pruning on storm impacted facilities.
- Every effort shall be made to adhere to the A-300 guidelines for Utility pruning. Encourage directional pruning and collar cuts.

Debris Policy

- During storm restoration, do not remove or chip trees or brush that has been cut to restore electric service

- Do not leave debris in a manner which will impede line repair or re-construction of the facilities
- Do not create debris hazards by leaving cut limbs hanging in adjacent trees, on wires or other structures. Make sure cut limbs reach the ground.
- As the restoration effort progresses, this policy may change. The VM Site Coordinator will make you aware of these policy changes.

Grounding

- Encourage open communication regarding grounding needs
- Stay informed of these needs
- You may be asked to coordinate grounding needs with the Line PL or directly with the line crews
- If in doubt about ground ASK QUESTIONS
- Understand FPL's Line Clearing Safety Policy

Environmental Consideration

- ***ASK YOUR VM SITE COORDINATOR***
- Understand and communicate any environmental issues to those in your charge
 - Mangrove Limitation
 - Protected, Threatened, Endangered Species

~~DAILY CHECK SHEET AT STAGING AREA / SERVICE CENTER~~

- ____ 1. Meet with and receive daily work from the VM Site Coordinator.
- ____ 2. Establish & review expectations: Safe work practices, start/stop times, exit by/return to yard times.
- ____ 3. Ensure assigned Suppliers perform AM Safety Tailboard
- ____ 4. EMPHASIZE WORKING SAFELY!
- ____ 5. Communication with supplier management by cellular Phone, pager, and/or radio.
- ____ 6. Assign and log work to the GFs.
- ____ 7. Verify need for Grounding crews
- ____ 8. EMPHASIZE WORKING SAFELY!
- ____ 9 Enter time into iStormed application
- ____ 10. Develop a meal plan with your GF and site logistics.
- ____ 11. Collect completed Work Tickets and provide to the VM Site Coordinator or VM RPC.
- ____ 12. Housing secured.
- ____ 13. Fuel – Trucks parked so fueling can be provided.
- ____ 14. Starting time for next day confirmed and given to Supplier.
- ____ 15. Transportation to Hotel arranged for. Check with Logistics Support.
- ____ 16. EMPHASIZE WORKING SAFELY!

MOVING TO ANOTHER STAGING AREA / SERVICE CENTER

1. Upon receipt of instructions from VM FPLCC/VM Site Coordinator for crew movement, contact the appropriate Supplier Supervisors and inform them of where they will be going, how many crews are needed, and the departure time.
2. Collect all work associated with current staging site and provide to the VM Site Coordinator.
- ___ 3. Does it make sense to eat before departure?
- ___ 4. Ensure vehicles are fueled or that fuel stops are arranged in route.
- ___ 5. EMPHASIZE WORKING SAFELY

END OF STORM CHECKLIST

- ___ 1. Crews released by VM FPLCC/VM Site Coordinator
Date & Time _____
- ___ 2. Note Module (Travel team) number being released.
- ___ 3. Notify Logistics Site Representative.
- ___ 4. Collect Pole Wraps and All loaned equipment.
- ___ 5. All outstanding paperwork collected.
- ___ 6. All paperwork turned into VM Site Coordinator.