

**From:** [White, Tiffany](#)  
**To:** [PENAHERRERA, CRYSTAL](#)  
**Cc:** [Rottman, Brian](#); [Johnson, Nancy](#)  
**Subject:** FW: 2017 HURRICANE IRMA STORM INTERNAL ORDER ACTIVATION  
**Date:** Friday, June 01, 2018 2:43:17 PM  
**Attachments:** [2017 Bargaining S-102.xls](#)  
[2017 Cost eligible to be charged to Storm Internal Order.doc](#)  
[2017 Form 371 FPL Employee Expense Report.xlsx](#)  
[2017 Non Bargaining S102 for IOs with Instructions.xls](#)  
[2017 Non Bargaining S-102.xls](#)  
[2017 S102 Collection and Retention Procedure.doc](#)  
[2017 STORM INTERNAL ORDER LETTER.docx](#)  
[2017 Storm Matrix by BU-Irma.xlsx](#)  
[2017 Visa Storm P Card Transmittal Staging.xls](#)  
[FPL Storm Compensation Policy.pdf](#)  
[IO Letter - Exhibit A Specific Guidance.docx](#)

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**From:** White, Tiffany  
**Sent:** Tuesday, September 05, 2017 2:34 PM  
**To:** DL-Storm-Business-Unit-Coordinators <DL-Storm-Business-Unit-Coordinators@fpl.com>  
**Cc:** Hudson, Kenneth <Kenneth.Hudson@fpl.com>; Hopkins Earle, Ava <Ava.Hopkins-Earle@fpl.com>; Ferguson, Keith <Keith.Ferguson@fpl.com>  
**Subject:** FW: 2017 HURRICANE IRMA STORM INTERNAL ORDER ACTIVATION

Good Afternoon,

We have received formal notification of storm activation for Hurricane Irma. In preparation for the storm, the attached internal orders have been activated and are available for charging **EFFECTIVE 12AM last night.**

Carefully review the attached Storm Internal Order Letter, which provides guidance and processing support for the Storm Internal Orders. Also attached are the required forms to be used in the field as identified in the Storm Internal Order Letter.

Please distribute as appropriate within your organization and ensure that the only costs charged to these IOs are those costs directly related to Hurricane Irma. **NOTE THAT STORM RELATED COSTS INCURRED PRIOR TO TODAY CANNOT BE CHARGED TO THE STORM IO.** Additionally, for all employees charging to the storm, please ensure they are set to working in REDi as this is a key control to ensure only direct support of storm is charged to the storm internal orders. If you have any questions please reach out to Tania Aiken, Tiffany White, or Brad Palmer.

As a reminder, Phase I of the storm compensation policy activates with the issuance of the storm internal order. Please familiarize yourself with the policy to be sure you understand how storm roles will be compensated during the storm event. Employees may access the policy and S102 form on the storm update page in eweb. A picture of the S102 should be taken and uploaded with the timesheet in SAP. Further instructions on how to upload in SAP will be distributed by the Payroll Team later today. For employee specific questions, please contact employee services at 844-694-HR4U.

**FPL 000174  
20180049-EI**

***LIST OF ATTACHMENTS:***

Storm IO Related

2017 Storm IO Matrix by BU-Irma  
2017 Storm Internal Order Letter  
IO Letter – Appendix A Specific Guidance  
2017 Cost Eligible to be Charged to Storm Internal Order

Employee Payroll Related

2017 Non-Bargaining S-102  
2017 S-102 Collection and Retention Procedure  
2017 Bargaining S-102 revised  
Storm Compensation Policy

Employee Expense Related

2017 Form 371 Storm  
2017 Visa Storm P-Card Transmittal Staging Site