



## *Southeastern Electric Exchange*

### **2016 Mutual Assistance Procedures and Guidelines**

Reviewed April 2016

As directed by the Board of Directors of Southeastern Electric Exchange, the Mutual Assistance Committee has developed and accepted the following procedures to provide and request assistance to aid in restoring electric service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies alone. In approaching this task, committee members recognized the significant differences between work performed under normal circumstances and emergency restoration, as well as the fact that each member will at some time both require and supply emergency assistance. Therefore, members have reached understanding and agreement to adhere to the procedures and guidelines that follow without the necessity of formal contractual arrangements.

The Mutual Assistance Procedures and Guidelines Subcommittee shall have responsibility for maintenance, annual review and revision of the *Southeastern Electric Exchange Mutual Assistance Procedures and Guidelines*. Final acceptance of this document, as well as any future modifications, must be approved by  $\frac{3}{4}$  of the appointed and serving members of the S.E.E. Mutual Assistance Committee, each operating member company having one (1) vote.

## Section I

### Understanding Among Members Regarding Mutual Assistance

#### **1. Members of Southeastern Electric Exchange understand and agree:**

- 1.1 That members will work together to minimize risk to all parties. Responding Companies will provide assistance (personnel and equipment) on a not-for-profit basis, and Requesting Companies will reimburse Responding Companies for all expenses incurred in providing the assistance. <sup>1</sup>
- 1.2 To adhere to and operate in accordance with the procedures contained in this document (the *Southeastern Electric Exchange Mutual Assistance Procedures and Guidelines*).
- 1.3 That should there be any conflict in procedures and guidelines contained in the *S.E.E. Mutual Assistance Procedures and Guidelines* and other regional or national mutual assistance agreements, guidelines, principles, or procedures, S.E.E. members will adhere to the procedures approved by the S.E.E. Mutual Assistance Committee when assisting or requesting assistance from fellow members through the Joint Mobilization Conference Call Procedure outlined in this document.

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<sup>1</sup> In this document the terms Responding Company and Requesting Company refers to both the company and its employees.

## Section II General Guidelines / Responsibilities

### 2. Personnel Safety

- 2.1 Whether providing or receiving assistance, personnel safety will be the preeminent objective and responsibility of all participants.
- 2.2 The Requesting Company agrees to make every effort to avoid moving Responding Company personnel into harms way.
- 2.3 Responding Company will follow its own safety rules, except as noted in paragraphs 2.6 and 2.7 below.
- 2.4 Responding Company is responsible for following its own personal protective grounding practices.
- 2.5 Responding Company will immediately report any and all accidents to Requesting Company (both incidence and injury).
- 2.6 Switching procedures will be handled as the Requesting Company designates, provided that the procedures do not violate the safety rules of the Responding Company.
- 2.7 Requesting Company will provide information on their switching and tagging rules. Requesting Company switching/blocking tags will be used.
- 2.8 Security personnel requirements shall be discussed and mutually agreed upon by the Requesting and Responding Companies prior to deployment of armed security personnel.
- 2.9 Any deployment of "Security Personnel" – armed or otherwise – must comply with Federal, State, and Local regulations.

### 3. Maintenance of Contact Roster

- 3.1 In order to facilitate efficient communication and response, S.E.E. member utilities will share the following information:
  - The names, contact numbers (work phone, home phone, cellular phone, and pager), and e-mail addresses for three (3) individuals authorized to participate in Joint Mobilization Conference Calls.
  - If available, the telephone number for the 24-hour operations / dispatch center for the member company.
  - If available, a satellite telephone number for the 24-hour storm or operations / dispatch center.
  - If available, a corporate storm / emergency center 24-hour telephone number, if different from the 24-hour operations / dispatch telephone number.
- 3.2 The Southeastern Electric Exchange office will be responsible for maintaining and updating the Member Company Contact Roster at least every three months.

#### **4. Code of Conduct**

- 4.1 Whether providing or receiving assistance, all personnel will be expected to conduct themselves in a professional and responsible manner.

#### **5. Communication With Contractors**

- 5.1 Members understand the need for clear communication with contractors working on their systems and are encouraged to explain the joint mobilization process discussed in this document.

#### **6. Definition of Emergency Assistance Period**

- 6.1 Members agree that the emergency assistance period shall commence when personnel and/or equipment expenses are initially incurred by the Responding Company in response to the Requesting Company's needs. This includes any request for the Responding Company to prepare its employees and/or equipment for travel to the Requesting Company's location but to await further instructions before departing. This preparation time should begin when normal work activities for Responding Company stop and preparations dedicated to supporting the off system effort begin. Except as noted in paragraph 6.3, the emergency assistance period shall terminate when such employees and/or equipment have returned to their point of origin and after a reasonable time required preparing the equipment for return to normal activities (e.g. cleaning trucks, restocking minor materials, etc.).
- 6.2 The length of stay by Responding Company personnel will be mutually agreed to by both companies. Generally, this period should not exceed 14 consecutive days, including travel time to the work area and return to the point of origin. When mutual assistance assignments go beyond this time frame, S.E.E. members agree that Responding Company personnel will usually be changed out (rotated) rather than take extended reset periods (days off). Responding and Requesting companies may agree upon exceptions to this procedure.
- 6.3 It is understood and agreed that if Responding Company's or its Holding Company's system is threatened during any time after it has mobilized to provide mutual assistance, any part or all of the Responding Company's native and contract workforce may be recalled. In these instances:
  - It is understood and agreed that the decision to terminate assistance and recall employees lies solely with the Responding Company.
  - If recall of Responding Company's workforce becomes necessary, the Requesting Company will be responsible for all expenses incurred by Responding Company until the Responding Company returns home and vehicles are cleaned and stocked for normal work activities.
  - If Responding Company's workforce is recalled to another of the Responding Company's locations other than their original point of origin, the Requesting Company will be responsible for travel costs to the alternate location not to exceed that which would have been incurred had the workforce returned to their original point of origin.

## Section III

### The Joint Mobilization Conference Call Procedure

#### **7. Purpose and Rationale for Joint Mobilization Call Procedures**

- 7.1 The following procedures are intended to enhance and in no way hamper the mobilization goals of member companies during emergencies.
- 7.2 Because response time is critical in emergency situations, the Joint Mobilization Conference Call provides a mechanism that allows members to quickly request assistance and identify the number and status of all available regional resources.
- 7.3 The conference call format should:
- Provide members with the opportunity to understand the entire scope of the emergency situation, including the number of companies expecting to be impacted and the potential damage to each.
  - Allow members to discuss and evaluate weather forecasts from different sources.
  - Result in the most efficient, effective and equitable allocation of available resources while mitigating the financial risk associated with early mobilization of resources.

#### **8. Agreement / Understanding – Joint Mobilization Procedures**

- 8.1 Members agree to adhere to the procedures contained in this section to request, identify and mobilize emergency mutual assistance resources. The understood exception being when an event impacts a single member utility and the impacted utility anticipates a short restoration time requiring assistance from only neighboring (adjacent) utilities. In this instance, the impacted member may contact neighboring utilities directly to arrange assistance after contacting S.E.E., and after determining that other member utilities are not impacted or requesting. However, because emergency events tend to expand and impact more than one utility over time, members are encouraged to use the Joint Mobilization Conference Call procedures described below for all mutual assistance requests.
- 8.2 Members understand and agree that participation on Joint Mobilization Conference Calls is restricted to employees of member companies of Southeastern Electric Exchange, unless otherwise agreed by members of the Mutual Assistance Committee.
- 8.3 Members understand that conversations between member utilities during Joint Mobilization Conference Calls may be confidential and proprietary. Therefore, with the exception of general deployment data / information, members agree not to share or release any information shared between member utilities during Joint Mobilization Conference Calls unless mutually agreed.

## **9. Initiation of the Joint Mobilization Conference Call**

9.1 Typically, the member that expects to be impacted first by an event will initiate the conference call.

9.2 Members agree to initiate a joint mobilization conference call anytime they experience or are threatened by an event so significant that they anticipate needing resources beyond the capabilities of their neighboring (adjacent) utilities to restore their system and are ready to commit to mobilize and incur expenses for the resources acquired on the call.

9.3 Procedure for initiating the conference call:

- During normal business hours, the initiating member will notify any S.E.E. staff member (phone number 404-233-1188) that they wish to hold a conference call for storm response, give the staff member the toll-free conference call number, date, and time for the call (specifying time zone). S.E.E. will contact all members via e-mail, providing conference call information and confirm all members' participation. After every call, S.E.E. will send out an e-mail providing a summary of the conference call discussion.
- After normal working hours and on weekends, members initiate the call by contacting the Executive Director of S.E.E. or S.E.E. Coordinator as described in Section 13, at home or on his/her cell phone. The Executive Director will contact members as described above. If the S.E.E. Executive Director cannot be reached, the initiating member will use the S.E.E. Mutual Assistance Contact Roster to contact members directly.

## **10. Responsibilities of Company Initiating Conference Call**

10.1 The company initiating the conference call will designate an individual to serve as moderator for the conference call. In most cases, the Executive Director of S.E.E. will serve as moderator. The moderator will:

- Call the roll of member companies.
- Present the weather forecast for his / her company service territory. At their discretion, the initiating company may have a weather consultant present the current forecast.
- Ask other members for input regarding the weather forecast / predictions.
- Present an estimate of predicted impact / damages and when these are expected to occur. If the event is large enough to impact more than one member's service territory, the moderator will ask other members for their projected damage assessments.
- Present an estimate of resources needed. If the event is large enough to impact more than one member's service territory, the moderator will ask other members for their projected resource needs.
- By roll call, ask all non-impacted members to state the numbers of resources available to assist once their territories are no longer threatened.
- When appropriate, the moderator will lead discussion of staging areas to be used by assisting companies; transportation concerns, such as evacuation orders, fuel availability, DOT exemptions, etc.; and, the availability of non-member resources that may be available to assist impacted members.
- Keep the call moving and minimize the length of the call as much as possible.
- If requested, notify non-S.E.E. member companies as appropriate.
- Set the date and time for future conference calls.

## **11. Responsibilities of Non-Initiating Members Participating In Conference Calls**

- 11.1 Members agree not to release or dispatch ANY resources (contract or native) unless committed to and confirmed by a Requesting Company. It is understood that Responding Companies' territories must be free from significant threat before resources can be committed and dispatched.
- 11.2 On the first Joint Mobilization Conference Call, non-threatened / non-impacted members will be prepared to specify the numbers of their employee and contractor distribution line, transmission line, vegetation management, and damage assessment personnel available to assist impacted companies, including an estimate of when these resources can be dispatched. If Requesting Companies identify needs in other areas (such as IT, safety, etc.), assisting members will be given time (usually 24 hours) to identify available resources in these additional areas.
- 11.3 To enhance safety and flexibility, upon request non-threatened / non-impacted members will be prepared to identify staging areas available in their territories.
- 11.4 Upon request non-threatened / non-impacted members will assist with DOT exemptions for crews traveling through their service territories.

## **12. Resource Allocation and Mobilization**

- 12.1 When more than one company has requested emergency assistance, all members understand and agree that it is the responsibility of the Requesting Companies to agree upon the allocation of available first wave and subsequent member company resources.
- 12.2 Members agree that, in general, resources will be allocated on the basis of severity of need, based on:
  - Predicted impact – percentage / degree of system loss and estimated time customers will have been without power.
  - Storm timing – which company will be first impacted.
  - Travel time.
  - Availability of other non-S.E.E. member controlled resources.
  - The intent will be to allocate available resources to meet all member company needs in the most efficient and equitable manner possible.
- 12.3 Members agree that final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company (or its contractor(s), where applicable).

## **13. Responsibilities of S.E.E. Coordinator**

- 13.1 The Southeastern Electric Exchange coordinator, (usually the Executive or Assistant Director), will be responsible for notifying members of Joint Mobilization Conference Calls in accordance with paragraph 9.3.

- 13.2 The Southeastern Electric Exchange coordinator will be responsible for producing and distributing conference call summary notes including the S.E.E. Resource Summary spreadsheet after each conference call.
- 13.3 When more than one company has requested emergency assistance, the Southeastern Electric Exchange coordinator will serve as moderator of conference calls between impacted companies on which Requesting Companies will agree upon the allocation of available first wave S.E.E. resources.
- 13.4 As agreed by EEI's EP/MA Executive Committee, Southeastern Electric Exchange Coordinator will be responsible for developing and sending a high-level communication to regional mutual assistance groups informing them that a joint mobilization call was conducted by S.E.E.

## Section IV

### Requesting Company Responsibilities

#### **14. Requesting Company – Responsibilities Prior to Mobilization**

- 14.1 To the extent possible, the Requesting Company is expected to clearly communicate the degree of devastation and working conditions Responding Company personnel should expect to encounter upon arrival at the emergency restoration work area.
- 14.2 The Requesting Company is expected to inform the Responding Company if their requirements for the maintenance of receipts differ from the procedures stated in paragraph 19.5.
- 14.3 To facilitate communications, the Requesting Company may opt to provide a single point of contact (Coordinator) to interact with the Responding Company.
- 14.4 The Requesting Company will provide the Responding Company with the name and contact information for their "company contact" as required on the RESPONDING COMPANY INITIAL INFORMATION SHEET before Responding Company personnel leave their point of origin.
- 14.5 Requesting Company will coordinate with their state DOT officials concerning emergency exemptions and any other transportation issues that will facilitate the Responding Company's trip to and from the Requesting Company.
- 14.6 The Requesting Company is encouraged to communicate general guidelines with Responding Companies. Items covered may include labor contractual issues, safety issues, contact personnel, vehicle fueling arrangements, typical standard construction, meal and lodging arrangements, and other items that will be of benefit to the responding personnel and their supervision.

#### **15. Requesting Company – Responsibilities During Emergency Assistance Period**

- 15.1 The Requesting Company will establish expectations for work, including start time and duration.

- 15.2 The Requesting Company will provide materials unless specifically noted otherwise.
- 15.3 When necessary, the Requesting Company will provide a guide with communications capability, portable radios or cellular telephones to assist responding team leaders.
- 15.4 The Requesting Company will authorize Responding Company to use cellular phones as a method of communication. Where cellular service is unavailable, it is understood that satellite phones may be used until such time that cellular service is restored in the Requesting Company's area.
- 15.5 The Requesting Company will provide vehicle security for parking areas unless specifically agreed otherwise.
- 15.6 With the exception of fuel, food and lodging during travel to and from the final work site, the Requesting Company will handle fuel all food, lodging and incidental support needed by Responding Company unless both companies agree for Responding Company to handle these logistics.
- 15.7 Requesting and Responding companies should agree on the provision of laundry services.
- 15.8 Requesting Company understands that the Responding Company will not incur hotel-related expenses other than lodging, unless agreed to by the Requesting Company prior to their occurrence. For example, phone calls made from rooms, room service, in-room movies, mini bar usage, etc. should not be incurred.

## 16. Requesting Company - Procedures for Releasing Responding Companies

- 16.1 During emergencies impacting more than one member company simultaneously, each Requesting Company will develop and send the S.E.E. coordinator a proposed "Release Schedule" 48-hours before releasing any contract or utility (members & non-member) crews. This release schedule will include: Names of utilities and contractors to be released, the numbers and specialty (distribution line, transmission line, vegetation, etc.) of workers from each utility and / or contractor being released, the on-site contact or the coordinator of the crews being released, and the date and approximate time the crews expect to be released.
- 16.2 During emergencies when Responding Company contract and / or utility resources are already deployed and working to provide restoration help to one member company and another member company (or companies) is impacted by another emergency, or, in the case of hurricanes, a second landfall of the storm, the company that obtained help first agrees to:
- NOT retain personnel solely to perform maintenance, street lighting work, or clean up type work and will aggressively work to release personnel.
  - Immediately prepare a release schedule which includes details listed in paragraph 16.1 above, including projected release dates.
  - Provide realistic estimated restoration times and release dates to the SEE coordinator for dissemination to the second Requesting Company (or companies). Since this could mean the difference in going days away or waiting on resources closer that may become available, it is essential that release dates be as accurate as possible. **Note: Should the emergency situation described above develop before a Responding**



**Company personnel arrive at the initial restoration area, these resources will be reallocated to Requesting Companies in accordance with the provisions of Section 12 and paragraph 17.3 of these procedures and guidelines.**

16.3 In the emergency situation described in paragraph 16.2 above, the initial and secondarily impacted companies agree to:

- Immediately hold an “impacted companies” conference call to negotiate reallocation of the resources on the release schedule developed by the first impacted company as well as any other resources not already committed.
- Regarding personnel released by the first impacted company, secondary Requesting Companies will contact the resources (companies) allocated to them to determine if those persons will agree to re-deploy or be changed out (rotated) in accordance with paragraph 6.2.

16.4 In all emergency situations, the Requesting Company will make every effort to notify each Responding Company’s mutual assistance contact 24-hours in advance of the anticipated final release of their utility personnel.

## **17. Requesting Company – Responsibility for Reimbursement of Expenses And Indemnification of Responding Company**

17.1 Members understand and agree that the provision of emergency mutual assistance is a not-for-profit endeavor for Responding Companies. Therefore, the Requesting Company will reimburse all costs and expenses incurred by the Responding Company in the provision of the emergency assistance for the entire emergency assistance period as defined in paragraph 6 above.

17.2 If Responding Company resources are released after mobilization but before being utilized, the Requesting Company will reimburse Responding Company for all incurred preparation and travel expenses including reasonable time required to prepare the equipment for return to normal activities after returning to their point of origin.

17.3 During emergencies impacting more than one member, Responding Company resources may be re-assigned either: en route to the Requesting Company; at an initial staging area before reaching the Requesting Company; or at the Responding Company’s final staging area. Additionally, resources may be assigned to assist a second Requesting Company after completing work for the initial Requesting Company. **Note:** In any of these instances, unless otherwise mutually agreed, the utility that receives the re-assigned Responding Company resources will be responsible for all Responding Company costs from the time of re-assignment.

17.4 Requesting Company will reimburse members for expenses incurred in the provision and management of interim staging areas (i.e. labor and miscellaneous expenses provided by the host utility to operate the staging area, but not including any Responding Company crew costs). In emergencies involving more than one Requesting Company, staging costs will be shared by Requesting Companies on a prorated basis based on the resources committed to each entering (logged into) the staging site.

- 17.5 Provided proper supporting documentation is included, the Requesting Company will pay all (preliminary and final) invoice(s) from Responding Company within 60 calendar days after receipt of invoice(s).
- 17.6 Requesting Company shall indemnify and hold Responding Company harmless from and against any and all liability for loss, damage, cost or expense which Responding Company may incur by reason of bodily injury, including death, to any person or persons or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Company except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Responding Company. Where payments are made by Responding Company under a worker's compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Company shall reimburse the Responding Company for such payments, except to the extent that such bodily injury or death is caused by the willful or wanton misconduct and/or gross negligence of the Responding Company.
- 17.7 In the event any claim or demand is made or suit or action is filed against Responding Company alleging liability for which Requesting Company shall indemnify and hold harmless Responding Company under paragraph (17.6) above, Responding Company shall promptly notify Requesting Company thereof, and Requesting Company, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

## Section V

### Responding Company – Procedures / Responsibilities

#### **18. Responding Company – Responsibilities Prior to Mobilization**

- 18.1 To the extent possible, the Responding Company is expected to clearly communicate the degree of devastation and working conditions that their responding employees should expect to encounter upon arrival at the emergency restoration work area.
- 18.2 To facilitate communications, the Responding Company may opt to provide a single point of contact (Coordinator) to interact with the Requesting Company.
- 18.3 Responding Company will complete and forward the *RESPONDING COMPANY INITIAL INFORMATION SHEET* before departing their home location.
- 18.4 If requested, Responding Company will provide a copy of completed *PERSONNEL LISTING FORM* as soon as the information becomes available.
- 18.5 Responding Company's telecommunications personnel shall contact Requesting Company's telecommunications personnel and local FCC authorities to make any temporary telecommunications arrangements.
- 18.6 Responding Company agrees not to load extra emergency stock on trucks unless specifically requested by the Requesting Company.

- 18.7 When Responding Company's available contractor resources have been allocated to a Requesting Company through the Joint Mobilization Conference Call procedures, the Responding Company will:
- Provide Requesting Company with contact information for their on-site contractors.
  - Alert their contractors that their assistance has been requested and that they will be contacted by the Requesting Company.
  - Give their contractors the Requesting Company contact information.
  - Encourage their contractors to respond to the S.E.E. member's request for help with all contract crews being released from the Responding Company's work site.

## **19. Responding Company – Responsibilities During Emergency Assistance Period**

- 19.1 Responding Company will handle all communication needs within their teams. This could include acquiring additional communications equipment, such as portable repeaters, to ensure continuous communication capabilities.
- 19.2 The Responding Company will be responsible for performing normal maintenance on their vehicles and equipment during the emergency assistance period and this work will be covered in their standard hourly/daily rates.
- 19.3 Responding Company will maintain daily records of time and expenses for personnel and equipment. This documentation will be provided with their preliminary invoice.
- 19.4 When the Requesting Company has provided specific guidance in advance that differs from that in paragraph 19.5, the Responding Company will maintain and furnish the requested documentation of expenses with their preliminary invoice.
- 19.5 Unless otherwise agreed prior to mobilization, members agree that Responding companies will maintain and furnish upon request receipts for all individual expenses / purchases made during the emergency assistance period in accordance with the IRS requirements in effect at the time assistance is requested.

## **20. Responding Company – Responsibilities End Of Emergency Assistance Period**

- 20.1 Responding Company should submit their "preliminary invoice" to Requesting Company within 60 calendar days from date released by the Requesting Company. Responding Company will provide supporting documentation at the time the preliminary invoice is mailed. Requesting Utility should receive final invoice within 90 calendar days from invoice date of preliminary invoice. An *S.E.E. INVOICE COVER SHEET* shall be included with the Responding Company's billing package.
- 20.2 Responding Companies agree to maintain auditable records of billed expenses for emergency mutual assistance sufficient to satisfy the legal / statutory requirements and obligations incumbent upon the Requesting Company.

## Section VI

### National Response Event – Procedures and Responsibilities

#### **21. National Response Event and Resource Allocation Management Program for Utility Personnel**

21.1 Members understand and have agreed that at the time a National Response Event (NRE) has been activated, that S.E.E.'s available resources will become included in a national pool of resources available, as outlined in the EEI NRE Playbook.

- Members understand that resources may be assigned to a regional group other than S.E.E., even if S.E.E. is engaged in the restoration of an event.

21.2 During a NRE, it is expected that S.E.E. will utilize the Resource Allocation Management Program for Utility Personnel (RAMP-UP) tool developed for EEI members in support of the allocation of resources.

#### 21.3 Responsibilities of Members

- Members will be responsible for establishing and maintaining their own list of company representatives assigned to access RAMP-UP (up to 10 concurrent users per company).
- This responsibility includes: designating the level of access required as designed and defined within RAMP-UP;
- and notifying S.E.E.'s National Mutual Assistance Response Team (NMART) Representatives whenever a change is made to their designated RAMP-UP users.
- As outlined in the RAMP-UP User Guide, members will be responsible for entering their company's resource requests and resources available whenever the use of RAMP-UP is activated in response to a joint mobilization request.

#### 21.4 Responsibilities of Designated NMART Representatives

- Designated NMART Representatives includes: S.E.E.'s Executive Director, Director and two member company representatives.
- Designated NMART Representatives are responsible for maintaining designated S.E.E. member RAMP-UP users in RAMP-UP.
- Designated NMART Representatives are responsible for administering the functional use of RAMP-UP during a joint mobilization event.

#### Attachments:

Attachment I – Joint Mobilization Conference Call Outline

Attachment II – Responding Company Initial Information Sheet

Attachment III – Emergency Assistance Personnel Listing Form

Attachment IV – S.E.E. Invoice Cover Sheet

## Appendix 1: S.E.E. Mutual Assistance Procedures and Guidelines – Revision History

Date	Description	Author
05/31/2016	Page 5: Modified 9.3 to include the addition of “or S.E.E. Coordinator as described in Section 13,” at home or on his”/her.” In addition, added “Executive” to Director in the final two sentences of 9.3. <u>Previous language:</u> After normal working hours and on weekends, members initiate the call by contacting the Executive Director of S.E.E., at home or on his cell phone. The Director will contact members as described above. If the S.E.E. Director cannot be reached, the initiating member will use the S.E.E. Mutual Assistance Contact Roster to contact members directly.	Kevin Hall per Committee Vote
05/31/2016	Page 5: Modified 10.1 to include the addition of “In most cases, the Executive Director of S.E.E. will serve as moderator.” <u>Previous language:</u> The company initiating the conference call will designate an individual to serve as moderator for the conference call. The moderator will:	Kevin Hall per Committee Vote
05/31/2016	Page 5: Modified 10.1(9) with the placement of new language “member companies as appropriate.” <u>Previous language:</u> If requested, notify non-S.E.E. members via the EEI Restore Power list serve.	Guidelines Subcommittee per Committee Vote
05/31/2016	Page 7: Added new language: “13.4 As agreed by EEI’s EP/MA Executive Committee, Southeastern Electric Exchange Coordinator will be responsible for developing and sending a high-level communication to regional mutual assistance groups informing them that a joint mobilization call was conducted by S.E.E.” <u>Previous language:</u> None	Guidelines Subcommittee per Committee Vote
05/31/2016	Page 8: Modified 15.6 to include “fuel” with food, and lodging. <u>Previous language:</u> With the exception of food and lodging during travel to and from the final work site, the Requesting Company will handle all food, lodging and incidental support needed by Responding Company unless both companies agree for Responding Company to handle these logistics.	David Bynum per Committee Vote
05/31/2016	Page 10: Renumbered a duplicated 17.6 to “17.7.” <u>Previous language:</u> 17.6	Scott Smith per Committee Vote
05/31/2016	New Page 11: Added new Section VI, 21.1 to 21.4 as recognition of NRE and RAMP-UP. Covered responsibilities of members and NMART. <u>Previous language:</u> None	Scott Smith per Committee Vote

**Appendix 1: S.E.E. Mutual Assistance Procedures and Guidelines – Revision History cont’d**

05/29/2015	Page 2: Modified 2.2 to exclude “the initial, first-wave.” <u>Previous language:</u> The Requesting Company agrees to make every effort to avoid moving Responding Company personnel into harm’s way during the initial, first-wave mobilization.	Dave Callahan per Committee Vote
05/29/2015	Page 4: Modified 8.1 to include “In this instance, the impacted member may contact neighboring utilities directly to arrange assistance after contacting S.E.E., and after determining that other member utilities are not impacted or requesting.” <u>Previous language:</u> In this instance, the impacted member may contact neighboring utilities directly to arrange assistance.	Dave Callahan per Committee Vote
05/29/2015	Page 5: Modified 9.2 to include “joint mobilization” and “and are ready to commit to mobilize and incur expenses for the resources acquired on the call.” <u>Previous language:</u> Members agree to initiate a conference call anytime they experience or are threatened by an event so significant that they anticipate needing resources beyond the capabilities of their neighboring (adjacent) utilities to restore their system	Dave Callahan per Committee Vote
11/12/2014	Page 1: Preface, 2 <sup>nd</sup> paragraph, added recognition of Guidelines Subcommittee and function.	Scott Smith per Committee Vote
11/12/2014	Page 8: Section IV, deleted former paragraph 15.8 which required Requesting Company to make provisions for personal long distance telephone calls and provide pre-paid long-distance calling cards.	Scott Smith per Committee Vote
11/12/2014	Page 10: Section V, deleted former paragraph 18.6 which required Requesting Company to make provisions for personal long distance telephone calls and provide pre-paid long-distance calling cards (15.8).	Scott Smith per Committee Vote
11/12/2014	Appendix 1 - Page 12: Added Revision History table to S.E.E. Mutual Assistance Procedures and Guidelines.	Scott Smith per Committee
11/12/2014	Added reviewed date to page 1 and revised date to footer, all pages.	Scott Smith per Committee