

EVENT NOTIFICATION REQUIREMENTS**ALL NOTIFICATIONS SHALL BE MADE WITHIN ONE HOUR OF AN INCIDENT OR EVENT UNLESS OTHERWISE SPECIFIED****I. System Control - Reports of Impending Emergencies, Emergencies, and Load Curtailment**

A. Requests for curtailed electric use, voltage reductions, and load shedding initiated to maintain the adequacy of the electric system and significant bulk supply outages or accidents of consequence are to be reported to the Office of Electric, Gas and Water. The specific items to be brought to the Office's attention are as follows:

1. Any decision to issue a request for customer reduction in use of electricity. The Office of Electric, Gas and Water is to be notified at the time of decision to issue any such request.
2. Any action to maintain the adequacy of the bulk electric system by reducing firm customer loads by voltage reductions, manual switching, operation of automatic load shedding devices, or any other means. The Office of Electric, Gas and Water is to be notified at the time of decision to take such action.
3. Any bulk supply outage that has, or could have, a significant impact on the utility's electric system or the state-wide system.

B. The following information is to be included in the reports:

1. For Items I.A.1. and I.A.2., the utility shall provide the approximate area(s) affected, the time(s) of the action, the time(s) and/or an estimate of the time(s) of restoration of normal service (or cancellation of a customer request), an estimate of the amount of load reduction expected or load interrupted, and the number of customers affected if load is interrupted.

2. For Item I.A.3., the utility shall provide a description of the incident and events leading to its occurrence, the time of occurrence, the system(s) affected, and an evaluation of the effect on the system(s).

II. Loss of Electric Service

- A. Written reports of electric service interruptions of five minutes or more are required by 16 NYCRR Part 97. Such reports are to be prepared in accordance with the regulations and submitted to the Office of Electric, Gas and Water.
- B. Additionally, notice is to be made for each of the following events:
 1. Loss of electric service to 5,000 customers or more lasting 30 minutes or more.
 2. Any loss of a distribution system network.
- C. Notice of these events occurring after business hours shall be made no later than 8:30 a.m. of the next business day, unless they receive significant media attention, in which case notice shall be provided within one hour.
- D. The following information should be provided in the notice:
 1. The approximate territory affected.
 2. The date and time of the incident causing the interruption.
 3. The expected duration of the interruption.
 4. If restored at the time of the call, the date and time of restoration.
 5. The number of customers affected and amount of load involved.
 6. A listing of any critical services affected.
 7. A description of the incident and its cause.
 8. Any follow-up actions planned.

III. Reports of Personal Injury Accidents

- A. Written and telephone notification of electric system personal injury accidents and deaths are required by 16 NYCRR Part 125. This requirement applies to all electric system accidents that result in injury or death to a non-employee and/or inpatient hospitalization or death to an employee or contractor employed by the utility, including accidents that occur at generating plants.
- B. All written and telephone reports are to be made in accordance with the regulations and the following requirements and submitted to the Office of Electric, Gas and Water.
 1. Reports for accidents, except those involving a fatality or major media attention, occurring after business hours shall be made no later than 8:30 a.m. of the next business day.
 2. Written reports shall be made using the Department's standard form and may be submitted via e-mail or fax.
 3. Telephone reports should include the following information:
 - a. The location of the accident.
 - b. The date and time of the accident.
 - c. Whether or not the injured party is a utility employee or contractor.
 - d. A description of the injuries sustained and the status of the injured party.
 - e. A description of the accident and its cause.
 - f. The time the utility received notification of the incident.
 - g. The time the first utility personnel arrived at the scene.
 - h. The time qualified utility personnel arrived at the scene (i.e., personnel capable of addressing any safety hazard).
 - i. Whether response operations were affected until utility personnel arrived.

IV. Report of Shock Incidents and Motor Vehicle Accidents

- A. All electric shock incidents that do not involve personal injuries shall also be reported.
- B. Electric shock incidents involving animals shall be reported.
- C. Motor vehicle accidents involving utility facilities and/or utilities vehicles in which there is a personal injury shall be reported.
- D. All reports of these incidents are to be submitted to the Office of Electric, Gas and Water. The Director of the Office of Electric, Gas and Water shall prescribe the manner in which the reports are to be provided.
- E. Reports for incidents occurring after business hours shall be made no later than 8:30 a.m. of the next business day.
- F. The reports should include the following information:
 - 1. The location of the incident.
 - 2. The date and time of the incident.
 - 3. Whether or not the party who was shocked or injured, as appropriate, is a utility employee or contractor.
 - 4. A description of the condition of the affected party, and, as appropriate, of the injuries sustained.
 - 5. A description of the incident and its cause.
 - 6. The time the utility received notification of the incident.
 - 7. The time the first utility personnel arrived at the scene.
 - 8. The time qualified utility personnel arrived at the scene (i.e., personnel capable of addressing any safety hazard). _____
 - 9. Whether response operations were affected until utility personnel arrived.

V. Unusual Events**A. Major Events**

Immediate notification is to be made for major events associated with a utility's electric system that will likely result in considerable media attention. Examples of major events include, but are not limited to, load shedding, catastrophic storm emergencies, boiler explosions, or nuclear radiation releases.

Immediate notification is also to be made whenever a utility's corporate emergency command center (e.g., storm center) becomes operational.

B. Media Attention

Incidents involving utility facilities that are likely to receive attention from the news media are to be reported immediately. Examples of such events include, but are not limited to, fires, manhole explosions, equipment damage of \$1 million or more, and nuclear plant incidents.

VI. Manner of Notification

Except where otherwise noted above, the Director of the Office of Electric, Gas and Water shall prescribe the manner in which notice to Staff is to be provided.