Unit 9: Records and Information

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Objective

Describe the types of records that can be requested and obtained from the electric utility and regulators.
Unit 9: Records and Information

Slide 3

Information

General Information:
- Circuit Maps
- High Wind Area Maps and Construction Standards
- Circuit Construction Records
- Operations and Maintenance Manuals
- Patrol Manuals
- Operation & Maintenance Policy and Procedures
- Use Permits
- Easements

Slide 4

Information

General Information (con't):
- Line and Pole Clearance Operations Manuals
- Line Clearance Supervisor's Manual
- Accident Prevention Manual
- Hazard Reduction Guides
- Fire Reporting & Response Manual
- Training Programs and Records
- Annual Reports
- Annual Budget and Expenditure by Program
- Reports to Stockholders
- Reports to Public Utility Commission or Authority
Unit 9: Records and Information

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Records

Line Crews:
- Grid and Circuit Records
- Outage Reports
- Automatic Recloser Reports
- Daily Crew Logs
- Patrol Records and Reports
- Individual Line or Patrol Member Daily Activity Reports

Slide 6

Records

Maintenance Crews:
- Maintenance Records
- Maintenance Schedules
- Trouble Notification Records and Reports
- Daily Crew Logs
- Individual Crew Member Daily Activity Reports
- Maintenance Budgets and Expenditures
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Records

Inspection and Clearance Crews:
- Weed Abatement Manuals
- Planned Tree Trimming and Clearance Cycles
- Inspection Records, Reports, and Referrals
- Individual Tree Identification Records – Daily Tree Logs
- Patrol Records and Reports
- Specific Tree Trimming Records
- Specific Clearance Records
- Clearance Budget and Expenditures

Slide 8

Records

Tree Trimming Contractors:
- Vegetation Clearance Contracts
- Inspection Reports
- Clearing Inspector Referrals
- Clearance Work Orders
- Specific Tree Trimming Records
- Specific Clearance Records
Prior to having fire incidents regarding the electric utility in your area you should:

A. Establish Fire Agency/Electric Utility protocols for response and investigations
B. Obtain available Electric Utility Operation and Maintenance Manuals
C. Obtain the names and contact information for those utility employees that you will be working with during a response
D. Schedule and participate in annual or bi-annual meetings with all of the electric utility companies in your area, especially prior to fire seasons

The correct answer is:
Unit 9: Records and Information

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Knowledge Check

The first step in obtaining any needed documents or records regarding a specific incident should be:

A. Provide a written request
B. Go to the corporate headquarters and ask the clerk
C. Issue an Administrative Subpoena for Records and Things
D. Complete an Affidavit and submit to the court for a warrant

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A. Provide a written request
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The correct answer is:

TRANSITION to Unit 10: Deposition and Trial.