RMAG Coordination Guide

For

The Regional Fleet Movement Coordination Process

This document provides guidance and details to Regional Mutual Assistance Groups ("RMAGs") and states on initiating the Regional Fleet Movement Coordination Process in order to improve coordination with the public sector at the regional, multi-state level when fleet are crossing state lines.

Issued: August 2015

By: The Multi-State Fleet Response Working Group
1) RMAG FRWG Engagement Guidance Overview

The Fleet Response Working Group ("FRWG") is a private sector guided, public/private working group focused on supporting any efforts and organizations that can help expedite the movement of private sector repair and supply chain fleets and resources across multiple state borders in response to disasters.

The Regional Fleet Movement Coordination Process is an effort to have situational awareness between private and public sector operational departments in preparations for and during events that are regional (across state Lines) where resources are being moved outside of the impacted state(s).

Private sector electric fleet utilities may begin moving 72 hours prior to impact, continue throughout and returning back home after the event. Continued movement may be the results of new waves of resources (utility and contractors) mobilizing and/or re-assignment of existing crews to new areas.

2) Purpose

The purpose of this document is to provide guidance to a Regional Mutual Assistance Group ("RMAG") on initiating the Regional Fleet Movement Coordination Initiative, who to contact, what information is needed, and how the information is to be used.

3) Objective

The objective of the Regional Fleet Movement Coordination process is to alert the multiple “pass through” or non-impacted states of any electric sector fleet movement through their state so they can have situational awareness of this operationally and quickly provide information back and/or support to the RMAGs that can expedite the entire fleet movement process across state lines.

4) Process

Information Coordination process is done electronically by the RMAG and/or Public Sector by initiating an e-mail to the fleetmove@fleetresponse.org. There are four steps involved in the daily process;

1. **Email #1** - RMAG requests support from FRWG with regional fleet movement and supplies specifics

2. **Email #2** - Email request is sent from FRWG to the public sector (states, other support agencies as needed) containing request for specific support for private sector fleet movement
   - Contains attached spreadsheet with estimated RMAG fleet movement information

3. **Email #3** - Email responses coming back from states are sent to the FRWG’s operational email box at fleetmove@fleetresponse.org
   - Contains individual state guidance/documents based on Email #2

4. **Email #4** - Email is sent out from FRWG to both private and public sectors that summarizes the information coming from the FRWG email fleetmove@fleetresponse.org.
   - Tab #1 - Summary of the resources moving from private sector
   - Tab #2 - Summary of individual state guidance/documents

Information shared from private sector to public sector is event/fleet movement specific and provides a reliable “order of magnitude” estimate of resources being mobilized. This information is provided to the states with the understanding that:
- These are estimated numbers as of a certain time/date
- These estimated numbers in the spreadsheet can and will change
- The information being shared will not be company or contractors specific
- This information does not replace information communicated with a state or local jurisdiction from their local utility or utilities.
5) The RMAG Conference Call Agenda

The RMAGs conduct conference calls as part of their preparation activities. This call agenda should include an item that confirms if coordination with multiple states is needed and if FRWG engagement is needed. The following are considerations around determining FRWG engagement;

1. Single RMAG
   - Type of resource movement (Contractors and/or Company personnel)
   - Determine if any RMAG member companies foresee fleet movement impacts (i.e. Weight Stations, Tolls, status of declarations, etc.)

2. Multiple RMAGs (Assure all RMAGs involved are aware of the FRWG engagement)
   - Type of resource movement (Contractors and/or Company personnel)
   - Determine if any member companies foresee fleet movement impacts (i.e. Weight Stations, Tolls, etc.)
   - If one RMAG engages the FRWG then all RMAGs should be part of the engagement if responding to the same event or different events according simultaneously.

3. National Response Event (“NRE”)
   - Assumes that the RMAGs have already engaged the FRWG and communications have included the participants of a NRE activation
   - EEI National Mutual Assistance Resource Team (NMART) confirms that the FRWG engagement has occurred.

6) RMAG Information with FRWG and Sharing between Public/Private
   - RMAG will have a representative assigned to serve on the FRWG Executive Steering Committee
   - RMAG(s) will supply resource information to trusted agent at the AHC’s Fleet Response Working Group. If this is in a form of the RMAG resource tracking sheet, the FRWG will remove all company names, summarize details and organize the information for states to understand what they need to know (usually in a spreadsheet) in order to support the fleet movement process.
○ Information from RMAG will be destroyed after converting to spreadsheet
  • FRWG will review information to assure all information is non-company specific and focuses on resources leaving state, passing through states to impacted states.
  ○ FRWG will estimate the travel path using interstate roadways
  ○ FRWG will estimate the ETA based on departure and 500 miles per day travel.
  • FRWG will initiate electronic communications with pass through state(s) for situational awareness and include information requests from private sector along with the electronic spreadsheet populated with the estimated RMAG information
  • Electronic spreadsheet with multiple tabs:
    ○ Tab 1 – Named “MM-DD-YY Private Sector” will contain information received from RMAG(s). See Example – Appendix 1
    ○ Tab 2 – names “MM-DD-YY Public Sector” will contain information received from public sector that would impact the private sector fleet movement. See Example – Appendix 2
    ○ Once spreadsheet is updated with RMAG and Public Sector Information the document will be distributed to EEI Mutual Assistance/Emergency Preparedness Committee Executive Committee¹, RMAG Officers² and Public Sector Operations.
  • Updates will be issued daily (time to be determined)

7) **Contact Information for Engagement**
   • Send e-mail to fleetmove@fleetsresponse.org - e-mail will immediately be distributed to the Executive Steering Committee (ESC) members and other private sector members of the Working Group

8) **Quick Reference List** – Quick list of expected actions when engaging the FRWG

1. RMAG Officer sends e-mail to fleetmove@fleetsresponse.org on resources movement and includes following;
   a. Departure State(s)
   b. Number of FTE (approximate)
   c. Number of Trucks (if not included AHC FRWG will divide FTE by 2.5 for truck numbers)
   d. Approximate departure date and times
   e. Any know State of Emergencies, Waivers, Executive Order, etc
2. FRWG will assess likely “pass-through” states using the Interstate system
3. FRWG will communicate necessary fleet movement information to all affected states, and collect information and/or directions for a safe, effective and legal fleet movement
4. FRWG will provide individual state information back to RMAG Officer(s) via email
5. RMAG Officer will communicate information to requesting and responding utilities
6. Utilities will pass information on to responding utility crews and contractor entities, to facilitate movement through each state

9) **References**
   • [Fleet Movement Coordination Initiative Overview](#) - A document that provide an overview of the Fleet Movement Coordination Initiative
   • RMAG Engagement Guidance Training Video: [http://www.fleetsresponse.org/resources/hurricane-season/#RMAG](http://www.fleetsresponse.org/resources/hurricane-season/#RMAG)
   • [FRWG Disaster Response Tools](#) – a website of FRWG working group resources, includes HOS Exemption, ELO position Guide, E-ZPass Toll Stations, State Requirements for Multi-State Fleet Movements, Canadian Border Crossing and The Regional Fleet Movement Coordination Process, DOT Emergency Preparedness, Response, and Recovery Information, FEMA Regional Private Sector Liaisons)
### Appendix 1 – 00/00/15 Private Sector Tab

<table>
<thead>
<tr>
<th>Responding States (Private Sector Resources)</th>
<th>US CAN</th>
<th>Pass Through States</th>
<th>Pass Through Possible Impacted States</th>
<th>Reporting States (Private Sector)</th>
<th>State</th>
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<tbody>
<tr>
<td>States</td>
<td>Departure Date</td>
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**Note:** This information is for operational use only and is approximate. Numbers for fleet movement were not used.

**Information:**
- Information exchanged is between Private and State Jurisdictions.
- Information is not used for any media release, each company is responsible for their media releases that is shared with their Jurisdictions.

**Overall requests:**
- Data_lines: 0
- Trans_lines: 0
- DA: 0

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### Appendix 2 – 00/00/15 Public Sector Tab Information

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<tr>
<th>Public Sector</th>
<th>Brief on State Expectations</th>
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<tbody>
<tr>
<td>States</td>
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<tr>
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<td>03/05/15</td>
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<td>North Carolina</td>
<td>03/06/15</td>
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Appendix 3 – FEMA Regions

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1 EEI Mutual Assistance/Emergency Preparedness Executive Committee consists of the Officers and RMAG primary and secondary contacts.

2 RMAG Officers may include more than the Primary and Secondary as part of the EEI Mutual Assistance/Emergency Preparedness Executive Committee such as Secretary position which will move up as part of the officers progression.