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FACILITATOR'S and EVALUATOR'S GUIDE

(An Early Working Document, Precursor of the On-Line Presentation)

Real World Time	Exercise Condensed Time	Scenario	Tasks	Props (Recipients)	Exercise Objective	Expectation
Winter	Sept 8	Awareness Training			Roles and Responsibilities Org Structure/Logistics EAP and EOP overviews	Exercise participants to learn where updated information located and not necessarily the details of the information.
Friday March 4, 2011	Friday Sept 10 9 AM	Winter Storm Forecast – Midwest cold spell has out of state propane drivers beginning to line up at the Marysville facility.	WILX Video	News Broadcast # 1 (To: All)		Monitoring of Propane Supplies
Tuesday Mar 8, 2011 9:AM 4 PM	Tuesday Sept 14 9 AM Sept 14 4 PM	Severe Winter Storm Warning – High pressure area moving into the area is likely to dump considerable snow in the Midwest. Reserves of propane and natural gas are seasonably low. Marysville Propane Storage facility reports lines still exist, but not major cause for concern depending on what weather brings. Propane Association requests waiver on driver hour limitations.	WILX Video Propane CEO Video	News Broadcast #2 (To: All) Shown at Exercise	Phase I activities related to routine data collection. Observe recently developed Supply Tracking System across all three energy sectors.	Increase Monitoring of Propane Supplies and Delivery Times Observe ability of each energy sector to access monitoring incidences and provide feedback on relative importance. Observe process on how to evaluate a Driver Waiver Request. Possibly reaching out to vendors and distributors to assess extent of problem.
Wednesday March 9 9AM	Sept 15 9 am	Morning news reports cite severe cold throughout Midwest, sporadic instances propane being unavailable to the consumer as drivers having to travel great distance to find available reserves.	Karen Towne to Develop News Article	News Paper Article	Test ability to collect additional information on potential propane supply problem as described in Petroleum EAP¹¹	Expect to see completing SHOPP survey as Kandace Hansen will be requested to query propane companies as to supply or delivery problems.
Wednesday Morning, March 9, 2011 11am	Sept 15 9:15 am	SHOPP Video (Kandace Hansen) SHOPP survey determines only 5% of propane dealers having problems with	Mike to film Kandace	SHOP Survey Result Video	Test Internal Alert Notification Process Evaluation of Driver Waiver Request⁹	Observe notification of others to the possible propane shortfall <ul style="list-style-type: none"> Chairman of EEMT MPSC Section Heads Commissioners Query as to authority for Granting Driver Hour Waiver request and procedure describing process
Wednesday Morning, March 9, 2011 noon	Sept 15 9:30 am	Commission Chairman determines state action unwarranted at this time	Mike to Video Chairman	Commissioners Denial Video	Test Phase II requirement that alternatives to potential problems being evaluated ¹¹	MPSC Staff members should begin exploring alternative state actions to a potential propane shortage as stipulated in EAP.(even though the waiver request denied)

Wrap up for lunch by 11:45 Resume at 1:15

<p>Friday Morning of March 11th 1 pm</p>	<p>Sept 15 1:15 pm</p>	<p>Demand for propane and natural gas begins to exhaust reserves and reports of home heating losses significantly increase. Calls coming in suggest the need for a press release and general public education</p>	<p>Judy Palnau to request from Energy Data and Security a meeting to discuss an Information Program</p>	<p>Palnau Video</p>	<p>Test Public Information Program</p>	<p>Observe discussions on appropriate state actions, including:</p> <ul style="list-style-type: none"> Analyzing and Reporting Findings from supply monitoring system Facilitate Discussions with Natural Gas Industry on mitigation alternatives Confirm processes followed with Public Information Program and any down time estimates reviewed by management
<p>Friday Mid Day March 11th 1:30 PM 2 pm</p>	<p>Sept 15 1:45 pm</p>	<p>Freezing rain and high winds caused a number of out-of-state electrical Transmission towers to collapse leading to extensive power outage across Michigan. ITC/MISO report out of state towers down and that it will be 36 hrs before lines restored. Detroit Edison announces anticipated dates for power restoration as follows: Melvindale to Southgate (March 14th) Wyandotte to Trenton (March 13th), Monroe to Flat Rock (March 11th)¹⁵</p>	<p>State Police Codespear alert regarding power outages and expected restorations. MSP to request MPSC support in gathering data in regards to a Disaster Declaration by the Governor and a request from governor to have recovery priorities changed due to CIP.</p>	<p>Codespear Notification on areas, CIP impacted and recovery dates. Towne video requested data in support of State Police Disaster Declaration Town video requesting alternate recovery priorities.</p>	<p>Test information exchange between MPSC staff, MPSC Commissioners, Public, State Agenices⁴ Test Proper Response to Request from Governor Test ability to support Disaster Declaration Process</p>	<p>Observe discussions on appropriate MPSC staff actions, including:</p> <ul style="list-style-type: none"> Continue to Analyze and Report Findings Facilitate Discussions with Electrical Industry on mitigation alternatives Updated Communications on Impacts Monitoring of Detroit Edison /MISO activities Interact with Detroit Edison on restoration priorities for electrical power. Respond to request for information from MSP/EMHSD Planning Section Chief on need for energy info in state Disaster Declaration See that information provided to governor provided and reviewed by others within MPSC before issuance to ensure accuracy and consensus, i.e. does staff follow Communications Procedure.