

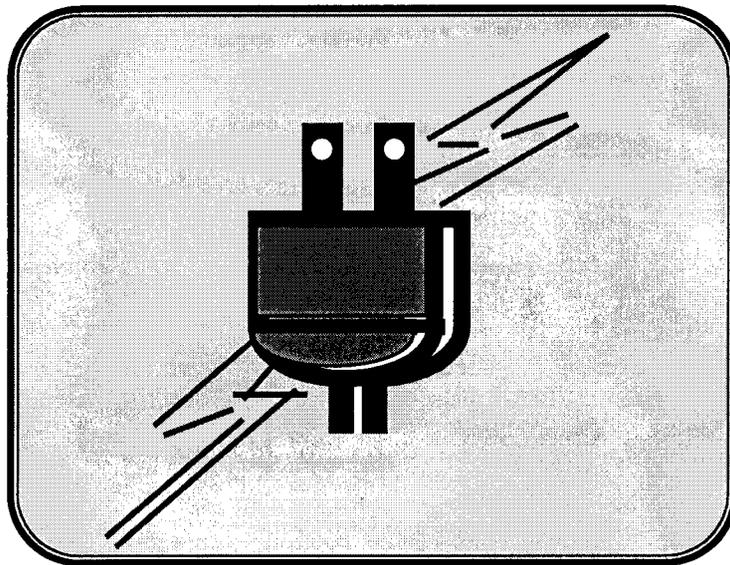


U.S. ARMY CORPS OF ENGINEERS



# DISASTER GUIDEBOOK

EMERGENCY  
POWER



July 1999

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## POWER MISSION

1. **Purpose.** The purpose of this document is to provide guidance on executing the Emergency Power mission including the role of the Planning and Response Team (PRT), preparing for and executing the Emergency Power Mission.
2. **Mission Definition.** The Emergency Power/Generator mission includes the assessment of emergency electrical power needs and the provision of temporary electric service to critical public facilities and agencies. This mission will include the assessment, supply, delivery, installation, operation, maintenance, recovery, and inventory control of generators, ancillary equipment, and materials for generator installation.

Emergency Power Mission Assignments. The following districts currently provide Emergency Power PRTs for disaster relief on a rotating basis. They are:

NAP North Atlantic Division, Philadelphia  
LRP Great Lakes & Ohio River Division, Pittsburgh District  
SAJ South Atlantic Division, Jacksonville District  
SPL South Pacific Division, Los Angeles District  
POH Pacific Ocean Division, Honolulu  
MVM Mississippi Valley Division, Memphis District  
SWT Southwest Division, Tulsa District  
NWW Northwestern Division, Walla Walla District

Lead Division. The responsibility for the Emergency Power Mission functional area is the LRD.

3. **Mission Staffing.** The staffing of the PRTs is designed to provide the minimum number of personnel to effectively manage and execute the mission in concert with the responding district's command and control structure or team. The ESF3 Team Leader can augment the PRT with other administrative/support personnel as required. The team configuration is designed to staff the three operational functions required to execute a major Federal Response Plan (FRP) mission. These three operational functions are the ESF3 (Emergency Support Function -Public Works and Engineering) element at the Disaster Field Office (DFO), Emergency Response and Recovery Office (ERRO), and the logistical staging area(s). The premise of this concept is a team trained to work together, totally familiar with the mission details and responsibilities and can execute the mission with maximum effectiveness and efficiency.

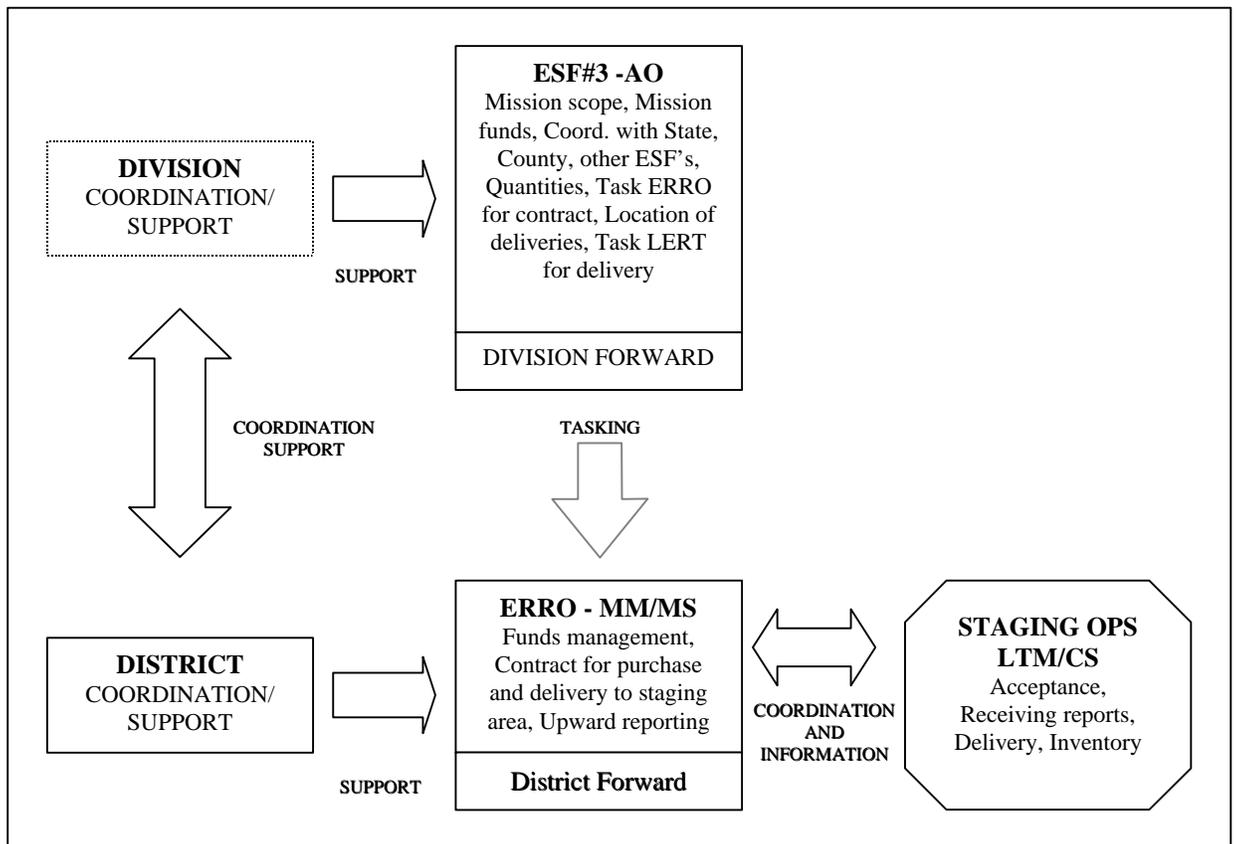
The Power PRT team staffing is as follows:

**ESF3 Action Officer**  
**Mission Manager**  
**Mission Specialist**

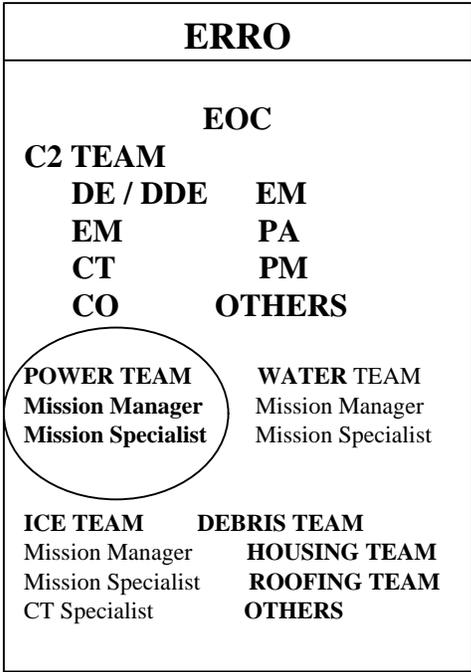
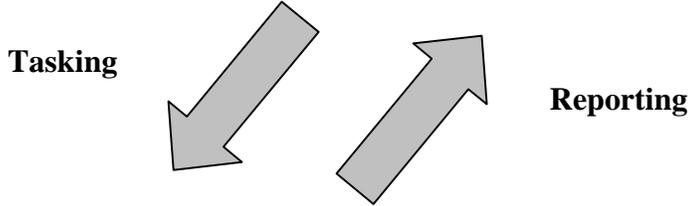
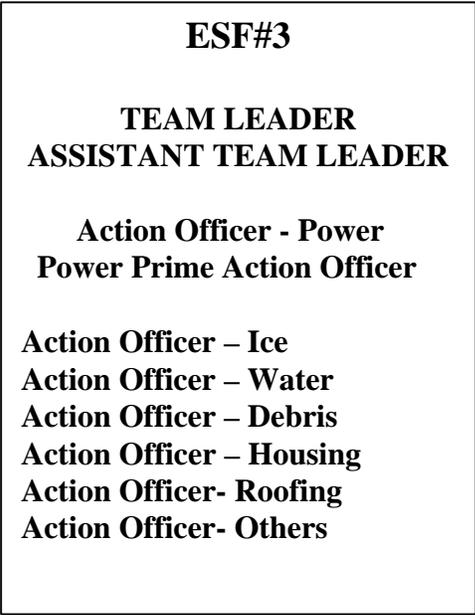
**Logistics Team Member**  
**Prime Power Action Officer**  
**Prime Power NCO\***  
**Contract Specialist**  
 Mission Specialist-Night Shift  
 LTM-Night Shift

\* When Available

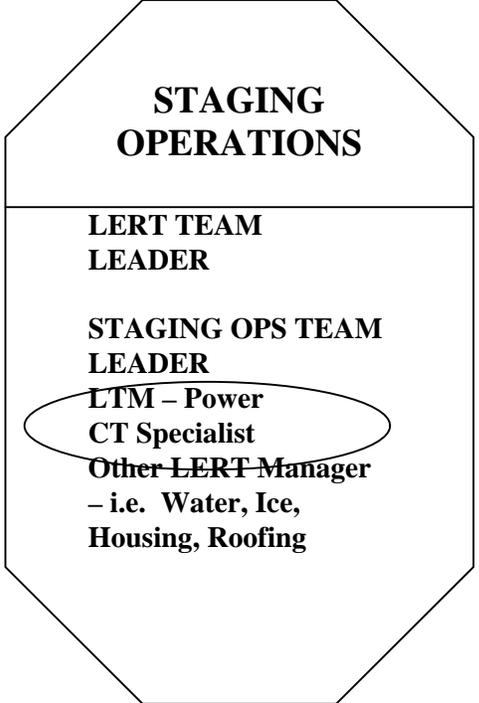
The team members in **bold** print are the Management Team who will deploy as a team with the exception of the Prime Power personnel which will normally deploy as part of the ERT-A. The other positions represent the follow on support team members as required. Figure 3A depicts the basic operational responsibilities of the four functions. Figure 3B depicts the location of each staffing element in relation to the four operational functions. They are responsible for being familiar with the contracts at hand (see Appendix B). Each member of the team should have a designated alternate; it is the responsibility of primary PRT members to train their alternate. PRT primary or alternate members should not be committed to any other emergency response role.



**Figure 3A**



**Mission Execution**



**Figure 3B**

a. ESF3 Action Officer. The Action Officer (AO) works in the ESF3 element in the DFO and reports to the ESF3 Team Leader.

- 1) **Responsibility.** The AO is responsible for fully coordinating the mission requirements with the local government, state, FEMA, ESF12 (Energy), commercial power companies and the other ESFs to determine power requirements and locations. Once the mission scope is determined, the AO is responsible for coordinating with FEMA in writing the mission assignment and obtaining funding authority for the mission. It is the responsibility of the ESF3 AO to fully coordinate all actions with the ERRO Mission Manager, Prime Power Action Officer, LERT, and FEMA and to support DFO and ERRO reporting requirements. It is the responsibility of the AO to provide FEMA a closeout letter upon physical completion of the mission signed by the ESF3 Team Leader. Additionally, the AO is responsible for collecting the necessary information and comments to produce an After Action Review (AAR) for the Emergency Power PRT. During “peacetime operations,” the AO is responsible for the staffing and the provision of training for the Emergency Power PRT Team.
- 2) **Relationships:** The AO is on the Division forward staff, and has authority to task the ERRO/District with missions. The AO is the Corps liaison with FEMA and all DFO agencies for the power mission. The AO serves as the primary point of contact at the DFO for all activities pertaining to the assigned mission. In addition, the AO will serve as the primary liaison between the DFO and ERRO on all activities relating to mission execution. This includes tasking the ERRO for required actions; assuring contract scope requirements are accurate, timely, and meet the requirements of the mission assignments; and ensures that the mission is being properly executed. The AO works with the Mission Manager on specialized issues to assure appropriate actions are accomplished. The Mission Manager, LERT team member, and the AO must work very closely as a team to execute effectively.
- 3) **Personnel Requirements.** The ESF3 AO position will be performed by a district EM or an EM program manager. The AO must have full knowledge of the Federal Response Plan, FEMA operations, PL 84-99 authorities, and operational dynamics of a DFO. This position requires an alternate person be designated.

b. Prime Power Action Officer: The Prime Power Action Officer (PPAO) works in the ESF3 element of the DFO and supports the ESF3 Team Leader.

- 1) **Responsibility:** The PPAO will deploy as a member of the ERT-A. The PPAO is responsible for assisting the ESF3 AO in coordinating the mission requirements with the local government, state, FEMA, DCO, and the other ESFs to determine the total scope of the mission. The PPAO is a staff officer who is responsible for providing technical expertise on Prime Power capabilities activities within the DFO. The PPAO will also advise the Commander, 249th Engineer Battalion (PP) on the proper Prime Power personnel requirements within the disaster area.
- 2) **Relationships:** The PPAO reports to the ESF3 Team Leader and coordinates with the ESF3 AO. After coordinating with the appropriate personnel within the DFO, the

PPAO (in concert with the AO) will provide the ERRO a prioritized list of emergency power requirements.

- 3) Personnel Requirements: 249th Engineer Battalion personnel will perform The Prime Power Action Officer position. The PPAO must have full knowledge of the Federal Response Plan, FEMA operations, and operational dynamics of a DFO. When available, the battalion will supplement the PPAO with a NCO from the battalion, which will provide additional technical expertise and limited 24-hour capability.

c. Mission Manager. The Mission Manager (MM) works in the ERRO for the ERRO Commander.

- 1) Responsibility: The MM is ultimately responsible for mission execution, including the scopes of work, cost estimates, coordination of the procurement process, scheduling, tracking of funds, and reporting. The MM's primary role is to procure generators for delivery to the staging area(s), coordinate/manage the procurement of a haul, install, maintenance, and recovery contract, and articulate technical details in briefing and reports. Once the delivery is completed to the staging area it becomes the responsibility of the LTM for acceptance, accountability, and delivery outward from the staging area(s).
- 2) Relationships. The MM must be familiar with the procurement process and have the ability to communicate mission requirements to Contracting, Engineering, Emergency Management, and other district elements. Functionally, the MM represents one third of the total PRT. The AO scopes the total mission and coordinates the mission assignment from FEMA, the MM provides contracting support and the LTM receives and provides quality assurance (QA) on the haul, install and maintenance contract(s). This three-way relationship gives each team member a specific duty within the mission. All three elements must work together effectively to accomplish the mission.
- 3) Personnel Requirements. The MM position requires an aggressive, "can do" manager that is familiar with the contracting process. The MM for this position should be a mechanical or electrical engineer, GS-12 or 13, having technical expertise and knowledge in the areas of power systems, power generation, and installation. The MM must be trained as an integral part of the Emergency Power PRT, fully knowledgeable of the contracting, coordination, and reporting requirements. The MM must be familiar with CEFMS and the PR&C process. This position requires an alternate person be designated.

d. Mission Specialist. The Mission Specialist (MS) works in the ERRO and assists the MM.

- 1) Responsibility. The MS's responsibility is to assist the MM. The MS's primary role is reporting, maintaining a database/file of pertinent information related to the power mission, and serves as back up for the MM.
- 2) Relationships. Same as MM.

- 3) Personnel Requirements. Same as MM. The MS must be familiar with the appropriate computer software (including databases) to manipulate and produce the various reports required.

e. Contract Specialist. The Contract Specialist is physically located in the Staging Area and will act as the COR for the mission should the LTM not be so designated.

- 1) Responsibility. The Contract Specialist is responsible for maintaining and monitoring the Emergency Power contracts. These contracts could include the Haul, Install, Maintenance, and Recovery contract, generator procurements, and fueling. The Contract Specialist will obtain and maintain a listing of potential vendors and contractors. The Contract Specialist is responsible for the fiscal transition/closeout of the mission.
- 2) Relationships. The Contract Specialist will advise the MM on the status of all contracts. The Contract Specialist will coordinate with the Logistics Team Member (LTM) to insure proper payment is made for the work performed by the contractor(s).
- 3) Personnel Requirements. The Contract Specialist should be from the 1102 series.

f. Logistics Team Member. The LTM is physically located in the Staging Area and will act as the COR for the mission should the Contract Specialist not be so designated.

- 1) Responsibility. The LTM's responsibility is to receive the generators and supporting Bills Of Material (BOM) at the staging area, coordinate storage, assure property accountability, facilitate delivery by providing COR/QA on the haul, install and maintenance contract (such as Petroleum- Oil-Lubricant products, consumables, or repair parts), and provide status reports. It is also the LTM's responsibility to ensure that the military, contractor, or other resources accomplish refueling. The LTM will also provide transportation of generators. The LTM is responsible for the physical transition/closeout of the mission. If the LTM is the COR, the LTM also will be responsible for the fiscal transition/closeout.
- 2) Relationships. The LTM coordinates all tasking with the MM. The LTM supports the MM by providing status reports as to inventory and delivery. The LTM coordinates with the MS/MM on QA actions.
- 3) Personnel Requirements. The LTM must be an effective manager. Special training is required for the receiving and property accountability process. The LTM should have the appropriate training required to obtain an appointment as a COR from the contracting officer. Depending on the scope of the disaster, an alternate LTM may be required to provide limited 24-hour operations.

#### **4. Pre-Disaster Planning.**

a. State/Local Governments. The District EMs should work closely with local and state agencies to help:

- 1) Develop a prioritized list of critical facilities and agencies (including phone and fax numbers, addresses, and points of contact.)
- 2) Develop coded maps of local area(s) with prioritized critical facilities highlighted.
- 3) Develop a list of electric utility companies (including phone and fax numbers, addresses, and points of contact.)
- 4) Develop coded maps identifying utility companies' areas of operations.
- 5) Develop vendor lists of contractors, supply companies, equipment rental companies, etc.
- 6) Develop lists of maintenance contractors or persons presently responsible for critical facilities.
- 7) Develop lists of Civil Defense and/or local Emergency Management points of contacts and their phone and fax numbers and addresses.

b. U.S. Army Corps of Engineers (USACE) Power Mission Lead/Proponent Division (LRD) will:

- 1) Manage team deployment data.
- 2) Keep teams informed on pending deployments.

c. U.S. Army Corps of Engineers (USACE) Districts should:

- 1) Coordinate with FEMA and local EMAs to prioritize key facilities and agencies with potential need for emergency power.
- 2) Identify leasing sources and military units for lift and haul capacity to satisfy immediate installation requirements, if needed, prior to contract award.
- 3) Identify sources for leasing and/or purchase of generators and related items.
- 4) Identify and coordinate with local DCOs regarding military sources of generators, related items and personnel including those at nearby military installations and those at U.S. Navy Mobile Utilities Support Equipment (MUSE) program and U.S. Air Force Red Horse Detachments.
- 5) Identify personnel knowledgeable of potential disaster areas for escorting ESF #3 (Engineering and Public Works), U.S. 249th Engineer Battalion personnel and other team members, if necessary.
- 6) Compile vendor data for generator vendors and haul and install contractors within their area of responsibility for inclusion into the national database.
- 7) Draft and coordinate a scope of work and/or advance contract with all functional elements (for example, Engineering, Contracting, Safety, Real Estate, Logistics, Security, etc.)
- 8) Select PRT personnel and alternates for supervisors' and Commander's approval.
- 9) Provide the teams with equipment and supplies.
- 10) Assure team members attend initial and refresher PRT training.
- 11) Develop and implement train-the-trainer programs for alternate team member.

- 12) Assure team members and alternates are trained on the Federal Response Plan, the Mission and Function Guides.

**5. Post-Event Assessment.** The level of assessment required will vary with the type and degree of disaster.

a. Local Government Assessment.

- 1) Provide to the ERT-A prioritized list of affected public agencies needing federal assistance.
- 2) Coordinate with local power companies to establish power restoration schedule and identify and map power outage areas.

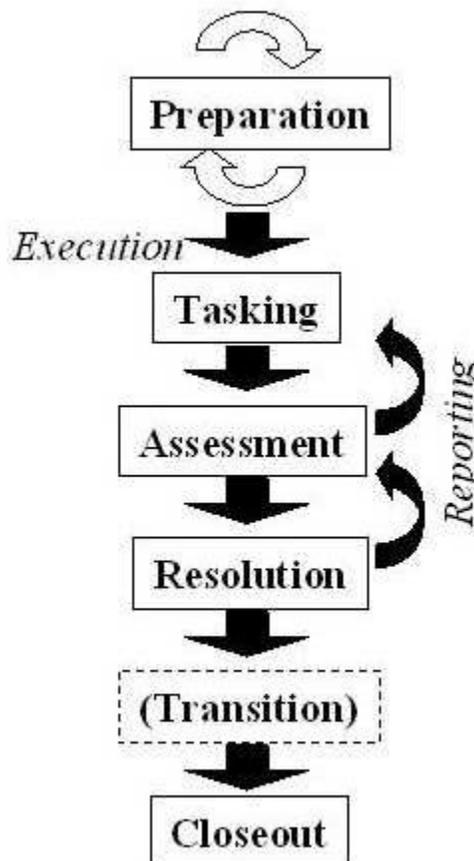
b. Emergency Response Team – Advance (ERT-A). This initially deployed FEMA team forms the foundation of the ESFs after a disaster declaration has been issued. Some disaster-relief missions will include USACE members, who will later become the ESF-3 cell.

- 1) The ERT-A USACE Team Leader screens Federal and local lists of facilities and agencies needing emergency generators to validate and prioritize requirements. If deployed, the U.S. Army 249th Engineer Battalion (Prime Power) generally performs assessments for generators and Bill of Materials (BOM) as tasked by FEMA through ESF #3.
- 2) Produce a combined, prioritized list of generator requirements based on lists provided by federal and local agencies. Priorities are as follows:
  - a) Life saving/health facilities: Hospitals, clinics, and morgues.
  - b) Life sustaining facilities. Water producing facilities such as wells, water treatment and desalination plants, etc., and sewage treatment plants including lift stations are examples of these types of facilities.
  - c) Public infrastructure. Schools, shelters (public housing, nursing homes), police and fire stations, Government buildings.
  - d) Other facilities
- 3) Determine the method for supplying power to facilities identified above. Options and factors to consider are:
  - a) Life saving/health facilities: Hospitals, clinics, and morgues.
  - b) Life sustaining facilities. Water producing facilities such as wells, water treatment and desalination plants, etc., and sewage treatment plants including lift stations are examples of these types of facilities.
  - c) Public infrastructure. Schools, shelters (public housing, nursing homes), police and fire stations, Government buildings.
  - d) Other facilities
- 4) Sources of generators.
  - a) Pre-positioned equipment (i.e., FEMA-owned)
  - b) Lease or purchase equipment
  - c) U.S. Army 249th Engineer Battalion (Prime Power) assets (Appendix A)
  - d) Military assets (such as U.S. Navy's Mobile Utilities Support Equipment (MUSE) assets
  - e) Locally owned and supplied assets.
  - f) Available fuel and supplies.
  - g) Duration of requirement

h) Auxiliary equipment requirements

c. Emergency Response and Recovery Office (ERRO) (prior to activation/deployment).

- 1) Provide escorts knowledgeable of the disaster area.
- 2) Initially deployed team members should identify and coordinate with the impacted district's Real Estate section for use of operational areas (i.e., administrative, staging, warehousing and/or distribution) as well as the requirement for rights-of-entry, if needed, and the procedure for acquiring them. [Note: Staging areas should be large enough to accommodate large trucks as well as room for generator maintenance and movement; approximately one acre per 50 generators. The ground should be extra firm and well drained, gravel or hardstand, such as a paved parking lot.]
- 3) Security should be arranged for 24-hour staging/storage area security with specific access instructions and limitations. Access should be limited to well-identified, authorized personnel. Contract personnel should be escorted when on-site.
- 4) Pre-position PRT.



### **Graphical description of the emergency generator process**

6. **Execution.** The execution of the Emergency Power Mission is a 5-step process encompassing Preparation, Tasking, Assessment, Resolution, Transition (optional), and Closeout (See Tasking/Reporting Flow, Appendix G).

a. Preparation. Before disaster relief can begin in earnest, USACE personnel must deploy to the site of the disaster. This process will begin only after the notification from the USACE Operations Center (UOC) to each affected Division and/or District. The UOC will also notify the lead and parent division EOCs. The lead Division for power missions is Great Lakes & Ohio River Division. The parent division is defined as the division from which the PRT came.

1) Notification: Upon request from the impacted division, the UOC will notify the Emergency Operations Center (EOC) of the district PRT to activate mobilization of the team members. A rotation list has been developed and will be maintained at the UOC. As there are eight power teams (one for each division), the impacted Division will call upon its power team first, regardless of its location in the rotation list, unless, the power team is from the impacted district, in which case the rotation list will be used. If multiple teams are activated (multiple state disaster), then the release date will determine when a team rotates to the bottom of the list.

In the absence of a detailed estimate, pre-declaration Mission Assignments (MAs) from FEMA should be utilized to provide adequate funding to support response efforts prior to a Presidential Disaster Declaration being made. An example of a pre-scripted mission assignment is furnished here:

#### **POWER (\$125K)**

Activate and preposition Power PRT. Provide pre-designated emergency power/generator support. Preposition assets, including shipment and transportation; perform site assessments and provide technical assistance for temporary electrical service to critical and other damaged facilities. Sizes, numbers, location(s) for assessment, delivery site(s) and mobilization center POCs will be provided by FEMA, normally ROC staff. This may include the use of DOD, contractor supplied and FEMA generators and associated Bill of Materials (BOM). It may include the shipment, transportation, and pre-positioning of operational generators to the mobilization center(s) or other staging area(s). A subsequent mission assignment will be issued if necessary for all post-declaration power activities.

However, once the Presidential Declaration is made, a new funding source will be given for those same missions by FEMA. An important fact to remember is that all missions accomplished after the Presidential Declaration are to be charged to the new funding source.

2) Activation: Each tasked District EOC will activate and mobilize the appropriate personnel previously identified during Pre-Disaster Planning. Each team member will have already made a commitment and been endorsed by their commander to be prepared to deploy within 6 hours of notification for a period of 30 days. The District EM will:

- a) Keep the activated team informed on response deployment status (alert, standby, and deployment).
- b) Coordinate to ascertain required team composition.
- c) Coordinate deployment details to include travel orders, deployment locations, POCs, transportation, and lodging requirements.

3.) Deployment: Mobilized team members will deploy to the disaster site within 6 hours of notification, or as soon as transportation becomes available. In some cases, military or contract transportation may be needed or used to deploy personnel. All necessary personal belongings, equipment, and flyaway kits should accompany them at this time. Items to consider for a fly-away kit should include but not be limited to laptop computers with printer, office supplies (paper, pens, stapler, etc.) for 3 – 4 days, GPS receivers, digital camera, government cell phones, flashlights, copies of various mission essential forms, copies of deployment tasker, copies of travel orders, etc.

Upon arrival at the disaster site, the deployed team members should in-process and make contact with their Corps, FEMA, and State counterparts there. **This initial contact with FEMA and the State will set the stage for later success. In most cases, the PRT members will be geographically dispersed, so later meetings are not feasible.**

b. Tasking. The mission tasking to the Corps of Engineers by FEMA is officially made by a Request for Assistance (RFA). The RFA may be for a single site, but could also be for multiple sites, locations, and sizes. Success is measured by the timely accomplishment of the assigned mission. The Action Officer can influence the prompt identification of interests and assignment of possible investigations by working closely with FEMA and his State counterparts. The duration of the mission execution is proportional to the time required to identify, assess, and remediate problems.

Once the PRT Action Officer (AO) or Prime Power Action Officer receives missions, they review them quickly before transmission to the ERRO Mission Manager. Any time saved by catching duplicated missions or incorrect data will save the Mission Manager and Assessment teams time and energy. Additionally, the PRT AO should coordinate with ESF-12 (Energy) or the State power authorities to ensure that commercial power will not be restored by or near the probable date of install (some of this coordination will involve subjective judgement calls). After this initial screening, the PRT AO should task the mission to the ERRO by the most workable means possible (electronic is best to prevent rework).

To most effectively speed this process, the PRT and Prime Power Action Officers should encourage the State and FEMA authorities to prepare their RFAs in the most complete and workable form. See Appendix G for complete mission Reporting data.

c. Assessment. The third major step in accomplishing the Emergency Power Mission is a complete assessment of each request as assigned by the State; the intent is to accurately judge the need for further action to restore emergency power. The ERRO Emergency Power Mission Manager assigns each mission to the 249th Engineer Battalion (Prime Power) company or platoon leader, who then breaks down the taskings among assessment teams. These soldiers assess each mission by contacting the POC, making linkup coordination, and visiting each site to make technical measurements to predict materials needed for installing a generator at each site. If necessary, a contractor can perform assessments, but only if that option is exercised in the contract.

Affecting the assessment process are several variables. The geographical dispersion of the disaster area may influence the location of the staging area and lodging for the assessment teams, as well as speedy communications between the assessment teams and the Prime Power leader. Additionally, the size and experience of the assessment teams, as well as the transportation or equipment provided, will greatly affect the rate of assessment. These teams work best in independently mobile groups of 2 soldiers that can readily communicate with their team leader.

If necessary, assessment teams can be diverted to installation missions. As a rule of thumb, each team can accomplish approximately 3-4 assessments per day if properly organized. This same team, in most circumstances, can perform one installation per day.

**Essential elements that will affect later mission execution are the rights-of-entry, environmental considerations, and accountability issues. The Real Estate, Environmental, and Logistics divisions deployed at the ERRO will pre-determine the procedures to be used to mitigate this process. See Appendix H for the related database fields.**

d. Resolution. This phase involves several possibilities: either the verification of no action required; the repair of existing generation or distribution systems; or the delivery, installation, operation, and maintenance of a generator to a mission site. After assessment, the resolution of each request will depend on the circumstances of the mission and each individual site. Resolution could be as simple as the assessment team making contact with the POC, only to find out that commercial power has been restored, will be restored soon, or will be acquired by other means (i.e.- private or donated generators). It could also include repair of the site's generation or distribution systems. Finally, some sites will require an FEMA-owned generator installation.

Once an assessment has determined that a generator installation is required, the Mission Manager will assign each mission to the COR to task the Haul & Install Contractor to perform the installation. To maximize mission efficiency or meet surges in requirements, Prime Power is fully capable of performing any installation – discretion on the part of the MM will determine their use for this purpose. **This rate of resolution will be the most important measure of success for the Emergency Power Mission. It is Important to note that the paperwork trail for Real Estate, Environmental, and Property Accountability must be enforced to circumvent later problems with claims against the U.S. Government (see Sections 7 & 10).**

e. Transition (optional). The teams or personnel that began them do not close most requirements. After 30 days of deployment, replacement personnel will arrive. It is important that good records and files are maintained during each phase of mission execution. These files and records will be critical for mission closeout. A 3-day transition period, not including travel time, is recommended.

f. Closeout. The final phase of mission execution is closeout. There are two steps involved in this process: physical and fiscal closeout. Physical closeout restores sites and equipment to their original states before the disaster. For most installations, this will include generator recovery and refurbishing, real property releases, environmental restorations or releases, and preparation and shipment of remaining equipment to FEMA control. See Appendix F for forms used during this step. The LTM is responsible for the physical transition/closeout of the mission.

The fiscal closeout is when expenditures against the obligation cease and remaining funds are returned to FEMA via CEFMS. Done by the project manager for the affected District.

## **7. Special Coordination Issues.**

- a. Coordination with other ESF elements. All coordination between the mission staff and other ESF's should be initiated through the AO or PPAO.
  - (1) ESF #1 (Department of Transportation). They can assist and facilitate the transportation of generators and material to the disaster area.
  - (2) ESF #6 (American Red Cross). They can provide details of shelters established for the relief effort.
  - (3) ESF #12 (Department of Energy). They can provide insight into the restoration of primary power. This can aid in the prioritization of assessment/installation missions, development of scope of work and mission closeout plan.
  
- b. Liability / Responsibility.
  - (1) Customers should agree (via signature) to accept responsibility for the unit (less fair wear) which includes security. The agreement, in the form of a ROE (Appendix F), should state the condition of the property prior to generator placement (photos, soil sample, etc.).
  - (2) At generator recovery, the customer should sign a Release of Government Liability (Appendix F).
  
- c. Security.
  - (1) Customers will provide site security to prevent theft, injury, or vandalism.
  - (2) Staging area security should be coordinated with Federal Protective Service and Military Police or appropriate local authorities. On site security will be coordinated with the ERRO Security Manager.

(3) The Mission Manager will meet with this functional element to establish guidelines for mission execution.

d. Environmental

- (1) At the time of ROE acquisition and/or generator installation, an Environmental Baseline Assessment of existing site conditions including photos and/or video, a sketch of the site, and its GPS coordinates should be completed (Appendix F). Soil samples may be required, at the discretion of the environmental representatives, for those sites that visibly appear contaminated.
- (2) Special concern must be given to guard against damage to the environment. Procedures for spill prevention; control and countermeasures will be established.
- (3) Procedures to reduce noise and exhaust emissions will be followed.
- (4) The Mission Manager will meet with this functional element to establish guidelines for mission execution.

e. Safety.

- (1) Generators will be located and connected in a manner consistent with the National Electrical Code (issue in effect at the time of contract award) and regulations from the authority having jurisdiction. The user (Red Cross, DSC, Hospital, etc.) will be informed of the capabilities and limitations of the supplied generator.
- (2) Every attempt will be made to place generators to prevent tampering by the local civilian population.
- (3) The Mission Manager will meet with this functional element to establish guidelines for mission execution.

f. Engineering. (See Appendix C for Scope of Work and Specifications)

- (1) Every effort should be made to match generators to facilities minimum requirements. Minimum requirements normally include only lights and outlets. The FCO must determine if minimum requirements include comfort items such as air conditioning. An approval form for special circumstances can be found in Appendix F.
- (2) All generators should be specified as exterior type.
- (3) All generators should be specified to be delivered operational with all component parts (including batteries, fuel tank, exhaust system and mufflers, covers, etc.).
- (4) A comparison of purchase versus rental should be made. It may be better to rent generators with a provision for the contractor to service and repair as needed.

g. Transition Plan.

- (1) Personnel, including PRT teams who deploy in support of the mission, are obligated to remain for a period of approximately 30 days, or until their presence is no longer required, whichever is less.
- (2) In the event that personnel depart, subsequent personnel will deploy to backfill them at the disaster site. A period of three full days of overlap will be required to prepare any new people to take over the operation.

**8. Contract Information/Considerations.** The PRT should become very familiar with the standard haul, install, maintain, & recovery contract (Appendix B). This contract addresses all areas of mission execution. Including power assessments, hauling generators, installing, and servicing generators and recovery of generators. If it is felt that the current contract does not fully address the specific needs of the Emergency Power Mission then modifications should be made prior to an actual emergency. An awardable contract should be prepared prior to the PRT being deployed on an emergency, which should be awarded as soon as possible after the event. The awarded contract should be distributed to all personnel responsible for its administration, preferably prior to their deployment.

Depending upon the nature of the emergency, additional types of contracts will be needed, these will include, but not be limited to, fueling contracts, generator installation supplies (BOM), material handling equipment, and purchase/lease of generators.

## **9. Real Estate Requirements.**

a. Generally speaking, lands, easements, and rights-of-way owned by the local entity requesting FEMA's assistance (usually the State, but could be a county, city, etc.) are provided through a written agreement with FEMA and that entity. Included in the agreement is also a "hold harmless" clause. The Government's interest in these two issues is to avoid trespassing and avoid liability as a result of the performance of or the failure to perform an activity while carrying out emergency assistance missions.

b. A right-of-entry with a hold harmless clause from a property owner to the Federal Government may be required, especially in those instances where the local entity leases or otherwise acquires private lands for emergency use. Also, in the event the local entity is unable to provide (or acquire) lands for emergency activities, the U.S. Army Corps of Engineers Real Estate Division may be tasked to do so.

c. Obtaining ROEs, leases, permits, and other real property use instruments is the responsibility of the ERRO Real Estate Section (see Appendix F). No other functional element has been delegated this authority. In the case of generator placement, it may be more efficient for ROEs to be obtained by Prime Power or by the contractor during installation, or by environmental personnel. They can only be executed by a person delegated that specific authority. All real estate instruments and uses of lands, public or private should be coordinated through Real Estate.

d. In some instances, “blanket” rights-of-entry may be obtained for facilities under one ownership. For example, a right-of-entry with a quasi-public port authority may be written to apply to all property under its jurisdiction.

e. Suggested Right-of-Entry Procedure:

(1) A multi-color, carbonless, five- or six-part, pre-numbered form is useful in that it provides a unique tracking number for each site and copies for inventory accountability, real estate, environmental, Information Management, Geographic Information Systems and contracting purposes:

1 copy ROE	Landowner
1 copy ROE	Government
2 copies ROE	Installation and Recovery by Contractor or Prime Power
1 copy EBA	Government

(2) Prior to or at the time of installation, a Government representative can obtain a right-of-entry (See Appendix F. Forms are also available in Spanish **for informational purposes only**.) The multi-part, pre-numbered form when completed should bear the address of the property (including a sketch to site if street signs are down) and the property owner’s signature.

(3) At this time, an environmental baseline assessment form (or the last environmental portion (pages) of the preprinted ROE) is also completed and signed by the landowner and Government’s representative. A copy is provided to the landowner.

(4) Remaining copies of the completed forms are sent to the ERRO where data is entered into a tracking database (see Appendix H for field explanations).

(5) If a contractor is to install or maintain the generators, the Contractor will be provided two copies of the completed right-of-entry (ROE) forms. The Government retains remaining copies.

(6) The Contractor should prepare a daily property inventory report to account for each generator in the Contractor's possession. The report should show the site location, owner’s name, ROE number, manufacturer's name, model number, serial number, kW size, voltage output, phase, listing of accessories (specifically indicating whether the generator has an enclosure), operational status, GPS coordinates of site location, and problems encountered.

f. When the generators are recovered, the top portion of a Release of Government Liability (See Appendix F.) should be signed by the landowner. If there is no requirement to clean up environmental damage, the landowner should also sign the bottom portion. If cleanup were required, the bottom portion would be signed only after cleanup is finished.

g. Tax assessor's maps and local realty maps are useful tools for Real Estate personnel. All Real Estate instruments should have a map, sketch or verbal description of the lands included or attached to it. The map or description should be detailed enough so that the property is easily recognizable on the ground and trespass on adjacent properties is unlikely. For example, roads, trees, ditches, utility poles, boulders, etc. are obvious landmarks and can be used to describe the outer limits of the land.

h. Additional information, forms, and real estate instruments are available in the Function Guide, Real Estate Section.

## 10. Public Affairs.

- a. Notify media of installation schedules and facilities operating under temporary power.
- b. Warn public of the dangers of tampering with generators.
- c. Notify consumers of required scheduled power outages to perform repairs or maintenance.
- d. The Mission Manager will meet with this functional element to establish guidelines for mission execution.

## 11. Reporting. (See Appendix G)

Upward reporting from the field, 249th Engineer Battalion, and LERT, is coordinated through the Mission Manager at the ERRO, and will include the following Essential Elements of Information. These components of information are the minimum elements necessary to describe the status of the mission at all times:

- a. Missions
  - (1) Requests for Assessments Total - This is the cumulative number of requests for assessment that have been received from FEMA on a Request for Assistance since the beginning of the event.
  - (2) Requests for Assessments Today - This is the number of requests for assessment accepted over the last 24-hour period. This indicates the rate at which the scope of work is changing.
  - (3) Assessments Completed Total - This indicates the total number of assessments completed to date, and when deducted from the total requests for assessment, gives insight into the remaining scope of work.
  - (4) Assessments Completed Today - This indicates the total number of requests for assessment completed over the last 24-hour period. This gives insight into the rate of completing the remaining scope of work.
- b. Resolutions
  - (5) Maximum Possible Generators Needed From Assessment - This number represents the total number of generators identified as needed from completed assessment. Whether or not they become actually needed will depend on

whether they can be installed prior to the restoration of commercial power or private procurement of generator.

- (6) Generator Installations No Longer Required - This represents the total number of sites that had been identified as needing generators, but no longer need them due to the restoration of commercial power or private procurement of generator.
- (7) Generator Installations Actually Required - This represents the total number of generators which have been identified as needed and actually require installation. It is the sum total of those installed and those remaining to be installed.
- (8) Generators Installed Total - This represents the total number of generators installed. Subtracted from the Generator Installations Actually Required this defines the remaining scope of work for generator installations.
- (9) Generators Installed Today - This represents the number of generators installed over the last 24-hour period. This represents the rate at which the remaining scope of work can be completed.

c. Generator Status

- (10) Generators Deployed - This represents the total number of generators which are still in service at an identified site. This number will be the total generator installations less those generators recovered. A generator, which has been recovered, is one, which had been deployed, but has now been recovered due to the restoration of reliable commercial power. It will now show up in the staging area generator inventory category, as it is now available for reuse on another mission.
- (11) Staging Area Generator Inventory - This represents the total number of mission-capable generators available to be installed at identified sites.
- (12) Generators Needed - A table summary of generators that are identified as needed by current missions.

The Daily SITREP should include all of the above Essential Elements of Information. The Essential Elements of Information will be necessary to describe the mission status from the start of the event until its completion.

There will be Additional Elements of Information necessary to fully describe the mission status at any given time, but these may not be necessary to report on a daily basis from the start of the event through its completion. Examples of Additional Elements of Information would be; number and size of inbound generators, generator procurement contract status, percentage of installation sites which have been Quality Assured and proved to be unsatisfactory, etc.

A narrative of both the Essential and Additional Elements of Information as well as any critical issues should follow the statistics in the SITREP. The combination of all of this information should clearly define the mission status at any given moment and its publication is the sole responsibility of the Mission Manager. It is the Mission Manager's responsibility to forward this information to the proper channels and to maintain the current status of the mission at all times so as to avoid confusion from multiple report sources.

12. **After Action.** An important part of any mission is the self-assessment and review of the team performance during the event. Development of written lessons learned and analysis is the responsibility of every team member. The goal of this effort is to provide a corporate memory of successes and failures, which can be eventually integrated into the training of future mission teams. The Evaluation and Corrective Action (ECA) Team during and after the event will solicit unbiased observations and recommendations. Written comments and recommendations shall be forwarded to the Action Officer who will provide the combined comments to the ECA team.

## APPENDICES

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## **Appendix A**

### **249th Engineer Battalion Information Paper**

1. **PURPOSE:** To provide information about the 249th Engineer Battalion's (Prime Power) organization, emergency power resources, support requirements, and coordination information.

2. **RESPONSIBILITIES:**

a. **Corps of Engineers.** The USACE Operations Center (UOC) will task the Battalion to provide personnel and equipment in support of the disaster operation. This support will often include the staffing of the ERT-A/ESF-3 Cell(s), the ERRO(s), support to the FEMA Territory Logistics Centers, and the Disaster Staging Areas.

b. **249th Engineer Battalion.** During actual operations under R2K and the Federal Response Plan, the 249th Engineer Battalion is an ESF #3 (USACE) asset tasked through the ESF #3 Cell in the Disaster Field Office.

(1) Assign a commissioned or warrant officer and an experienced 52E (Prime Power Technician) to the ERT-A within 12 hours of notification.

(2) Operate a Battalion Emergency Operations Center (EOC) when required on a 24-hour basis. The EOC will enable the Battalion to respond rapidly to all requests for further support. If the Battalion EOC is not conducting 24-hour operations, the UOC will have emergency points of contact for the key personnel within the battalion.

(3) Provide sections (NCOIC w/6 52Es), platoons and companies to support relief missions based on ESF-3 requirements. Deployment time for the Battalion's soldiers and equipment is fully dependent on the availability of transportation. It is a Battalion requirement that all equipment and soldiers be deployable within 72 hours. In many cases, equipment and soldiers are ready to move well before transportation becomes available.

3. **RESOURCES AND SUPPORT REQUIREMENTS:**

a. **ORGANIZATION.** The 249th Engineer Battalion (Prime Power) is a USACE asset with headquarters at Fort Belvoir, VA. It consists of a total of two line companies, and a Headquarters and Headquarters Detachment (HHD).

(1) HHD: BN Command Group, Battalion Staff and Heavy Maintenance Section: Fort Belvoir, VA

(2) A Company HQ: Fort Lewis, WA; 1st Platoon: Schofield Barracks, HI; 2nd and 3rd Platoons: Fort Lewis, WA; 4th Platoon: Korea

(3) B Company HQ: Fort Bragg, NC; 1st, 2nd, and 3rd Platoons: Fort Bragg, NC; 4th Platoon: Germany

(a) The company HQ's are command and control cells for the companies' platoons. Each company HQ consists of seven personnel to perform operations and supply functions. Each platoon is authorized one warrant officer, one 51Z (Noncommissioned Officer in Charge) and 14 52E soldiers.

(b) The Germany and Korea based platoons are normally not available for disaster relief operations.

(c) There are two Prime Power platoons and two Power Line platoons in the Reserve Component which can be activated if required. Activation of these Reserve Component platoons normally would require a Presidential Call-up, however, an individual Reservist may volunteer for active duty. At present, these Reserve Component platoons have no generation or transformation capability, but are fully trained and qualified to perform the same missions as their active duty counter parts.

b. ASSETS. During Disaster Relief Operations, a vast majority of the power generation equipment will come from the FEMA Territory Logistics Centers or additional USACE contractors. However, there have been several cases when the battalion's larger generators were required and employed in support of these operations.

(1) Each platoon has the capability to produce 3 megawatts (2.25 megawatts continuous) of power at 4160 volts. The individual generator size is 750 kilowatts (kW).

(2) Each platoon has the capability to produce approximately 500 kilowatts of power at 120/208 volts.

(3) The 750 kW generators that produce 4160 volts require transformers to convert the voltage to a user level (120/208/277/480 volts). The Battalion has limited 1600 and 500 kilovoltampere (kva) mobile substation assets and smaller transformer banks ranging from 225 kva to 150 kva. The Battalion also maintains a limited amount of 5 to 15 kV cables to set up medium voltage distribution systems using the Battalion's transformers.

(4) Advice and Assistance to the Mission Manger on the Emergency Power PRT and Contracting Officers Representative (COR). Battalion soldiers possess the expertise to provide assistance and advice in the following areas:

(a) Preparation of detailed Scopes of Work (SOW). This includes assessing the requirements for power generation at each job site.

(b) Recommend priorities for generator placement

(c) Install generators as assigned by the PRT Mission Manager.

(d) Preparation of Damage Survey Reports (DSR's) on electrical generation and distribution systems

(e) Verification/Quality Assurance of work performed on electrical generation and distribution systems

(f) Limited troubleshooting and repair of power generation and distribution systems.

c. ACCOUNTING. Deployment of Battalion soldiers requires no special accounting procedures. Man-hours worked by these soldiers do not have to be accounted for by specific project, nor do these soldiers count against the Full Time Equivalent (FTE) of a supported District or Division. The Battalion must be reimbursed for all expenses incurred in the disaster recovery effort to include TDY costs, generator operating cost, generator deployment and recovery, materials and supplies, etc.

d. LOAN PROGRAM. The 249th Engineer Battalion maintains an inventory of semi-permanent 4.5 Megawatt power plants, as well as a limited number of 750 kW and 1,500 kW medium voltage generators and a number of 500 kW low voltage generators that are not organic to the battalion. These assets can be deployed (loaned) to provide electrical power for an extended period of time (generally more than 6 months) on a reimbursable basis. The plant fees are based on a basic rental rate and a charge on each engine hour operated. These costs are usually less than the cost of operating the Battalion's organic generators for extended periods. Battalion soldiers can install the loan plants, and train local contractor personnel to operate and perform operator level repair and maintenance. Arrangements can be made for Battalion personnel to perform additional maintenance operations. The Battalion point of contact for Loan Program equipment is the Loan Program Manager, (703) 805-2239 or 249loan@en.249.usace.army.mil.

e. SUPPORT.

(1) The battalion requires transportation support to move equipment from the home station to the area of operation. The battalion will coordinate for transportation, however a formal request for transportation must be submitted either to the Department of Defense Directorate of Military Assistance (DOMS) or the Defense Coordination Office (DCO) in the DFO. Once the request for transport has been forwarded to DOMS or the DCO, the battalion will prepare an Equipment Deployment List which, contains all pertinent information needed to transport the equipment (physical dimensions, weight etc.). This list will be forwarded through the 249th Engineer Battalion command channels to USTRANSCOM for scheduling of transportation assets. All equipment is transportable on a combination of Air Force cargo aircraft (C-17 or C-5).

(2) Material handling equipment must be provided to up-load and off-load generators and associated equipment. This requires a minimum of a 40T crane and/or winch capabilities.

The battalion has two models of 750 kW generator (10.5 ton and 20 ton). A forklift (10,000 lb. minimum) is also required for moving smaller transformation units and cable reels. A forklift is used to lay cable. A cable reel trailer is normally required to recover the cable. Most platoons have a cable reel trailer.

(3) The Battalion has no refueling and limited fuel storage capabilities. Refueling support is required during a deployment. Each platoon is equipped with ten - 600 gallon fuel pods. Storage capacity of at least five thousand gallons is required at sites where 750 kW generators are operating continuously. One 750 kW generator uses approximately 50 gallons of fuel per hour.

(4) Life support is required for soldiers in the area of operations. Soldiers are normally placed in a TDY status. Soldiers will deploy with the capability to be self-sustaining for up to 72 hours.

(5) Communications is a key to success in providing and restoring power to critical facilities.

(a) The 249th Engineer Battalion has a limited amount of communication assets and often requires cellular telephones to allow assessment teams to communicate with ESF-3 Cell, the ERRO, and battalion operations center. The supported MSC and/or ESF-2 will normally provide additional cellular phones as required.

(b) The 249th Engineer Battalion has a stock of hand-held radios (frequency 163.4375). If a local repeater is available and can be programmed with the battalion frequency, reliable, inexpensive, internal communications can be executed.

#### 4. COORDINATION.

a. The 249th Engineer Battalion's point of contact for planning is the S-3 (Operation) Section at Fort Belvoir, VA.

Phone: (703) 805-2469/2562 or 1-800-243-3472

Fax: (703) 805-2608

Email: 249s3@en.249.usace.army.mil

Mail: 249th Engineer Battalion (Prime Power)

10011 Middleton Road

Ft. Belvior, VA 22060-5837

b. Any request for support from the 249th Engineer Battalion must come through the USACE UOC, Telephone: (202) 761-1001.

## **Appendix B**

### **EMERGENCY POWER**

#### **SCOPE OF WORK**

##### **SECTION C**

##### **GENERATOR SET ACTIVITIES**

###### **C.1.0 General.**

The work under this contract consists of supporting all generator set activities during emergency operations in a state/territory/commonwealth or region. Generator set activities are defined as assessing power needs, preparation, hauling, installing, preventive maintenance, service, fueling, relocating and recovering Government Furnished Equipment (GFE) (engine-generator sets) and associated fuel systems. Contractor shall provide all support and logistics required to support Contractor personnel. The Contractor shall perform generator set activities twenty-four (24) hours a day, seven (7) days a week including all weekends and holidays. The contractor shall be required to be in compliance with all applicable local permits and licenses (FAR 52.236-7). The Contractor shall participate in pre and post emergency conferences, workshops, meetings and exercises such as Command Post Exercises, After Action Reviews, Lessons Learned Analysis, Planning and Response Team Train Ups as directed by the Government.

**C.1.1** Generator sets range in size from 4 kW up to 1MW. The Contractor shall be responsible for providing all labor, transportation, equipment and supervision required to perform generator set activities. The Contractor shall be responsible for providing all loading, hauling, and unloading equipment (e.g. cranes, boom trucks, fork lifts, self loaders, flatbed trailers and trucks) necessary for performing the work required by this contract in all types of terrain, during periods of limited visibility and under all weather conditions. The contractor shall make his own investigation of available roads for transportation, load limits for bridges and roads, and other road conditions affecting the transportation of generator sets and equipment to the site. The Contractor shall provide all fuel, fueling equipment and fuel transportation requirements to support generator set activities. The Contractor shall be responsible for providing all hardware not furnished by the Government as part of the initial Bill of Materials (BOM) required for installation of the generator sets; cabling, conductors,

conduits, supports, disconnects, terminations, etc. When directed by the Government, the contractor shall be responsible for obtaining all required generator set operating and service manuals not furnished as Government Furnished Material (GFM).

**C.1.2** For generator set activities, each site assessment, preparation, hauling, installing, preventive maintenance, service, fueling, relocating and recovering shall be accomplished at the direction of the Contracting Officer through the issuance of a task order. Payment shall not be made to the Contractor for work not specifically authorized by the Contracting Officer.

**C.1.2.1** Issuance of a task order is considered to be the Notice to Proceed.

(1) Work shall not commence until acceptable Operation Action Plans and schedules have been submitted and approved.

(2) While the Contractor is operating under acceptable interim plans, the Contracting Officer may retain funds from progress payments in accordance with the Contract Clause entitled Payments under Fixed-Priced Service Contracts until such time as the Contractor submits acceptable final plans.

(3) If acceptable final plans are not submitted within a reasonable time, as determined by the Contracting Officer, the Contracting Officer may order the Contractor to stop work until such time as acceptable plans have been submitted and approved. Any such stop work order shall not be considered a suspension of work for an unreasonable period of time under the Contract Clause entitled Suspension of Work and the Contractor shall not be entitled to pay adjustments as a result of the stop work order.

**C.1.3** Contractor employees shall carry some form of company identification at all times during the execution of this contract. The Contractor shall provide a name list of all preventive maintenance and service personnel, electricians and Master Electricians, drivers and equipment operators, etc, within twenty-four (24) hours of issuance of each task order. In addition, the Contractor shall identify subcontractor individuals used to comply with the requirements of this contract within twenty-four (24) hours of the issuance of each task order. The Contractor shall provide a copy of licenses and certificates of all personnel involved in this contract upon request from the Contracting Officer or authorized representative.

**C.1.4** The Government's Real Estate representative shall provide the Contractor with two copies of the Government completed Right-of-Entry (ROE) form and the Environmental Baseline Assessment (EBA). It is the intent of the Government to provide these forms at the staging area. Completed ROE forms shall be in English. (ROEs in Spanish are furnished for informational purposes only). The completed ROE shall bear the address of the property and the property owner's signature. Work shall be performed only on property identified on the Government-furnished ROE forms. Contractor shall review both ROE and EBA and report any discrepancies to the Contracting Officer or authorized representative. The Environmental Baseline Assessment shall serve as documentation of the condition of the property designated for generator placement and contractor access prior to installation of a generator set. The Contractor shall be responsible of any and all damage to the designated property that is not documented on the EBA.

**C.1.5** The ROE shall be furnished for the sole purpose of generator set assessment, installation, preventive maintenance, service, relocating and recovery. Contractor personnel shall only enter property identified on the completed Government-furnished ROE form and shall enter property only as permitted by the ROE. The Contractor shall be liable for damages at property locations in which the Government did not supply the Contractor with a ROE. The Contractor shall not make any representations to the property owner that may mislead the property owner or may lead the property owner to assume that the Contractor has been authorized by the Government to perform other work.

**C.1.6** The Contractor shall perform generator set activities at various locations as designated in the task order. The Contractor shall be responsible for, and shall account for, each generator set and Government furnished Bill of Materials received from the Government until such time as the generator set has been placed or installed at a particular location or the Contractor is relieved of this responsibility in writing by the Government. The Contractor shall maintain at all times an updated inventory of all sites where generator set(s) have been hauled as outlined in C.1.9.

**C.1.7** All generator sets shall be onloaded and offloaded using spreader bars or equivalent. This is a safety measure and prevents unnecessary costly damage and downtime. At no time shall metal chains be utilized to onload/offload GFE. In the event of loss or damage to a generator set, the Contractor shall provide immediate, accurate notification and documentation of the incident to the Contracting Officer or authorized representative. If loss or damage occurs as a

result of the fault or negligence of the Contractor, the Contractor shall be responsible for repairing or replacing the item(s) in question at no cost to the Government. Any repairs or replacement of the same shall first be coordinated with the Contracting Officer or authorized representative. The standard for determining fault or negligence shall be the same as that for the Default (Fixed-Price Supply and Service, FAR 52.249-8) clause of this contract.

**C.1.8** The Government may have installed some generator sets prior to the Contractor's arrival. As directed by the Contracting Officer or authorized representative, the Contractor shall assume and perform all required generator set activities for these generator sets. Prior to transfer of responsibility for any previously installed generator set(s), the Contractor shall accompany the Contracting Officer or authorized representative to the installation site to verify the condition of the generator, the installation and the site.

**C.1.8.1** The Contractor shall ensure the working-hour meter is in proper working order and shall record the meter reading. If the generator is not equipped with a working-hour meter, the Contractor shall install a working-hour meter. For all previously Government-installed generator sets, the Contractor shall, within twenty-four (24) hours of award of a task order, include these generator sets in the daily property inventory reports outlined in C.1.9. (See B.1.0)

**C.1.9** The Contractor shall prepare a daily property inventory report for each generator set hauled or turned over to the Contractor to perform generator set activities. As a minimum, the property inventory report shall include the site location, owner's name, ROE number, manufacturer's name, model number, bar code, serial number, kW size, voltage output, phase, listing of accessories (specifically indicating whether the generator set has an enclosure), operational status and problems encountered. In addition, the Contractor shall include in the daily property report an 8.5" by 11" size detailed site map of each generator's location. This detailed site map shall include, as a minimum, name and description of the property (City of Hope Water Treatment Site #2, Tampa Hospital, etc), a street address or direction and distance from known object and Global Positioning System (GPS) location. Contractor shall provide their own GPS equipment and shall be proficient in its use prior to mobilization. This report shall be submitted to the contracting officer or authorized representative no later than 5:00 p.m. each day or at a time designated by contracting officer or authorized representative.

**C.1.10** If, through the Contractor's fault or negligence, any damage occurs to existing facilities, equipment, or other real or personal property, the Contractor shall provide immediate, accurate notification and documentation of the incident to the Contracting Officer or authorized representative. The Contractor shall be responsible for repairing or replacing the item(s) in question at no cost to the Government. Any repair or replacement of the same shall first be coordinated with, and approved by, the Contracting Officer or authorized representative.

**C.1.11** Within twenty-four (24) hours after receiving notice of contract award, the contractor shall provide to the Contracting Officer or authorized representative a list of key personnel available twenty-four (24) hours a day in the event a requirement for contract performance arises after regular working hours. As a minimum, this list will include their names, day and evening phone numbers (land and cellular, pager number, etc). The standard for responding by voice communications shall be within thirty (30) minutes. After issuance of the initial task order, the Contractor shall maintain a key personnel roster, updating this roster on a daily basis and making it available upon request from the Contracting Officer or authorized representative.

**C.1.12 Geographic Area.** The primary purpose of each contract is to provide services in the state/territory/commonwealth or region for which it is written. Each contract will provide for primary response to a given state/territory/commonwealth or region but the Government reserves the right via the Requirements Clause of this solicitation to issue task orders to a Contractor for other areas within a US Army Corps of Engineers (COE) Division's boundary not specifically listed in B.2.0. However, the Government reserves the right to use any contract in any area based on the circumstances of the emergency. Any task order for a state/territory/commonwealth or region not specifically listed in B.2.0 may be awarded based on price competition among contractors awarded contracts in the affected Division. The contractor shall be entitled to an equitable adjustment in accordance with the Changes clause of the contract for any work ordered and performed outside the geographic area covered by the contract. See Sections B and H (Special Contract Provisions)

**C.2.0 Plan of Operation.**

**C.2.1** The Contractor shall provide in its proposal a tentative Operations Action Plan overview encompassing C.2.1.1 (A through L) describing how they intend to fulfill the requirements of the Scope of Work. The Contractor shall

provide a detailed Operations Action Plan overview encompassing C.2.1.1 (A through L) describing how they intend to fulfill the requirements of the Scope of Work within twenty-four (24) hours of notification of contract award or exercise of an option period. In addition, the Contractor shall provide a mission-specific Operations Action Plan encompassing C.2.1.1 (A through L) detailing their concept of operation within twenty-four (24) hours of issuance of the initial task order.

Failure to comply with the above requirements within the time prescribed shall be considered a condition endangering the performance of the contract and may be considered grounds for termination of the contract in accordance with the Contracts Clause entitled Default (Fixed-Price Services) of this contract.

The Contractor shall abide by and the Government shall enforce the tentative, detailed and mission-specific Operations Action Plans provided to the Government.

The detailed and mission-specific Operations Action Plans shall be approved by the Contracting Officer or authorized representative prior to proceeding with the contract.

**C.2.1.1** The Contractor's Operations Action Plans shall include at a minimum;

- A. Mobilization Plan (Concept of Operation, time schedule, phasing plan)
- B. Plan for conducting Government directed Assessments (Concept of Operation, qualifications, internal procedures, sample assessment worksheet)
- C. Generator Set Preparation Plan (Concept of Operation, documentation procedures, proposed schedule, internal SOPs)
- D. Plan for Hauling (Concept of Operation, itemized, detailed list of equipment, including quantities and capacities)
- E. Plan for Installation of generator sets (Concept of Operation, proposed schedule, documentation procedures, identification of Master Electricians and Journeyman Electricians, internal SOPs)
- F. Plan for Preventive Maintenance (Concept of Operation, documentation procedures, proposed schedule, internal SOPs)

- G. Plan for Service (Concept of Operation, Response Plan in event of generator malfunction/breakdown, documentation procedures, proposed service schedule, internal SOPs)
- H. Fueling Plan (Concept of Operation, proposed equipment, documentation procedures, proposed schedule, Emergency Spill Response Plan, cleanup procedures, internal SOPs)
- I. Plan for Relocating and Recovering (Concept of Operation, list of qualified individuals to perform this task, detailed list of equipment and capacities, preparation for storage plan)
- J. Demobilization Plan (Concept of Operation, time schedule, phasing plan)
- K. Safety Plan (Written safety plan which addresses each major phase of this SOW, Internal Safety Standard Operation Policies and Procedures, key Safety personnel and their qualifications, training and experience levels, Activity Hazard Analysis (specifically for specialized equipment used in performance of work) for each major phase of work, conformance to Corps of Engineer Safety Plan, EM 385-1-1, demonstrated knowledge of local, state and federal safety requirements)
- L. Quality Control (QC) Plan (Concept of Operation, personnel qualifications, internal procedures)

The Contractor shall ensure that operations during periods of limited visibility are specifically addressed in all Action Plans.

**C.2.2** Not later than eight (8) hours after award of the initial task order, the Contractor shall provide an Operations Manager knowledgeable in all facets of the Contractor's operation to serve as liaison, with no collateral duties, between the Contracting Officer and the Contractor's senior management at the Emergency Response and Recovery Office (ERRO) location determined by the Government. The Operations Manager shall be on call twenty-four (24) hours per day, seven (7) days per week and shall be able to immediately contact the Contractor's senior management, via electronic means (fax machine, cell phone and Internet capabilities). This position will not require constant presence of the Operations Manager but the Operations Manager shall be physically capable of responding to the ERRO within thirty (30) minutes of notification. The Contractor is responsible for establishing its own office and providing all related communication and office equipment required to support the Operations Manager. The Operations Manager shall have authority to act on behalf

of the company's senior management to make any and all decisions required under the contract and shall have the authority to sign all contractual documents. In areas where English is not the primary language, the Contractor's Operations Manager shall be bilingual as well as field crew foreman and supervisors.

### **C.3.0 Execution of Work.**

#### **C.3.1 Mobilization.**

The Contractor shall commence mobilization and be ready to provide generator set activities within forty-eight (48) hours of issuance of the initial task order. All personnel, supplies and equipment required for the initial placement of generator sets of various sizes shall be onsite at a location designated by the Contracting Officer or authorized representative in the initial task order. See C.2.1.1

#### **C.3.2 Assessments.**

It is anticipated that the Government representatives shall make the majority of assessments but the Government reserves the right to task the Contractor to perform the same. The purpose of the assessment is to determine generator set requirements. The Contractor shall have trained personnel capable of making power and generator set assessments, to include assessing hook-up requirements. The Government will prioritize the assessment order. After mobilization, Contractor shall be capable of responding within two (2) hours of receiving issuance of a task order to assess power needs. The Contractor shall provide a written assessment worksheet of the power and generator set requirements. The Government shall provide the Contractor with either a Government assessment worksheet or the minimum requirements for the assessment worksheet. The Contractor shall identify multiple generator set sizes on the assessment worksheet in the event the required generator set size is not available to satisfy a particular requirement. The assessment worksheet shall be completed and submitted to the Contracting Officer or authorized representative within six (6) hours after issuance of a task order for the assessment. See C.2.1.1 (B)

#### **C.3.3 Preparation.**

**C.3.3.1** At the Government's generator set staging area, the Contractor is responsible for conducting a complete preparatory preventive maintenance check of all components of the generator set and Government furnished Bill of Materials.

The Government will prioritize the preparation order. All deficiencies discovered by the Contractor shall be immediately reported to the Contracting Officer or authorized representative. Each generator set shall be given a complete initial preventive maintenance check to include petroleum, oils and lubricants (POL), battery check, working-hour meter check, and coolant check. All fluids shall be filled to their proper levels. The Contractor shall provide fueling capability at the staging area. The Contractor shall inventory all equipment designated as part of a generator set, to include operating manuals (if any), and Bill of Materials (cables, connectors, etc.). The Contractor shall comply with all applicable state/territory/commonwealth and local environmental regulations at the staging area.

**C.3.3.2** All generator reconfigurations shall be completed at the staging area. Configurations shall be performed in accordance with manufacturer's specifications.

**C.3.3.3** Upon direction of the Contracting Officer or authorized representative, the Contractor shall conduct load bank test at the staging area to determine mission capability. Generator shall be operated a minimum of thirty (30) minutes at 80% load capacity.

#### **C.3.4 Hauling.**

The Contractor is responsible for providing all equipment and personnel necessary to onload and offload generator sets and associated fuel systems. The Government will prioritize the hauling order. Contractor shall haul generator sets from any location to any location within the contract's geographic area as designated by the Contracting Officer or authorized representative. The Contractor is responsible for complying with all federal, state, territory and commonwealth Department of Transportation rules and regulations. The Contractor shall provide all required roadmaps, atlases, etc. If the Contractor does not install the generator set, the Contractor shall be paid for transporting (hauling) only.

#### **C.3.5 Installation.**

After mobilization, the Contractor shall be capable of responding within four (4) hours of receiving issuance of a task order to install, relocate, or remove generator sets. The Government will prioritize the installation order. The Contractor shall provide all personnel and equipment to install generator set activities during periods of limited visibility. The Contractor shall comply with all requirements of the most current edition of the US Army Corps of Engineers

EM 385-1-1 which shall be furnished by the Government. See Section H of the solicitation, SAFETY REQUIREMENTS.

**C.3.5.1** All electricians shall be licensed. At a minimum, a certified journeyman electrician with three years of experience (minimum), shall make all installations. Connections to load shall be made in accordance with NFPA-70, National Electrical Code (NEC) - the edition in force at the time solicitation is issued - and all local codes, rules and regulations and generator manufacturer's specifications. The Contractor shall provide all cabling and other accessories necessary for completing the installation. Connections to the load shall be made with conductors capable of handling the load in accordance with the NEC. Utility power conductors shall be disconnected from the main switch at the site prior to installation, to ensure that generator power will not feed into utility lines and that utility power shall not be connected with the generator in operation. The wiring at the site shall be inspected for safe conditions and shall be tested with a megohmmeter for shorts and grounds. A generator shall not be connected to unsafe wiring. Any wiring deficiencies shall be reported to the contracting officer or authorized representative.

**C.3.5.2** The Contractor shall ensure the working-hour meter is in proper working order and shall record the meter reading no later than the time of installation. If the generator is not equipped with a working-hour meter, the Contractor shall install a working-hour meter. See Section B.1.0.

**C.3.5.3** The complete installation shall be initially started and tested for operational compliance by a licensed electrician.

**C.3.5.4** At installation location, the Contractor shall furnish, as a minimum, fuel absorption matting which shall be placed under fueled equipment. Matting shall have an impermeable backing to prevent the fuel from contaminating the soil supporting the equipment. In the event matting is unavailable, heavy-duty tarp may be substituted. Heavy-duty tarp shall be reinforced, oil-resistant type that shall be supported to contain any spilled fuel. Spilled fuel shall be removed promptly and properly disposed of as required. Upon completion of this work, the Contractor shall dispose of matting, tarp, spilled and contaminated fuel in accordance with state/territory/commonwealth and local environmental disposal regulations.

**C.3.6 Preventive Maintenance.**

The Contractor shall provide all preventive maintenance necessary for ensuring continuous operation of the generator sets. Contractor shall have qualified personnel trained in power generator maintenance, to include all components of the generator set. Each generator set shall be maintained in accordance with manufacturer's specifications and recommendations. The Contractor shall provide the Contracting Officer or authorized representative a Preventive Maintenance daily schedule. Daily operational checks shall include, but not limited to, checking working-hour meter for operation, checking battery level, checking coolant, checking oil levels, checking fuel levels and filling all fluids to proper levels. In addition, the technician shall conduct a visual inspection of all external components (connections, hoses, belts, cables, etc) for serviceability and excess wear and tear and of the area around the generator set for signs of fluid leakage. Daily check sheets shall be logged and documented showing date checked, hour meter reading and technician's initials. Sheet shall be protected with a rainproof covering furnished by the Contractor. The Contracting Officer or authorized representative shall inspect to ensure proper preventive maintenance procedures are accomplished. All preventive maintenance documentation shall be furnished to the contracting officer or authorized representative on, at a minimum, a weekly basis or upon request.

### **C.3.7 Service.**

**C.3.7.1** Each generator set shall be checked for operational service status based on fuel consumption estimates and frequency of manufacturer's recommended services. Each generator set shall be serviced a minimum of every ten (10) days or as directed by the Contracting Officer or authorized representative if manufacturer's recommended services can not be ascertained. Service shall include changing oil and oil filter(s), fuel filter(s) at manufacturer's recommended interval or as directed by the Contracting Officer or authorized representative. Engine lubrication oil shall be equal to the manufacturer's specified brand and grade for operating under extreme environmental conditions. When oil filter(s) are replaced, date and hour meter reading shall be noted on the filter using a permanent marker. All other fluids shall be maintained in accordance with generator set manufacturer's recommendations. All fluids and contaminated fuel shall be removed promptly and properly disposed of in accordance with local and state/territory/commonwealth environmental disposal regulations.

**C.3.7.2** The Contractor is responsible for minor maintenance service repairs as a result of normal wear and tear. Minor

repair shall be any repair that is external to the generator engine set and parts are estimated less than \$500.00. (See B.1.0)

**C.3.7.3** In the event of a generator malfunction or breakdown, the Contractor shall mobilize for a specific incident within thirty (30) minutes after notification by the Contracting Officer or authorized representative of the problem. The contractor shall immediately notify the Contracting Officer or authorized representative of each malfunction or breakdown the contractor discovers for instructions on how to proceed.

**C.3.7.4** Upon direction of the Contracting Officer or authorized representative, generators requiring major repairs shall be replaced by a generator in storage and the replaced generator shall be returned to storage.

**C.3.7.5** Service records shall be maintained on all serviced generator sets. The contractor shall provide to the Contracting Officer or authorized representative no later than the daily reporting time a contractor furnished service ticket for each generator set serviced that day. Minimum information on the service ticket includes brand, model, kW, barcode number, location, list of parts and quantity of fluids used. The contractor shall coordinate all scheduled services with the user and contracting officer or authorized representative and shall notify the Contracting Officer or authorized representative of any scheduling conflicts.

### **C.3.8 Fueling.**

**C.3.8.1** Fueling of generator sets is a separate function from preparation, hauling, preventive maintenance and service descriptions. It is a separate contract line item number (CLIN). Prior to beginning work, the Contractor shall provide to the Government's Environmental Engineer for review the Contractor's written Emergency Spill and Response Plan. See C.2.1.1

**C.3.8.2** Fueling shall be accomplished in accordance with safety procedures. Generator sets shall be fueled by the Contractor on an as-needed basis with initial fueling accomplished at the staging area. At no time shall the generator be allowed to run out of fuel. Only the appropriate fuel and grade shall be used in accordance with manufacturer's specifications. Generators damaged as a result of running out of fuel or being fueled with the wrong type of fuel shall be the responsibility of the Contractor. Repair or replacement of the generator shall be at the sole expense of the

Contractor. The Contractor shall not delegate the fueling responsibility to the user of a generator set. If the Contractor can not access a site for fueling (i.e. locked gate, access denied by guard, etc.), the Contractor shall immediately contact the Contracting Officer or authorized representative.

**C.3.8.3** At each fueling, to include initial fueling at the staging area, the Contractor shall record on a ticket furnished by the Contractor the following information: the manufacturer's name, model, and serial number of the generator; kW size; date; location; reading on working-hour meter; and quantity and type of fuel. A copy of each fueling ticket must be submitted with requests for payment under the fuel line item. The Government shall allow a maximum of .07 gallons of fuel, per kW, per hour.

**C.3.8.4** Spilled fuel and contaminated fuel shall be removed promptly and properly disposed of in accordance with local and state/territory/commonwealth environmental disposal regulations. The Contractor shall be responsible for clean up of all spilled fuel. Apart from the generator set's external fuel tank, fuel shall not be stored at the generator site.

**C.3.9 Relocating and Recovering Generator Sets.**

**C.3.9.1** The Contractor shall provide all equipment and personnel required to relocate and recover generator sets. Contractor shall be capable of responding within two (2) hours of receiving issuance of a task order from the Contracting Officer or authorized representative to commence relocation or removal of generator sets. The Government will prioritize the order for relocation and recovery of generator sets. The Contractor shall comply with all requirements of the most current edition at time of contract award of the US Army Corps of Engineers EM 385-1-1. See Section H, SAFETY REQUIREMENTS.

**C.3.9.2** All electricians shall be licensed. A journeyman electrician with three years of experience (minimum), shall disconnect all generator sets. Disconnection to load shall be made in accordance with NFPA-70, National Electrical Code - the edition in force at the time solicitation is issued - and all local codes, rules and regulations. The Contractor shall either remove or tape external (service) wiring to prevent possibility of electrical shock. Utility power conductors shall be reconnected from the main switch at the site. The wiring at the site shall be inspected for safe conditions and shall be tested with a megaohmmeter for shorts and grounds. A generator shall not be reconnected to unsafe wiring. Any

wiring deficiencies shall be reported to the Contracting Officer or authorized representative.

**C.3.9.3** When removing a generator set from service, the Contractor shall disconnect it (conductors shall be removed, not cut), clean it, record the reading on the working-hour meter, change the oil, oil and fuel filter(s) (if directed by the Contracting Officer or authorized representative), check the battery, check the coolant, and fill all fluids to their proper levels. The generator's exhaust port shall be made weatherproof by means of a securely fastened metallic cap. Wiring, cabling, lugs, connectors and other hardware shall accompany the relocated or recovered generator sets. The Contractor shall either return the generator set to the Government's storage site, or haul and install it at a site designated by the Contracting Officer or authorized representative.

**C.3.9.4** Contractor shall be responsible for reconnection to utility service upon removal of each generator set and coordination with the local electrical utility provider through the Contracting Officer or authorized representative. Removals, relocations, and recoveries shall be included in the daily status report. When directed by the Contracting Officer or authorized representative to return the generator set to the government's storage site for temporary storage, the contractor may leave remaining fuel in the day tank.

**C.3.9.5** When directed by the contracting officer or authorized representative to return the generator set for permanent storage at the Government's storage site, the Contractor shall first remove all fuel. The Contractor shall pressure wash all generators returned for permanent storage. Prior to permanent storage and in accordance with manufacturer's requirement for long term storage, generator sets shall be serviced and made ready for future use.

**C.3.9.6** The Contractor shall provide all equipment and personnel necessary to onload and offload generator sets and associated fuel systems during relocating and recovery operations. See C.1.7 and C.3.4

#### **C.4 Site Remediation.**

The Contractor shall ensure an installation site is returned to its previous condition as noted on the initial EBA. In addition, the Contractor shall coordinate with the US Army Corps of Engineers Environmental Engineer who shall inspect

and notify the Contracting Officer or authorized representative of clearance from an installation site.

**C.5 Hazardous, Toxic, and Radiological Waste Disposal.**

The Contractor shall provide HTRW containment equipment/supplies for use at the generator set staging area and generator set placement sites. Contractor shall be responsible for disposal of all waste materials. The Contractor shall be responsible for the recovery and proper disposal of all used fuels, contaminated fuels, filters, rags, batteries, used oils and filters, and all other materials related to the maintenance and service of the generators and all other hazardous materials. In addition, the Contractor shall coordinate with the US Army Corps of Engineers Environmental Engineer who shall inspect and notify the Contracting Officer or authorized representative of clearance from the generator set staging area.

**C.6 Demobilization.**

All personnel, supplies and equipment required to recover the generator sets shall complete demobilization no later than forty-eight (48) hours after issuance of this task order. See C.2.1.1

**C.7 Safety.**

The Contractor shall provide a written Safety Plan which addresses each phase of the SOW. The Contractor shall provide an Activity Hazard Analysis which addresses each phase of the SOW. Contractor shall provide all safety equipment in accordance with OSHA standards to include personnel reflective gear use for use at staging areas and installation sites during periods of limited visibility.

The Contractor shall designate a supervisory person to be present on the site, overseeing work at the site. The person may have additional duties as crew foreman. The Contractor shall comply with all requirements of the US Army Corps of Engineers, Safety and Health Requirements Manual, EM 385-1-1 current edition at the time of contract award. See Section H, SAFETY REQUIREMENTS.

**C.8 Conferences/Meetings.**

The Contractor shall participate in pre and post emergency conferences, workshops, meeting and exercises such as Command Post Exercises, After Action Reviews, Lessons Learned

Analysis, Planning and Response Team Train Ups etc. See Section B.1.0.

**C.9 Inspection and Acceptance.**

The Government may inspect the work as the Contractor progresses. However, the Government reserves the right to inspect at a later time. Work will not be accepted and payment will not be made until all generator set activities have been satisfactorily completed.

SECTION B  
SERVICES AND PRICES  
(ENGINE-GENERATOR SETS)

**B.1.0 Description of Service.**

Provide service support for generator set activities during emergency operations. Contractor shall provide single source responsibility for all generator set activities. Generator set activities are defined as assessing power needs, preparation, hauling, installing, preventive maintenance, service, fueling, relocating and recovering Government Furnished Equipment (GFE) (engine-generator sets) and associated fuel systems. Generator sets range in size from 4 kW up to 1MW. The Contractor shall be responsible for providing all labor, transportation, equipment and supervision and required internal logistical support to perform generator set activities.

**Line items 0008, 1008, 2008 and 0013, 1013, 2013** - Conferences and Meetings- If a conference, workshop or meeting takes place after a Contractor is mobilized, the Contractor shall participate without additional compensation. If a conference or meeting takes place after demobilization, the Contractor shall participate and will be compensated under these CLINs. These meetings may take place at any time during the life of the contract at a location determined by the Government. Per diem and travel expenses shall not exceed the Joint Travel Regulation for government employees. The Contractor shall designate for participation under this line item the Operations Manager or similar key person having intimate knowledge of the operation and contract. No mark-ups for overhead, profit or any other costs will be allowed

**Line Item 0009, 1009 and 2009** - Furnish, deliver and install fuel. The Government has entered \$50,000.00 in the Schedule for this item. This amount is for award evaluation and funding purposes only. Payment for this item will be based on the amount of fuel actually used. To receive payment, the Contractor must furnish invoices from the fuel supplier and fueling tickets (See paragraph C.3.3 and C.3.8 of the statement of work). Payment will be limited to actual cost of fuel. No mark-ups for overhead, profit or any other costs will be allowed.

**Line Item 0010, 1010 and 2010** - Mobilization and Demobilization. Mobilization and Demobilization costs are any costs associated with establishing and disestablishing the Contractor's site of operations (e.g., transporting personnel and equipment, setting up and closing an office, etc.). The Government has entered \$10,000.00 in the Schedule for this item. This amount is for award evaluation

and funding purposes only. Payment for this item will be limited to actual costs only. To receive payment, the Contractor must furnish proper invoices. No mark-ups for overhead, profit or any other costs will be allowed. The Government will reimburse reasonable costs of Mobilization and Demobilization up to a maximum of \$10,000 per task order. (This \$10,000 cap on reimbursement supercedes paragraph (a) of the Payment for Mobilization and Demobilization clause of this contract, DFARS 252.236-7004). No mark-ups for overhead, G&A, or profit will be allowed. (See C.3.1, C.6)

**Line Item 0011, 1011 and 2011.** Per Diem. For each task order, if the Contractor's base of operations is located at least 50 miles from the Contractor's normal place of business and if the Contractor is required to reimburse employees for lodging and meals, the Government will pay reasonable costs not to exceed the daily rate (actual rate when authorized) the Government pays its own employees. Invoices for per diem must be supported by documentation showing actual costs incurred. No mark-ups for overhead, G&A, or profit will be allowed.

**Line Item 0012 1012 and 2012 - Incidental Supplies and Services.** If directed by the government, the contractor will be reimbursed reasonable costs to purchase generator set operating and service manuals if not provided as Government Furnished Materials (GFMs). The contractor will be reimbursed reasonable costs required to purchase and install parts such as working hour meters and perform minor repairs. These repairs shall include, but are not limited to, replacement or repair of batteries, plugs, wires, belts, hoses, springs and components of the fuel and oil transfer system and other electrical and generator parts such as circuit cards, relays and control panel parts. Repair parts shall not exceed \$500.00 per occurrence. Support documentation shall be provided with invoices to support reimbursement. For repairs estimated between \$501.00 and \$2,500.00, the Contractor shall perform repairs at the discretion of the Contracting Officer or authorized representative. A major repair is defined as exceeding \$2,501.00 in parts and labor. The Government may, depending upon the extent of repairs required and the time required to complete the repair and other factors, elect to negotiate a separate contract vehicle for performance of major repairs. The Contractor shall submit a proper invoice for these parts.

**B.2.0** The Government may award up to twelve (12) contracts against this solicitation to support specific U.S. Army Corps of Engineers' Divisions and their geographic areas of responsibility. Additionally, the Government reserves the right to issue more solicitations and award more contracts for these same services. Offerors are encouraged to submit proposals for all areas of which there

is an interest. The following reflects the states, commonwealth or territory to be covered by each contract:

<b><u>Area Number</u></b>	<b><u>Geographic Area</u></b>
---------------------------	-------------------------------

**Pacific Ocean Division (POD):**

- |   |                  |
|---|------------------|
| 1 | Hawaiian Islands |
| 2 | Alaska           |

**Southwest Division (SWD):**

- |   |                              |
|---|------------------------------|
| 3 | Arkansas, Texas and Oklahoma |
|---|------------------------------|

**Mississippi Valley Division (MVD):**

- |   |                                      |
|---|--------------------------------------|
| 4 | Mississippi, Louisiana and Tennessee |
|---|--------------------------------------|

**South Atlantic Division (SAD):**

- |   |                                   |
|---|-----------------------------------|
| 5 | North Carolina and South Carolina |
| 6 | Alabama and Georgia               |
| 7 | Florida                           |
| 8 | Puerto Rico                       |
| 9 | US Virgin Islands                 |

**North Atlantic Division (NAD):**

- |    |             |
|----|-------------|
| 10 | Connecticut |
| 11 | Virginia    |
| 12 | New Jersey  |

**B.3.0** This solicitation contains one schedule. In addition to instructions at Section L, offerors are instructed to annotate each area of interest (by contract numbers listed at B.2.0 and state(s)/commonwealth(s)/territory) in the space provided at the top of the schedule. The schedule for the US Virgin Islands is unique and is provided for separately. The offeror shall submit a separate proposal with an individual schedule for each area. For example, if an offeror is interested in submitting a proposal for Hawaii and Alaska, two individual proposals and schedules shall be submitted, one for Hawaii and one for Alaska, each annotated by the contract number. Contractors who receive a contract under this solicitation must be capable of performing under all line items within the state/commonwealth/territory covered by the contract. Contract award will be made on an 'all or none' basis.

**B.4.0** If the Contracting Officer determines it is in the Government's best interest to do so, the Contracting Officer may issue task orders against any contract awarded under this solicitation to perform work anywhere within a Division's area of responsibility. In addition, the Government reserves the right to issue task orders for other areas within a COE Division's military or civil boundaries not specifically covered by one of the twelve (12) contracts. Should any task order result in an increase in the Contractor's costs, an equitable adjustment will be made in accordance with the Changes clause.

**B.5.0** Due to the uncertainty associated with emergency power requirements, it is impossible for the Government to prepare an accurate estimate of its requirements. The estimates contained at Section J are the best that can be obtained and are only intended to be used for award evaluation purposes. The Contractor shall be prepared to assess power needs, preparation, hauling, installing, preventive maintenance, service, fueling, relocating and recovering of all makes and models of generators with various gasoline and diesel powered engines. If directed by the Contracting Officer or authorized representative, the Contractor shall be responsible for obtaining any service or repair manuals required to perform the work. The Government has some manuals, which it will provide to the Contractor as Government Furnished Materials (GFM). Any manuals provided to the Contractor must be returned to the Government in essentially the same condition as they were when the Contractor received them, fair wear and tear excepted.

**B.6.0** Contracting Officers assigned to the following U.S. Army Corps of Engineers Divisions may issue task orders against any contract awarded under this solicitation: POD, SWD, MVD, SAD and NAD. This authority may be delegated to other Contracting Officers.

**B.7.0** This solicitation contains numerous wage determinations which, depending upon where the work is performed, will apply to resulting contracts. For proposal preparation purposes only, offerors should use the average wage rates included in Section J.

**PRICE SCHEDULE  
BASE YEAR**

AREA # \_\_\_\_\_)

(PROVIDE SERVICES THROUGHOUT \_\_\_\_\_)

<u>LINE</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u>	<u>UNIT</u>	<u>UNIT</u>	<u>PRICE</u>
<u>ITEM</u>		<u>QUANTITY</u>			
<u>AMOUNT</u>					
0001	Preparation and Haul (Transport) of Government-furnished Generators Sets (See C.3.3.and C.3.4) (Excluding fuel for generator sets)				
0001A	One way distance up to 25 miles radius.				
	Sizes as follows:				
0001A1	Up to 10KW	25	EA	\$_____	\$_____
0001A2	11KW to 30KW	75	EA	\$_____	\$_____
0001A3	31KW to 50KW	75	EA	\$_____	\$_____
0001A4	51KW to 75KW	90	EA	\$_____	\$_____
0001A5	76KW to 100KW	75	EA	\$_____	\$_____
0001A6	101KW to 250KW	40	EA	\$_____	\$_____
0001A7	251KW to 500KW	30	EA	\$_____	\$_____
0001A8	501KW to 1MW	05	EA	\$_____	\$_____

<u>LINE</u> <u>ITEM</u> <u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	
0001B	One way distance up to 50 miles radius.				
	Sizes as follows:				
0001B1	Up to 10KW	25	EA	\$_____	\$_____
0001B2	11KW to 30KW	75	EA	\$_____	\$_____
0001B3	31KW to 50KW	75	EA	\$_____	\$_____
0001B4	51KW to 75KW	90	EA	\$_____	\$_____
0001B5	76KW to 100KW	75	EA	\$_____	\$_____
0001B6	101KW to 250KW	40	EA	\$_____	\$_____
0001B7	251KW to 500KW	30	EA	\$_____	\$_____
0001B8	501KW to 1MW	05	EA	\$_____	\$_____
0001C	One way distance up to 75 miles radius.				
	Sizes as follows:				
0001C1	Up to 10KW	25	EA	\$_____	\$_____
0001C2	11KW to 30KW	75	EA	\$_____	\$_____
0001C3	31KW to 50KW	75	EA	\$_____	\$_____
0001C4	51KW to 75KW	90	EA	\$_____	\$_____
0001C5	76KW to 100KW	75	EA	\$_____	\$_____
0001C6	101KW to 250KW	40	EA	\$_____	\$_____
0001C7	251KW to 500KW	30	EA	\$_____	\$_____
0001C8	501KW to 1MW	05	EA	\$_____	\$_____

<u>LINE</u> <u>ITEM</u> <u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>PRICE</u>
0001D	One way distance up to 100 miles radius.				
	Sizes as follows:				
0001D1	Up to 10KW	25	EA	\$_____	\$_____
0001D2	11KW to 30KW	75	EA	\$_____	\$_____
0001D3	31KW to 50KW	75	EA	\$_____	\$_____
0001D4	51KW to 75KW	90	EA	\$_____	\$_____
0001D5	76KW to 100KW	75	EA	\$_____	\$_____
0001D6	101KW to 250KW	40	EA	\$_____	\$_____
0001D7	251KW to 500KW	30	EA	\$_____	\$_____
0001D8	501KW to 1MW	05	EA	\$_____	\$_____
<b>0002</b>	<b>Preparation and Haul (Transport) of Government-furnished Generators Sets GREATER THAN 100 miles radius. (See C.3.3.and C.3.4) (Excluding fuel for generator sets) (PER MILE)</b>				
	Sizes as follows:				
0002A	Up to 10KW		MI	\$_____	\$_____
0002B	11KW to 30KW		MI	\$_____	\$_____
0002C	31KW to 50KW		MI	\$_____	\$_____
0002D	51KW to 75KW		MI	\$_____	\$_____
0002E	76KW to 100KW		MI	\$_____	\$_____
0002F	101KW to 250KW		MI	\$_____	\$_____
0002G	251KW to 500KW		MI	\$_____	\$_____
0002H	501KW to 1MW		MI	\$_____	\$_____

<u>LINE</u> <u>ITEM</u> <u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>UNIT</u> <u>PRICE</u>
0003	<b>Installation of Government-furnished Generator Sets. (See C.3.5)</b> (Enter a per installation price.)				
	Sizes as follows:				
0003A	Up to 10KW	25	EA	\$_____	\$_____
0003B	11KW to 30KW	75	EA	\$_____	\$_____
0003C	31KW to 50KW	75	EA	\$_____	\$_____
0003D	51KW to 75KW	90	EA	\$_____	\$_____
0003E	76KW to 100KW	75	EA	\$_____	\$_____
0003F	101KW to 250KW	40	EA	\$_____	\$_____
0003G	251KW to 500KW	30	EA	\$_____	\$_____
0003H	501KW to 1MW	05	EA	\$_____	\$_____
0004	<b>Perform Preventive Maintenance on Government -furnished Generator Sets. (See C.3.6)</b> (Enter a daily rate)(QTY X 30 DAYS = EQP DAYS)				
	Sizes as follows:				
0004A	Up to 10KW	750	DAY	\$_____	\$_____
0004B	11KW to 30	2250	DAY	\$_____	\$_____
0004C	31KW to 50KW	2250	DAY	\$_____	\$_____
0004D	51KW to 75	2700	DAY	\$_____	\$_____
0004E	76KW to 100KW	2250	DAY	\$_____	\$_____
0004F	101KW to 250KW	1200	DAY	\$_____	\$_____
0004G	251KW to 500KW	900	DAY	\$_____	\$_____
0004H	501KW to 1MW	150	DAY	\$_____	\$_____

<u>LINE</u> <u>ITEM</u> <u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>UNIT</u> <u>PRICE</u>
<b>0005</b>	<b>Perform Service on Government</b>				
	-furnished Generator Sets. (See C.3.7)				
	(Enter a per service rate)				
	Sizes as follows:				
0005A	Up to 10KW	25	EA	\$_____	\$_____
0005B	11KW to 30KW	75	EA	\$_____	\$_____
0005C	31KW to 50KW	75	EA	\$_____	\$_____
0005D	51KW to 75KW	90	EA	\$_____	\$_____
0005E	76KW to 100KW	75	EA	\$_____	\$_____
0005F	101KW to 250KW	40	EA	\$_____	\$_____
0005G	251KW to 500KW	30	EA	\$_____	\$_____
0005H	501KW to 1MW	05	EA	\$_____	\$_____
<b>0006</b>	<b>Relocating and Recovering Government</b>				
	-furnished Generator Sets. (See C.3.9)				
	(Enter a per removal rate.)				
	Sizes as follows:				
0006A	Up to 10KW	25	EA	\$_____	\$_____
0006B	11KW to 30KW	75	EA	\$_____	\$_____
0006C	31KW to 50KW	75	EA	\$_____	\$_____
0006D	51KW to 75KW	90	EA	\$_____	\$_____
0006E	76KW to 100KW	75	EA	\$_____	\$_____
0006F	101KW to 250KW	40	EA	\$_____	\$_____
0006G	251KW to 500KW	30	EA	\$_____	\$_____
0006H	501KW to 1MW	05	EA	\$_____	\$_____

<u>LINE</u> <u>ITEM</u> <u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	
0007	Site Assessment (See C.3.2)		HR	\$_____	\$_____
0008	Conferences/Meetings (See C.8)		DAY	\$_____	\$_____
0009	Generator Set Fuel, to include delivery and transfer to the generator's tank per year (See B.1.0 and C.3.8)		LS	\$50,000	\$50,000**
0010	Mobilization and Demobilization (See C.3.1, C.6 and B.1.0)		LS	\$10,000	\$10,000**
0011	Per Diem IAW JTR (See B.1.0)		LS	\$XXXXXXX	\$XXXXXXX
0012	Incidental Supplies and Services (Not to Exceed \$2,500) (See B.1.0 and C.3.7.2)		LS	\$XXXXXXX	\$XXXXXXX

TO BE ORDERED WITH LINE ITEM 0008 ONLY

0013	Travel IAW JTR (See B.1.0)		LS	\$XXXXXXX	\$XXXXXXX
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\*\* Line Items 0009,0010 - These amounts entered for evaluation purposes only.

PRICE SCHEDULE  
OPTION YEAR 1

**END**

## **Appendix C**

### **SPECIFICATIONS FOR GENERATORS STANDARD GENERATOR DEPLOYMENT PACKAGES**

1. **PURPOSE:** To list generator specifications for procurement of various size generators to be used during disaster relief operations.

2. **RESPONSIBILITIES:**

a. 249th Engineer Battalion: Determine exact size and specifications for required generator.

b. **ERRO:**

(1) Insure FEMA or COR procures generator to exact specifications.

(2) Receives generators and coordinates placement with Prime Power or other field technicians.

(3) Insures accountability is maintained through the entire process of receiving, deploying, and recovery of generation assets.

3. **EXECUTION:**

a. General specifications for generators employed during disaster relief operations in support of FEMA:

(1) All generator components to include the alternator, engine, cooling system, muffler/exhaust system and all associated equipment shall be enclosed in a sound-insulated bodywork. The bodywork shall have doors and service plates to provide a means of performing maintenance on the generators components. The bodywork shall be suitable for outdoor installation without the need for any additional shelter.

(2) Three Phase, 60 cycle/1800 rpm, diesel-engine driven (DED) rated for continuous operations, with unit circuit breaker.

(3) Twelve lead generators with provisions for the following connections: Double Delta (Single Phase), Series Delta (Three Phase), Parallel Wye (Three Phase), and Series Wye (Three Phase). Alternator output voltage range shall be between 120 V and 480 V.

- (4) Engine gauges to include the following: Hourmeter, Fuel Level Gauge, Engine Coolant Temperature, and Oil Pressure gauge.
- (5) Engine shut downs for over temperature, over speed, low oil pressure and fail to start.
- (6) Generator Gauges to include the following: Three Phase Ammeter, Three Phase Voltmeter (phase to phase and phase to neutral), and Frequency meter.
- (7) Clearly marked externally mount emergency shut down button.
- (8) No fuel components made of plastic.
- (9) Fuel tank as an integral part of the generator. The fuel tank shall be large enough to supply fuel for 8 to 10 hours of operation at 80 percent of rated load.
- (10) Instruction manual with wiring diagram and parts list (alternator, engine, cooling system, muffler/exhaust system and all associated equipment).
- (11) Electric start with battery driven starter motor, batteries (gel cells), and engine driven battery charging system (alternator).

b. Additional specifications for 10 kW - 25 kW generators:

- (1) 2 EA Duplex NEMA 5-20R (120V, 20 Amp) receptacles.
- (2) 2 EA Twist lock CS-6369 (120/240V, 50 amp) receptacles.
- (3) Three phase output terminals

c. Additional specifications for generators 350 kW and over:

- (1) Shall be suitable for parallel operations.
- (2) Shall be equipped with synchronizing lights and or synchronizing scope

NOTE: Generators should be ready to run when received. Only requirements prior to start up should be, add fuel and oil as required.

## **Appendix D**

### **PLANNING FACTORS FOR FUEL SUPPLY CONTRACT**

#### **Planning for Fuel Supply Contract**

**1. PURPOSE:** To provide information for developing a fuel contract.

**2. RESPONSIBILITIES:**

a. U.S. Army 249th Engineer Battalion (Prime Power) and LERT personnel will provide fuel specifications, consumption data, and locations upon request.

b. Fuel contract in place within 48 hours of activation.

**3. EXECUTION:** Below is a list of considerations/requirements:

a. Type Fuel

b. Route delivery every 12 hours

c. Delivery/billing verification

d. POL at staging areas

e. 24-Hour dispatch

f. Contractor communication with route delivery services

g. Compliance with applicable safety/environmental regulations

h. Daily Fuel Reports

i. Contract may require modifications to change sites and delivery schedule

j. Emergency spill and response plan.

## **Appendix E**

### **DEPLOYMENT / FLY-AWAY PACKAGES**

**(TO BE PROVIDED LATER)**

## **Appendix F**

### **FORMS**

1. Right-of-Entry
2. Environmental Baseline Assessment
3. Release of Liability

Use ball point or roller ball pens only

ROE Number: \_\_\_\_\_

Bar Code \_\_\_\_\_

GPS Coordinates:

\_\_\_\_\_  
\_\_\_\_\_  
Lat  
Lon

**DEPARTMENT OF THE ARMY  
RIGHT-OF-ENTRY FOR EMERGENCY POWER ACTIVITIES**

\_\_\_\_\_  
(Project, Installation or Activity)

\_\_\_\_\_  
(Tract Number or Other Property Identification)

The undersigned, hereinafter called the "Owner/Agent", hereby grants to the United States of America, hereinafter called the "Government", right-of-entry upon the following terms and conditions:

1. The Owner/Agent hereby grants to the Government an irrevocable right to enter upon the lands hereinafter described, at any time within a period of \_\_\_\_() from the date of this instrument, for the purpose of generator placement, operation, maintenance and recovery and any other work necessary for emergency recovery activities.

2. The right-of-entry includes the right of ingress and egress on other lands of the Owner not described below, provided such ingress and egress is necessary and not otherwise conveniently available to the Government.

3. All tools, equipment, and other property taken upon or placed upon the property by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this permit or right-of-entry.

4. The undersigned agrees to accept responsibility for the reasonable and prudent care of the generator set while such equipment is in place pursuant to this right-of-entry.

5. If any action of the Government's employees or agents in the exercise of this right-of-entry results in environmental damage to subject real property, the Government will, at its sole discretion, either remediate such damage or make an appropriate settlement with the Owner. In no event shall such remediation or settlement exceed the fair market value of the fee title to the real property at the time immediately preceding such damage. The Government's liability under this clause is subject to the availability of appropriations for such payment, and nothing contained in this agreement may be considered as implying that Congress will at a later date appropriate funds sufficient to meet deficiencies. The provisions of this clause are without prejudice to any rights the Owner may have to make a claim under applicable laws for any damages other than those provided for herein.

6. Except as provided in paragraph 5, the undersigned agrees and warrants that it will hold and save harmless the Government of the United States, its contractors and representatives for any damage or loss of any type whatsoever including claims for negligence either to the above described property or persons situated thereon, and hereby releases, discharges and waives any and all actions, either legal or equitable, which the undersigned has or may have pursuant to this right-of-entry.

7. The property affected by this permit or right-of-entry is located in \_\_\_\_\_ and is described as follows:

WITNESS MY HAND AND SEAL this    day of    , 19 .

UNITED STATES OF AMERICA

\_\_\_\_\_  
U.S. Army Corps of Engineers

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address



Use ball point or roller ball pens only

ROE Number: \_\_\_\_\_

Bar Code \_\_\_\_\_

GPS Coordinates:

\_\_\_\_\_ Lat

\_\_\_\_\_ Lon

## Environmental Baseline Assessment Reconnaissance Report

This site is identified as an electrical generator site used during activities related to the \_\_\_\_\_

Emergency Response Operations. The size of the generator and location of the site are as follows:

A \_\_\_\_\_ kW/KVA generator is placed [address or narrative]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Sketch of location and/or placement:)

The general condition of the site

is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Sketch site. Include oil/grease spots, etc. Attach photo. ):

\_\_\_\_\_ I concur with the above stated site condition.

\_\_\_\_\_ I do NOT concur with the above, because:

UNITED STATES OF AMERICA

\_\_\_\_\_  
U.S. Army Corps of Engineers

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**U.S. Army Corps of Engineers**

**RELEASE OF LIABILITY  
Emergency Power**

**To be filled out at time of generator set recovery:**

Effective \_\_\_\_\_, 19\_\_\_\_, the owner hereby releases and forever discharges the Government, its officers, agents and employees from any and all claims for damages of restoration, except environmental damages pursuant to paragraph 5 of Right-of-Entry No. \_\_\_\_\_ and from all liability that may arise out of generator placement, operation, maintenance and recovery, and the occupation by the Government of the property during FEMA declared natural disaster \_\_\_\_\_  
\_\_\_\_\_ Emergency Response and Recovery Operations, except in the case of unpaid rent.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print name  
\_\_\_\_\_  
Address/phone number  
\_\_\_\_\_

**To be filled out if no environmental damages or after environmental restoration/remediation:**

Owner acknowledges that subject property, described in Right-of-Entry No. \_\_\_\_\_, has been remediated, as necessary, to acceptable environmental standards, and further releases the Government from any and all claims arising out of or relating to such remediation.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print name

# Appendix G

## Checklists

### Action Officer Checklist

CHECK	WHEN*	Task
-------	-------	------

#### Electronic Equipment & Supplies

- B Extension chord
- B Surge protection strip
- B Cellular phone
- B Cellular phone charger and power point adapter
- B Instructions for using cell phone in another state
- B Pager
- B CEFMS Card w/Passwords
- B Electronic copies of EPIS & MVM Backup DB
- B Floppy Disks
- B Phone line for modem on Notebook Computer
- B Notebook computer
- B Printer
- B Print Drivers for Printer You're Deploying with
- B Headset for telephone
- B Extra Batteries for whatever devices you are taking
- B ARCVIEW/HAZUS
- B Mapping Software (on CD, e.g. Delorme' Mapping)

#### Paper Forms and other Items

- B/D Maps of Area
- B Copies of RFA Forms (Section O of Mission Guides)
- B Copies of Pre-scripted Mission Assignments (Section O of Mission Guides)
- B Copies of Input Form(s) for EPIS
- B Emergency Power Mission Guides / Training Manual
- B Corps Redbook (phone book)
- B Emergency Power Mission Guides / Training Manual
- B Pre-Deployment Tasker
- B Copy of Travel Orders
- B Tax Exempt Forms
- B Fax Forms

#### Office Supplies

- B Printer Paper
- B Storage Bin(s)
- B Pens
- B Pencils
- B Staples
- B Stapler
- B Paper Clips
- B Steno Pads
- B Hole Punch
- B Rubber Bands

- B Post-It Notes
- B Survey Books
- B Clipboards
- B Folders
- B K-drys

**Clothing and Personal Items**

- B White Corps Shirts
- B Red Corps Cap
- B Rain jacket
- B Workboots
- B Take cash
- B Make sure you know PIN for Travel Card
- B Make sure travel orders allow for Rooms in two different places and travel beyond DFO
- B Impact Visa Card
- B Watch with an alarm
- B First Aid Kit
- B Small Tool Kit (Screw drivers, wrench)
- B Small Flashlight
- B List of cellular phone nos. for each PRT member carrying a phone
- B Sleeping Bags

**List of Actions to take place once deployed**

- A Provide phone nos. (hotel and DFO) to each PRT member once established
- D/A Establish Contact with ESF-12, DCO, and ESF-1
- D/A Establish Contact with ESF-3 Team Leader or FEMA for Hotel Room near DFO

B = before event  
 D = during event  
 A = after event

**Mission Manager/Mission Specialist Checklist**

CHECK	WHEN*	TASK
-------	-------	------

**Electronic Equipment & Supplies**

- B Extension chord
- B Surge protection strip
- B Cellular phone
- B Cellular phone charger and power point adapter
- B CEFMS Card w/Passwords
- B Electronic copies of EPIS & MVM Backup DB
- B Floppy Disks
- B Phone line for modem on Notebook Computer
- B Notebook computer
- B Printer
- B Print Drivers for Printer You're Deploying with
- B Headset for telephone
- B Extra Batteries for whatever devices you are taking
- B Fly Away kit (if available)

**Paper Forms and other Items**

- B/D Maps of Area
- B Copies of Input Form(s) for EPIS
- B Emergency Power Mission Guides / Training Manual
- B Emergency Power Mission Guides / Training Manual
- B Pre-Deployment Tasker
- B Copy of Travel Orders
- B Tax Exempt Forms
- B Fax Forms

**Office Supplies**

- B Printer Paper
- B Storage Bin(s)
- B Pens
- B Pencils
- B Staples
- B Stapler
- B Paper Clips
- B Steno Pads
- B Hole Punch
- B Rubber Bands
- B Post-It Notes
- B Survey Books
- B Clipboards
- B Folders
- B K-drys

**Clothing and Personal Items**

- B Red Corps Shirts
- B Red Corps Cap
- B Rain jacket
- B Workboots
- B Take cash
- B Make sure you know PIN for Travel Card
- B Make sure travel orders allow for Rooms in two different places and travel beyond DFO
- B Impact Visa Card
- B Watch with an alarm
- B First Aid Kit

- B Small Tool Kit (Screw drivers, wrench)
- B Small Flashlight
- B List of cellular phone nos. for each PRT member carrying a phone
- B Immunization Records & Medications 30 day supply
- B Driver's License

**List of Actions to take**

- B Coordinate CEFMS access with affected District
- B Coordinate ENGLINK accesses
- B/D Review Mission Guide
- B/D Review Scope of Work
- B/D/A Keep a log of Lessons Learned
- B/D Obtain a copy of the Haul, Install, Maintain and Recover Contract
- B/D Find out who the COR is for the contract
- B/D Review Information and Reporting Requirements
- A Initial meeting with all pertinent personnel (Contractor/Prime Power/PRT/LERT/Real Estate/etc.)
- A Distribute ROE's to Contractor and Prime Power and make sure they know how to fill them out
- A Identify Contract Vendors
- A Identify the TMT Team Leader (LERT Transportation Specialist) for information on generator shipments
- A Establish QA program for generator installations
- A Develop a Mission Closeout plan

\* This column is used to display when these events should occur during an event.

B - BEFORE leaving Home District

D - DURING deployment. Deployment may occur several days prior to an event.

A - AFTER event. This is when you arrive at the disaster.

**Appendix H**  
**The Emergency Power Information System**

**(TO BE PROVIDED LATER)**