

DEPARTMENT	DIVISION	EFFECTIVE DATE
FIRE SCIENCE AND CLIMATE ADAPTION	FIRE SCIENCE AND COORDINATION	APRIL 25, 2025
SECTION		
GENERAL PRACTICES		
SUBJECT TITLE		
FIRE COORDINATION		

1.0 PURPOSE

- 1.1 This Electric Standard Practice (ESP) is to describe the procedures used for coordination of fire suppression and SDG&E operations during all fires/near fires that have SDG&E facilities or equipment within or adjacent to an active fireboundary.
- 1.2 To describe the responsibilities of the Fire Coordinator with respect to the various SDG&E operational departments, as well as the local emergency response agencies.

2.0 APPLICABILITY

- 2.1 This ESP applies to the Control Centers, Emergency Management and all Construction and Operations employees whose job responsibilities involve notification and/or operations during wildfire conditions.

3.0 DEFINITIONS

- 3.1 **Hazardous Fire Areas:** Any “wildland” or unincorporated area within the Company’s service territory identified by the California Department of Forestry and Fire Protection or other responsible agency as being particularly susceptible to the danger of fire during certain seasons of the year. The High Fire Threat District (HFTD) map is the baseline map used for this purpose.
- 3.2 **IFC:** Incident Fire Coordinator – An SDG&E employee who will serve to coordinate efforts of company Field Personnel and Control Centers with those of the various Fire Suppression agencies and ensure the safety from a utility perspective for both SDG&E and the Emergency personnel in the hazardous fire areas. Fire Coordinators may be consulted when guidance beyond that of the Fire Potential Index (FPI) is required on circuit testing and recloser status.
- 3.3 **SFC:** Support Fire Coordinator – Fire Coordinator that supports the Incident Fire Coordinator during responses and covers the EOC during activations. The SFC will coordinate with the Incident Fire Coordinator to provide an incident information conduit to the EOC.
- 3.4 **SDG&E Contract Fire Resource:** SDG&E may use qualified contract Firefighting resources to reduce the risk of starting a fire and for asset protection in the event of a fire. If operating in or adjacent to an uncontrolled fire, these resources will be in direct communication with, and accountable to either the SDG&E Point of Contact or the Incident Command structure. These resources will be managed by SDG&E unless officially given an order and request number and approval from SDG&E to assist a fire agency.
- 3.5 **ICP:** Incident Command Post – In the event of a fire, an incident command post will be established as the location at which the primary command functions are executed by the agency responsible for the fire. The responsible agency designates the location of the Incident Command Post, which will typically be in a safe and open location near the fire scene.
- 3.6 **CS:** Construction Supervisor – An SDG&E construction supervisor (Transmission and/or Distribution) who is in charge of SDG&E personnel and facilities. The CS, along with the ETS and FC, will also determine if any SDG&E facilities need to be de-energized or if any other appropriate action should be taken. They will work with the appropriate incident management Personnel on scene.

NOTE: Each C&O Center, including Transmission, will have an On-Duty CS designated to respond to fires that shall be notified by Service Dispatch if their facilities are involved.

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DEFINITIONS (CONT'D)

- 3.7 **ETS:** Electric Troubleshooter – An SDG&E Qualified Electrical Worker who will be responsible for any switching on SDG&E facilities. The ETS, along with the FC and/or CS, will determine if any SDG&E facilities need to be de-energized. The ETS may serve as the initial SDG&E Utility Commander until relieved of those duties by another qualified individual.
- 3.8 **Evidence of Heat (EOH):** An observation of arching, or Charing, or actual ignition.
- 3.9 **Prescribed Fire or Controlled Burn:** A fire, ignited intentionally by the responsible fire agency that is intended to burn off excess fuels or serve other management purposes.
- 3.10 **SWN:** Send Word Now – Is the enterprise cloud-based notification system that Fire Coordination utilizes via texts, email, or voice messaging to provide information about wildland fires that have or may have an impact on company facilities or equipment.
- 3.11 **Wildland Fire Notification Distribution List:** A group email list managed by the Fire Program Manager to send Wildfire Notification Alerts via SWN.
- 3.12 **Wildfire Notification Alert:** Fire Coordinators will initiate a Wildfire Notification Alert in accordance with the following:
- 3.12.1 On all fires during FPI of 14 or greater from 06:00 to 21:00 hours.
 - 3.12.2 All fires when EOC is activated for wildfire-related purposes.
 - 3.12.3 On any actively burning, contained, or recently extinguished fire when SDG&E is potentially related to the cause regardless of the FPI.
 - 3.12.4 On any fire regardless of FPI that:
 - 3.12.4.1 Is expected to escape initial attack/exceed ten (10) acres.
 - 3.12.4.2 Has impacted or may have a direct impact on any SDG&E facility, or
 - 3.12.4.3 Draws significant social or media attention.
 - 3.12.5 Any uncontrolled fire within one (1) mile of a Transmission line.

4.0 PROCEDURE

- 4.1 Fire Coordination (During Business and Non-Business Hours).
- 4.1.1 In the event that a Control Center, Service Dispatch or SDG&E field employee receives a report of or observes a wildland fire, they are required to call the On-Duty Fire Coordinator, as soon as practical using the On-Duty Fire Coordinator contact number: (858) 503-5152.
 - 4.1.2 Upon notification from a Fire agency or Company entity, the Fire Coordinator will contact Service Dispatch and the appropriate fire agency for additional information including radio frequency for the incident. The Fire Coordinator will determine if Fire Coordination response is necessary, or if monitoring the incident by radio or phone is appropriate, or if no action is required. The On-Duty Fire Coordinator will determine what information will be distributed via a Wildfire Notification Alert using the Wildland Fire Notification distribution list in SWN.
 - 4.1.3 If a fire is threatening transmission or distribution facilities, the Fire Coordinator will immediately notify the appropriate control center. Additionally, if the fire is within one (1) mile of any transmission line, the Fire Coordinator will immediately notify Grid Control.

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PROCEDURE (CONT'D)

- 4.1.4 The Fire Coordinator will provide incident updates, when there is a significant change in information, through Wildfire Notification Alerts in conjunction with the Wildland Fire Notification distribution list from Send Word Now. When the Emergency Operations Center (EOC) is activated, the Fire Coordinator will coordinate the dissemination of information through the EOC Fire Coordinator.
- 4.1.5 Based on preliminary information, and if SDG&E response is necessary, the Fire Coordinator will notify Service Dispatch and the Control Centers involved and will request one or more ETS to respond. If the fire status dictates, the Fire Coordinator, along with the CS and/or ETS, may request other Company resources (washers, contract firefighting resources, etc.) as necessary.
- 4.1.6 Whenever possible, the Fire Coordinator or Utility Point of Contact will utilize the "FIRE 1" channel on the 800 MHz radio to communicate with field and support personnel. The on-scene Fire Coordinator will be identified on the radio as the (incident name) Fire Coordinator. All units dispatched to the incident are to be notified to monitor "FIRE 1" while in the area of the incident. If a responding unit cannot monitor "FIRE 1" other arrangements will be made to insure communication during the incident.
- 4.1.7 All Personnel arriving at the scene are to check in with the Incident Fire Coordinator or the Utility Point of Contact. The Incident Fire Coordinator or Utility Point of Contact will maintain a record of personnel by radio/car number or cell phone number and will note their locations. Major changes in locations are to be reported to the Incident Fire Coordinator or Utility Point of Contact so that Personnel may be notified of any changes in the incident status.
- 4.1.8 SDG&E personnel will obtain clearance from the Incident Fire Coordinator or Utility Point of Contact before accessing areas within and around the incident. The Incident Fire Coordinator or Utility Point of Contact will verify that SDG&E traffic will not interfere with suppression efforts, back-fires or air operations. Personnel leaving the incident must notify (check-out with) the Incident Fire Coordinator or Utility Point of Contact immediately. Once checked-out from the incident, personnel must again notify (check-in) with the Incident Fire Coordinator or Utility Point of Contact when they return to the incident. No vehicle without radio or other wireless communication capability will enter the fire area unless other means of positive communication have been established with the Incident Fire Coordinator or Utility Point of Contact.
- 4.1.9 The Incident Fire Coordinator or Utility Point of Contact, if not already present, will respond to the Incident Command Post (ICP) and contact the Incident Commander (IC). Communications will be established, and the needs of the incident determined. The Incident Fire Coordinator or Utility Point of Contact will communicate the status of company facilities to the Incident Commander (IC) and a plan of action will be developed that best meets the needs of both entities.
- 4.1.10 If the Incident Fire Coordinator needs SDG&E facilities to be de-energized for safety and suppression efforts, the Incident Fire Coordinator shall notify the CS and/or ETS and they will request the Control Center to de-energize the facilities. Facilities that present hazards to suppression personnel will be de-energized as necessary. The decision to de-energize any facilities will be made by the CS, ETS and the Incident Fire Coordinator with approval from the Control Centers. No facilities will be re-energized without authorization from the Incident Fire Coordinator or other designated SDG&E Utility Commander. Transmission de-energization requests will have the appropriate approval from CAISO and the process expedited when an immediate danger to life is present.

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PROCEDURE (CONT'D)

- 4.1.11 When circuits or portions of circuits are de-energized for firefighter safety during an incident, they will not be re-energized until approval is sought and given by the Incident Fire Coordinator or Utility Point of Contact on scene. Preferably, requests to de-energize will come from the Incident Commander to the Incident Fire Coordinator or Utility Point of Contact. On occasion, requests may come directly to SDG&E from the fire agency. When this happens, the Incident Fire Coordinator or Utility Point of Contact should be notified as soon as possible.
- 4.1.12 Prior to authorizing the re-energizing of facilities, the Incident Fire Coordinator or Utility Point of Contact will communicate with the Incident Commander (IC) to ensure that all suppression Personnel in the area are aware of the change in status. The Incident Fire Coordinator or Utility Point of Contact will also notify all Company personnel within the area of the change in status, prior to re-energizing facilities. The Control Centers will direct all switching activities.
- 4.1.13 The EOC Fire Coordinator, Incident Fire Coordinator or Utility Point of Contact will notify the Control Centers, Service Dispatch and C&O Centers when the coordination effort is terminated.
- 4.1.14 The Incident Fire Coordinator or Utility Point of Contact shall keep a detailed log of all activities and personnel involved in the incident. The Incident Fire Coordinator shall keep a log for any requests to de-energize facilities, who requested it, and changes of status on lines and/or equipment.
- 4.1.15 Upon notification of a Prescribed or Controlled Burn, the On-Duty Fire Coordinator shall notify the Transmission Scheduler and/or Distribution Programmer along with the construction supervisor of the facilities involved via email and/or phone.
- 4.1.16 SDG&E personnel and contractors will use the concepts and principles of the Incident Command System (ICS) while working with cooperating emergency management agencies and to manage SDG&E Personnel within an incident.
- 4.2 Fire Coordination (During Covid-19 Pandemic)
 - 4.2.1 EOC Fire Coordinator will follow the EOC pandemic staffing plan. This could require the EOC Fire Coordinator to be in the EOC or work from a remote location.
 - 4.2.2 During this pandemic, when Fire Coordinators and others need to respond to the field. They will attempt to follow all the social distancing recommendations that have been provided: Maintain at least 6ft separation, wear appropriate face covering for the type of incident and all other appropriate PPE.
 - 4.2.3 The Incident Fire Coordinator or the Utility Point of Contact, upon arrival at an incident, will check in with the Agency Having Jurisdiction (AHJ) and verify how they want to communicate. This may include social distancing, remotely by phone or using incident radio frequency when permission is granted to do so.
- 4.3 CPUC/OEIS/Evidence of Heat/Other Data Collection and Reporting
 - 4.3.1 For all ignitions and near ignitions contact On-Duty Fire Coordinator (858)503-5152 who will determine regulatory reporting requirements. Fire Coordinator will reference appropriate Ignition Management Program (IMP) process flow and either ETS or Fire Coordination will submit Evidence of Heat (EOH) forms for applicable incidents. When the audience is appropriate, EOH will be referenced in trainings.

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5.0 REFERENCES



5.1 None

6.0 REVISION HISTORY

Effective Date:	Type Of Change	Brief Description of Change
04/25/2025	Update	New information added, highlighted in yellow.
04/01/2025	Review	Changes highlighted in yellow.
06/17/2024	Update	Sections Updated: 3.2, 3.3, and 3.4.
05/01/2024	Review	New ESP Template.
07/25/2023	Revised	Changes highlighted in Yellow.
05/15/2021	Revised	Changes highlighted in Yellow.
05/22/2020	Revised	Changes highlighted in Yellow.
12/20/2019	Revised	Changes highlighted in Yellow.
05/31/2018	Revised	Changes highlighted in Yellow.
04/02/2010	Revised	
04/30/2004	Revised	
10/01/993	New	

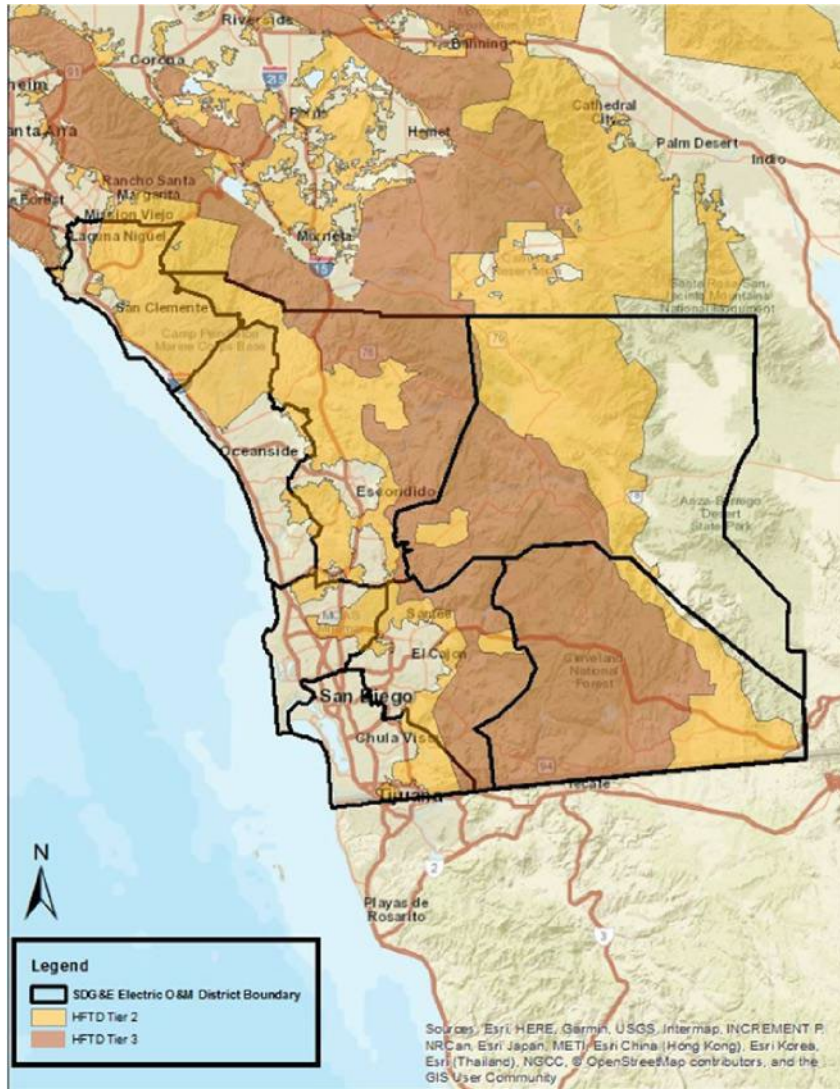
7.0 ATTACHMENTS

7.1 Attachment A – High Fire Threat Districts Map with SDG&E Districts

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ATTACHMENT A High Fire Threat Districts Map with SDG&E Districts



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