

# OUSC Pandemic Planning Sub-Team

Minutes of the OUSC's Pandemic Planning Sub-Group  
Friday, September 15, 2006  
Portland General Electric  
Salem Service Center-Conference Room  
4245 Kale St. N.E. Salem, OR.

## In-Attendance:

Cindi Devich (PGE)-Discussion Leader  
Linda Keezer (PGE)  
Kyle Walker (PGE)  
Chris Lu (PGE)  
Peg Munsell (OR-OSHA)  
Jason Foruria (IPC)  
John Ivey (OPUC)  
Rick Carter (OPUC)-Scribe

The meeting was called to order by Cindi Devich, of Portland General Electric (PGE), substituting for OUSC Chairperson Amy Eschete (PGE) at 1:00 p.m.

## **Introductions:**

Introductions were made by each individual attending.

## **Define Purpose and Scope:**

Rick Carter, Public Utility Commission of Oregon (OPUC), provided an overview of the Sub-Group's intent and focus, from an OPUC perspective. The forum is intended to be a group that shares information and common processes amongst the members during this time of preparation, and if necessary, a possible shared resource during a potential Pandemic incident or event. Questions arose regarding regulatory obligations during a Pandemic event.

Rick Carter (OPUC) made reference to the possible use of a Force Majeure declaration by the Utility affected as part of their planning process, similar to those requests made by Telephone Utilities and received by the Federal Communications Commission (FCC), during 2005's Hurricane Katrina.

Jason Foruria, from Idaho Power (IPC), mentioned that there are some reported cases of West Nile Virus in the State of Idaho.

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Kyle Walker, Portland General Electric (PGE), asked about Contact Sheet Development and Website Share Point, where member organizations can share resources and informational links. Rick Carter mentioned that he would check to see if it could be hosted on the OPUC website under the Oregon Utility Safety Committee (OUSC) Sub-Directory.

Rick Carter (OPUC) made mention that a guidebook is available which is specific to the Pandemic Influenza, the booklet is entitled: “Guide for Critical Infrastructure and Key Resources” (CI/KR Guide), the link to the booklet, was published in June 21, 2006, can be found at: [www.pandemicflu.gov](http://www.pandemicflu.gov).

The group went on to discuss that the Pandemic focus could be expanded to the regional level, maybe encompassing an area mapped under Center for Disease Control’s (CDC)<sup>1</sup> Region 10, to incent and involve others in the area that could benefit from a collaborative. The group also agreed that where there is commonality, sharing should be encouraged.

Peg Munsell, State of Oregon Occupational Safety and Health (OR-OSHA) said there is some Pandemic Preparedness and Response training available through her organization.

PGE submitted that they would be happy to host an Information Sharing Forum (There was a suggestion that PGE’s Michael Human might be a possible Host for the event).

This event was stated to be the group’s first objective.

## **Info-sharing (Pandemic Response Planning):**

Jason Foruria (IPC) was first on the agenda to share some of the steps that Idaho Power has taken to notify their personnel of a potential Pandemic.

- Education through employee accessed “E”-News.
- Written Publications sent to employee residences, highlighting precautions to take and symptoms that should be observed for the onset of an infection.
- Personal Protective Equipment (PPE)<sup>2</sup>, such as Face Masks (Respirators), Protective Gloves, Thermometers, and Disinfectant Kits are a few of the items that could be distributed.
- The Company estimates that if a Pandemic were to occur, that an approximate 50% work force reduction could affect the employee base.

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<sup>1</sup> On a similar note, Linda Keezer (PGE), during her presentation, made mention of printed and electronic resources from the CDC.

<sup>2</sup> Peg Munsell (OR-OSHA) mentioned the requirement that PPE should properly fit the wearer.

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PGE was next to present their concepts; the presentation concerned itself to areas of:

- Business Continuity,
- Emergency Operations,
- Work Place Safety & Health,
- Risk Management,
- Critical Infrastructure, coupled with Critical (Key) People and Critical suppliers and Vendors, and
- Health Liaisons (State, County, Local Representatives).

Chris Lu (PGE) gave a brief overview of the relevant human resource issues, highlighting the use of the Supervisor's Guide to manage their way through an event. Some of the issues confronting management during a Pandemic incident could be dealing with the temporary loss of key personnel, a high rate of employee loss through exposure avoidance or actual illness. Some of the precautionary steps that can be taken include:

- Analyzing Core Competencies,
- Alternative Human Resources, and
- Appropriate Documentation.

Chris went on to speak about Current Policies and Policy Augmentation when confronted with an actual Pandemic incident. Chris spoke about the precaution that individuals need to focus on, including social distancing and personal hygiene.

Linda Keezer (PGE) provided additional Business Continuity objectives concerned with Risk Assessment, Finance, Information Technology (IT), Facilities, and Emergency Operations.

Kyle Walker (PGE) provided a summary of Employee Communications and Public Outreach. Kyle expressed the Company's investigation into creating an Intra-Net Preservation Site that could provide Employee Education, Health Tips, etc. Some of the Company's initiatives are set to begin in October-November 2006 and continue into 2007. They include Flu Immunization, Home Preparedness and Personal Prevention Kits, CDC and WHO Information packets.

Linda (PGE) went on to speak about her recent CDC conference and seminar with Risk and Crisis Communication as the focal point. Linda shared with the group the information resources provided by the CDC in CD and printed format. She will investigate to see if the information is readily available from the CDC.

PGE's scorecard goal is to have the Preparedness Plan in place by the fall of 2007.

# **OUSC Pandemic Planning Sub-Team**

The group discussed setting objectives and initial goals:

## Objective #1:

The Group will strive to create a community facilitated discussion group.

A). The group will organize an Information Sharing Forum.

PGE volunteered to host this event.

## Objective #2:

The Group will strive to create a collaborative that is a clearing house for vital information.

At the close of this meeting, there was a suggestion about a sub-team leader or chair and Cindi Devich suggested that Rick Carter from the OPUC lead the group.

(Follow-up discovery at the OPUC indicates that the OPUC both sanctions, and supports the work of the OUSC and its sub-groups, and since the organization is an industry led group the industry needs to appoint one of its own to lead, or chair committees, sub-groups or sub-teams. Therefore the OPUC staff is not available to assume a leadership role.)

Submitted by,

Rick Carter  
OPUC Staff