



San Joaquin County Office of Education Employees:

This message is to inform you of the San Joaquin County Office of Education (SJCOE) plan in the event we are notified that electrical power may be shut off to the local area by Pacific Gas and Electric (PG&E), thus impacting our offices or school sites. The SJCOE's intended flow of messaging may be somewhat different depending on the needs during an actual PG&E Public Safety Power Shutoff (PSPS).

ABOUT PG&E PUBLIC SAFETY POWER SHUTOFFS

Due to the increased intensity and frequency of wildfires in Northern California, the California Public Utilities Commission has required that the electrical grid be powered down in areas prone to fires in times of elevated risk. In response, PG&E may, at times, implement an expanded PSPS that may impact San Joaquin County.

PG&E has indicated it will provide notice 48 hours in advance of a planned power shutoff, when possible. Such notice will trigger the activation of the SJCOE's three-phased response plan. During this response, you can expect email, voice message, and text message communications through our Edulinks emergency contact system.

- **PHASE 1: 48 HOURS PRIOR TO PLANNED POWER SHUTOFF:** Early warning that PG&E has given 48-hour notification of a possible power shutoff and that the SJCOE is monitoring the situation. Under most circumstances, the SJCOE will not initiate closures of schools or offices based upon this 48-hour notification. At this point, please plan to report to work until you receive further notice.
- **PHASE 2: 24 HOURS PRIOR TO PLANNED POWER SHUTOFF:** You will receive an update informing you if the power shutoff has been cancelled/postponed or if it is still scheduled. If the power shutoff is still scheduled, you will be informed no later than 5 p.m. which schools and offices will be closed the following day. If your worksite will be affected, SJCOE Utility/Power Outage guidelines require that all computers, printers, copiers, and fax machines are unplugged prior to the outage. **PLEASE NOTE:** Even during an extended power outage, some functions of the SJCOE will continue and you may be expected to report to work. Your supervisor will communicate what is expected. At this point, please plan to report to work unless directed not to.
- **PHASE 3: DURING PLANNED POWER SHUTOFF:** You will receive daily updates until the power is switched back on and schools and offices are back to business-as-usual. You will also be able to find updates at www.sjcoe.org.

IS YOUR CONTACT INFORMATION UP-TO-DATE?

Since notifications will be delivered through Edulinks, it is important your contact information is accurate. To ensure your information is up-to-date, please go to the [Escape Employee Portal](https://www.sjcoe.net/portal/) at <https://www.sjcoe.net/portal/> or speak with your supervisor.

POWER OUTAGE RESOURCES

At the SJCOE, we believe that planning ahead is the best safeguard. With this in mind, we have provided more information and resources below to help you and your family prepare for an extended power

outage. Please keep in mind that SJCOE employees affected by an extended power outage at home are expected to be prepared to attend work as regularly scheduled. All absences must be approved by a direct supervisor and reported in Frontline.

- Make sure you can receive updated information from PG&E by updating your contact information at www.pge.com/mywildfirealerts.
- Talk to your medical provider about a power outage plan for medical devices powered by electricity and refrigerated medicines. Plan for batteries and other alternatives to meet your family's medical needs when the power goes out.
- Review the supplies that are available in your household in case of a power outage. Have flashlights with extra batteries for every household member. Have enough nonperishable food and water stored to meet your family's basic needs for at least a few days.
- Use a thermometer in the refrigerator and freezer so that you can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher.
- Keep mobile phones and other electric equipment charged and gas tanks full.
- Know how to manually open electric garage doors and gates.

For more information about how to prepare for a power outage, go to the San Joaquin County Office of Emergency Services webpage on preparedness at www.sjgov.org/department/oes/preparedness.

If you have questions regarding this communication, please speak with your supervisor.

Together, we can work to ensure that employees, families, and students are informed, prepared, and safe during a power outage.