

**Western Division
Forestry**

**Contract Tree Crew
Storm Emergency
Procedures**

Western Division Forestry

Forestry Personnel

	<u>Office</u>	<u>Cell</u>	<u>Home</u>
Nate Wright	716-673-7237	716-680-2850	
	716-672-7153		
Scott Becker	716-831-7278	716-861-9417	
Jack Feltz	585-344-5803	716-867-3097	
Jay McIntosh	716-375-4212	716-378-5033	
	716-373-2259		
Jeff Harrington	585-344-5915	315-317-6882	716-
	810-9796		

Storm Board Numbers

Western Regional Control Center	716-831-7321
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Storm Emergency Procedures

Crew Information / Assignment

Typed crew lists (showing crew make-ups) must be e-mailed to Nathan.Wright@nationalgrid.com using the attached form. This is needed to enable us to arrange lodging and for verifying invoice information. **If we do not have it we can not arrange accommodations or authorize payment when invoices arrive.**

When sending this information please include an estimated time of arrival (ETA) so that one of our Safety Specialists and a Forestry Supervisor can meet them to brief them on our policies and provide work assignments.

Whenever possible, multiple tree crews must be accompanied and supervised by a General Foreman. A designated "A" Foreman will assume lead responsibility for an individual or multiple crews if a General Foreman is not available.

Work hours and job assignments will be designated by the coordinating Forestry Supervisor or designee.

Crew Makeup / Classification

Contract tree crews utilized for storm emergency work shall consist of two person crews, unless otherwise authorized or requested by the Company.

Minimum qualifications to perform storm emergency work will consist of one Journeyman Trimmer (JT) and one Tree Trainee 2nd Year (T2).

Tools and Equipment

All contract tree crews assigned to storm emergency work must fully equipped and prepared to do any job they are given.

Equipment required includes but is not limited to:

Truck

- Aerial lift of at least 55' working height

- Flashlights/work-lights
- Non-conductive sticks with hooks and saw heads (all di-electric tests must be current).
- Hydraulic tools and hoses (all di-electric tests must be current).
- Wheel chocks
- Outrigger pads
- Cones
- Work area signs

Tools

- Chainsaws
- Ropes
- Spare chains
- Files
- Climbing gear (Minimum of two {2} sets per crew)
- Spot / flood lighting

PPE

- Hard hat
- Safety glasses
- Hearing protection
- Retro-reflective vest
- Gloves
- Safety-toe work shoes / EH rated
- Saw chaps
- Harness and lanyard for bucket
- Foul weather clothing
- Climbing gear with **TWO** work positioning lanyards

All contract tree crew personnel shall come prepared for extended overnight stays.

Lodging and Meals

At the onset of emergency storm work the General Foreman or Lead Foreman shall notify the coordinating Forestry Supervisor as to the number of rooms needed. Generally, two people per room.

The Company will make arrangements for the necessary lodging and cover the expense.

The Company **will not pay for** any room service, movies and phone expenses.

All tree personnel are to conduct themselves in a responsible, courteous and professional manner. Extended storm work requires having tree personnel rested and prepared for work continuation. Room parties and failure to get proper rest is unacceptable. Personnel failing to comply with this procedure will be immediately discharged from National Grid USA property.

National Grid utilizes a stipend of \$14 per meal for every five (5) hours worked. This will be paid through the invoice process **AFTER** the event so come prepared with cash.

Communication

Crews must be equipped with cell phones to facilitate efficient field communications.

The coordinating Forestry Supervisor will designate the time periods in which field Supervision or Crew Foreman must call in to communicate such things as job status, locations, and any other pertinent field information.

Crews must report field conditions found such as broken poles, wire down and other dangerous conditions - ASAP. Be prepared to give feeder name and number, pole numbers, location, general field conditions (off / on road), access points, customer information if necessary, etc.

When working in areas with limited or no cell phone service the general or lead foreman must attempt to move to an area with cell service or seek the nearest land line phone and call the coordinating Forestry Supervisor at the designated intervals.

Customers

All customers shall be treated in a professional manner. If conflicts arise, respond politely to the customer, fold the job and notify the coordinating Forestry Supervisor.

Our policy is that we do not do clean up of work performed as a result of storm damage. Customers must not be told we will be back to clean up.

Safety

Contract tree crew personnel must adhere to ANSI Z-133.1 safety rules and procedures.

Contract tree crews must treat all electrical facilities as energized and maintain the appropriate clearances.

If a job cannot be performed using approved work practices and procedures or where clearances cannot be maintained you must notify the appropriate coordinating Forestry Supervisor.

Disciplinary Action

Contract tree crew personnel not in compliance with the storm emergency procedures and any other conduct or actions that are deemed inappropriate, shall be subject to disciplinary actions up to and including discharge from National Grid USA property.