STEP ONE - LOAD ASSESSMENT

- ☐ Identify nonessential load (i.e. lighting, HVAC, non-critical computing equipment).
- ☐ Determine safe load reduction level without impacting core operations.
- ☐ Document baseline usage profiles for peak periods.

STEP TWO - INTERNAL COORDINATION

- ☐ Appoint DR coordinators/points of contact.
- ☐ When relevant, identify department leads responsible during events.
- ☐ Create and distribute DR event action plan to staff.
- ☐ Schedule training for all affected team members.

STEP THREE - COMMUNICATION PLANNING

- ☐ Sign up for DR reduction notices (text/email/phone). Add provider to approved sender list.
- ☐ <u>Sign up for Peak Demand Day Alerts.</u>
- ☐ Confirm backup communication method in case of primary system failure.

STEP FOUR - EVENT EXECUTION PLAN

- ☐ Confirm sequence for shutting down or reducing load.
- ☐ Establish timeline for curtailing/shifting load within event notice window.
- ☐ Run at least one test scenario before seasonal peak months.

STEP FIVE - MONITORING AND VERIFICATION

- ☐ Track load reduction vs. commitment during events.
- ☐ Review and verify settlement reports with program advisor.
- ☐ Analyze performance KPIs and adjust strategy as needed.