

Storm Readiness Checklist for Utilities

Use this checklist to identify critical gaps before the next major storm.

HOW TO SCORE: Check items fully in place (1 point each), convert each section to a score out of 5 on page 4.

01 Crew Readiness

- ☐ Confirm internal, contractor, and mutual aid crew availability
- ☐ Verify required qualifications, roles, and crew composition
- ☐ Confirm crew locations, contact information, and travel times
- ☐ Verify equipment qualifications and crew capacity
- ☐ Complete required onboarding for incoming crews
- ☐ Identify gaps in skills, crew types, or geographic coverage

Section score: _____ / 6

02 Equipment & Material Readiness

- ☐ Confirm availability of trucks, bucket trucks, generators, tools, and other critical equipment
- ☐ Check transformers, poles, conductors, crossarms, insulators, and other critical materials
- ☐ Verify equipment is operational and ready for deployment
- ☐ Confirm equipment and materials are located where they are needed
- ☐ Identify staging locations and transportation requirements
- ☐ Confirm incoming crews have the equipment and materials they require
- ☐ Verify fuel, PPE, communications equipment, and emergency supplies

Section score: _____ / 7

03 Communication Readiness

CLEAR CHANNELS & CURRENT CONTACTS FOR:

- ☐ Control room & dispatch
- ☐ Field crews & supervisors
- ☐ Contractors & mutual aid crews
- ☐ Safety & emergency response teams
- ☐ Utility leadership
- ☐ Municipalities & EOCs
- ☐ Customer service & call center
- ☐ Regulatory & reporting contacts
- ☐ Emergency contact lists reviewed & up to date

A CLEAR PROCESS FOR:

- ☐ Pre-storm alerts & customer notices
- ☐ Storm & restoration updates
- ☐ Providing & updating [ETRs](#)
- ☐ High call & outage inquiry volumes
- ☐ Escalating critical issues
- ☐ Coordinating with municipalities & EMAs
- ☐ Communicating priority changes
- ☐ Backup communication methods

Section score: _____ / 17

04 Storm Crew Mobilization Readiness

- ☐ Prepare crew callout lists
- ☐ Confirm a process for tracking accepts, declines, and non-responses
- ☐ Define how crews will be formed based on skills and requirements
- ☐ Establish crew assignment and staging procedures
- ☐ Confirm how crew travel and arrival will be tracked
- ☐ Define crew status updates and reassignment procedures

Section score: ____ / 6

05 Damage Assessment & Restoration Readiness

- ☐ Confirm how outage and damage information will be captured
- ☐ Establish field damage assessment procedures
- ☐ Identify critical customers and infrastructure
- ☐ Define restoration priorities
- ☐ Establish how crews will be assigned to restoration work
- ☐ Track work status, resource shortages, escalations, and completion
- ☐ Confirm how crews will be reassigned as priorities change

Section score: ____ / 7

06 Safety Readiness

- ☐ Verify crew qualifications and required certifications
- ☐ Confirm PPE and safety equipment availability
- ☐ Review JHA and tailboard briefing requirements
- ☐ Review lockout/tagout procedures
- ☐ Confirm emergency procedures and hazard communication
- ☐ Establish crew fatigue controls
- ☐ Verify contractor safety requirements
- ☐ Confirm incident reporting procedures

Section score: ____ / 8

07 Financial & Cost Readiness

- ☐ Review emergency labor and overtime budgets
- ☐ Confirm contractor and mutual aid rates
- ☐ Estimate equipment, fuel, travel, lodging, and material costs
- ☐ Identify expected restoration costs
- ☐ Define how storm-related costs will be tracked
- ☐ Identify costs requiring additional documentation

Section score: ____ / 6

08 FEMA & Documentation Readiness

TRACK & DOCUMENT:

- ☐ Track storm-related labor and overtime
- ☐ Document equipment and material costs
- ☐ Maintain contractor records and invoices
- ☐ Record emergency work and restoration activities
- ☐ Capture damage and [manage documentation](#)

KEEP RECORDS OF:

- ☐ Contractor invoices and supporting records
- ☐ Damage assessments and restoration work performed
- ☐ Crew arrival, deployment, and work activity
- ☐ ETRs and major restoration updates
- ☐ Customer and stakeholder communications
- ☐ Storm purchases, travel, fuel, and lodging
- ☐ Required regulatory and emergency response reports

Section score: ____ / 12

09 Storm Readiness Metrics

Check an item only when the metric has been reviewed **and** meets its target. Record the current value for reference.

Review item	Target	Current value
☐ Review SAIDI and check if it is below 100 minutes annually	Under 100 min / year	_____
☐ Review SAIFI and check if it is below 1.0 annually	Under 1.0 / year	_____
☐ Review CAIDI and check if it is below 90 minutes	Under 90 min	_____
☐ Review CEMI and compare it with previous storm events; identify opportunities to reduce customer outage duration	Improving vs. prior storms	_____
☐ Review Restoration Time and check if 90% of customers can be restored within 48 hours	90% within 48 hrs	_____
☐ Review Vegetation Management Effectiveness and check if clearance compliance is at least 95%	95%+ compliance	_____
☐ Review Asset Condition Index (ACI) and check if the average score is above 6.5/10	Above 6.5 / 10	_____
☐ Review NEUE and check if projected unserved energy is below the applicable target	Below applicable target	_____
		Section score: _____ / 8

Metric definitions

SAIDI System Average Interruption Duration Index: average outage minutes per customer served per year.

CAIDI Customer Average Interruption Duration Index: average time to restore service per interruption (SAIDI ÷ SAIFI).

Restoration Time Time required to restore power to a given share of affected customers after a major event.

ACI Asset Condition Index: weighted 0–10 health score for poles, conductors, transformers and other assets.

SAIFI System Average Interruption Frequency Index: average number of sustained interruptions per customer per year.

CEMI Customers Experiencing Multiple Interruptions: share of customers with more than a set number of interruptions.

Vegetation Mgmt. Share of circuit miles meeting required tree and vegetation clearance standards.

NEUE Normalized Expected Unserved Energy: projected energy not delivered, normalized to total demand.

FINAL Readiness Scorecard

Can we quickly identify the right crews, equipment, resources, and information needed to respond?

Readiness area	Max points	Your score	Score out of 5
01 Crew Readiness	6	_____	_____ / 5
02 Equipment & Material Readiness	7	_____	_____ / 5
03 Communication Readiness	17	_____	_____ / 5
04 Storm Crew Mobilization Readiness	6	_____	_____ / 5
05 Damage Assessment & Restoration Readiness	7	_____	_____ / 5
06 Safety Readiness	8	_____	_____ / 5
07 Financial & Cost Readiness	6	_____	_____ / 5
08 FEMA & Documentation Readiness	12	_____	_____ / 5
09 Storm Readiness Metrics	8	_____	_____ / 5
OVERALL SCORE sum of all 'Score out of 5' values			_____ / 45
READINESS % (Overall score ÷ 45) × 100			_____ %

Score out of 5 = (Your score ÷ Max points) × 5 | **Readiness %** = (Overall score ÷ 45) × 100

Example: 5 of 6 items = $5 \div 6 \times 5 = 4.17$. Keep two decimals; do not round to whole numbers. Every category carries equal weight.

What your readiness % means

	Readiness %	Status	What it means
☐	100%	Fully Ready	All readiness areas are in place. Maintain through regular drills and pre-season reviews.
☐	90–99%	Ready, Minor Gaps	Strong position. Close the remaining items before the storm is forecast.
☐	80–89%	Mostly Ready	Core capability exists, but gaps could slow mobilization or restoration. Assign owners and deadlines now.
☐	60–79%	Partially Ready	Significant gaps likely to cause delays, safety exposure, or lost reimbursement. Escalate to leadership.
☐	Below 60%	Not Ready	Critical gaps across multiple areas. Immediate action plan required before storm season.

Critical-gap rule: any single section scoring **below 3.5 out of 5** (70%) should be treated as a priority gap, even if the overall readiness % looks strong. Safety Readiness and Storm Crew Mobilization should score **5 out of 5** before deployment.

ACTION Readiness Results & Action Plan

OVERALL SCORE _____ / 45	READINESS % _____ %	READINESS STATUS _____
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Priority gaps to address before the storm

List every section scoring below 3.5 out of 5 first, then any unchecked Safety or Mobilization items.

#	Priority gap	Section	Owner	Due date
1				
2				
3				
4				
5				
6				

Assessment completed by _____ Date _____

Next review date _____

Turn this checklist into a live readiness dashboard. One platform. Replaces seven tools.

KYRO AI takes utilities from outages to live storm calls, callouts to rosters, and timesheets to invoices, with crew, equipment and FEMA-ready documentation tracked in one place.